

# Admissions and Records Policies

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### Mission and Goals

The fundamental mission of the Student Services Division is to demonstrate a strong commitment to student success by providing a learning environment in which individuals from varied backgrounds, with diverse goals and needs, are afforded both the conditions and opportunities for student success, not as an aside from instruction, but in partnership with and as a compliment to the educational opportunities afforded to students. Student Services goals are listed below. The belief of each member of the Student Services staff at H. Council Trenholm State Community College is that all people have the opportunity to reach their maximum potential. Dedicated to this belief, and in support of the educational mission of the College, the division assists students with admissions, registration and financial aid, advisement, assessment, achieving success, disabilities services, student activities, and career planning.

Coordinated by the Dean of Students, these functions service the student and compliment classroom instruction by insuring that each student has the opportunity for success.

- Work in concert with faculty to develop a holistic individual.
- Offer professional development opportunities that will enhance the recruitment and retention for students.
- Increase enrollment through assertive recruiting and retention strategies.
- To offer an array of social, cultural and educational activities to students to create a feeling of belonging.
- To develop an on-going comprehensive public relations campaign utilizing news releases, brochures, billboards, college website, civic speaking engagements, recruitment videos, college view book, television and radio commercials and other printed and electronic publications.

### Roles

- To accommodate students in gaining access to the College by providing admission, registration, counseling, advising, placement testing and other support services.
- To facilitate the successful movement of the student through the educational process to completion of the student's identified goal (personal enhancement, specific job skill(s) improvement, career preparation and/or development, or continuation of an undergraduate education).
- To maintain a system of accurately recording, safely maintaining and efficiently retrieving student records.
- To provide a program of financial assistance to students.
- To enhance development of the student's mind, body and character by providing a program of student activities that compliment classroom instruction and/or other curricula endeavors.
- To assist in satisfying the College's and community's need for information relative to students served.
- To participate in the governing system of the College, particularly in the areas of student life, long-range planning and due process in student discipline.

### Orientation to College ORI-101

All new and returning students, who have not previously taken Orientation to College (ORI-101) course at Trenholm State Community College, are required to take ORI-101 during their first term of enrollment. No exception will be made. ORI-101 College orientation classes taken at another institution will not be accepted for transfer credit at Trenholm State.

Orientation to College (ORI-101) is designed to provide information that will aid a new student in his/her transition to college and stimulate an excitement for learning. Students are engaged, equipped and empowered to excel in their college studies and are introduced to college policies, procedures, requirements, and services as well as knowledge of the physical environment of the campus and the college community at large. Focus provided through Orientation to College (ORI-101) includes: critical thinking, improvement of technology skills, social skills, leadership skills, oral and written communication skills, commitment to studies and more. Students are encouraged to make wise use of all services made available in the Office of Student Services. Every student enrolled is assigned a faculty advisor and students are encouraged to discuss their academic and career plans, problems, and challenges with their faculty advisors.

### College Orientation for Dual Enrolled Students

Dual enrolled students must attend an orientation session during their first term of enrollment. Through attendance and participation, dual enrolled students are informed of the College's policies and procedures as well as practices designed to help with study and test-taking skills, time management, and more. This is non-credit and does not substitute for ORI-101.

### Advising

The primary purpose of advising is to support students in their pursuit of meaningful educational and career programs that will assist them in fulfilling goals. Advising is provided for each student at Trenholm State. Program advisors are available to provide information about courses, programs, activities/events and careers. 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 program advisor to plan their course of study, review their degree plan for a timely graduation. Program advisors are available in each program to advise students who may wish to enroll.

Students are assigned to their advisors through the Office of Admissions and Records with input from the program coordinator or division chair of the student's respective program of study. The Director of Admissions and Records also provides academic advisement services. Program graduates are awarded Associate in Science, Associate in Arts, Associate in Applied Science Degrees, Certificates and Short Term Certificates. 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 Community College to provide career education training, counseling, and assessments that will lead students and alumni down a successful career path. Career planning assistance is available to all students and alumni who wish to make a career choice or change.

Additionally, the Career Center provides students with direct access to work-study, internships, externships, co-op part-time and full-time employment opportunities through an online database, Trenholm Careers and via email. An attempt is made to refer students to positions that will benefit them financially and educationally. Other services include resume, cover letter, and interview preparation, mock interviews, career fairs, internship and co-op opportunities, business dress advice, career and employer literature, on-campus interviews, and employment developmental skill workshops. Students and alumni in need of assistance should contact the College's Career Center at (334) 420-4499 or careers@trenholmstate.edu.

### Student Success Center

This Student Success Center (SSC) is designed to provide a range of services to include tutoring, counseling, mentoring, faculty/staff awareness activities, career services, collaboration and resource sharing and academic support services.

The mission of the Student Success Center (SSC) is to provide a consolidated and integrated center to enhance the academic development of students and reinforce the student-centered learning environment at Trenholm State. With an emphasis on academic readiness skills and best practices, the SSC is committed to student persistence and graduation from the institution. Furthermore, through proactive, intrusive and innovative solutions, the Student Success Center provides opportunities for students to achieve learning goals and develop as life-long learners.

### 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.

### American with Disabilities Act (ADA)

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) 420-4326 or 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) 420-4301.

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 Students by calling (334) 420-4316.

## ASSESSMENT SERVICES

### ACCUPLACER Testing

The ACCUPLACER Testing is designed to ensure proper course enrollment and enhance probable success in math, English, and reading and to verify that new students have the skills necessary to succeed in courses required for their chosen major (See information under Testing/Re-Testing). Each college in the Alabama College System shall require a comprehensive assessment of students upon admission to the college and prior to enrollment in associate degree, diploma, or certificate programs. Students shall not be allowed to enroll for more than four credit hours or eight weekly contact hours before being assessed with a comprehensive assessment instrument.

All first-time students who enroll in associate degree, certificate, or short term certificate programs and who enroll for more than four credit hours or eight weekly contact hours per semester will be assessed through the administration of the ACCUPLACER computerized assessment instrument, and placed at the appropriate developmental level as indicated by the assessment results. The ACCUPLACER testing is free of charge to students who will take the ACCUPLACER test for the first time. The ACCUPLACER test scores are valid for three years from the date of the original assessment. The ACCUPLACER test results are a prerequisite for initial enrollment unless an exemption applies.

### Exemptions from Testing

The following exemptions from the assessment requirement may apply for:

- Students who are within three years of high school graduation and have earned the following minimum score on the ACT or SAT within the past three years: ACT English-20 and ACT math-20 or SAT I Verbal-480 and SAT I math-480;
- Students who have an associate degree or higher;
- Students who transfer degree-creditable college-level English or mathematics courses with a grade of "C" or better (pending evaluation of official transcript(s));
- Senior citizens (Alabama residence, age 60 and older), undeclared, other non-award seeking majors who are taking classes for avocational reasons only;
- Students who have completed required transitional coursework at another Alabama Community College System institution within the last three years;

- Students in certain short term certificate programs having no English or mathematics requirements;
- Applicants who provide documentation of assessment with the ACCUPLACER test taken at another Alabama Community College System institution within the last three years;
- Students auditing English or mathematics courses;
- Students who are transient;
- Students who can provide documentation of the ACCUPLACER test within the last three years.

Applicants who do not take the algebra portion of the ACCUPLACER test will be required to complete MAH-090, Basic Mathematics.

### ACCUPLACER Re-Testing

Each section of the ACCUPLACER test may be repeated only once at a charge of \$10.00 per section.

Please note: If the assessment was taken at another higher education institution, then the assessment can only be repeated once at the College.

A study guide for the assessment is on the Future Student link of the College website [www.trenholmstate.edu](http://www.trenholmstate.edu). Any questions about the ACCUPLACER test should be directed to the Student Success Center at (334) 420-4326.

### Financial Aid and Veterans Affairs

The financial aid program at Trenholm State Community 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 Work-Study Program (FWS)
4. Leveraging Educational Assistance Partnership Program (LEAP)
5. Institutional Scholarships
6. Senior Adult Waiver Program.

In addition, students who qualify may apply to the Agencies 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 Educational Assistance Program (ANGEAP)
5. Veterans Benefits
6. Workforce Innovation Opportunity Act (WIOA)

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 - 8:30 am until 4:30 pm and Friday - 8:30 am until 11:30 am. For additional information, please contact the Financial Aid Office at (334) 420-4321.

### Guidance and Counseling

Students are encouraged to utilize services of the counselors available in the Student Success Center. 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 Success Center provides life-planning strategies and assists with study skills, time management and decision-making skills. When personal difficulties interfere with academic success, counselors/advisors can offer counseling and referrals to other agencies. Contact the Student Success Center at (334) 420-4326.

### Admissions and Records

The Office of Admissions and Records coordinates the admission of qualified student body. The Office processes student applications, inform students of available program offerings, disseminates appropriate brochures, literature, etc. to interested students, verifies student qualifications for specific certificate and degree programs. The Office provides transcripts of student academic records (official and student copies), facilitates registration each semester for credit classes, and verifies and certifies student enrollment status. In addition, the Office processes grade changes, certificates and degrees, curriculum updates, degree plans, and changes in student information. Specific registration information is contained in instructions distributed to applicants and students before each semester begins.

### Admissions Policy Statement

It shall be the policy of Trenholm State Community College to admit all applicants who meet the established admission criteria. Admission decisions will be made without regard to an applicant's race, color, disability, sex, religion, creed, national origin, or age. This policy grants admission to first-time college applicants, transfer applicants, transient applicants, audit applicants, accelerated high school applicants, international applicants, and applicants seeking readmission.

### Enrollment Schedule

Applicants may enter the college at the beginning of each term: fall (August), spring (January), or summer (May). Applicants are encouraged to apply for admission to the College prior to the term for which they wish to enroll. Applicants are encouraged to visit the College's website [www.trenholmstate.edu](http://www.trenholmstate.edu) to complete and submit an admission application online. Admission applications can also be obtained from the Office of Admissions and Records on both campuses and should be returned to the Office of Admissions and Records on the Trenholm or Patterson Campus. Admission

### General ID Policy

An applicant must provide one of the following forms of identification for admission to Trenholm State Community College:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport

- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I-797 Form with expiration date
- VISA acceptable to the United States

For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives. Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS institution.

All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with 36-26-15.1 of the Code of Alabama of 1974 (as amended).

### Required Admission Documentation

Degree-seeking students must provide:

- Admission application
- Primary form of identification
- Proof of high school graduation
- Official transcript - high school or GED®
- Official transcript(s) - all other colleges attended,
- ACT scores (for placement purposes only)
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution. The College does require official transcripts of other undergraduate coursework earned elsewhere if that coursework is to be used toward earning a degree or fulfilling prerequisites.

Non-degree seeking students (who are high school graduates or GED® recipients) must provide:

- Admission application
  - Primary form of identification
  - Proof of graduation
  - Official transcript - high school or GED®
  - Official transcript - all other colleges (if attended)
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution

Non-degree seeking students (who are non-high school graduate or does not have a GED) must provide:

- Admission application
- Primary form of identification
- Official transcript - high school (if attended)
- Official transcript - all other colleges attended (if attended)
- Required Assessment Score (State Board Procedure 801.05: Admission: Non-High School Graduate)

Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.

In order to be official, transcripts and/or GED scores must be mailed directly from another school to Trenholm State Community College. The College also accepts official hand-delivered transcripts, which **MUST** be in an unbroken sealed envelope and must be marked "OFFICIAL" NOT "ISSUED TO STUDENT".

Mailing Address:

Trenholm State Community College  
Office of Admissions and Records  
Post Office Box 10048  
Montgomery, Alabama 36108

### Non-degree seeking in Truck Driving Training

An applicant must provide the following documentation at the time of registration:

- Completed Application for Admissions, which includes proof of residency.
- Department of Transportation (DOT) physical which indicates no physical or mental limitations which could impair the individual's ability to drive a truck. The physical must be dated within two (2) years of one's registration date and must be documented on the proper DOT physical form.
- The drug screen must indicate negative results and be dated within 30 days of registration. The results should be mailed to:  
Trenholm State Community College  
Truck Driver Training  
P.O. Box 10048  
Montgomery, AL 36108
- Motor Vehicle Report (MVR), which may be obtained from the Department of Public Safety, 50 North Ripley Street, Montgomery, AL 36104. The MVR must be dated within 30 days of applicant's registration.
- A Current Driver's License.
- Applicants enrolled in the Truck Driving program are subject to random drug testing. The applicant is responsible for all costs related to the DOT physical and drug screen. Tuition, books and fees are due at the time of registration. The cost ranges from \$1,500.00 to \$1,602.00 for Alabama residents. Out-of-state residents will be charged double this amount.

### Admission Status Types

There are two types of admission status: 1) unconditional and 2) conditional. Students who have submitted all required documentation may be admitted as unconditional status. Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

### Admission Classification

1. First Time: A student who has no prior post-secondary experience, attending any institution for the first time.
2. Transfer: A student entering the institution for the first

time, having previously attended a post-secondary institution. The student may transfer with or without credit. Acceptance of transfer credits is based upon Trenholm State Community College policy.

3. **Transient:** A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose for transferring credit back to the home college or university.
4. **International:** A student who is a citizen of another country.
5. **Dual Enrollment and Dual Credit:** A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward a high school diploma.
6. **Early College Education Program:** A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward a high school diploma, a technical or health certificate.

Admission to an ACCS institution does not ensure admission to any individual program or course.

If all required admissions records have not been received by the College prior to issuance of first term grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

### First-time Student Admission

Applicants who have not previously attended any regionally or nationally accredited college will be considered first-time college applicants or “native” applicants. A student, who has no prior post-secondary experience and attending any institution for the first time, must submit an application for admission, appropriate ID, and an official high school transcript, or official GED transcript.

A first-time student who does not have on file the official high school transcript or official GED transcript and any additional documents required may be granted conditional admission. No first-time student shall be allowed to enroll for a second semester unless all required admission records have been received prior to registration for the second semester. If all required admissions records have not been received by the College prior to issuance of first term grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

### Transfer Student Admission

An applicant who has previously attended another duly accredited postsecondary institution will be considered a transfer student. To be classified as degree eligible, a transfer student must have submitted an application for admission and official transcripts from all duly accredited postsecondary institutions attended and any other documents required for first-time students. Even though transcripts from non-duly accredited institutions may not be required for admission to the College, transcripts from all institutions are required for recipients of federal student aid. A duly accredited institution is accredited by

one of the six regional accrediting bodies recognized by the U.S. Department of Education.

A transfer student who does not meet the requirements in the previous paragraph will be classified as a non-degree eligible student/ability to benefit student or conditional. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

A transfer student who does not have on file official transcripts from all postsecondary institutions attended and any additional documents required may be granted conditional admission. No transfer student shall be allowed to enroll for a second semester unless all required admissions records have been received prior to registration for the second semester.

If all required admissions records have not been received prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

### Initial Academic Status of Transfer Students

A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear Academic status. A transfer student who is admitted on Clear Academic status is subject to the same standards of academic progress as a “native” student. Grades accrued at other regionally accredited colleges are not included in the Grade Point Average (GPA) calculation at the College.

A transfer student who is admitted on Academic Probation retains that status until the applicant has attempted at least 12 semester credit hours.

If the Cumulative GPA at the College is below 1.5 at the conclusion of the semester in which the applicant has attempted a total of 12 or more semester credit hours, the student will be suspended for one semester. The transcript will read SUSPENDED--ONE TERM.

If the Cumulative GPA at the College is 1.5 or above at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 semester credit hours and earned a cumulative 2.0 or higher GPA, the student’s status will become Clear.

### Transient Students

Students who attended another college/university and who wish to earn credits for transfer to that parent college may be admitted to Trenholm State Community College as transient students. Students must submit an application for admissions and a letter or Transient Permission Form from the parent institution to certify that the credits earned at the College will be accepted as part of their academic program. The official letter or Transient Permission Form must be properly signed by the dean, registrar, or advisor at the parent college and must contain the specific college course(s) students have been approved to take. Transient students are not required to file transcripts of their previously earned credits at other colleges/universities.



### International Admission

An international applicant must provide the following documentation to the Office Admissions and Records prior to being issued an I-20 form:

1. A completed Application for Admission
2. A VISA recognized and accepted by the United States Government
3. An official translated copy of the student's high school transcript and college transcript(s), if applicable; all foreign transcripts and credentials must be evaluated by World Education Services (WES). The web site is [www.wes.org](http://www.wes.org). International students must request that their previous high school and college(s), if applicable, mail all official transcripts to WES. Once credentials are evaluated, WES will send the students' official transcripts to Trenholm State Community College.
4. Official transcript showing a minimum of 500 on the paper-based Test of English as a Foreign Language (TOEFL) or 173 computer-based or minimum score ranging from 5.5-6.0 on the IELTS (International English Language Testing System) as determined by the college, or a total score of 61 on the Internet-based TOEFEL. The web site is [www.toefl.org](http://www.toefl.org)
5. The TOEFL score may be waived for students from the following countries: Australia, Bahamas, Bermuda, Canada (verify from transcript), England, Ireland, Jamaica, New Zealand, Scotland, Antigua and Barbuda, Barbados, Grenada, Belize, Dominica, Malawi, St. Lucia, St. Kitts, Nevis, Nigeria, Tanzania, the Gambia, Tobago, Trinidad, and Virgin Islands. All other waivers must be submitted to the Chancellor for approval with substantial documentation. Students who have successfully completed a college-level English course may be exempt from the TOEFL requirement;
6. Signed, notarized statement declaring that the student or a sponsor they will be fully responsible for the international student financial obligations while attending college; (Recent bank statements that indicate sufficient funds to cover financial obligations must be included); Please note that Trenholm State Community College offers no financial assistance or scholarships for international students;
7. Documentation demonstrating adequate health and life insurance inclusive of a repatriation which must be maintained during all periods of enrollment; and,
8. Transient or transfer international students must submit a Transient/Transfer Clearance Form signed by the international student advisor at the institution from which the prospective student comes. Transient or transfer international students must submit a copy of the Form I-20 from the institution from which the student transfers.

