

# Student Handbook

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## Student Services

### 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.

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

### 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 Campus E-mail section under Quick Links on the home page. The College uses the campus "My Trenholm" and campus 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 student accounts
- Job placement announcements
- Student activities and events

### 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.

### 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.

### **Americans with Disabilities Act**

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.

### **Guidance and Counseling**

The Student Success Center (SSC) assist students in overcoming academic challenges while also working with high achievers to help them reach the next level. The SSC is provides academic support services to all Trenholm State students. Services provided by the SSC include but not limited to academic coaching/mentoring, financial literacy mini-courses, one-on-one tutoring/academic enrichment, online tutoring/academic enrichment, student success workshops and supplemental instruction.

Additionally the SSC provides proactive, intrusive, innovative and collaborative support that will aid students in fulfilling both academic and life goals. The SSC will achieve its mission through holistic, campus-wide relationships with all Trenholm State stakeholders. Through these collaborative relationships, the SSC can create optimal opportunities for student success and engagement. By utilizing local and national best practices, the SSC customize program delivery to suit the academic support needs of Trenholm State students.

The Student Success Center embraces educating students and staff about available resources regarding a multiplicity of academic/student success related topics. Workshops are no more than 45 minutes including a 15 minute Question and Answer session. Presenters will either be SSC staff, volunteer faculty or outside consultants. The SSC may be contacted at (334) 420-4463.

### **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 advising services. Program graduates are awarded Associate in Applied Science, Certificates and Short Term Certificates. For information on academic advising, contact the Office of Admissions and Records at (334) 420-4306.

### **Career Planning and Job Placement**

It is the practice of H. Council 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.

### **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.

### 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](mailto:lstaff@trenholmstate.edu) and the website is [www.trenholmstate.edu/library](http://www.trenholmstate.edu/library).

### 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 online bookstore section or by

following this link <http://www.trenholmstate.edu/skins/userfiles/files/BOOKSTORE%20Online/e-Campus%20detailed%20ordering%20instructions.pdf>.

### 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.

### 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 Student 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/Records	Director of Admissions/Records
Admissions Records	Office of Admissions/Records	Director of Admissions/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.

### 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

## Student Information

### 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.

### Dress Requirements

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

### Visitor Policy

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

### Off-Campus Trips

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

### Phones and Beepers in the Classroom

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

### Telephones and Messages

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

### Emergency Messages

In the event of an off-campus emergency requiring the attention of a student, efforts will be made by the Office of Admissions and Records to contact the student.

Contact the Admissions and Records Office at (334) 420-4200, Monday through Thursday, 7:30 a.m. - 5:30 p.m. and Friday, 7:30 a.m. - 11:30 a.m.

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

### Student Break Areas

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

### Lost and Found

Lost and Found is located in the Cashier's office on both Patterson Campus (Bldg. D) and Trenholm Campus (Bldg. F).

### Bulletin Boards

Bulletin Boards are placed throughout the College buildings. These boards should be checked frequently for announcements of events, notices regarding academic matters, and information from the Student Government Association (SGA). The bulletin boards, located in the Student Centers and the Library, may be used by students to display announcements of interest. These announcements must be approved by the Dean of Students prior to posting. Signs, posters, or literature are prohibited from restrooms, glass panels, windows, doors, ceilings, or any surface that could be damaged by tape or tacks. Students are responsible for removing all printed literature.

No leaflets or pamphlets should be distributed on campus without the approval of the Dean of Students.

### Mail

The College does not have facilities for forwarding a student's mail. Letters and packages that are received at the College and addressed to students will be returned to the sender with the notification, "No Student Mail Service." Only officially recognized student organizations may have mail sent to them, in care of Student Services Staff Assistant, Post Office Box 10048, Montgomery, AL 36108.

### Vending Machines

Vending machines are located on both campuses. The College is not responsible for money lost in these machines. These machines are located in the Patterson Campus Student Center (Building D), the Trenholm Campus Student Center (Buildings D & E) and the Library Tower (First Floor Stairwell) 3086 Mobile Highway, Montgomery, AL 36108.

### Library Card / ID

Each student is issued one Library Card/ID the first semester of enrollment at no cost. Students must wear their ID at all times while on campus. Loss of an ID must be reported to the College Library at 420-4455. There will be a \$30.00 charge for a replacement ID.