### Dual Enrollment and Dual Credit for High School Student Admission

Institutions within the Alabama Community College System are authorized to establish dual enrollment/dual credit programs with local boards of education in the College service area. Courses offered by Alabama Community College System shall be of postsecondary level, or as stipulated in a contract for services between the two levels. Trenholm State Community College admits students from within its service area for dual enrollment/dual credit. An applicant is eligible for dual enrollment/dual credit if the applicant meets the following criteria:

- The student must meet the entrance requirements established by Alabama Community College System
- The applicant must have a 2.5 Grade Point Average in completed high school courses.
- The applicant must have written approval of the appropriate principal and/or the local superintendent of education.
- The applicant must be in either grade 10, 11, or 12, or have an exception granted by Trenholm State upon the recommendation of the local Board of Education's Superintendent or his/her designee in accordance with Alabama Administrative Code 290-8-9-.17 regarding gifted and talented applicants.
- Applicants may enroll in occupational/technical courses/programs in accordance with Alabama Community College System guidelines.
- Students enrolled in courses offered during the normal high school day, on or off the high school campus, shall have prior permission of the students' Principal, Superintendent, and the President of Trenholm State Community College.
- Parental permission and travel for courses offered other than the students' high school campus during the normal school day will be administered under the auspices of local boards of education.
- Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or a related subject. Articulation agreements shall be entered between Trenholm State and the local boards of education.

### Early College Education Program for Admission

The purpose of the Early College Enrollment Program (ECEP) is to provide an opportunity for qualifying high school students to earn the Alabama High School Diploma with an Advanced Career and Technical Education Endorsement and college credits toward an approved career technical or health certificate or degree that meets local, regional, or state high-skill, high-wage, and high-demand critical workforce training needs.

Career Technical program applicants must:

1. Submit a completed ECEP application and complete the ACCUPLACER Test by May 1 prior to entering fall semester, or March 1 prior to entering summer semester (no spring entry).
2. Complete the 10th grade prior to admission. Students may enter the ECEP only as beginning high school juniors or as beginning high school seniors.
3. Declare a major in postsecondary career technical education program.
4. Earn the required 9th and 10th grade high school units specified for the Advanced Career and Technical Education diploma endorsement option.
5. Have a 2.5 grade point average (on a 4.0 scale) in required high school courses.
6. Score 480 or above on the SAT I verbal and 480 or above on the SAT I math; or score 20 or above on the English and math portions of the ACT assessment; or score at or above the level on the ACCUPLACER Test required for placement into English 101 and Math 112/116.
7. Participate in a student/parent interview conducted by the ECEP Admissions Committee.

Health program applicants must:

1. Submit a completed application for the college and

- the health program by April 15 of the sophomore year.
- Earn the required 9th and 10th grade high school units specified for the Advanced Career and Technical Education diploma endorsement option.
  - Earn two secondary Health Science elective credits prior to entering ECEP.
  - Have a minimum of a 3.0 cumulative grade point average (on a 4.0 scale) in required high school health science courses specified for the Advanced Career and Technical Education diploma endorsement option.
  - Score 480 or above on the SAT I verbal and 480 or above on the SAT I math; or score 20 or above on the English and math portions of the ACT assessment; or score at or above the level on the ACCUPLACER Test required for placement into English 101 and Math 112/116 as determined by college policy.
  - Participate in a student/parent interview conducted by the ECEP Admissions Committee.
  - Have a 95 percent high school attendance record by the completion of 10th grade year.
  - Complete a physical exam and pass drug tests as required by program policy.

Notes: (1) A student's discipline record will be reviewed and taken into consideration in the admission decision. (2) Meeting minimal requirements does not guarantee acceptance. Student applications for the program are scored based on criteria established by the State ECEP Admissions Committee and the Alabama Community College System.

### Senior Citizen Admission

Alabama residents 60 years of age or older may attend classes tuition free on a space-available basis. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the College Catalog. The tuition waiver covers tuition only in college-credit courses. A college-credit course is defined as a course measured in both credit hours and scheduled weekly contact hours that is part of an organized and specified program leading to an associate degree, certificate or short-term certificate. The Senior Adult Waiver does not cover books, fees, supplies, tools or repeated courses. Persons who qualify must register for courses the first day of class, each semester.

### Selective Admission Programs

Practical Nursing, Diagnostic Medical Sonography, Medical Radiologic Technology

Individuals who are seeking admission to selective admissions programs (Practical Nursing, Diagnostic Medical Sonography, and Medical Radiologic Technology) must meet all admissions requirements of the College. In addition, these programs have a separate admissions application and several admissions requirements that must be met by a publicized application deadline. Advisors in those programs are available to answer questions and assist students in understanding these requirements; however, responsibility for meeting all admissions requirements for these programs is the sole responsibility of the student.

Selective admissions programs are highly competitive. Meeting minimum admissions requirements ensures that students' applications will be considered but does

not guarantee program acceptance. Students are selected based on an objective scoring system for each program; students selected for admission to the programs generally exceed minimum admissions requirements. Prospective students should contact program faculty or staff or visit the program section of the College website for up-to-date information.

### Audit Students

Applicants may apply for admissions to credit courses on a non-credit or audit basis. Students must meet all applicable admissions requirements. Standards of performance for each class will be defined by the individual instructor. A grade of "AU" will be given to denote an audit. Students must declare their intention to audit a class at the time of registration. A course may be changed from CREDIT to AUDIT or from AUDIT to CREDIT only during the official drop/add period of each semester.

### Non-Credit Students

An applicant enrolling exclusively in non-credit courses may be granted admissions to the College via the Continuing Education Department. For additional information, please contact (334) 420-4235.

### Readmission

All new and returning students must see their assigned advisors prior to registering for classes. Students returning to the College after a break in enrollment of two consecutive terms are required to update admissions information in the Office of Admissions and Records. In addition, returning students must submit official transcripts from all regionally accredited colleges attended since the last date of attendance at Trenholm State Community College. Applicants are subject to fulfilling the requirements of the curriculum that is current at the time of readmission.

### Change of Name

Academic records at Trenholm State are permanently maintained by student name. Name changes will not be made for an inactive student. A student may maintain academic records under the name used at the time of admission. There is NO requirement that a student must make a name change. A student who wishes to change his or her name must complete the Readmission/Information Change form in the Office of Admissions and Records. The student must provide proof of a divorce decree or a marriage license. If the aforementioned are not available, a valid Driver's License AND social security card will be required.

### Change of Curriculum or Program of Study (Major)

A student accepted and enrolled in a particular program of study who seeks to pursue another program of study must meet the requirements for admissions to the new program. A student who changes a program of study will follow the program requirements of the College catalog which is current at the time of the program of study change. Students are cautioned that changing a program may negatively impact the student's financial aid status.

Enrolled students who are Title IV recipients are allowed only two changes of major after declaring the initial major. All periods of students' enrollment count when

determining Satisfactory Academic Progress (SAP), even periods in which the student did not receive Federal Student Aid (FSA). After declaring the initial major, all students, including Title IV recipients, are only allowed two changes of major before completing a Program of Study not to exceed 150% of the current major. Students who are pursuing an Associate Degree may not be able to complete a second Associate Degree at the College on Title IV aid. Students who wish to change their program of study must obtain the proper form from the Office of Admissions and Records. This form must also be signed by the Office of Financial Aid.

## RECORDS AND REGISTRATION

### General Principles for Transfer of Credit

Coursework transferred or accepted for credit toward a certificate or a degree must represent collegiate coursework relevant to the student's degree plan. In assessing and documenting equivalent learning and qualified faculty, Trenholm State uses recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.

- The College will accept courses completed at other duly accredited colleges for transfer credit only when the student earned a passing grade of "C" or higher in the course and the course is part of the student's degree plan at Trenholm. Higher grades may be required by the College for selected courses provided the higher grades are also required in courses for native students.
- Transfer credit accepted for course work completed at another institution will reflect the letter grade earned and is not included in Trenholm State's GPA calculation.
- Transfer credit(s) will be evaluated during the first term of enrollment, only if transferrable grades are "C" or better. College transcripts will only be evaluated when all transcripts are received.
- Awarding of transfer credit to fulfill graduation requirements will be based on the applicability of the credits to the requirements of the degree pursued.
- Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training. (See section on Alternative Sources of Credit).

Courses completed at Trenholm State may transfer to other duly accredited colleges and to the technical divisions of community colleges. Credits may transfer to the academic divisions of community colleges or to four-year colleges/universities. However, the decision on the acceptance of transfer credits always rests with the receiving college. All requests concerning transfer courses should be directed to the college/university to which a student plans to transfer.

### Credit for Prior Learning

It is the philosophy of Trenholm State Community College that a student should not be required to repeat a learning experience for knowledge or skills currently possessed by the applicant. Therefore, if prior learning can be appropriately documented, the applicant may be awarded credit or advanced placement.

### Statewide Articulation

Trenholm State Community College has established articulation agreements with local school systems. High school graduates who have grades of "A" or "B" in specific occupational programs and have fulfilled all requirements of the Statewide Articulation Agreement may be eligible for college course credit. Credit awarded through an articulation agreement will be indicated on the student's transcript.

### College Level Examination Program

Trenholm State Community College accepts credits earned from the College Level Examination Program (CLEP) provided that there is a course equivalent in the student's degree plan. Credit will be indicated on the student's transcript as "EC" (exemption/CLEP). A listing of minimum acceptable CLEP scores is available in the Office of Admissions and Records. The College does not administer CLEP tests. If a CLEP test is available for a particular course, credit by departmental examination will not be given.

### Military Credit

Defense Activity for Non-Traditional Education Service Credit may be granted for any military service school or for any United States Armed Forces Institute/Defense Activity for Non-Traditional Education Services (USAFI/DANTES). Subject tests that have been satisfactorily completed and are determined to have a course equivalent in the student's degree plan will be accepted. Credit will be indicated on the applicant's transcript as "ED" (exemption/DANTES). Additional information on DANTES credit is available from the Office of Admissions and Records.

### Advanced Placement

Advanced course placement or college credit may be awarded in specific subject areas for successful completion of Advanced Placement examinations administered to high school students by the College Entrance Examination Board. With a score of three (3) or higher, a student may receive credit for a course in the subject area corresponding to the test. A maximum of 30 credit hours may be awarded for Advanced Placement. Credit will be indicated on the student's transcript as "EA" (exemption/advanced placement). Additional information on advanced course placement is available in the Office of Admissions and Records.

### Credit by Department Examination

Theory courses are available for credit by department examination. Credit by examination requires the approval of the instructor of the particular course and the Dean of Instruction. Not all courses are available for credit by examination. See an instructor within the department for a list of courses available for credit by examination.

The following guidelines apply to the granting of credit by examination:

- Students may not receive credit by examination for a course they have previously audited or for which they have received a grade other than a "W" (Withdraw). In addition, they may not receive credit by examination for a course if they have earned

credit for an equivalent or more advanced course. Transitional courses are not eligible for credit by examination.

- A student is eligible to attempt credit by examination for any particular course only once.
- If a course has a theory and a lab/clinical component, a student must pass a written test and a performance test to receive credit by examination. A student must first pass the written exam before being allowed to take the performance component.
- A \$45.00 non-refundable fee must be paid, per written examination, at the time the request is made for credit by examination. The cost for the performance exam will vary depending on the supplies necessary for completing the exam.
- A grade of seventy-five percent (75%) must be achieved on the test in order to be awarded credit by examination.
- The maximum number of credit hours that may be earned for credit by examination is twenty-five percent (25%) of the credit hour requirements for any program of study. Credit(s) will be indicated on the applicant's transcript as "CR."

### Industry-Recognized Credentials

Credit(s) may be awarded for prior learning that has been verified and assessed through an industry-recognized credentialing process. Individual departments may identify specific licensure and/or certification that will be accepted for course credit. The departmental faculty and the appropriate Dean will establish specific course credits to be awarded for specific industry credentials. The department must verify the credentials of the applicant requesting credit and attach supporting documentation for review by the appropriate Deans. There is no fee for evaluation of industry-recognized credentials.

### Portfolio Review

The request for credit by portfolio review will be evaluated by a Prior Learning Assessment (PLA) certified assessor and a department advisor to determine if the applicant has sufficient experiences to be eligible for credit pursued.

Upon recommendation to the appropriate Deans, a faculty committee will be assigned to provide assistance to the student in gathering and preparing supporting documentation for the portfolio. The faculty committee and a PLA certified assessor will evaluate the student's portfolio, conduct an interview with the applicant and recommend action on the request for credit. Final approval for awarding of credit by portfolio review rests with the appropriate Deans. The student portfolio must contain the following:

1. Title page;
2. Detailed outline or table of contents;
3. Course outline(s) for the course(s) credit is requested;
4. Detailed resume to include education, employment history, continuing education units, professional activities, association memberships, civic and social activities, and honors;
5. A typed narrative in manuscript style, should include a detailed explanation of activities listed in the resume and a description of theoretical and applied knowledge, as it relates to the specific course outcomes;
6. Verification to include documents such as transcripts, professional certificates, CEUs, letters of reference

from employers and colleagues, professional evaluations, testimonials, job position descriptions, a listing of professional activities, and other pertinent documentation;

The following guidelines apply to the granting of credit for prior learning:

1. The portfolio process must begin before midterm of the student's first semester;
2. A student is eligible to apply for credit for prior learning only once;
3. Students may not receive credit for prior learning for a course they have previously audited or for which they have received a grade. In addition, they may not receive credit for prior learning for a course, if they have earned credit for an equivalent or more advanced course;
4. A \$75 non-refundable portfolio assessment fee must be paid upon recommendation of the appropriate Dean to establish a faculty committee and to evaluate the student's portfolio;
5. The maximum credit that may be awarded for prior learning is twenty-five percent (25%) of the technical credit hour requirements for any program of study. Credit will be indicated on the applicant's transcript as "EL" (exemption/life experiences);
6. The portfolio review process will not be available for any course for which credit by examination is available;
7. A Prior Learning Assessment (PLA) certified assessor will administer all written exams and some performance exams. The form of the examination, the method of administering it, and the time requirements for the examination are at the discretion of the course instructor and/or the department from which credit is pursued.

### Registration

Registration is held each semester according to scheduled dates and procedures published on the College's website [www.trenholmstate.edu](http://www.trenholmstate.edu) and the College Calendar. Students are responsible for registering each semester. Trenholm State may withhold the privilege of a student's registration for the following reasons:

- Unpaid Fees
- Library Books
- Incomplete Admissions Records

A schedule of classes is published on the College's website [www.trenholmstate.edu](http://www.trenholmstate.edu) each semester. All new and returning students must see their assigned advisor prior to registering for classes. All currently enrolled students may register online. It is advisable for students to plan their schedules two or three terms in advance. This allows the student to fulfill prerequisites in preparation for advanced courses or sequences taught only once or twice a year. Students should have a degree plan on file in with their program advisor during the first term of enrollment. Students should work closely with advisors and instructors to follow the required degree plan for their program.

All new students must begin the enrollment process in the Office of Admissions and Records. New students will meet with their program advisors for advising. Additionally, program advisors will assist students in selecting classes and completing the registration process.

During advising, students should obtain a copy of their degree plan. Students should follow their degree plans since it is their responsibility to make sure that courses are taken in proper sequence. In addition, any required prerequisite course must be completed before registering for requisite courses.

### Online Registration

Online registration is available to all returning students through their student logins. Prior to online registration, returning students should meet with their program advisors to ensure they are registering for appropriate courses.

### Late Registration

Any registration which is completed after the beginning of classes is considered late. Late registration is permitted during a designated period (drop/add) and every effort should be made to avoid late registration. Many courses may be full, at this time, and it may be difficult to cover any missed material. Applicants will not be admitted after the drop/add period has ended. Students may have an opportunity to register for mini-term courses.

### Time and Location of Courses

Trenholm State Community College offers most courses and instructional programs with both day and evening schedules. Some courses are offered at sites away from the two campuses. All courses meet the same standards and have the same requirements regardless of the time or place offered.

### Prerequisites

A student who fails a course in a sequence cannot take the succeeding course before making up the failure. Prerequisites for a course must be met before the course is taken.

### Dropping and Adding Classes

Adding classes to a student's schedule is permitted only during the first three days of the Fall and Spring Semester. During the summer, the addition of classes is permitted only on the first day of the term. Students who wish to add or drop classes during the drop/add period must obtain the proper form from the Office of Admissions and Records.

### Course Substitution

Generally, completion of the curriculum, as defined by program faculty, is required to be awarded a degree or certificate. It may be acceptable, on occasion, to substitute a different course/s for a course required in the curriculum.

Course substitutions will be made when the resulting substitution is relevant to the course it replaces and maintains the integrity of the academic program. No more than 25% of the total credit hours required in a degree or certificate program may be substituted. Credit for course substitutions required for a degree or certificate must be recommended by the program coordinator and approved by the Division Chair, Director of Admissions and Records, and Dean of Instruction.

The Program Coordinator must submit a Course Substitution Request form listing the required course(s) and the requested Substitution course(s) to the appropriate Division Chair. Upon completion, the Division Chair forwards the request to the Director of Admissions and Records and the Dean of Instruction.

### Withdrawal Policy

If a student officially withdraws or is unofficially withdrawn (breaks the Attendance Policy) prior to 70% of the semester/term, he/she will receive a grade of "W." If a student officially withdraws from a course after attending 70% of the semester/term, and the student is failing the class at the time of withdrawal, a grade of WF must be assigned. If a student officially withdraws from a course after attending 70% of the semester/term and is passing, a grade of WP must be assigned. Refer to the Student Calendar for the specific 70% date which is listed as "Last Day to Withdraw without any Academic Penalty." If a student never attended or the class is cancelled, the class will be deleted and no grade will be assigned.

### Official Class Withdrawal or Official Total Withdrawal After Drop/Add Period

A student who wishes to withdraw officially from a class or withdraw officially from the College should do the following:

1. Obtain the appropriate Official Withdrawal form via My Trenholm Portal on the College's website;
2. Complete the Official Withdrawal form, listing all enrolled courses and obtain the appropriate instructors' signatures and grades;
3. Obtain official withdrawal clearance from the Office of Financial Aid, and
4. Submit the completed Official Withdrawal form to the Office of Admissions and Records.

### Partial Withdrawal

Students who do not completely withdraw from the college but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period. The last day to drop/add is published as part of the college calendar and conforms to the guidelines issued by the Alabama Community College Office.

### Complete Withdrawal

Students who officially or unofficially withdraw from all classes for which they are registered before the first day of classes for the semester/term will be refunded the total amount of tuition and other refundable fees. The "first day of class" is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms and weekend terms. Students who officially or unofficially withdraw completely on or after the first day of classes, but prior to the end of the third week of classes will be refunded according to the withdrawal date, as follows:

Total Withdrawal before the official first day of classes	100% refund
Total Withdrawal during first week	75% refund
Total Withdrawal during second week	50% refund
Total Withdrawal during third week	25% refund
Total Withdrawal after the end of the third week	NO REFUND

An administrative fee not to exceed 5% of tuition and other refundable institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. The first official day of classes is indicated on the College calendar as the day that classes begin. There is only one first day of class. This day may not be the first day on which all classes begin. The calendar also indicates the last day to drop/add. For calculating refunds during the fall and spring sixteen-week terms, a “week” is defined as seven calendar days, i.e. the first day of class running seven calendar days (inclusive of Saturday and Sunday). Refunds of shorter than sixteen weeks, such as summer terms, mini-terms, split terms and weekend terms, will reflect a prorated week based on the number of days in the term.

Example: Classes begin June 14, student withdraws June 17.  
Fourth day = 75% Refund due.

Tuition/fees paid:	\$648.00
	<u>x .75</u>
	\$486.00
Administrative Fee:	<u>- 32.40</u>
Round to nearest dollar	\$453.60
Refund amount:	\$454.00

#### Title IV Refunds (General)

When a Federal Pell, and/or Federal SEOG Grant recipient begins attending class and completely withdraws from the College before 60 percent of the semester/term has passed, the Business Office will determine the amount of the Grant(s) that the student earned as of the student's withdrawal date.

The student's date of withdrawal is either the date that the student began the withdrawal process prescribed by the College or the date, as determined by the College, that the student otherwise provided official notification to the College, in writing or verbally, of his or her intent to withdraw. If a student ceases attendance without providing official notification to the College, the midpoint of the payment period or the last data of an academically related activity in which the student participated is used as the date of withdrawal. This withdrawal determination usually occurs on a weekly basis but no later than 30 days after the end of each payment period. However, if a student receives the final grade of “F”, the instructor is required to complete the “Earned “F” Verification form to verify that the student actually earned the “F” grade. The Earned “F” Verification form must be submitted to the Office of Admissions and Records at the same time that

final grades are entered each semester. Consequently, any student receiving the final “F” grade has actually earned this grade by either failing the course after attending 70% of the term or has not mastered the course material.

#### Financial Aid Overpayment Policy

In accordance with C.F.R. 668.61, if there is a financial aid overpayment, the student must make satisfactory repayment arrangements with the U. S. Department of Education within 45 days.

For additional information concerning Financial Aid at Trenholm State Community College, telephone the Financial Aid Office at (334) 420-4321 or write the Financial Aid Office at PO Box 10048, Montgomery, Alabama, 36108.

#### Ineligibility for Refund

Students who are withdrawn by Trenholm State Community College for disciplinary reasons, for non-payment of tuition and fees, or for other similar reasons, are not eligible for a refund.

#### Bookstore

Trenholm State's Bookstore is available online only. Trenholm State has partnered with e-Campus.com for student book needs. Students must order their books through their “My Trenholm” portal. Many classes have the option to buy new or used books, rent textbooks, or rent digital eBooks. Students will be personally responsible for all unallowable charges to financial aid, such as duplicate book purchases. Disabled Veterans using benefits under the Chapter 31 Program will need to come to the Business Office to purchase their books in order to obtain the required signatures. Orders will be delivered directly to the student's home. Detailed ordering instructions can be found on the Trenholm State website under the Bookstore section or by following this link [http://www.trenholmstate.edu/uploads/files/e-Campus\\_detailed\\_ordering\\_instructions.pdf](http://www.trenholmstate.edu/uploads/files/e-Campus_detailed_ordering_instructions.pdf). Any specialty items such as tools, supplies, or equipment for Financial Aid awards limited to Veteran Affairs (VA) and Workforce Investment Opportunity Act (WIOA) may be ordered through Trenholm State's BookStore located on the Trenholm campus.

Items purchased from the online bookstore may be returned in accordance to e-Campus.com Return and Refund Policies. Students are responsible for shipping books back to e-Campus. Return and Refund Policies can be found on <http://trenholmstate.ecampus.com/help/topic/after-you-order/2>.

#### Cashiers

During pre-registration and early registration, cashiers will be made available on both campuses according to the published college calendar. The Patterson Campus Cashier may be contacted at (334) 420-4264. The Trenholm Campus Cashier may be contacted at (334) 420-4272.

#### Course Load

The maximum course load is nineteen (19) semester credit hours. A student may take more than nineteen (19) semester credit hours only with special permission from

the Program Coordinator and the Dean of Instruction. Registration forms must be obtained in the Office of Admissions and Records. An absolute maximum of twenty-four (24) semester credit hours exists for all students. The minimum load for a regular full-time student is twelve (12) semester credit hours. Students who are enrolled in transitional courses are strongly encouraged to enroll in 12 hours or less each term until all transitional courses have been completed.

### **Course Cancellation Policy**

Any course listed in the schedule of courses offered will be subject to cancellation when enrollment in the course is inadequate for that term or when no qualified instructor is available. In the event that Trenholm cancels a class, enrolled students are entitled to a full refund of the related tuition and fees within forty-five (45) days (1) of the planned class start date or (2) from the date of cancellation.

### **Assignment of Class Instructor**

The College reserves the right to change instructors listed to teach courses due to class cancellation, splits, or other conditions which might necessitate the reassignment of instructors. Students should be cautioned that the listing of an instructor's name to teach a course in the schedule of classes is no guarantee that the instructor will teach the course.

### **Repetition of Courses**

Students may repeat courses for which they have previously registered. If a course is repeated, only the last grade awarded for the course will be used in the calculation of the cumulative grade point average (GPA) for the purpose of fulfilling graduation requirements. A course may be considered in the calculation only once to satisfy the credit hours required for graduation. Some sources of financial aid will not pay tuition for repeated courses.

### **Transitional Courses**

Transitional courses are required for students who score below the standard established on the ACCUPLACER test. Based on placement assessment scores, students may be required to take transitional courses in English, reading, math, and/or algebra. Students who do not take the algebra portion of the placement assessment will be required to complete MTH-098, Elementary Algebra, if applicable. Transitional students placing into Reading 083 should enroll in this class during their first term of enrollment. If this is not possible, the student must enroll no later than his/her second term of enrollment.

Through transitional courses, students will have the opportunity to strengthen their academic skills in order to be successful in college-level courses. Since transitional courses are preparatory in nature, they are not creditable toward a degree or certificate. Enrollment in transitional courses may increase the length of time in a program. A grade of "D" is NOT considered a passing grade in a transitional course. A student must earn a minimum final course average of 70, a grade of "C," to pass a transitional course.

### **Independent Study Classes**

In certain unusual circumstances, the appropriate academic officer (Dean), upon recommendation of the Division Director and instructor, may permit a student to take a course by independent study. Permission will be based on such factors as future course availability, completion for graduation, and the student's academic record. The student's grade point average will be considered before approval to take a course by independent study is granted. A student will not be allowed to take more than one independent study course per semester. Transient students and other students whose GPAs are unknown will not be allowed to take any courses by independent study.

### **Student Classification**

Students who have earned less than 30 credit hours are classified as freshmen. Students who enroll for less than twelve (12) credit hours are classified as part-time students. Part-time students' programs of study should conform to the general curriculum requirements of all students. Students registered at the College for twelve (12) credit hours or more are classified as full-time students.

### **Attendance Policy**

The attendance policy is designed to meet the requirements of external agencies that require attendance reports on enrolled students whom they fund. As a result of the electronic student data system, the College identifies students each semester/term who are funded by external agencies to allow faculty the capabilities of reporting attendance throughout students' enrollment. In addition, the faculty receives orientation on attendance verification in order to meet the reporting requirements of any external agencies.

A student enrolled in a particular course(s) is obligated for all work that may be assigned. Punctual and regular attendance is vital to the discharge of this obligation. Absences do not preclude a student's responsibility for class activities missed during the period of absence.

Class attendance is considered an essential part of the educational process at Trenholm State Community College. The College subscribes to the philosophy that the academic success derived by a student is directly proportional to class participation. A student is expected to attend all scheduled class meetings for courses in which he/she is registered and to participate in all required course activities. If students do not attend class before the end of drop/add or late registration, their classes will be deleted from their course schedule. Students will not be permitted to reenroll in these classes until the next term.

At the beginning of each term, the faculty must identify the names of those students who fail to attend their classes. Those students' names are deleted from any pending financial aid credit balance submissions until attendance can be verified by the faculty member. Students will not receive financial aid for any classes they audit or for any classes they never attend. Regulations pertinent to attendance are listed below:

- All instructors are required to take and report attendance only for students sponsored by agencies that require attendance to be reported. The attendance

will be recorded from the first day of the College's scheduled class, for these students.

- The course syllabus will specify how attendance will be checked, verified, and reported. Additionally, the syllabus will provide guidelines on actions taken when or if the policy is broken.
- It is the student's responsibility to keep up with the exact amount of class time missed and to ensure that any missed assignments are completed in a timely manner. The instructor is required to notify the student when that student is in danger of violating the attendance policy; however, the instructor is not required to cover any material missed as a result of the student's being absent.
- Students are expected to be present for all examinations. Instructors are not required to arrange for make-up tests.
- A student who elects to withdraw from a class should notify his/her instructor and must complete the appropriate class withdrawal form in the Office of Admissions and Records. A student who discontinues attendance but fails to appropriately withdraw may be unofficially withdrawn by the instructor.
- Students receiving financial aid should be aware that absences from class may result in a decrease in the amount of financial aid received or, in some cases, loss of financial aid.
- If a student officially withdraws or is unofficially withdrawn (breaks the Attendance Policy) prior to 70% of the semester/term, he/she will receive a "W." After 70% of the semester/term has been completed, a student who withdraws will receive either a "WP" if passing the course at the time of withdrawal or a "WF" if failing at the time of withdrawal. After 70% of the semester/term has been completed, a student who misses class will not be allowed to make up any missed work unless he/she receives prior approval from the instructor. A student will not be issued an "I" based on absences; instead, a student will receive the grade he/she earns, with a grade of "0" being given for any homework, exams, projects, or other assignments not completed. Final grades will be calculated based on all assignments required, regardless of whether or not the student has completed those assignments.

### Attendance Policy for Online Courses

Electronic interaction among learners and the instructor is a viable and vital portion of distance education. Students must actively participate in all aspects of the course, which may include electronic discussions (online forums and/or chat sessions), by providing input and responding to questions presented by the instructor throughout the course.

According to the College attendance policy (see the College Catalog), students must demonstrate a minimum level of participation to receive college credit for a course. For online courses, students must attend a mandatory on-campus orientation session and must log in to the online course website during the first week of the beginning course date. Failure to do so will result in withdrawal from the course. Students must also complete an on-campus midterm and final exam/evaluation. Specific courses may require additional on-campus tests, labs, or other activities as indicated in the course syllabus. If a student cannot appear on campus at the required time, it is up to that student to contact the instructor in advance to make appropriate arrangements for an approved proctored

session. All costs associated with proctoring and with travel to and from the campus or proctor location are the responsibility of the student.

Active, weekly participation in the online course through completion of assignments or participation in online course activities is mandatory. Activities and assignments required for students to demonstrate active weekly participation are determined by the online course instructor and are listed in the course syllabus. They may include discussion forums, chat sessions, group projects, quizzes, homework, tutorials, or any other activity that requires student engagement in the learning process. Students who fail to log in and complete required assignments for any three weeks (consecutive or not) during fall or spring semester (any two weeks in the summer term) will be withdrawn from the course. For official records (including financial aid), the last date of attendance for a student withdrawn from an online class will be the last day the student demonstrated active participation in the course.

If a student officially withdraws or is withdrawn (breaks the participation policy) prior to completing 70 percent of the term (see the current semester calendar), he/she will receive a grade of "W." A student who breaks the participation policy after 70 percent of the term has been completed will receive zeros on all assignments missed. No makeup work is allowed after the 70 percent point in the term unless the student is able to document justifiable extenuating circumstances.

### Attendance Policy for Clock Hour Programs

Federal regulations require that attendance in programs classified as "clock hour" programs be measured hourly. Therefore, students must "clock in" and "clock out" so that their attendance can be measured by the hour. For each clock hour program, a minimum number of hours (generally equivalent to half the number of hours required during an award year) must be completed before students can receive the next disbursement of Federal aid. Thus, each hour missed delays the next disbursement. Details regarding attendance requirements for clock hour programs will be provided to students by the program instructors and in the course syllabus.

### Formal Attendance Appeal Policy

If a student has reason to believe that the recorded attendance in a particular course is wrong, the student must make an informal effort to correct the error with the instructor who recorded the attendance. If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. See the Formal Attendance Appeal Process below. The recorded attendance change must be made within one semester after the attendance was initially recorded. Attendance changes after one semester must be done through the Formal Attendance Appeal Process. The instructor is responsible for securing all changes required on the Attendance Record before submitting the document to the Office of Admissions and Records. Students are not allowed to secure these changes.

If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. A written appeal should be initiated by the student prior to the last day of classes of the semester following the semester in which the attendance



was recorded. After this deadline, the appeals will not be considered. The following procedures should be followed for formally appealing a recorded attendance:

1. The student should first contact the instructor and request verification of the attendance and how it was determined.
2. If the student does not receive satisfaction from the instructor, the student may confer with the program coordinator and the faculty member in an attempt to reach closure. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the program coordinator and be retained on file.
3. If closure is not reached, the student may file a formal attendance appeal to the Dean of Instruction. This must be done in writing and dated prior to the one semester time limit. The appeal must state the name of the course, the reasons for the request, the dates involved, and the name of the instructor who recorded the attendance, to include all previous attempts to resolve the situation.

The dean will assign an ad hoc Attendance Appeals Committee for deliberation. The Chairperson of the department or the program coordinator will chair the Committee. The Committee shall consist of two full-time faculty members, one faculty member from the discipline and one faculty member from outside the division and a college counselor (or designee). The Committee will review the student's appeal letter, transcript, instructor's roll book, tests, papers, reports, projects, and any other documentation. A vote will be taken by the committee to attempt resolution. If no resolution is achieved, a formal hearing will be scheduled where the student and faculty member will be requested to present their sides of the matter. After deliberating, the Committee will make a recommendation to the appropriate dean to either support or change the recorded. The dean will notify the student of the decision and/or action within 3-5 days following the hearing.

## Grades

Letter grades are assigned according to the following system for all courses for which students have registered.

A	Excellent	Numerical Range: 90-100	4 Quality Pts
B	Good	Numerical Range: 80-89	3 Quality Pts
C	Average	Numerical Range: 70-79	2 Quality Pts
D	Poor	Numerical Range: 60-69	1 Quality Pts
F	Failure	Numerical Range: Less than 60	0 Quality Pts
I	Incomplete	Must be removed during the next term or the grade of "F" will be assigned.	0 Quality Pts
AU	Audit	Course taken for no credit. Must be declared prior to the end of Drop/Add period.	0 Quality Pts
W	Withdrawal	Must be prior to 70% date. Credit hours will not be averaged into the GPA.	0 Quality Pts
WP	Withdrawal Passing	Must be after 70% date. Credit hours will be averaged into the GPA.	0 Quality Pts
WF	Withdrawal Failing	Must be after 70% date. Credit hours will be averaged into the GPA.	0 Quality Pts
PL	Credit by Prior Learning Assessment	Departmental Exam or Portfolio Assessment	0 Quality Pts
EA	Exemption/Advanced	Credit hours will not be averaged into the GPA.	0 Quality Pts

EC	Placement Exemption/ CLEP	Credit hours will not be averaged into the GPA.	0 Quality Pts
ED	Exemption/ DANTES	Credit hours will not be averaged into the GPA.	0 Quality Pts
TP	Tech Prep	Credit hours will not be averaged into the GPA. Credit for courses taken with Tech Prep Articulation Agreement.	0 Quality Pts

Satisfactory grades are "A", "B", "C" and "D." However, a grade of "D" is NOT considered a passing grade in a transitional course or in some programs of study. A student must earn a minimum final course average of 70, a grade of "C", to pass a transitional course. Some programs may have a more stringent grading system due to external agencies/accreditation requirements.

If a student withdraws after the 70% point of the term, a grade of "WP" will be assigned if the student is passing the course at the time of withdrawal. Refer to the Student Calendar for the specific 70% date listed as "Last Day to Withdraw without Any Academic Penalty." If a student never attended or the class is cancelled, the class will be deleted and no grade will be assigned.

## Incomplete (I) Grade

With the permission of the appropriate dean, an "I" may be assigned when a student's work in a course is incomplete because of circumstances beyond the student's control but is otherwise of passing quality. Unless the deficiency is made up within the following term, the "I" automatically becomes an "F." An "Incomplete Grade Contract" form must be signed by the student, instructor, program coordinator, and the appropriate dean. The instructor is responsible for securing all signatures required on this form before submitting it to the Office of Admissions and Records along with the Class Attendance Roster. Students are not allowed to secure these signatures.

An incomplete grade ("I") does not count toward course work completed and is not counted as courses attempted; therefore, it does not negatively impact on the incremental measurement of progress. A GRADE OF "I" - INCOMPLETE - IS NOT COUNTED IN HOURS ATTEMPTED AND EARNED. However, the grade that replaces the "I" is counted in hours attempted and hours earned once it is removed. An "I" grade is intended to be only an interim course grade. Unless the deficiency is made up within the following term, the "I" automatically becomes an "F."

## Earned "F" Verification Procedure

If a student receives the final grade of "F," the instructor is required to complete the "Earned "F" Verification" form to verify that the student actually earned the "F" grade. The Earned "F" Verification form must be submitted to the Office of Admissions and Records at the time that final grades are entered each semester. Consequently, any student receiving the final "F" grade has actually earned this grade by either failing the course after attending 70% of the term or has not mastered the course material.

Students who officially or unofficially withdraw prior to 70% of the semester receive the "W" grade. Students who officially withdraw after attending 70% of the semester and are passing the course work will receive the "WP" grade. If students are not passing the course work after attending 70% of the semester, the "WF" grade will

be assigned. If there are any Title IV recipients who withdraw or are withdrawn before completing 61% of the semester, a Return to Title IV Calculation is performed. If a Title IV recipient withdraws or is withdrawn after 60% of the term, then the student has actually earned all Title IV Funds. All instructors who submit a final grade of "F" for a student are required at the time of reporting the "F" grade to complete the "Earned "F" Verification" form to verify that the student actually earned the "F" grade. NOTE: This Earned 'F' Verification Procedure has been in place at the College since March 18, 2004.