### Live Work

#### General Policies:

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

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

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

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

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

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

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

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

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

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

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

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

Off Campus Projects: The President or designee must approve off-campus live work projects.

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

Building Structure On-Campus for Resale: The Chancellor must approve requests for structures exceeding five thousand dollars (\$5,000).

The college must adhere to state bid laws.

### Duplication Services

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

### First Aid

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

### Weather Cancellations

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

WZHT-FM 105.7, WCOV-TV, WNCN-TV, WAKA-TV, and WSFA-TV. Notifications will also be made through Trenholm Alert via email, text and automatic phone calls.

### Student Right-to-Know

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

### Reporting Criminal Actions or Other Emergencies

Contact the following individuals, respectively, to immediately report criminal actions or other emergencies: Campus Security Supervisor- 202-0552, Charles Harris-799-6535, President Munnerlyn - 799-6540 or Wilford Holt - 799-6541.

1. It is the policy of Trenholm College that any criminal act: act or threat of violence, injury, destruction of college or personal property; traffic accident; or other situation which occurs on college property or any other site operated by the College and which may constitute an emergency, a danger to the health, safety, or property of any person, or threat to public order be reported immediately to Security on the Patterson Campus – 300-4990 or Trenholm Campus – 300-4969.

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

In reporting an emergency, the caller must:

- a. State name,
  - b. State type of emergency,
  - c. State location of emergency and
  - d. Remain in the area until assistance arrives.
2. All witnesses to any situation that fits into any of the above described categories shall make themselves available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Trenholm State Community College employee or student to file a false report, or knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in Paragraph 1.
  3. It shall be the duty of the College, upon any employee or official being made aware of any situation of a nature described in the Paragraph 1, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of H. College Trenholm State Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of

an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical services, or other authority or agency which is due to be notified of the respective incident.

4. Reporting of Emergencies - On Campus
  - a. Medical Emergencies: In the case of major injury or serious illness, (1) Call 911, then (2) Call campus security (see published phone list for campus numbers).
  - b. Fire/Explosion/Hazardous Material Spill: In the case of fire, explosion or hazardous material spill,
    - (1) Activate the fire alarm or otherwise notify occupants to vacate the building;
    - (2) Call 911 to report the event;
    - (3) Call the campus security;
    - (4) Call maintenance.
  - c. Bomb Threat: In case of a bomb threat, call the campus police.
  - d. Criminal Acts: In case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, Call 911, then campus security and notify any Dean within the college.
  - e. Maintenance Emergencies: In case of maintenance emergencies,
    - (1) Call: maintenance;
    - (2) Call the campus security.
5. Reporting of Emergencies - Off Campus (participation at College functions)
 

In the case of a major injury, serious illness or other emergency involving a faculty/staff/student participant at a college function:

  - a. Call local medical assistance and local law enforcement personnel, if applicable by dialing 911;
  - b. Call campus security in the event such occurrence is after normal operating hours. The Campus security will in turn notify the appropriate dean.
6. Reporting of Emergencies - Off Campus Instructional Sites
 

In the case of a major injury, serious illness or other emergency involving faculty, staff or students at an off-campus instructional site:

  - a. CALL 911
  - b. Call the College operator at 420-4200 ext. 0 and that operator will notify security.
7. Emergency Procedures - Building Evacuation
 

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage located in each building.
8. Emergency Procedures - Tornado Watch
  - a. The college will be notified through the college Alert Notification System a tornado watch is issued.
  - b. Classes are not interrupted for a tornado watch.
9. Emergency Procedures -Tornado Warning
  - a. The college will be notified through the college Alert Notification System to take shelter when a tornado warning is issued.

- b. Building representatives and instructors shall assist in an orderly transition to shelter locations.
- c. Building occupants must from that point, listen for additional instructions through the Alert Notification System until the warning is canceled.
- d. Building Captains will direct the movement to the bottom floor of the building in which they are located.
- e. All occupants should avoid glass areas.
- f. When the tornado threat is over, the all-clear will be given by through the college Alert Notification System and normal activities will resume.
- g. Do not send people home during a tornado watch or warning.