### Grade Point Average (GPA)

To obtain a numerical measure of the quality of a student's work, quality points are assigned to grades as indicated below:

- A - 4 Quality Points  
3 semester hours of "A" =  $3 \times 4 = 12$  quality points
- B - 3 Quality Points  
3 semester hours of "B" =  $3 \times 3 = 9$  quality points
- C - 2 Quality Points  
3 semester hours of "C" =  $3 \times 2 = 6$  quality points
- D - 1 Quality Points  
3 semester hours of "D" =  $3 \times 1 = 3$  quality points
- F - 0 Quality Points  
3 semester hours of "F" =  $3 \times 0 = 0$  quality points

The grade point average (GPA) of a student is determined by multiplying the number of quality points for each grade received by the number of credit hours for that course. The total number of quality points is divided by the total number of credit hours attempted, excluding courses with W, S, U, I, and AU designations. Example: 30 quality points divided by 12 semester hours attempted = 2.5 GPA.

### Grade Changes

If a student has reason to believe that the letter grade earned in a particular course is wrong, the student must make an informal effort to correct the error with the instructor who issued the grade. If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. See the Formal Grade Appeal Process below. The grade change must be made within one semester after the grade was initially earned. Grade changes after one semester must be done through the Final Grade Appeal Process. The instructor is responsible for securing all signatures required on the Grade Change Request form before submitting the form to the Office of Admissions and Records. Students are not allowed to secure these signatures.

### Grade Report

Students may access their grade reports and view their academic status via "My Trenholm" on the College website, [www.trenholmstate.edu](http://www.trenholmstate.edu), at the end of each term. The grade report becomes a part of the student's official transcript. The grade report will be withheld if there is an outstanding financial obligation to the College. If any student suspects that a grade may have been recorded in error, the student should schedule a conference with the instructor of that particular course. This must be done by

the last day of the next term. If an error has been made, it will be corrected and reflected on the student's transcript. If resolution is not attained, the student may appeal to the program coordinator. The program coordinator may resolve concerns or may convene an Ad Hoc Appeal Committee to review the concern. The Committee will make a decision and forward a recommendation to the Dean of Instruction. If a resolution is not obtained, the student may file a written appeal to the Dean of Instruction.

### Formal Grade Appeal Process

If the informal efforts of the student and faculty member have not produced a satisfactory resolution, a formal appeal is in order. A written appeal should be initiated by the student prior to the last day of classes of the semester following the semester in which the grade was issued. After this deadline, the appeals will not be considered. The following procedures should be followed for formally appealing a grade:

1. The student should first contact the instructor and request verification of the grade and how it was determined.
2. If the student does not receive satisfaction from the instructor, the student may confer with the program coordinator and the faculty member in an attempt to reach closure. If the appeal is resolved at this point, a "memorandum of record" should be prepared by the program coordinator and be retained on file.
3. If closure is not reached, the student may file a formal grade appeal to the Dean of Instruction. This must be done in writing and dated prior to the one semester time limit. The appeal must state the name of the course, the reasons for the request, the dates involved, and the name of the instructor who issued the grade, to include all previous attempts to resolve the situation.

The dean will assign an ad hoc Grade Appeals Committee for deliberation. The Chairperson of the department or the program coordinator will chair the Committee. The Committee shall consist of two full-time faculty members, one faculty member from the discipline and one faculty member from outside the division and a college counselor (or designee). The Committee will review the student's appeal letter, transcript, instructor's roll book, tests, papers, reports, projects, and any other documentation. A vote will be taken by the committee to attempt resolution. If no resolution is achieved, a formal hearing will be scheduled where the student and faculty member will be requested to present their sides of the matter. After deliberating, the Committee will make a recommendation to the appropriate dean to either support the grade as awarded or to change the grade. The dean will notify the student of the decision and/or action within 3-5 days following the hearing.

### Standards of Academic Progress

#### Required Credit Hours, Grade Point Averages (GPAs) and Required Pace of Completion

A student enrolled in an Associate Degree or Certificate Program requiring more than 26 credit hours must meet the following standards:

- After attempting 1-21 credit hours, must earn a 1.50 GPA and complete 58% of the enrolled hours

- After attempting 22-32 credit hours, must earn a 1.75 GPA and complete 62% of the enrolled hours
- After attempting 33 or more credit hours, must earn a 2.00 GPA and complete 67% of the enrolled hours

Students enrolled in Certificate Programs 26 credit hours or less must meet the following standards:

- After attempting 1-17 credit hours, must earn a 1.50 and complete 58% of the enrolled hours
- After attempting 18 or more credit hours, must earn a 2.00 and complete 67% of the enrolled hours.

All hours attempted, including those in which the student withdrew, will be included in this calculation, even if financial aid was not received.

### Exceptions to Standards of Academic Progress

Standards of academic progress shall apply to all students unless otherwise noted:

- Exemptions: Programs which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher academic standards;
- Transfer students on Academic Probation must adhere to these standards of academic progress;
- Special standards of academic progress have been established for students enrolled in institutional credit courses (transitional courses) and for students who wish to remain eligible to receive Title IV Financial Aid. (See Satisfactory Academic Progress detailed in the Financial Aid Section)

### Intervention for Student Success

When a student is placed on academic probation, one term academic suspension, or one year academic suspension, the College may advise the student to take the minimum course load and refer the student to Student Success Center for intervention in study skills and tutorials. Other services may be available on a case-by-case basis.

### Application of Standards of Progress

1. When the cumulative GPA of a student is at or above the GPA required for the total number of credit hours attempted, the student's status is CLEAR.
2. When the cumulative GPA of a student is below the GPA required for the number of credit hours attempted, the student is placed on ACADEMIC PROBATION.
3. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted, but the semester GPA is 2.0 or above, the student remains on ACADEMIC PROBATION.
4. When the cumulative GPA of a student on Academic Probation remains below the GPA required for the total number of credit hours attempted, and the semester GPA is below 2.0, the student is suspended for one term. The transcript will read SUSPENDED-ONE SEMESTER.
5. The student suspended for one term may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUSPENDED-ONE SEMESTER/READMITTED

ON APPEAL.

6. The student readmitted on appeal will remain on ACADEMIC PROBATION until a 2.0 grade point average is earned.
7. A student on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted on appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted, but whose semester GPA is 2.0 or above, will remain on ACADEMIC PROBATION until the student achieves the required GPA for the total number of hours attempted. Readmission to the College does not mean that a student is automatically eligible to receive financial assistance.
8. A student returning from one semester or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a semester GPA of 2.0, will be placed on one year's suspension.
9. The student may appeal a one-term or one-year suspension.
10. The permanent student record will reflect the student's status (except when the status is "clear"). When appropriate, the record will reflect ACADEMIC PROBATION, SUSPENDED ONE SEMESTER, ACADEMIC SUSPENSION ONE YEAR, SUSPENDED ONE SEMESTER/READMITTED ON APPEAL, OR ONE YEAR SUSPENSION READMITTED ON APPEAL.

All applicable academic designations except "Clear" will appear on the student's transcript.

### Process for Appeal for Readmission

If a student declares no contest to the facts leading to suspension, but wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within 3-5 days of notice of suspension. The Admissions Committee shall not be considered a "due process" hearing, but rather a petition for readmission. The student shall be given an opportunity to present rationale and/or statement of circumstances in support of immediate readmission. The decision of the Admissions Committee, along with the materials presented by the student, shall be placed in the student's official records. Additionally, a copy of the written decision shall be provided to the student.

### Standards of Academic Progress - Transfer Student

A transfer student who is admitted on CLEAR academic status is subject to the same standards of academic progress as "native" students. Grades accrued at other regionally accredited colleges and universities are not included in grade point average calculation.

A transfer student admitted on ACADEMIC PROBATION retains that status until the student has attempted at least 12 credit hours. If, at the conclusion of the semester in which the student has attempted a total of 12 or more credit hours and the Cumulative GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED ONE SEMESTER.

At the conclusion of the semester in which the transfer student was admitted on ACADEMIC PROBATION,

has attempted a total of 12 or more credit hours, and the Cumulative GPA at the College is 2.0 or above, the student's status is CLEAR. For additional information regarding transfer credit see the "Admissions" section of this catalog.

### Application of Standards of Progress for Institutional Credit Courses

Institutional credit courses are those which are not creditable toward a formal degree and include Training for Existing Business and Industry, Continuing Education and courses numbered below the 100 series.

### Course Forgiveness

If a student repeats a course, the second grade earned (excluding grades of "W") will replace the first grade in the calculation of the cumulative grade point average. A non-satisfactory grade ("F") will replace the first grade, even if the first grade is passing. The grade point average during the semester in which the course was first attempted will not be affected. See Financial Assistance section in Catalog regarding eligibility. The student's transcript will list all courses for which a student has enrolled.

### Academic Bankruptcy

A student must complete a request for Academic Bankruptcy listing the courses he/she wishes to bankrupt. This form must be signed by the Director of Admissions and Records and a Financial Aid Official. A student may declare academic bankruptcy only once. Implementation of academic bankruptcy at the College does not guarantee that other college/universities will approve such action. This determination will be made by the respective transfer college/university. A student may declare academic bankruptcy under the following conditions:

- A. If fewer than three (3) calendar years have lapsed since the term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during the one semester, provided he/she has taken a minimum of 18 semester credit hours since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily during the term for which academic bankruptcy is declared, will be disregarded in the cumulative grade point average.
- B. If three (3) or more calendar years have lapsed since the most recent semester for which the student wishes to declare bankruptcy, he/she may declare academic bankruptcy on all coursework taken prior to 18 semester credit hours of coursework since the bankruptcy term occurred. All coursework taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected. The transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED." All individual courses and grades will remain on the permanent transcript. Academic Bankruptcy cannot be considered by the Financial Aid Office when calculating Satisfactory Academic Progress.

### Official Trenholm Connection - "My Trenholm" Student Portal and Student E-mail

The College has installed an online system as the official link with students. To access the site, students should use [www.trenholmstate.edu](http://www.trenholmstate.edu) and visit the "My Trenholm" and College E-mail section under Quick Links on the home page. The College uses the campus "My Trenholm" and College E-mail system as the official means of notification concerning a variety of administrative announcements:

- faculty-student communications
- staff-student communications
- admissions and enrollment information
- financial aid information
- registration dates
- grades and transcripts
- review of student accounts
- job placement announcements
- student activities and events

### Academic Freedom

Trenholm State Community College seeks to provide an atmosphere where students can make open and honest intellectual inquiry into any college matter appropriate for student participation. The student is free to express dissent to any college matter within the limits of good taste. Any student who believes his or her rights to academic freedom have been suppressed should follow the procedures outlined in the Grievance Appeals Procedures listed below.

### STUDENT CODE OF CONDUCT FOR TRENHOLM STATE COMMUNITY COLLEGE

#### Discrimination and Harassment

Students have the right to be free from all forms of discrimination. H. Council Trenholm State Community College does not discriminate on the basis of race, creed, color, gender, sexual orientation, age, religion, national or ethnic origin, disability, or veteran status in its educational programs, activities, admissions or employment practices. Harassment is a serious offense and can constitute but not limited to the following: unwanted comments; unwanted jokes, touching-groping or sexual suggestions; sexual favors for grades or services.

The following are outlined:

- A. No person shall engage in any act of intimidation or harassment, physical force or violence that is directed against any person or group of persons because of their ethnicity, race, national origin, religion, gender, sexual orientation or preference, disability or political beliefs.
- B. No person shall use the telephone (land line, cell, or computer), social media outlets, or electronic mail to harass another. Participation in such acts is subject to college disciplinary action and punishable by law.
- C. No person shall be subjected to unwanted sexual advances and/or activity by students, faculty, or staff. Such acts may result in probation, suspension, expulsion, or subjection to grievance proceedings.

If a student feels that he/she has been discriminated against and/or harassed, please contact the Counselor

and/or Dean of Students, in Building F-Student Services Building on the main campus.

### **Sexual Assault**

Sexual assault is defined as (1) “sexual penetration, no matter how slight, of the genital, anal, and/or oral opening of the victim by any part of the perpetrator’s body or by the use of an object, without the victim’s consent or against the victim’s will where the victim: (a) is forced or has reasonable fear that the victim or another will be injured if the victim does not submit to the act; (b) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but is not limited to the influence of drugs or alcohol; or (c) suffers from a mental or physical disability,” (2) the “intentional touching of the victim’s intimate parts (primarily genital area, groin, inner thigh, buttock, or breast) without or against the victim’s consent. This touching is either directly on the body part or on the clothing covering that body part, or if the victim is forced to touch the intimate areas of the perpetrator.” This policy also applies to gang assault whether directly or indirectly involved.

Participation in such acts is subject to college disciplinary action and punishable by law. Such acts may carry a sanction of probation, suspension, or expulsion.

### **Search and Seizure**

Students have the right to secure their personal possessions against invasions of privacy and unreasonable search and seizure, subject to restrictions imposed by the Dean of Students and Department of Safety. However, the college reserves the right to enter occupied class rooms and/or buildings for health and safety inspections, illegal drug and alcohol suspicion, suspicion of a weapon, perceived harboring of a fugitive, in cases of emergency, and when entry is granted by authorities of the criminal justice system.

### **Harboring a Fugitive**

The safety of an H. Council Trenholm State Community College student is, largely, the responsibility and actions of the student. A student shall not harbor an individual in a campus building/facility or classroom, of any campus that is owned or rented by H. Council Trenholm State Community College that is being sought after by campus or external law enforcement. Harboring a fugitive also extends to allowing persons to sit in, or hide in cars. Such acts will result in suspension/expulsion.

### **Privacy**

Students have the right to confidentiality of information relating to personal views, beliefs, and political associations that may be obtained by administrators, instructors, counselors, advisors, and officials of the college in the course of their work.

### **Confidential Records**

Student educational records are considered confidential and may not be released without the written consent of the student. Educational records include those records that contain information directly related to a student that are maintained as official working files by the institution. The institution can, under FERPA Law, release student information to institutional personnel that shares similar

or like educational interests, to include disciplinary records, unless the disciplinary report originated as a part of a criminal act in the Department of Safety. Examples include, transcripts, personnel records, and disciplinary records. College employees have access to student information only for legitimate use in the completion of their position responsibilities.

Some information is considered public (sometimes called Directory Information) and can be released without the student’s permission; however, the student may opt to consider this information confidential. Directory information includes name, address, and telephone, date of attendance, degrees received, and major program. The institution may release records in compliance with a court order or subpoena but only after notifying the student or parent(s) of dependent students.

Student requests to withhold Directory Information may be submitted to the Assistant Dean of Information Technology.

### **Freedom From Retaliation**

The faculty member (whether in the classroom or in individual conference) fosters relevant free discussion, inquiry, and expression. A student is free to take reasonable exception to the information offered in any course of study and to reserve judgment about matters of opinion without threat of undue censure by the faculty member. Information about student views, beliefs, and political associations which the faculty member acquires in the course of their work as instructor, advisor, and counselor is considered confidential. Faculty members are required to inform students of the content and requirements of each course and the criteria by which student performance is to be evaluated. A student is responsible for learning the prescribed content of the course in which he or she enrolls. The faculty member evaluates student performance in the classroom solely on an academic basis and not on a student’s philosophies or conduct in matters unrelated to academic performance. A student who contends to have encountered a prejudiced academic evaluation may use the college’s Student Grievance Procedure as a means of seeking redress. (See Due Process). Academic honesty is a primary responsibility of the student. Students found guilty of academic dishonesty will incur sanctions as prescribed by the college’s student judicial system.

### **Redress of Grievances**

Any time a student’s rights as outlined herein are violated, the student has the right to petition for redress through grievance procedures. A grievance is defined as the claim of an individual student that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to institutional policies and procedures.

H. Council Trenholm State Community College assures prompt and impartial consideration to any complaints, which its students may have during the course of their matriculation at the college. When circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

Students may use this procedure without penalty or fear of reprisal.

1. Student should make an attempt to resolve the issue

- with the faculty or staff member verbally and in writing.
2. Student should attempt to resolve the issue with the faculty/staff member's immediate supervisor both verbally and in writing.
  3. Student should provide a written complaint to the Grievance Officer, Dean of Student Services, or designee in person or by mail.
  4. Upon receipt of the complainant, the Dean of Students or designee will within five (5) working days schedule a conference with the student filing the grievance or complainant.
  5. If there is no resolution in the conference, the Dean of Students will within three (3) working days schedule a judicial hearing and forward the complaint to the appropriate judicial council. The ADA Compliance Officer, if necessary, will become a part of the process at this juncture.
  6. The judicial council's decision can be appealed in writing to the Dean of Students within five (5) working days to be heard by the Appellate Judicial Council of the college.
  7. The Appellate Council will hold a hearing within (5) working days of the appeal.
  8. The Appellate Council's decision can be appealed to the President of the college within two (2) working days, for a final decision.

### College Description of Policies and Procedures Relating to Student Conduct

Students and student organizations are expected and required to abide by local, state and federal laws. Students and their organizations must be aware that legal charges may be brought against them both within the college judicial system and in the civil or criminal court system. The college administration is responsible for establishing a procedure for reviewing and taking institutional action against students and student organizations found guilty of off-campus violations of local, state and federal laws. While the college does not act as a policing agent for students when they are off campus, the college reserves the right to take action if a student's or student organization's behavior is judged to be contrary to the pursuit of the educational mission of the college or if the continued presence of the student or the organization poses a threat to their well-being or to the rights and property of members of the college community.

All students who represent the college through affiliation with any H. Council Trenholm State Community College organization and/or athletic team, or any college sponsored activity are required to be in good standing as a H. Council Trenholm State Community College student. Depending upon the severity of offense(s), and/or decisions rendered by the appropriate disciplinary committee and Dean of Students, students who are found guilty of violating the Student/Collegiate Codes of Conduct and are sanctioned to disciplinary probation, suspension, or expulsion are not allowed to serve in the capacity of affiliate or representative. Affiliation and representation include, but are not limited to the following: Student Government Association, and clubs and organizations. The Dean of Students assumes general responsibility for student life and services offered by the college. In this capacity, it is the Dean's responsibility to assure that students are informed of behaviors and activities that are unbecoming and/or unwelcome by the college, some of which are listed and discussed in this section.