### Campus Law Enforcement Policies and Practices

#### Procedure:

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

### Campus Programs on Security and Safety

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

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

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

## Student Life

### Student Organizations Student Government

Specific information on the Student Government Association (SGA) can be found in the on-line handbook governing on-campus clubs and organizations, the SGA Constitution, and it is also available in the Office of the Dean of Students. In addition to providing a mechanism for student involvement in institutional decision-making, student government at H. Councill Trenholm State Community College provides an educational experience. The SGA's primary purpose is to develop a sense of responsibility for adherence to accepted standards of group life. Secondly, the SGA's purpose is to demonstrate in actual living experiences the social skills required for responsible self-government. The extent to which student self-governance is effective depends upon the degree to which students accept and perform their role in the process. Leadership development is an outcome of student self-governance. The Student Government Association, or members thereof, if involved in any incidents unbecoming of an H. Councill Trenholm State Community College Student Leader, can be impeached from office, as outlined in the constitution of the SGA. The constitution can be found on the college's website on the Student Affairs webpage, in the clubs' and organizations' manual.

#### Procedures To Establish Student Organizations

1. If the club/organization will be an Academic/Career-Technical/Health Science program, then the Dean of either area would have to support by written application and constitution and by-laws to be submitted to the Dean of Students for final approval. If the club/organization is independent of academic/career-technical/health science areas, the group has to register with the Office of Student Services, make application, and submit for approval the organization's constitution and by-laws. The by-laws will include the organization's mission statement, measurable goals and objectives, articles of impeachment procedures, proposed activities, etc. All aforementioned should coincide with the college's mission and in keeping with the college's rules and regulations.
2. Submit a list of prospective members (charter members for new clubs/organizations) and the proposed faculty/staff advisor of the organization to the Office of the Dean of Student Services.
3. Complete and submit the registration form packet that is required of all student organizations.

Note: A list of active clubs and organizations and descriptions of such are available in the Student Organization's Manual via the institution's website in the Student Affairs section as well as in the Office of the Dean of Student Services. Procedures and rules for remaining active, sponsoring activities, reserving facilities, etc are also available in the same areas.

#### Student Elected and Appointed Positions

H. Councill Trenholm State Community College provides opportunities for student- democratic governance, to play a vital role in the shaping of establishing a sound voice for reason while students matriculate to graduation. The following positions are attained by an election held be

the Division of Student Services. All elected positions are secured in the spring semester. Persons elected and appointed to positions as outlined are required to attend mandatory trainings and camps that are scheduled by the Dean of Student Services. Elected and appointed persons cannot be found to be indignant on any computer generated social networks, such as face book, snapchat, Instagram, bebo, etc, absent of judiciary infractions. The positions that follow are on institutional scholarship, and a brief description will be provided for some listed, detailing requirements for said positions:

**Student Government President Elect**-The student who is vying to become the Student Government Association President has to be a freshman entering the sophomore year; a student that if elected, cannot participate in any other major presidential elections at the college, namely Mr. or Miss Trenholm. The student has to have achieved at the time of election a cumulative grade point average (GPA) of 3.0 on a 4.0 scale. If elected, the student must maintain throughout tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, leadership capabilities to govern a cabinet, a commitment to academic honesty and excellence, commitment to the judicial process at Trenholm, a commitment to Trenholm, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The successful elect will work very closely with the Dean of Students.

**Vice President**-The Vice President is the student that has the second highest votes in the presidential election. The Vice President is the direct aid to the president and should exhibit all qualities and requirements as outlined in the president's description.

**Chief of Staff-Executive Secretary**-The position is for a freshman student, matriculating to sophomore year. The position is appointed by the Student Government Association President and the Dean of Students, and should exhibit all qualities and requirements as outlined in the president's description.

**Treasurer**- The elected position is for a freshman student, matriculating to sophomore year. The position is elected by the student body during the presidential election and should exhibit all qualities and requirements as outlined in the president's description.

**Public Information Officer**-The position is appointed to an entering freshman by the Student Government Association President and the Dean of Students. The position's sole function is to publicize via comprehensive media the projects, events, ideals, and beliefs of the SGA. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

**Sergeant At Arms**- The position is appointed to a freshman student matriculating to sophomore year by the Student Government Association President and the Dean of Students. The position's sole function is to maintain order at all sanctioned SGA meetings and functions. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

**Student Leadership Chairman-** The position is appointed to a freshman student matriculating to sophomore year by the Student Government Association President and the Dean of Students. The position's function is to establish a network of students in an effort to gather ideas and concerns about programming that the student body wants provided; to work closely with the president in providing workshops conducive to academia and social and cultural leadership, and to assist the Dean of Students in materializing and implementing solid day and evening programming. The successful appointee must work along with the SGA president to serve with campus clubs and organizations to push their respective agendas. The successful appointee will recommend a co-chair to the SGA president and Dean of Students for approval. All functions of this position are to be cleared through the SGA president. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