The following are code of conduct issues, but not limited to, violations related to the Trenholm Student:

### Academic Dishonesty

Cheating includes:

- Submitting material that is not the student's as part of course performance, such as copying from another student's exam or the reciprocal of that matter;
- Using information or devices that are not allowed by the faculty; such as using formulas or data from a home computer program, or using unauthorized materials for a take-home exam;
- Obtaining and using unauthorized material, such as a copy of an examination before it is given;
- Fabricating information, such as the data for a lab report;
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- Collaborating with others on assignments without the faculty's consent;
- Cooperating with or helping another student to cheat;
- Participating in or performing other forms of dishonest behavior, such as having another person take an examination in your place; or altering exam answers and requesting the exam be regarded; or communicating with any person during an exam, other than the exam proctor of faculty. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion)

Plagiarism includes:

- Directly quoting the words of others without using quotation marks or indented format to identify them.
- Using sources of information (published or unpublished) without identifying them
- Paraphrasing materials or ideas of others without identifying the sources.
- Using themes, essays, term papers, tests and other similar requirements that are not the work of the student submitting them.
- When direct quotations are used, they must be indicated and when the ideas of another are incorporated in papers they must be appropriately acknowledged.
- When a student is unsure about something that he/she wants to do or the proper use of materials, a faculty member should be consulted for clarification.

Generally, if a student writes while looking at a source or while looking at notes taken from a source, a footnote should be given. Whenever any idea is taken from a specific work, even when the student writes the idea entirely in his/her own words, there must be a footnote giving credit to the author responsible for the idea. The student should never retain a sentence pattern and substitute synonyms for the original words. Paraphrasing means the alteration of sentence pattern and changing of words. Any direct quotation should be footnoted or documented in an acceptable fashion. Methods of documentation vary, and it is possible to cite in the text itself, rather than in a footnote. The student should give credit in a manner specified by the instructor. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion)

**Unauthorized/Illegal Web/Computer Use**

Trenholm allows and encourages the use of Trenholm owned computer resources. This use, is a granted privilege, not a right. Student use must be in accordance with all applicable laws, policies, and standards regarding acceptable use. Areas of concern include but are not limited to:

- Discriminating or libelous statements.
- Threatening, Bullying and/or Harassing via email and social media outlets
- Copyright infringements (“illegal downloading”)
- Obscene, offensive or threatening materials
- Usage primarily for financial gain or compensation not relevant to Trenholm’s mission
- Computer Hacking to access institutional records to change grades, alter account balances, etc

Failure to comply with this policy may result in charges being brought both within the college’s judicial system and in the civil or criminal court system. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Aiding and Abetting**

No person shall help, assist, facilitate, or promote the commission of a crime or college violation. This prohibition encompasses all assistance rendered by words, acts, encouragement, support, actual or constructive to render assistance or aid in the accomplishment thereof, by encouraging, counseling, or inciting its commission. Anyone who by any word, deed, or act directly or indirectly urges, encourages, supports or otherwise instills in the mind of another the will to so act shall be considered a principal in the commission of said crime and shall be punished in the same manner. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Alcoholic Beverages**

- A. No student may consume or possess any alcoholic beverages, containers, or bottles in college buildings, at college sponsored functions (on or off campus) or on any property or public/private location belonging to H. Council Trenholm State Community College.
- B. The possession, sale, distribution or furnishing of alcoholic beverages is prohibited in college buildings, or on any property or public/private location belonging to H. Council Trenholm State Community College.
- C. Students who behave in an intoxicated manner as a result of the use of alcohol or require staff assistance shall be subject to disciplinary action.
- D. The playing of games (or competitions) involving the use or consumption of alcoholic beverages is prohibited on the campus or at events sponsored or supervised by the college whether home or a visiting institution.
- E. Common source containers are prohibited on college owned/rented property.
- F. Possession of any alcohol paraphernalia is prohibited.
- G. Empty alcoholic beverage containers (bottles, cans, etc.) are prohibited in/on college owned or controlled property. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Drinking Age Law, Alabama**

Effective Oct. 1, 1986, it is illegal for any person under the age of 21 to possess or be sold, given, or furnished beer or light wine. The law has serious consequences for persons who provide or sell beer/alcoholic beverages to individuals under the legal age of 21, as well as for underage drinkers.

**Brands and Tattoos**

No individual or organization may participate in or require others to be branded or tattooed. Students are prohibited to do tattoos/brands on the campuses of H. Council Trenholm State Community College. Such acts are a form of hazing and carry a sanction of suspension/expulsion.

**Hazing**

Hazing is doing favors, being physically or verbally abused, branded, etc. to gain admittance into a club/organization. By the statute of the State of Alabama, fraternities and sororities are prohibited on community college campuses. It is prohibited for students to form groups that are not sanctioned by the college. Sanctioned Trenholm clubs and organizations that participate in any form of hazing will be subjected to suspension/expulsion. This is not a practice at Trenholm and all violators are to be reported to the Dean of Students and in cases of an emergency to campus security or a faculty/staff member.

**Criminal Acts**

Students who are arrested by authorities because of violation of criminal law are subject to suspension until the matter is settled by the police department or by the court. The nature of the offense and the settlement will determine what action, if any, will be taken by the college. The student may also be subject to the college’s disciplinary process. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion.)

**Deception**

It is unacceptable and illegal for any person to:

- A. Misuse college records, forms, or documents by forgery, unauthorized alteration or reproduction, or any other means.
- B. Provide false information, either written or oral, to the college or to any administrator of the college. (Students who falsify housing and or admissions records are also subject to removal/or disciplinary action.)
- C. Attempt to perpetrate a fraud against the college or the members of the college community.
- D. Misrepresent information or lie. Participation in such acts is subject to college disciplinary action and punishable by law. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

**Destruction of College Property**

Destruction or attempted destruction or damage to college property, property of the area surrounding the college, or property belonging to a member of the college community is strictly prohibited. Every person who shall maliciously destroy, disfigure, or cause to be destroyed, disfigured, or

injured the property of another, either real or personal, shall be subject to arrest and/or criminal prosecution. Students are expected to respect the property of the college and that of others. Destruction of such property, deliberate or through carelessness, will be considered a serious breach of H. Council Trenholm State Community College's standards. Participation in vandalism may result in a student's arrest and prosecution by campus and/or county authorities as well as suspension/expulsion from the college. The college will request restitution. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

### Arson

Any person who willfully and maliciously sets fire to, or burns, or causes to be burned; who is a party to destruction by explosion from combustible material; or who aids, counsels, or procures the burning or destruction of any state-supported school building in this state, whether in use or vacant, shall be guilty of arson and subject to expulsion.

Any person observing or witnessing the destruction by fire of any state-supported school building, whether occupied or vacant, which fire was the result of his or her act of an accidental nature, and who willfully fails to sound the general alarm or report such fire to local fire department or other local authorities, shall be guilty of a felony and, upon conviction thereof, shall be sentenced to the State penitentiary for not less than two (2) or more than ten (10) years. Any person, who by reason of his age comes under the jurisdiction of juvenile authorities and who is found guilty under section 1 (subsection 1 hereof) of this act shall not be eligible for probation unless and until at least six (6) months confinement has been served in a state reform school. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

### Fires

It is illegal to possess, sell, furnish, or use any incendiary device without proper authorization. Setting or causing to be set any unauthorized fire in or on college property is also prohibited. Violations of these regulations may result in prosecution under the Alabama Criminal Code and/or expulsion from H. Council Trenholm State Community College. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

### Fire Drills, False Alarms and Sprinklers

No person shall:

- A. Fail to evacuate a building or refuse to respond immediately to a fire alarm.
- B. Ring any bell or operate/tamper with/or trigger any mechanical or electrical apparatus for the purpose of creating a false fire alarm.
- C. Operate/tamper with/discharge/or remove any fire extinguishing equipment, emergency signs, exit signs, sprinkler system, identification of rooms or smoke detector without proper authorization.
- D. Re-enter a building until it has been declared safe to do so by the appropriate staff.
- E. Not comply with officials conducting the drills

Participation in such acts is subject to college disciplinary action and punishable by law. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

### Fireworks

No person shall possess or explode firecrackers or other types of fireworks or explosives of any kind in any building or on any property owned or controlled by the college. Participation in such acts is subject to college disciplinary action and punishable by law. (Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

### Disorderly Conduct or Assembly

- A. No person shall assemble on campus for the purpose of causing a riot, destruction of property, or a disorderly diversion, which interferes with the normal operation of the college. (This section does not deny individuals the right to peaceful, non-disruptive assembly.)
- B. No person or group of people shall obstruct the free movement of other persons about the campus or interfere with the use of college facilities.
- C. The abuse or unauthorized use of sound amplification equipment in or out of doors is prohibited. (The use of such equipment must be authorized by the appropriate department).
- D. Rowdy behavior, indecent language, excessive noise or drunken or drug induced behavior is prohibited.
- E. Disorderly and/or obscene conduct or a breach of the peace on any college property or public function affiliated with the college is prohibited. This includes disorderly conduct in a school sponsored assembly. Participation in such acts is subject to college disciplinary action and punishable by law. (Such acts will be considered a moderate or severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)

### Disruption of Classes and College Functions

Any person who, without authority, disrupts classes or other educational functions with vociferous vulgar language, loud music, fighting, confrontations with students/faculty/staff on the campus or in off-campus sites shall be arrested for disturbing the peace, turned over to civil authorities, and shall be subject to disciplinary action which may result in suspension or expulsion. This is also referenced to excessive talking and horse playing in assemblies sponsored by the college.

### Disruptive Behavior

- A. No person shall threaten to, or actually push, strike, or physically assault any member of the college community or any guest to the campus.
- B. Students who maliciously provoke or participate in fights will be subject to disciplinary action which may result in one or more of the following penalties: arrest, disciplinary warning, probation, suspension, or expulsion.
- C. Conduct, which materially interferes with the normal operation of the college is prohibited.
- D. Conduct and/or expressions which are obscene, intimidating, or which are blatantly offensive to the prevailing standards of an academic community are prohibited. Participation in such acts is subject to college disciplinary action and punishable by



law. Such may acts carry sanctions of probation, suspension, or expulsion.

In cases of disturbance, the following policy shall be instituted:

1. All students of the college should report to their classes whether perpetrators of the disturbance report for class or not. The basic expectation of college employees is to carry out their official responsibility. This also includes student employees.
2. On the day or days of the disruption, teachers are to check classrooms carefully and send a written report of all absences to the Dean of Instruction/designee.

### **Emergencies, Campus**

In regular operation of every institution, it is inevitable that there will be occasions when the routine operations are interrupted and in extreme instances, suspended altogether. Such occasions may be due to weather, fire, strikes, or organized student demonstrations. In such situations, it is important for students, faculty, and employees to assure that all functions and services of the college continue. In such cases, all involved should follow directives of the Department of Safety.

### **Emergencies, Off-Campus**

All off-campus emergencies are to be reported to the site monitor of the off-campus site. In most cases, each site has a police officer employed by the college. In cases where an officer is not present, local authorities should be contacted.

### **Dress**

H. Council Trenholm State Community College students are expected to dress in a manner representative of an educational institution. Special occasions (e.g. convocations; employment/career fairs; graduation; coronations; plays; luncheons; banquets, speeches for class/assembly) dictate that business (e.g. shirt and tie; business suit; blazer and skirt or slacks; dress) or formal wear (e.g. dinner dress, formal, business suit, or tuxedo) be worn. Other social occasions (e.g. talent shows; spring fest, dances) require informal but respectable apparel. Headdress is inappropriate for males during all indoor functions. Male headdress that includes "do rags" or scarves are considered inappropriate for the educational environment. Similarly, male dress that includes sagging or unbelted pants is considered inappropriate dress at H. Council Trenholm State Community College.

Female students are also expected to present themselves in appropriate dress at all times. Inappropriate dress might include unreasonably short dresses, midriff tops, short shorts, halter-tops, or other apparel of a revealing nature that is worn publicly into the classroom, or to special occasions as defined in the preceding paragraphs. It is important that females (as in the case of males) are dressed in a manner that is representative of an educational institution.

In special situations, faculty members have the authority to stipulate dress regulations for their classes or events sponsored by their department. Similarly, academic colleges and departments may stipulate dress requirements to supplement their educational goals and objectives. Any member of the faculty or staff reserves the right to

hinder a student from entering into a classroom or college sponsored event due to inappropriate dress. (Such acts carry a sanction of community service, fine, probation and/or suspension.)

### **Drug-Free Schools/Campuses**

H. Council Trenholm State Community College acknowledges and adheres to the laws of the state of Alabama. The college also complies with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal and state laws, at H. Council Trenholm State Community College the following will apply:

### **Drugs**

- A. The possession of any drug controlled by federal or state laws on or off campus is prohibited.
- B. In compliance with state and federal law, it is illegal to possess, consume, use, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on the campus of H. Council Trenholm State Community College or at event sponsored or supervised by the college.
- C. The manufacture, intent to manufacture, furnish, or intent to furnish drugs controlled by federal or state law is prohibited.
- D. The sale, intent to sell, purchase, intent to purchase, deliver, and intent to deliver drugs controlled by federal or state law is prohibited.
- E. Possession or use of any drug related paraphernalia is also prohibited. The college reserves the right to initiate judicial action if drug violations occur on or off-campus. Students found to be in violation of the drug policy will be subjected to disciplinary action, which will result in expulsion.

### **Failure to Comply**

- A. Failure to respond or properly identify oneself pursuant to a request by properly identified officials of the college while in the performance of their duties.
- B. Failure to report to the office of a college official for a conference, meeting, or appointment by the official.
- C. Failure to appear as a witness in a disciplinary case when properly notified.
- D. Failure to comply with any disciplinary condition imposed on a person by any judicial body or administrator.
- E. Failure to comply with the directions of a campus security officer

Participation in such acts is subject to college disciplinary action and carries a sanction of probation, suspension, or expulsion.

### **False Representation of the College**

No person or group of persons shall claim, without proper authorization, to speak, act, or solicit in the name of the college or one of its organizations. As a member of a community of educated persons, a student is expected to exercise reasonable self-discipline and judgment when speaking or acting as a citizen.

### Financial Obligations

Students are expected to meet their financial obligations with the college in accordance with the designated deadline dates. If obligations are not met, then the student may be subjected to a reduction in funds, will not be included in commencement exercises, and will not be granted a college transcript.

### Forbidden Objects

The following objects are disallowed in all public areas of the college, unless authorized by appropriate officials:

1. Pets;
2. Laboratory animals, either dead or alive;
3. Open flames (e.g., candles) or any combustible decoration or device
4. Alcoholic beverages and/or beverage containers. (See Alcohol Policy)
5. Athletic equipment such as bats, weights, balls, etc.
6. Firearms, fireworks, and weapons of any kind.

### Fraud

It is unacceptable and illegal for any student to partake in:

- A. False representation of a matter of fact, whether by words or by conduct.
- B. False or misleading allegations or by concealment of that which should have been disclosed.
- C. Deceive another so that he/she shall act upon it to his/her advantage.
- D. Intentionally alter the truth for the purpose of inducing another in reliance upon it to part with some valuable thing in an effort to surrender a legal right.

Participation in such acts is subject to college disciplinary action removal from the dormitory, fines, and punishable by criminal and campus law.

### Gambling

Gambling is not permitted on the premises of H. Council Trenholm State Community College or at any activity sponsored by the college whether on or off-campus. Violators are subject to arrest and prosecution by civil authorities as well as to college disciplinary action, which may result in one of the following penalties: disciplinary warning, probation, suspension, expulsion, or dismissal from classes. Unauthorized playing of games for money or other items of value is prohibited. Possession of such may result in probation, suspension, or expulsion.

### Immoral Relationships

Students who engage in immoral or illicit acts on campus will be subject to disciplinary action. Such acts include the use of obscene gestures, improper body exposures, stripping, vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the college. Said sanctions will apply: probation, suspension, expulsion.

### Insubordination

Students are expected to respect persons in authority. To disagree or hold a different point of view is normal, but the rule of mutual respect should prevail. Gross disrespect

to persons in authority will not be tolerated. By Federal Statue, it is unlawful to threaten faculty of an educational institution. If a student verbally threatens a faculty member, then the student can be arrested, subjected to college disciplinary proceedings, and bound over to the courts of Montgomery County. Violators will be subject to disciplinary action, which may result in one of the following penalties: disciplinary warning, probation, suspension, or expulsion.

### Joint Responsibility

All persons who knowingly act in concert to violate college regulations have individual and joint responsibility for such violations and such concerted acts are prohibited.

### Moral Turpitude

An act of baseness, vileness or depravity which brings shame to the college and is in contradiction to the letter and spirit of the college's Code of Conduct, good citizenship and ethics is strictly prohibited. Violators will be subject to disciplinary action.

### Parking Regulations

All parking restrictions on the campus of H. Council Trenholm State Community College are landmarked throughout the campus. Students are prohibited to park in employee or reserved parking. Handicapped signs are strategically placed around campus for the convenience of those needing such accommodations. All students enrolled at H. Council Trenholm State Community College are to affix parking decals on all vehicles driven on campus as well as off-campus locations.

### Pets

To protect the interest and safety of students and employees, it is the policy of the college not to allow pets in any college building, including but not limited to administrative buildings, classroom buildings and gathering halls. "Pets" are considered dangerous animals, domestic or wild, in the company of a student, faculty member, guest, or visitor to the college, and does not apply to service dogs. If the policy is violated, the student is subject to dismissal from classes, suspension, and/or expulsion.

### Picketing

It shall be unlawful for any person, singly or in concert with others, to engage in picketing or mass demonstration in such a manner as to obstruct or unreasonably interfere with free ingress or egress to and from any public premises, state property, county or municipal courthouses, city halls, office buildings, jails, or other public buildings owned by the State of Alabama, or any county or municipal government located therein or thereon conducted or so as to obstruct or unreasonably interfere with free use of public streets, sidewalks, or other public ways adjacent or contiguous thereto. Any person guilty of violating this act shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than five hundred dollars (\$500), or imprisoned in jail not more than six (6) months, or both such fine and imprisonment.

### Restrooms

Restrooms are designated separately for men, women and gender-neutral (designed for use by any gender). All

individuals are required to utilize the gender-specific or gender-neutral restrooms as appropriate. Gender-neutral restrooms must be locked upon entry and there is a notice to that effect on the doors. Any individual utilizing the opposite gender's restroom will be subject to disciplinary action. Gender-neutral restrooms are located as follows:

Trenholm Campus:  
Administrative Building  
1225 Air Base Blvd  
Montgomery, Alabama 36108

Patterson Campus:  
Building J  
3920 Troy Hwy.  
Montgomery, AL 36116

Learning Resource Center  
4th floor  
3086 Mobile Highway  
Montgomery, AL 36108

### Smoking

Smoking is not permitted in the auditoriums, classrooms, lecture rooms, dining hall, gathering halls, gymnasiums, or any other buildings at H. Councill Trenholm State Community College. Any person that smokes has to do so within 35ft of any building. Participation in the reverse of this act is subject to college disciplinary procedures.

### Solicitation - Vendors

College property, although recognized as state property, is considered "specialized use" state property and, therefore, subject to reasonable restrictions and guidelines designed to foster the purposes to which the institution is dedicated. Rules are promulgated to enhance the purposes of the educational institution and to protect the individual rights of students and those members of the general public wishing to give students the opportunity to purchase their services or goods. Adherence to the following:

- A. No group or individual may conduct a sales campaign on any campus/center of the college, to include-but not limited to, classrooms, administrative buildings, or any other campus location.
- B. Private individuals, student or non-resident student, may not conduct a sales campaign in classrooms, administrative buildings, or at any other campus location.
- C. Door-to-door sales are prohibited. Placing door hangers on classroom doors or signs on cars in college owned parking lots is prohibited.
- D. Nothing herein shall be construed as prohibiting commercial solicitation to individual students by telephone, mail, or email.

Violators are subject to college discipline and may be punishable by law.

### Students Riding in Automobiles

The college assumes no responsibility or liability regarding students riding in or parking private vehicles on campus. It is a privilege for students to drive on the campus of H. Councill Trenholm State Community College. The college reserves the right to revoke that privilege at any time for reasons not limited to excessive

parking tickets, reckless driving, and parking in restricted areas.

### Theft

No person shall take, attempt to take, or keep in his/her possession items, not legally possessed by him/her, including but not exclusively, items of college property, or items belonging to students, faculty, staff, student groups, or visitors to the campus, without proper authorization. No person shall sell a textbook that is not his/her own without written permission of the owner.

Participation in such acts is subject to college disciplinary action to include a maximum sanction of expulsion and punishable by law. The college assumes no responsibility for theft of a student's personal property.

### Trademark Guidelines

Campus clubs and organizations and individual students may use the H. Councill Trenholm State Community College name, trademarks, or logos only with the written approval of all the following (but not limited to) : the President, Dean of Students, Executive Cabinet, and the Director of Public Relations in accordance with the established college policy.

### Unauthorized Entry and Use -- College Facilities or Equipment

- A. No person shall make unauthorized entry into any college building office, parking lot, or other facility. Nor shall any person remain, without authorization, in any building after normal closing hours.
- B. Unauthorized use of equipment is prohibited. This includes unauthorized use of computers and computer programs. Attempts to access restricted records and programs are prohibited. Such actions are a violation of the Student Code of Conduct.
- C. Unauthorized entry into vehicles is prohibited.
- D. Unauthorized use of bathrooms, exits, or windows is prohibited.
- E. Unauthorized use or duplication of keys is prohibited.
- F. Unauthorized use or possession of any parking permit (hang tag) is prohibited.
- G. No person shall enter or attempt to enter any dance, social, athletic event or any other recognized college organization without credentials for admission (i.e. ticket, identification card, invitation, etc.). Credentials should be that of the person seeking to gain admittance.

Participation in such acts is subject to college disciplinary action punishable by law, and may result in a fine, probation, suspension, or expulsion.

### Violation of Law

Violation of local, state, or federal law on the campus is prohibited. Violations off campus which constitute either an aggravated misdemeanor or felony will be presumed to affect the student's ability to function as a member of the college community and the student will be subject to disciplinary action by the college. Additionally, Trenholm Community College has the right to sanction its students for off-campus violations. Trenholm State Community College has the right to sanction each student violator regardless of court hearings, upcoming court dates, or outcomes of such hearings.

## Weapons and Firearms

It shall be a felony for any person to possess, carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive (s) on educational property. Weapons of any type are not permitted in any area under college control or at any activity registered with the college. Violators will be subject to arrest and subject to prosecution by civil authorities. College disciplinary action also applies and the student may be expelled from the college.

### Weapons and Firearms Description

- A. A weapon is defined as any instrument used with the intent to cause bodily harm.
- B. Possession of handguns or any lethal or potentially destructive weapons including, but not limited to: guns, bow and arrows, BB guns, air guns, ammunition, hunting slingshots, martial arts weapons, medieval weapons, darts, knives of any length, and other dangerous weapons are prohibited on the campus of Trenholm State Community College and/or college building, including off-campus host sites where Trenholm college courses or non-credit courses are offered. (Such items in automobiles are also strictly prohibited.)
- C. Possession of any lethal or potentially destructive substances including; poisons, corrosive or volatile substance (e.g. acids, etc.) are prohibited on the campus of Trenholm State Community College or in any host site of the college.
- D. The use or discharge of any weapon, or threatening another with a weapon is strictly prohibited.
- E. Shotguns, small caliber rifles suitable for hunting, and other lethal weapons, including ammunition, may not be stored in automobiles, residence halls, or any other building on campus or in host sites.

Note: Violators are subject to college disciplinary action which will mandate expulsion and will be punished by law.

### Student Code Of Conduct/Definition Of Terms

To maintain an atmosphere on the Trenholm State Community College on- campus and host sites that is conducive to academic pursuits and fosters the growth and development of all members of the college community, a series of procedures and regulations governing student conduct and behavior has been established. Included in the procedures and regulations, which collectively are known as the Student Code of Conduct, are statements concerning expectations regarding student conduct, guarantees of student rights, and procedures for adjudicating allegations concerning student misconduct. The penalties for violation of these regulations are also contained in the Student Code of Conduct.

All students at Trenholm State Community College are expected to read and become familiar with all sections of the Student Code of Conduct. Each student is individually responsible for adhering to the regulations contained in the Code. A student who is found to have violated these regulations will be subject to disciplinary action, ranging from a disciplinary warning to suspension/ expulsion. The severity of the sanction is dependent upon the severity of the offense as determined by the judicial

officer, the Dean of Students/designee, or the appropriate judicial council.

Discipline will be levied in all instances except those in which a qualified, licensed, mental health professional has communicated to the college in writing that the actions were caused by severe psychological problems sufficient to warrant the immediate withdrawal of the individual from the college. In each instance, the individual may not re-enroll at Trenholm State Community College for at least two full academic semesters and then only upon the written recommendation of the mental health professional.

### Principles for Collegiate Conduct

Trenholm State Community College Collegiate Code of Conduct is designed to address the principal behaviors and conduct which are expected of students, faculty, and staff as they interact in a diverse learning environment. It is intended to enhance a student's success in the classroom as well as in their campus life.

The tenets for this covenant are:

#### Integrity

Respect and embrace the principles of academic honesty

#### Philosophy

Embrace an academic philosophy for positive progress toward competency in goals, critical and logical thinking and a commitment to excellence.

#### Class Attendance

Participate actively in classroom and other learning environments and commit to becoming a lifelong learner.

#### Diversity

Celebrate the similarities and differences in our cultures, races and ethnic origins.

#### Communications

Encourage open communication and expression, which is guided by respect for others.

#### Behavior

Understand that sexual and social harassment will not be tolerated. Therefore, always dress for success.

#### Profanity

Discourage the use of profanity and offensive actions out of respect for others.

#### Accountability

Accept personal responsibility for one's actions and life choices and realize that embracing negative elements of an unhealthy lifestyle will interfere with success.

#### Service

Engage in civic and service-learning opportunities to share knowledge and skills with local, national and world communities.

#### Respect

Embrace and respect tradition by participating in rituals and observances, especially those that contribute to the history and heritage of the college.

**Assessment**

Conduct periodic assessments of academic, personal and career progress. Stay focused on the purpose for being at the college.

**Campus Safety**

The student is encouraged to always think safety first when engaging in educational environments, social scenarios, and on and off-campus activities. Please, be alert of surroundings and threats to safety and inform appropriate authorities of such situations.

Students that swerve, horseplay, play loud music in vehicles, hang out of vehicles, have possession of drugs/paraphernalia or alcoholic beverages in vehicles on the campus of Trenholm State Community College or host sites of the college will be arrested, adjudicated, fined (not to exceed \$500) the vehicle will be impounded at the students' expense and the student may be placed on probation, suspended, or expelled.

**Freedom**

Respect the freedom of others to express themselves in matters relating to academic and philosophical opinions.

**Philosophy of Student Conduct and Discipline**

The student disciplinary function of Trenholm State Community College is an integral part of the educational mission of the college. Learning responsible behavior and self-discipline are part of the educational process. The college expects its students to obey national, state, and local laws, to abide by the regulations of the college, to respect the rights and privileges of others, to support the purposes and standards of the institution, and to conduct themselves in a manner that brings no discredit to them or to the institution. In the event that students fail to demonstrate such behavior, the college has the obligation and right to discipline them. The acceptance of this implied right of the college by parents, guardians, and/or students is a prerequisite for enrollment as a student at Trenholm State Community College. The college's judicial system and other components of the program emphasize the development of each individual's acceptance of his or her own personal and social responsibilities.

Behavior, which is not in keeping with standards acceptable to the college community, is often symptomatic of attitudes, misconceptions, and emotional crises. Addressing aforementioned traits is an essential component of the disciplinary process. An educational approach to discipline is employed whenever possible. The college judicial system and appeals process are designed to provide and help maintain an atmosphere within the college community that is conducive to academic pursuits. Stringent disciplinary measures against a student or a group of students, such as suspension or expulsion, are instituted only when lesser remedies are inconsistent with the college's mission.

The college, however, recognizes its responsibilities to all members of the community (i.e. students, faculty, staff, guests of the college, and members of the local community). The protection of personal and institutional rights and property, therefore, is a primary focus of the disciplinary process.

**Honor Code**

I will be honest in all of my academic course work and will not indulge in or tolerate the academic dishonesty of my counterparts or peers. I will not partake in any type of misconduct, misrepresentation, or immoral behavior that will harm, damage or endanger any person, property or myself or reflect negatively against me or hinder my academic continuance. I will strive to achieve excellence and to complete degree requirements without hesitation. I am a valuable part of the Trenholm State Community College family, and proud of it.

On the campus of Trenholm State Community College, the Dean of Students collaborates with all involved to provide a safe environment for students. The office of the Dean of Students is located in Building F, Student Services Building on the Trenholm Campus.

**Code Violations**

(At the end of each violation are the sanction (s) that may be imposed by the college)

1.00 Abduction and/Or Kidnapping. Enticing, persuading or forcible seizing and carrying of any student, faculty, staff or college official from one place to another without that person's consent. (Suspension/Expulsion)

1.10 Academic Dishonesty. Misconduct, dishonesty, misrepresentation, immoral behavior that will harm, damage or endanger any person or property or hinder academic continuance. (Probation/suspension/expulsion)

1.20 Aiding and/or Inciting. Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the college community or environment; the persuading or aiding of another person to breach the peace on college premises or at functions sponsored, approved by, or participated. (criminal court sanctions/suspension/probation/expulsion) in by any member of the college. Gatherings of groups of students on/off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the college or with the normal flow of traffic or ordinary procedures. (Warning/Probation/Suspension)

1.30 Alcoholic Beverages. The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on college property, in cars or other vehicles, or at any of the college's activities (whether on- or off-campus) are prohibited, except as expressly permitted by the college regulations, exceptions, or local, state, and federal laws. (Fine not to exceed \$500, probation, suspension, or expulsion)

1.31 Alcohol/Drug Intoxication. Appearing in public on the college/host site premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property, as a result of intoxication. (fine not exceed of \$500, probation, suspension, expulsion)

1.40 Animals (pets). Having pets or other animals (e.g. dogs, cats, snakes, birds, hamsters, etc.), with the exception of seeing-eye dogs (when accompanied by their owner) and tropical fish in an aquarium or other approved containers in buildings, including classrooms,

and offices, except when needed in connection with a handicap person or with the written permission of the Dean of Students, is prohibited. (fine not to exceed \$500, probation, suspension, or expulsion).

1.50 Arson/Fire Setting. The malicious, fraudulent, and/or intentional burning of property on the college premises is prohibited. Acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials.

Willfully starting a fire in college buildings or on college property, which includes but is not limited to bonfires and cookouts, without the proper authorization of the college Safety Director and the Dean of Students is prohibited. Compliance with local and state fire codes must be assured and verified. (Suspension/Expulsion)

1.60 Assault. The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. This includes engaging in, attempting or intending to engage in any form of mental, physical, verbal or mental abuse, coercion, which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, and on the college premises. (arrest, criminal adjudication, probation, suspension, or expulsion) In general, physical contact is not required.

1.70 Attempted Offenses. An attempt to commit an act on college property, or involving members of the college community (that is faculty, staff, student, or campus visitor) in an offense that would be in violation of any law, code of conduct, rule, regulation of local, state or federal criminal code. (fine, warning, probation, suspension, or expulsion)

1.80 Battery. The unlawful application of force to the person of another is strictly prohibited. (fine, arrest, criminal adjudication, suspension, expulsion)

1.81 Aggravated Battery. An unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon is prohibited. (Expulsion)

1.90 Classroom, And General Violations. Students must comply with campus life regulations. Any combination of three infractions committed during a semester will result disciplinary actions. The following are prohibited:

- A. Children in classrooms
- B. Loud music
- C. Playing video games in a gathering
- D. Horse playing
- E. Vandalism
- F. Engaging in barbering and cosmetology practices on the outside of classrooms, buildings
- G. Sexual Activity in/or around classrooms, buildings
- H. Fighting
- I. Disrespect of instructors, administrators, staff, housing staff, to include custodial staff
- J. Defacing property
- K. Inappropriate dress
- L. Loitering/Littering
- M. Disrespecting others
- N. Drugs/ alcohol use/possession/sale/intent to

- distributed
- O. Gang Activity; fights of more than two on one; signs; paraphanelia
- P. Spreading harmful rumors
- Q. Cell phone usage in classrooms/assemblies
- R. Unauthorized selling of tapes, dvds, cds, snacks, food, clothing, merchandise, etc.
- S. Joyriding/tampering with/on college or state owned property
- T. Bullying and Harassing

Such acts or synonymous acts are prohibited and carry sanctions such as a warning, community service, fine not to exceed \$500 ( Unless the infraction is destruction or defacing property and restitution is a larger sum), probation, suspension, expulsion, or a combination thereof.

2.00 Contempt Of Hearing. Contempt of hearing violation includes (1) the failure to appear before a judicial body after receiving the proper notification of a scheduled disciplinary hearing or conference, (2) willful disobedience to, or displaying open disrespect for a college judicial board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, and (3) failure to comply with disciplinary conditions as sanctions imposed by a judicial body or judicial administrative officer or staff person. Contempt charges will require the student to pay a disciplinary fine (to be determined by the appropriate council) (forfeiture of due process rights, probation, suspension, or expulsion).

2.10 Damage to Property/Destruction of Property. Damage, vandalism or destruction to property owned or leased by the college or personal property belonging to an individual, including but not limited to, car vandalism, walking on roofs of a university building, defacing structures and facilities, littering, unauthorized biking, skate boarding in inappropriate areas, marking, egging, littering, painting, spraying, hallways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited. (probation, community service, suspension, fine, or expulsion)

2.20 Dangerous, Threatening, and/or Unsafe Behavior. Any conduct or behavior, which threatens or endangers the health or safety of any person in the college environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping. (probation, community service, suspension, fine, or expulsion)

2.30 Disorderly Conduct, Obstruction, and/or Disruption. Disorderly conduct is any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct which is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, misuse of musical instruments, noise producing devices, talking excessively loud, failure to properly dispose of trash or food trays, shouting, loud stereo or radio sets; horseplay, practical jokes, and general annoyances; throwing any dangerous objects in a college facility or from the window of a college facility or onto the premises of the college. Breaking lines during registration, at campus events and activities, and so on, is deemed disorderly conduct. The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other university

tasks and activities; interfering with duties of a student, faculty/staff member or college official; withholding information vital to any investigation carried out by an authorized agent of the college; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the college; creating excessive noise which can be heard in other areas of the campus and which interferes the normal operations of the college is prohibited. In so much as students are responsible for the behavior of their guests, students may receive sanctions if they permit their guests to behave disorderly on campus. (probation, community service, suspension, fine, or expulsion)

#### 2.40 Distribution of Illicit Printed Material.

Distribution of printed materials that are libelous, derogatory, scurrilous, sexually explicit, pornographic, or that encourages violations of public laws or college regulations is prohibited. (probation, community service, suspension, fine, or expulsion)

#### 2.50 Drugs (Illegal)/ Drug Paraphernalia.

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the college, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription. Drug paraphernalia is strictly prohibited at the college. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the college and/ or at events and activities sponsored by the college, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances. Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a loss of the normal use of his/her mental and/or physical faculties is restricted. (Expulsion)

2.60 Failure to Comply. Failure to comply with the directions of college officials (including campus security) acting in the performance of their duties; failure to promptly identify oneself to college officials when requested; failure to comply with disciplinary sanctions are prohibited. This includes direct disobedience of a lawful order of a college official, as well as failure to evacuate a building during a fire alarm, drill, or when otherwise so ordered by a college official, fire department staff, or local law official. (probation, community service, suspension, fine, or expulsion)

2.70 Forgery, Dishonesty, Fraudulent Acts, and/or Misrepresentation.

Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, altercation, and misuse of college documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any college recognized student organization; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the college community; and fraudulently issuing worthless checks to the college. Lying, knowingly giving false information to the college or its officials, other forms of dishonesty in college-related affairs is also prohibited. The scope includes, but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of an ID card, validation sticker, or any college document or service. (probation, suspension, fine, or expulsion)

#### 2.80 Guest's Behavior.

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the Code of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization (probation, community service, suspension, fine, or expulsion)

#### 2.90 Harassment (Verbal and/or Physical).

The excessive physical annoyance of or the use of verbally abusive language by any person on college-owned or controlled property (on or off-campus sites) or while on the premises of, or while in attendance of college-sponsored or supervised events is considered to be harassment and is prohibited. The scope of any form of harassment includes language to physical acts which degrade, insult, taunt, or challenge another person by any means of communication, verbal, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racist remarks or any behavior that places another member of the college community in a state of fear or anxiety (probation, community service, suspension, fine, or expulsion)

#### 3.00 Hazing.

It is strictly prohibited for a person or organization to, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct which creates a substantial risk of physical and/or mental injury to such other person or to a third person. This includes asking favors or demanding services from a person seeking to join a college sponsored club/ organization (probation, community service, suspension, fine, or expulsion)

#### 3.10 Health and Safety Violations.

This means any behavior which creates a risk or danger to others of the college community, throwing objects from windows or balconies, failure to keep one's room in a condition that is safe and sanitary, unlawful disposal of toxic chemicals, or failure to maintain reasonable standards of cleanliness and safety as defined by the

college. (probation, community service, suspension, fine, or expulsion)

### 3.20 Identity Disclosure/Identification Cards.

Failure to carry a valid college student identification card (when possession is in reason) while on the college property or failure to present it to a college official, security officers, administration, and staff members upon request is unacceptable. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card is prohibited. Presenting a false name or other identification, including false or invalid ID card, to a college official, while in the performance of their duties is prohibited. (probation, community service, suspension, fine, or expulsion)

### 3.30 Indecent, Obscene, Immoral Behavior, and/or Profanity.

Conduct, which is disorderly, lewd, indecent and/or portrayed on the premises of the college or at college sponsored or supervised activities on/off campus will not be tolerated.

Such acts include the use of obscene gestures, improper body exposures, stripping, vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the college or when visiting other colleges and/or venues. (probation, community service, suspension, fine, or expulsion)

### 3.40 Moral Turpitude.

An act of baseness, vileness or depravity which brings shame to the college and is in contradiction to the letter and spirit of the college's Code of Conduct, good citizenship and ethics is strictly prohibited. (probation, community service, suspension, fine, or expulsion)

### 3.50 Motor Vehicles, Traffic Violations, Parking Violations.

Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g. automobiles, motorcycles, etc.) on college-owned or controlled property on/off-campus locations or at college sponsored or supervised activities is prohibited. This also includes driving and parking on grass and sidewalks. Traffic tickets of the same offense will increase on the second and third offenses. Failure to obey traffic and parking regulations is punishable by the college's Department of Safety. (probation, community service, suspension, fine, or expulsion)

### 3.60 Rape.

Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the college to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender. (Expulsion)

### 3.70 Safety Code-Mischief.

Tampering with safety equipment is a serious violation of the Code of Conduct and is subject to expulsion and/or criminal prosecution. Making a statement verbally/writing a false fire or bomb alert, by any means including a telephone call or by a warning device, theft, removal of,

or tampering with security cameras, fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of college guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency) is strictly prohibited. (suspension, fine, or expulsion)

### 3.80 Sexual Assault.

The forcing of or attempting to force another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, also will not be tolerated. Disciplinary sanction for such acts will lead to expulsion. Violators also are subject to criminal prosecution.

### 3.90 Sexual Battery.

The forcing of or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain toward another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by the college. Disciplinary sanction for such acts will lead to expulsion.

### 4.00 Sexual Harassment.

Regardless of sexual gender, personal affiliation, and/or affiliation with the college, sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to unsolicited, deliberate, or repeated sexual flirtation, advances or propositions verbally/written; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. If such acts occur with student to student; faculty/staff to student; student to faculty/staff; or faculty/staff to faculty/staff, an incident reporting form should be completed and submitted to the office of the Dean of Students to begin an investigation. Such acts are taken seriously by the college and will not be tolerated; therefore, if these acts are alleged by a victim or transmitted as a rumor and the accusations are deemed as false, then the person (s) alleging the accusations will then be subjected to like disciplinary proceedings (to include sexual assault and battery). (probation, suspension, fine, or expulsion)

4.10 Solicitation. Unauthorized selling, collection of monies, and promotion (flyers) on campus or within college buildings is not permitted without permission of the Dean of Students. Students may not act as agents for business firms which entail solicitation or the receiving of business offers or goods on college property. Further, students may not solicit on behalf of the college without the permission of the Dean of Students. Use of any college facilities for business purposes of any nature, (e.g. the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair perming/styling/braiding, barbering, babysitting etc.) are prohibited. (probation, community service, suspension, fine, or expulsion)



#### 4.20 Theft/Misappropriation.

Theft is defined as the wrongful taking of money or property without the consent of the owner, and/or the secreting of anything stolen, regardless of where the theft occurred; stealing from another person, agency, institution, or the college; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from a campus event; unauthorized use of another's credit card; and failure to return another's personal property upon request or within a reasonable period of time. Misappropriation, the taking of property belonging to another by mistake and/or without the owner's permission, but with no intent to convert the property to one's personal use is not permitted. This includes unauthorized moving or relocation of college furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and possession of property which has been reported lost or stolen. (probation, community service, suspension, fine, or expulsion)

#### 4.30 Trespassing.

Unauthorized presence on, in or within any building or property owned or operated by the college (including technology labs, shop areas, gymnasiums, fitness center, field houses, classrooms, offices, buildings, etc.), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave. Unauthorized campus visitors will be subject to arrest and criminal proceedings. (probation, community service, suspension, fine, or expulsion)

#### 4.40 Unauthorized Use/Entry Of College Facilities.

Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from college facilities is prohibited. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of college facilities that are locked, closed or restricted for use to certain or all persons. Unauthorized entry or exiting into and from residence halls, without proper permission into living quarters or other buildings and/or structures or college premises, or the aiding and assisting of such is prohibited. (probation, community service, suspension, fine, or expulsion)

#### 4.50 Weapons/Firearms.

The use, possession, consumption, or display of weapons, firearms, or explosives is strictly prohibited on the premises of the college. Weapons include, but are not limited to the following: rifles, shotguns, ammunition, handguns, air guns, BB guns, bowie knives, daggers switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, fireworks. The possession or use of items that resemble guns, knives, or other weapons are also strictly prohibited. When course content and classroom assignments require the use of such items, Divisional Deans should give prior written approval to the Dean of Students as a matter of record. (Expulsion)

### Disciplinary Procedure for Trenholm State Community College

#### Authority

By virtue of the approved by-laws and policies of the Trenholm State Community College, the President of the college is charged with the responsibility of maintaining "appropriate standards of conduct" for students. This duty has been delegated to the Dean of Students or his designee. The Dean of Students or his/her representative is further authorized to expel, dismiss, suspend and place limitations on continued attendance and to levy penalties for disciplinary violations. The Dean of Students is aided by judicial councils.

#### Judicial Council

Three committees are appointed to hold hearings for students accused of violating the regulations of the college:

#### Inter-Student Services Disciplinary Council:

Composed of Student Services professionals (Dean of Students-presiding officer/designee) hears all informal cases and in some instances cases of formal proceedings, involving infractions that will constitute sanctions of probation, fines, suspension from school in length, and/or community service. The Council sometimes can be composed of various Student Services professionals that can hear a formal case, and also in rare cases in which the Administrative Judicial Council sends a case (s) back to a lower council. The Council also serves as an appellate council.

#### Student Judicial (court) Council:

Composed of Student Government Association members (Chief Justice of the SGA-presiding officer; Faulty member and staff member advisor) Council hears cases that the Dean of Students considers to be minor/moderate infractions that will constitute sanctions of probation, fines, and/or community service. Council makes recommendation to the Dean of Students to either uphold, reject, or modify sanctions imposed in the informal hearing.

#### Administrative Judicial Council:

Composed of a quorum of the executive cabinet of the college (Dean of Students-presiding officer-ex officio member), the Council hears cases that the Dean of Students constitutes to be severe infractions that may lead to a recommendation of suspension or expulsion. Before proceedings began, council reserves the right to send the case back to a lower council based on the merit (s) of the infraction per reading all reports. Council also serves as an appellate council.

Note: The Dean of Students also reserves the right to meet with students outside of council proceedings in an effort to minimize the volume of cases being referred. The Dean of Students has the right to remove a student from campus and off campus sites until more official proceedings can materialize. In cases involving the Dean of Students, the Dean's designee will be the presiding officer.

### Disciplinary Procedures

The following rules of procedures for adjudicating alleged violations of the Trenholm State Community College Student Code of Conduct are established for use by the Student Services Disciplinary and Appeals Committees. The administration of sanctions at the college is an educational process that is not designed to be punitive, and will experientially demonstrate its intent to be of a fair, appropriate, truthful, and due processed procedure. Disciplinary procedures may be initiated by the college (Dean of Students) or by the designee of the Dean of Students. The complaint or an official incident report must be investigated prior to judicial proceedings being invoked. If a student is suspended for a semester or academic year, or expelled from the institution (permanent separation) the registrar, financial aid director, and fiscal affairs director will be notified by the Dean of Students to administratively withdraw the student from Trenholm State Community College. However, a permanent file will be maintained by the office of the Dean of Students and the Office of the Registrar.

### Judicial Process

- A. The student (s) involved shall be notified within three (3) working days in writing by the Dean of Students that a report has been filed involving him/her in an incident that is in direct violation of the Trenholm State Community College code of conduct. The notification will outline the time and place of the informal hearing, and if the student does not attend he/she invokes his/her rights to formal proceedings.
- B. The student, at the informal hearing, is presented with charges, given an opportunity to respond to the charges presented, given an opportunity to confront his/her accuser, and an opportunity to accept/reject the proposed discipline (sanction) by the appropriate council via a signed document materialized by the Division of Student Services.
- C. If sanctions are necessary and the student does not accept the discipline (sanction), based on evidence and/or witnesses that are requested by the accused to be presented/heard in formal proceedings, hearing procedures are then invoked within three (3) working days of signing the form invoking rights to formal proceedings. A time and place of the hearing will be sent to the student (s) and the appropriate council will hear the case. If the student does not sign the disciplinary form, the student automatically invokes his/her rights to formal proceedings that could lead to probation, suspension, or expulsion, for disrespecting the code of student conduct and the judicial process of Trenholm State Community College. If the student (s) fails to appear before any council, the council will make a decision in his/her absence, and the student shall be notified in writing of the council's decision, which will stand as record for the student (s) involved. The Dean of Students will notify the student (s) of the council's decision in writing to be mailed to the student's (s) address which was submitted on the application to the college.
- D. The student can bring witnesses, an advisor, and/or an attorney to the formal hearing, but the student (s) has to notify in writing the office of the Dean of Students two (2) days (48 hours) prior to the hearing but can only be heard at the discretion of the presiding officer. If a witness that is a student of the college is present and engages in false testimony or misrepresentation/falsification, the student (s) will at

that time become a part of the judicial process of the college and sanctions may be imposed,

- E. When a student is accused of violating the Student or Collegiate Codes of Conduct and criminal charges are pending against the student, an attorney may be present. In this instance, the role of the attorney is limited and passive. The attorney cannot actively participate in the hearing or ask questions of the witnesses or judicial council members. The attorney's role is to advise the student regarding self-incrimination and to observe the proceedings. If a student does not have present criminal charges pending, an attorney, however, will not be permitted to be present during any disciplinary proceedings.
- F. When the judicial process of college officials involves a ward of the State, residence of a living/treatment facility, a felon, an individual that poses a threat to others, or an individual already a part of a criminal case and/or investigation, the Dean of Students at discretion will contact and cooperate with the cooperating agency whether it be state, federal, or local.

### Disciplinary Hearing Procedures

- A. To ensure that Trenholm State Community College is strictly adhering to FERPA Laws, disciplinary hearings are private and confidential involving the student and the council. Hearings are closed to the campus community, media, and the general populous.
- B. The Dean of Students' assignment of cases to the appropriate judicial council determines the hearing officer.
- C. The format begins with the presentation of charge (s) and proceeds with:
  - D. Call for the accused to respond to the charge(s), present witnesses and/or evidence
  - E. Supporting testimony and information on the charge (s),
  - F. Presentation of the accuser's testimony, witnesses, and/or evidence
  - G. Examination and questioning of accused, accuser, and possibly the witness/advisor by the members of the council
  - H. Deliberation by the council
  - I. Decision by the council to include:
    - J. Recall of precedent of prior sanctions made on like infraction (s)
    - K. Finding on a question of guilt or innocence
    - L. Sanctions, if any rendered to the presiding officer
    - M. Presiding officer renders the decision verbally to the accused, then the accuser (both parties are bound to strict confidentiality rules; if not, student (s) will be subjected to disciplinary proceedings)
  - N. Transcript will be transcribed and submitted to all parties involved
  - O. Transcript will be filed in the Office of the Dean of Students

### Due Process

The following due process procedures are afforded to all ID card carrying students at Trenholm State Community College who are involved in cases which may result in disciplinary sanctions:

- A. The student (s) shall be notified in writing that he/she has been perceivably involved in an incident that is in violation of the Trenholm State Community College code of conduct. The notification will be submitted

to the student (s) within three (3) working days and will provide the date, time, and place of the judicial hearing.

- B. The individual will be permitted to face and question his/her accuser (s) and witnesses testifying against him/her at the hearing. At the discretion of the hearing officer, both the accused and the accuser have the right to provide evidence and witnesses to prove otherwise or to speak on their behalf.
- C. After due consideration of the appropriate judicial council, the council shall render to the presiding officer a verbal and/or written decision.
- D. The student, if opposed to the sanction (s) rendered by a council, has the right to reject the sanction and invoke appeal proceedings.
- E. The student has to provide in writing within three (3) working days of the hearing, to the Dean of Students, the basis of the appeal, new evidence, and/or new witnesses. An appeal will not be granted, unless the aforementioned are not evident.
- F. The Dean of Students will decide if an appeal is warranted, and if so, notify the student and the appropriate council to schedule a date, time and location within three (3) working days of the hearing, and send the case to the appropriate council for an appeal hearing.
- G. If an appeal hearing is granted, and the appellate council makes the recommendation to the Dean of Students, the student has the right to submit his/her case to the President of the college. The President will then advise the Dean of Students of a recommendation to be carried out regarding the case or correspond with the student (s) directly.
- H. If the student is still not satisfied with the decision, the student has the right to submit their case to the Office of the Chancellor for the Alabama Community College System (please see ACCS Policy on the Student Services web page).
- I. In cases where the student (s) has been adjudicated/pending cases in the courts of counties, state, or federal entities, and also involved in a breach of Trenholm State Community College's code of conduct, the student's (s) case outside of the college will determine the fate of the student's (s) matriculation at Trenholm State Community College. The college will continue its case involving the student (s) after the external case against him/her is settled, and said student (s) might be suspended until that time.

Note: In cases in which the Dean of Students constitutes an emergency, Due Process proceedings will be foregone temporarily, and the student (s) will be removed from all premises of Trenholm State Community College until order is restored. Infractions of the college's rules, regulations, and sanctions consisting of fines, reprimands, probation, and work assignments will not become a part of a student's permanent record.

### Rights Of Victims

In a judicial hearing, both the accused student and the victim have rights.

The rights of the victim are listed below:

- To choose whether to charge the student with a violation of the law. The victim may also formally charge him/her with a violation of the Student or Collegiate Code of Conduct, resulting in an informal hearing with a judicial council or formal hearing

before the appropriate Student Services Disciplinary Council.

- To have a person(s) of their choice accompany them throughout the judicial process.
- To submit a victim impact statement to the hearing officer of the Student Life Disciplinary Council prior to a penalty being imposed.
- To have past unrelated behavior excluded from the hearing.
- To be informed of the results of disciplinary hearing, in compliance with the Campus Police and Student Right to Know Act with the permission of the Dean of Students.
- To have adjustments made in residence hall living arrangements if necessary. Trenholm State Community College has an obligation to protect members of the college community from physical harm or from a student whose continued presence on campus presents a clear and present danger to themselves or others. Notwithstanding the victim's right to bring charges, the college reserves the right to investigate and take appropriate action against a student accused of a violent physical or verbal assault.

### Responsibility of the Accused Student

- A student accused of alleged violations of the Student or Collegiate Codes of Conduct is notified to appear in the Office of Judicial Affairs for an informal hearing (conference) with the Dean of Students or notification is given in reference to a specific date and time to appear before the appropriate committee for a formal hearing.
- If the student accepts responsibility for the violation, he/she may request to waive all further hearings and accept the decision of the Judicial Officer (Dean of Students/designee) as final and binding for all purposes.
- The student may request that his/her case be heard by the appropriate council. In the event that the request is approved for a formal hearing, the Dean of Students will conduct a hearing to determine responsibility if the student denies the charges, and /or impose a penalty when responsibility is determined. The option to have a case heard by a council is not available during holidays, between semesters, or when a council is not available to meet.
- The student may request that the Dean of Students to adjudicate his/her case. The Dean of Students will conduct a hearing to determine responsibility if a student denies the charge(s), and/or to impose a sanction when responsibility is determined.

### Rights of the Accused Student Violator

When a student is charged with violation of the Student or Collegiate Codes of Conduct, disposition of the student's case shall be according to constitutional requirements of due process and in keeping with the judicial procedures outlined below.

Students charged with violations of the Trenholm State Community College Student or Collegiate Codes of Conduct are entitled to:

- A. Be presented a written specification of charges.
- B. Have a fair and impartial hearing.
- C. Know the nature of the evidence against them and names of witnesses scheduled to appear at the time

- of the hearing.
- D. Present evidence and witnesses in their behalf
  - E. Be accompanied at a hearing by an advisor of their choice. When a student is accused of violating the Student or Collegiate Codes of Conduct and criminal charges are pending against the student, an attorney may be present.
- If a student does not have present criminal charges pending, however, an attorney will not be allowed to be present during any disciplinary proceedings. When an attorney is present, his/her role is limited and passive. The attorney cannot actively participate in the hearing or ask questions of the witnesses or judicial council members. The attorney's role is to advise the student regarding self-incrimination and to observe the proceedings.
- F. Be present at the hearing during the presentation of any evidence or material on which a decision will be made. If the student fails to attend the hearing, it will be held in the student's absence. Failure to appear after proper notification may result in suspension from the college.
  - G. Refuse to answer questions.
  - H. Ask questions of witnesses through the hearing officer only.
  - I. Have a decision based on evidence presented and the vote of the committee.
  - J. Be presented a written notice of results of the hearing.
  - K. A Student Advisor. Students who are alleged to have violated the Trenholm State Community College Student or Collegiate Codes of Conduct can request assistance in the identification of an advisor by contacting the Office of the Dean of Students. Students may seek advice from an individual chosen by the student. Advisors may aid the accused student in the following ways:
    - Develop a fair and logical defense.
    - Inform the accused student on hearing procedures.
    - Be present at the hearing. Space will be made available for the advisor to sit with the accused.
    - Advise the accused during the hearing at the appropriate time only and on appropriate matters relating to the hearing. The advisor is not allowed to speak during the hearing proceedings, and may not conduct the defense of in any way actively participate in the hearing.
  - L. Request an appeal of a decision of suspension or exclusion from the college, according to established guidelines.

### **Judicial Sanctions Terms And Definitions**

**Admonishment.** A warning to the student to refrain from any and all actions that may result in disciplinary action. No sanctions are given, unless the student violates the Trenholm State Community College rules and regulations or Student or Collegiate Codes of Conduct.

**Campus-Community Service.** A sanction imposed upon a student as a result of a violation of the Student or Collegiate Codes of Conduct. Service is provided by the student to a specific on-campus area or department of the college for a specific amount of hours as imposed by the judicial body. Monetary compensation is not provided. A service contract is to be signed detailing the tenets of

the service to completed. NOTE: Failure to complete required campus service will result in the student being placed on a disciplinary hold, fine, or suspension from the college.

**Exonerate.** To clear the accused of any and all blame, with all charges being dismissed or dropped.

**Fine.** A monetary payment imposed as punishment for an offense. Payment must be made to the college for violations of the Student or Collegiate Codes of Conduct. NOTE: A disciplinary fine may range from \$25.00 (twenty-five dollars) to \$500.00 (five hundred dollars), depending upon the severity of the offense(s).

**Probation.** A specified amount of time, involving restrictions, after which college authorities will determine if the student's behavior has improved. During this time period, the student may receive additional disciplinary measures resulting in suspension, if he/she is involved in violations of any type of the college Student or Collegiate Codes of Conduct and /or the breaking of any laws. The types of probation are Regular and Indefinite. NOTE: Probationary statuses range from one (1) semester through graduation. A violation of a probationary status may result in the student being immediately suspended from the college.

**Loss Of Privileges.** A student who receives a judicial sanction will be notified in writing of the specific privilege(s), which he/she has lost. The privileges may include removal/eviction from on-campus facilities, events, sporting, activities, and restrictions from affiliation and or representing the college. The written notification shall include the time period for which the student has lost certain privileges.

**Pre-Hearing Suspension.** The Dean of Students or designee may suspend students from the college pending a scheduled judicial hearing, given the severity of the infraction.

**Research Assignments.** Based on the nature of the offense, students may be required to complete a research assignment as a part of the service agreement on a topic related to the offense committed. The research assignment must be typed, completed and submitted by the deadline specified. It must be thorough, comprehensive, and scholarly. The completed project must also conform to other specifications that may be given by the Dean of Students or judicial body. NOTE: Failure to comply with the terms of this sanction will result in a fine or temporary suspension from the college until all matters are agreed upon by the student and the appropriate official or all requirements have been completed.

**Restitution.** Compensation, reimbursement of, or a required replacement of a loss, injury, or property (personal or private) by the student in violation. Restitution must be made within a specified time period. Failure to pay full restitution to the appropriate party will result in the student being placed on disciplinary hold and /or suspension. NOTE: Restitution is due in full, prior to or within the 30th day from official notification to the offender, unless otherwise approved by a judicial administrator.

**Suspension.** Dismissal from the college for a specific period of time following severe acts of violation of the Student or Collegiate Codes of Conduct or violation of a present probationary status. Suspensions are recorded

on the student's permanent record. Students suspended from the college are required to return their student identification card and room keys and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Dean of Students/designee. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Trenholm State Community College will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any college services. His or her name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignment, papers, projects, make-up work, or other course-related work during the period of suspension. During the period of suspension, therefore, the student's relationship with the college is terminated, and he or she is, in fact persona non-gratis. If a student is suspended from the college, a letter will be sent to his or her parents and the registrar, financial aid personnel, and fiscal affairs will be notified to administratively withdraw the student. Following a fully served suspension period, a student who wishes to re-enter the college must make a written request to be re-admitted to the college. The student must present a typed letter to the Dean of Students no later than (30) days prior to the beginning of the semester for which he/she is asking to be allowed to return (e.g. letter must be received 30 days before the fall semester is to begin if this is the semester the student wishes to return to the college.)

The Dean of Students will review the file of the student and determine the student's eligibility to return to the college following a suspension period. Regardless of the fact that a student has served the specified amount of a suspension period, it is left to the Dean of Students' discretion whether to allow re-admittance. The types of suspension are as follows: Suspension; Interim Suspension; Indefinite Suspension; Expulsion. They are defined below:

- A) Suspension. Suspension period begins with an existing semester and continues through that semester or a portion of that semester; however, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue through that semester and future ones.

All students and student organizations returning to "active" status at Trenholm State Community College following a disciplinary suspension will be placed on mandatory "Probationary Status" for up to one calendar year. Any violations of the probationary status within this time period may result in an additional suspension effective immediately and continuing throughout the time period recommended by the appropriate judicial council.

- B) Interim Suspension. Suspension that is immediately sanctioned when charges are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found guilty of the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.
- C) Indefinite Suspension. Dismissal or Suspension from the college to be served for a period of not less than

(1) one year.

- D) Expulsion. Permanent separation from the college. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the college and will not be allowed on the main campus or off-site campus for any reason. When a student is expelled from the college, the student's relationship with the college is permanently severed, unless criminal acts and/or restitution is pending and the student is persona non-gratis. The student (s) should understand that an arrest will be warranted if to be found on the premises of Trenholm State Community College.

### Special Notation to Students

Each violation of the Trenholm State Community College Student or Collegiate Codes of Conduct is treated separately from any other case. Disciplinary sanctions will vary accordingly, depending upon the severity of each offense. All sanctions will be determined on an individual basis; however, all mitigating circumstances are reviewed and taken into consideration by the appropriate Judicial Council, the Dean of Students or designee. Therefore, students may or may not receive similar sanctions for offenses of the same or similar nature.

### Appendix: A. Disabled Student Services Grievances

A grievance is defined as the claim of an individual employee or student that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to policies or the laws. The grievance procedures outlined in the faculty, staff, and students handbooks may be used by any faculty, staff, or student to resolve disability complaints.

Trenholm State Community College assures prompt and impartial consideration of any complaints, which an individual may experience in the college environment. When the circumstances require, faculty, staff, or students are encouraged to submit complaints or grievances in accordance with the procedures outlined below. Faculty, staff, or students may use this procedure without penalty or fear of reprisal. Particular attention must be given to the time period shown for each step of the grievance process. For example:

- Request for accommodations, academic adjustments, auxiliary aids, and services for individuals with disabilities are as follows:
- Request for accessible location for classrooms or offices due to a physical disability.
- Request for extended time due to a learning disability.
- Request for a sign language interpreter due to a hearing impairment, etc.

### Informal Grievance Procedure (Disabled Student Services)

1. A grievance should be filed in writing, with the name and address of the person filing it and a briefly description of the alleged violation.
2. A grievance should be filed within 60 days of the alleged violation or such time after the complainant becomes aware of the alleged violation. (Processing of allegations of discriminations, which occurred before this grievance procedure was in place, will be considered on a case-by case basis in a prompt and

- equitable manner.)
3. The investigation shall be conducted by the Dean of Students, consulting the American with Disabilities Act Compliance Officer. The investigation shall be informal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to a grievance.
  4. A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the Americans with Disabilities Act Compliance Officer and a copy forwarded to the complainant no later than 10 days after its filing.
  5. The Dean of Students and the Americans with Disabilities Act Compliance Officer shall maintain the files and records of Trenholm State Community College relating to the complaints filed.

### **Formal Grievance Procedure (Disabled Support Services)**

If the informal grievance process has not led to a mutually satisfactory resolution of the problem at the written request of the faculty, staff, or student, the Dean of Students will refer the matter to the Administrative Council. The Administrative Council will be comprised of three full-time, non-academic employees appointed by the Dean of Students. The committee's purpose is to review the grievance thoroughly and render a decision. The committee's decision can be appealed to the Dean of Students and an appeals process shall be invoked within three (3) business days of the request.

After a thorough review of the grievance, the committee shall have five (5) working days to render a written decision to the Dean of Students. The Dean of Students shall review the recommendation and make a written recommendation to the President. The decision will be communicated within ten (10) working days to the faculty, staff, or student that filed the grievance or the appeal. The decision of the President shall be final for the college. The student has the right to submit their case to the Office of the Chancellor of the Alabama Community College System (ACCS).

### **For Assistance**

When faculty, staff or students have concerns related to the ADA or Section 504, they should address this information to:

Mrs. Wanda Kirk-Campbell  
ADA Compliance Officer/Counselor  
Trenholm State Community College  
Post office Box 10048  
Montgomery, AL 36108  
(334) 420-4316

The ADA Compliance Office is located in Building F, Student Services Building, on the Trenholm Campus.

### **VA Complaint Policy**

Any complaint against the school should be routed through the VA GI Bill Feedback System by following the link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

### **General Education Requirements**

Since general education courses provide students with

a solid understanding of a wide variety of subjects and methods of learning, the general education courses are required of all students seeking an Associate in Applied Science (AAS) Degree. General education courses also provide students with an exposure to broader and more varied intellectual concepts, thereby impacting each program by providing more quality and enhancing marketability of graduates.

To ensure preparedness of all students seeking an AAS, the College has developed the following general education competencies which are assessed throughout the year in identified general education courses: computer literacy skills, computational skills, oral communication skills, and written communication skills.

### **Graduation Requirements**

#### **Associate in Arts Degree**

A student shall be awarded the Associate in Arts degree upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Satisfactorily complete an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned for transitional courses. All grades earned in courses which have been repeated will be calculated into the cumulative grade point average. However, only the last grade awarded in a course will be used in calculating the cumulative grade point average for graduation purposes.
- Complete at least 25% of the total semester hours at the College.
- Must satisfy all requirements for graduation within one calendar year from the last term of attendance. This timeframe includes credits earned at other colleges.
- Fulfill all financial, academic, and admissions obligations to the College.
- Submit an "Intent to Graduate" form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

#### **Associate in Science Degree**

A student shall be awarded the Associate in Science degree upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Satisfactorily complete an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned for transitional courses. All grades earned in courses which have been repeated will be calculated into the cumulative grade point average. However, only the last grade awarded in a course will be used in calculating the cumulative grade point average for

- graduation purposes.
- Complete at least 25% of the total semester hours at the College.
- Must satisfy all requirements for graduation within one calendar year from the last term of attendance. This timeframe includes credits earned at other colleges.
- Fulfill all financial, academic, and admissions obligations to the College.
- Submit an “Intent to Graduate” form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

### Associate in Applied Science Degree

A student shall be awarded the Associate in Applied Science degree upon satisfactory completion of the requirements of a specific program in accordance with policies of the Alabama Community College System. A student must:

- Satisfactorily complete an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned for transitional courses. All grades earned in courses which have been repeated will be calculated into the cumulative grade point average. However, only the last grade awarded in a course will be used in calculating the cumulative grade point average for graduation purposes.
- Complete at least 25% of the total semester hours at the College.
- Must satisfy all requirements for graduation within one calendar year from the last term of attendance. This timeframe includes credits earned at other colleges.
- Fulfill all financial, academic, and admissions obligations to the College.
- Submit an “Intent to Graduate” form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

### Multiple Degrees

To receive a second Associate Degree from Trenholm State Community College, a student must earn a minimum of twenty (20) semester credit hours beyond the requirements for the first degree and which are a part of the program requirements for the second degree. Also, a student must meet all other graduation requirements.

### Regular Certificate

A student may be granted a regular certificate upon satisfactory completion of the requirements of the specific program in accordance with the Alabama Community College policies. To earn a Regular Certificate a student must:

- Satisfactorily complete an approved program of study.
- Earn a 2.0 or above cumulative grade point average

- in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned in transitional courses. All grades earned in courses repeated will be calculated into the grade point average. However, the last grade earned in a course will be used in calculating the cumulative grade point average for graduation purposes.
- Complete at least 25% of the total semester credit hours required in the program at Trenholm State Community College.
- Must satisfy all requirements for graduation within one calendar year from the last term of attendance.
- Fulfill all financial, academic, and admissions obligations to the College.
- Submit an “Intent to Graduate” form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

### Short Term Certificate

To earn a Short Term Certificate a student must:

- Satisfactorily complete an approved program of study.
- Earn a 2.0 or above cumulative grade point average in all courses attempted. The calculation of the grade point average for graduation shall not include grades earned in transitional courses. All grades earned in courses which have been repeated will be calculated into the grade point average. However, the last grade earned in a course will be used in calculating the cumulative grade point average for graduation purposes.
- Complete all credit hours required in the program at Trenholm State Community College.
- Fulfill all financial, academic, and admission obligations to the College.
- Submit an “Intent to Graduate” form, with graduation fee (if applicable), to the Office of Admissions and Records at the time of registration for the final semester of enrollment. This form must have the completed degree plan attached.

### Teach-Out When Closing a Degree Program or Certificate Program

In the event that Trenholm State Community College should decide to close a degree program or a certificate program, the College will make every effort to teach out currently enrolled students. The College will inform the community that no additional students will be accepted into the program. Students who have not completed their programs will be advised by faculty regarding suitable options including transfer to comparable programs. The College may offer the courses required for graduation by students enrolled in the program at the time of closure until all those students have had an opportunity to complete their degrees.

### Intent to Graduate/Commencement Ceremony

A student is responsible for submitting an “Intent to Graduate” form the semester before the student plans to graduate. The Intent to Graduate form is located on the College’s website at [www.trenholmstate.edu](http://www.trenholmstate.edu) under Current Students tab and on the Student Forms page.

All candidates wishing to participate in the commencement ceremony will be charged a graduation fee of \$45.00, which qualifies them to receive a document cover, mortar board, gown and tassel and the opportunity to march in the commencement ceremony. All candidates will receive their degrees six to eight weeks after the semester in which they graduate.

All candidates are encouraged to participate in the annual commencement ceremony which will be held in May of each year. Candidates not wishing to participate in the commencement ceremony will also be charged a graduation fee of \$45.00. Graduates will receive their degree, six to eight weeks after the ceremony.

Candidates for graduation must submit an "Intent to Graduate" form regardless of whether the candidate intends to participate in the commencement ceremony. This must be done the semester before the student plans to graduate. This insures that the candidate's status as a graduate is recorded on his/her transcript. Degrees must bear the signatures of the College president, chancellor of the Alabama Community College System (ACCS) and governor of the State at the time of the student's graduation.

### Honors and Awards

#### Dean's List

A Dean's List shall be compiled at the end of each semester. The requirements for the Dean's List shall be:

- A grade point average for the term of 3.5 to 3.99 on a 4.00 scale.
- A completion of 12 credit hours of college-level work for the semester. Transitional courses do not count toward the minimum course load requirement.

#### President's List

A President's List shall be compiled at the end of each semester. The requirements for the President's List shall be:

- A grade point average for the term of 4.0 on a 4.0 scale.
- A completion of 12 credit hours of college-level work for the semester. Transitional courses do not count toward the minimum course load requirement.

#### Associate in Science (AS) and Associate in Arts (AA)

College Transfer - Course work leading to the Associate in Arts (AA) and the Associate in Science (AS) degrees are designed to prepare students to transfer to a four-year college or university to pursue a Bachelor of Arts or a Bachelor of Science degree. Students are assigned to advisors in the General Education and Social Sciences Division. Degree plans have been outlined in the catalog to guide students in the choice and sequence of particular courses.

#### Associate in Applied Science Degree (AAS)

The Associate in Applied Science degree is a specialized degree in a specific technical field. The degree is awarded on the basis of completion of an approved Degree Plan which includes specific technical courses from the technical area plus designated general education requirements. Requirements are listed with the program descriptions.

### Certificate

Each Certificate program is designed to prepare the student for employment in one of a number of technical or skilled jobs in a specific occupational area. Each program requires in-depth technical preparation supported by related general education courses. The award is based upon completion of an approved Degree Plan.

#### Short Term Certificate

Each Short Term Certificate program is designed to provide specialized preparation in a specific technical skill. The program requires a number of closely related technical courses. The Short Term Certificate is appropriate for an individual who plans to enter a job requiring specific technical skills or for a currently employed individual who needs to develop a new skill or to upgrade an existing skill. The award is based upon completion of an approved Degree Plan.

#### Definition of Academic Major/Area of Concentration

A "major" refers to the student's selected field of concentration.

#### Commencement Honors

Candidates for commencement will be recognized in the printed program for academic achievement. Recognition will be given according to the following designations:

#### Associate in Applied Science (AAS), Associate in Arts (AA) or Associate in Science (AS)

Graduation with Honors  
(3.50 - 3.69 cumulative GPA)

Graduation with High Honors  
(3.70 - 3.89 cumulative GPA)

Graduation with Highest Honors  
(3.90 - 4.00 cumulative GPA)

#### Certificate

Graduation with Distinction  
(3.50 - 4.00 cumulative GPA)

In order to be eligible for any academic honor, a candidate must have completed a minimum of thirty (30) semester hours of credit at Trenholm State.

#### Enrollment Verification

Trenholm State Community College has authorized the National Student Clearinghouse to act as the agent for all verifications of student enrollment and provide verification of degrees. Requestors should use [www.studentclearinghouse.org](http://www.studentclearinghouse.org) for enrollment verification and [www.degreeverify.org](http://www.degreeverify.org) for degree verification. The telephone number is (703) 742-4200, Monday – Friday, from 9:00 a.m. to 7:00 p.m., Eastern Standard Time. The fax number is (703) 742-4239. The email address is [enrollmentverify@studentclearinghouse.org](mailto:enrollmentverify@studentclearinghouse.org).

The mailing address is listed below.



National Student Clearinghouse  
2300 Dulles Station Blvd., Suite 300  
Herndon, VA 20171

Through Enrollment Verify, the National Student Clearinghouse will process enrollment verifications, on your behalf, for the following types of companies:

- Credit Issuers: verification for students who have applied for student cards.
- Travel Companies: verification for students who have applied for discounted student travel.
- Housing Providers: verification for students who have applied to rent property.
- Scholarship Providers: verification for students who have been awarded scholarships.
- Consumer Product Companies: verification for students who have applied for student discounts when purchasing computers, books, etc.
- Requests by Students and Parents: many companies, including health insurers, ask student directly to provide proof of current enrollment. Students and parents can use the National Student Clearinghouse Enrollment Verify website to download or print certifications.

### **Family Educational Rights and Privacy Act of 1974 (FERPA)**

#### **Student Records Policy**

Federal law governs how colleges and universities supervise student educational records. Trenholm State Community 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
Permanent Records	Office of Admissions and Records	Director of Admissions and Records
Admissions Records	Office of Admissions and Records	Director of Admissions and Records
Financial Records	Business Office	Dean of Finance
Financial Aid Records	Office of Financial Aid	Financial Aid Officer
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 Trenholm State Community 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 Trenholm State Community 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. FERPA information is available on the College's website. A student who believes his or her FERPA rights have been violated can file a complaint with the Family Policy Compliance Office at the U.S. Department of Education.

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

### 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 Community College System.

### 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, and are marked ISSUED TO STUDENT, 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:

Trenholm State Community 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.

### Request Official Transcripts Online

To request an OFFICIAL transcript online:

1. Log in to "My Trenholm" using your student ID number and PIN
2. Click on Student Information Center on the Main Menu
3. Click on Student Records
4. Click on Transcript Request
5. A new window will open with instructions prompting you to complete the request