### **Elected Campus Royalty**

**Mr. H. Councill Trenholm State Community College Elect-** The student who is vying to become Mr. Trenholm State Community College has to be a freshman male entering the sophomore year. A student, if elected, cannot participate in any other major presidential elections at the institution, namely Student Government Association President. The student has to have achieved at time of election a cumulative grade point average of 3.0 on a 4.0 scale. If elected, the student must maintain throughout tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, commitment to the judicial process at Trenholm, a commitment to Trenholm, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The character of Mr. Trenholm has to yield to an acceptably groomed and neatly dressed appearance at all times; cannot have children; not being present in an inappropriate manner on social networks such as face book, snapchat, bebo, instagram absent of judiciary infractions; must be registered to vote, and to avoid conflict at all times. The successful candidate must understand that his first priority of extracurricular activities is to the Division of Student Services. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in de-throning and replacement with the alternate for Mr. Trenholm.

The election process is predicated on 75% of the popular student vote, and 25% of the process comes from a structured interview with a cabinet designated by the Dean of Students. The interview is an important part of the process and can determine the outcome of the race. The successful elect will work very closely with the Dean of Students.

**Miss H. Councill Trenholm State Community College Elect-** The student who is vying to become Miss H. Councill Trenholm State Community College has to be a Freshman female entering the sophomore year. A student, if elected, cannot participate in any other major presidential elections at the institution, namely Student Government Association President. The student has to have achieved at time of election a cumulative

grade point average of 3.0 on a 4.0 scale. If elected, the student must maintain throughout tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, commitment to the judicial process at Trenholm, a commitment to Trenholm, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The character of Miss Trenholm has to yield to an acceptably groomed and neatly dressed appearance at all times; cannot have children; not being present in an inappropriate manner on computer networks such as facebook, snapchat, instagram, and/or bebo, absent of judiciary infractions; must be registered to vote, and to avoid conflict at all times. The successful candidate must understand that her first priority of extracurricular activities is to the Division of Student Services. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in de-throning and replacement with the alternate for Miss Trenholm. The election process is predicated on 75% of the popular student vote, and 25% of the process comes from a structured interview with a cabinet designated by the Dean of Students. The interview is an important part of the process and can determine the outcome of the race. The successful elect will work very closely with the Dean of Students.

### **Phi Theta Kappa Honor Society**

Phi Theta kappa is the world's oldest, largest, and most prestigious honor society for two-year college students. The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. To become a member of this honor society, a student must be on the Associate's Academic Track, and must have gained a 3.5 cumulative Grade Point Average, through one semester of full-time course work. The student must be enrolled full-time at the date of application. For more information, contact the office of the Dean of Students.

### **Student Activities and Organizations**

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

#### **Student Government Association (SGA)**

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

## Ambassadors

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

## Social Functions

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

## Official Recognition of Campus Organizations

### I. Chartering Procedures

#### A. Formation of New Organizations

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

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

#### B. Temporary Formation

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

#### C. Review and Approval

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

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

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

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

### II. Club Advisors: Eligibility and Role

- A. All student organizations must have one qualified club advisor. When the membership exceeds fifty, organizations are urged to obtain an additional faculty advisor.
- B. Any faculty member or staff person with at least one year of service at the College may, with the approval of the Dean of Students, Dean of Instruction and President of the College, serve as an advisor to a student organization.
- C. The Dean of Students must approve any change in the club advisors. The Dean of Students will make every attempt to rotate club advisors to allow all interested persons to serve in that capacity. Rotation of advisors will come at the end of each semester when possible. Persons with special talents needed for a particular club will be given preference.
- D. A faculty member or staff person who agrees to serve as a club advisor accepts responsibility for encouraging the organization in its mission and purpose. The advisor(s) will encourage the members to function according to the organization's constitution and bylaws. Advisors are responsible for the following:
  1. Policy and other college regulations pertaining to the student organizations and speakers;
  2. The constitution and purpose of the student organization that they are advising;
  3. The activities and the service projects of the organizations;
- E. Meetings will not be authorized or recognized unless attended by the advisor or a substitute duly approved by the Dean of Students. The proceedings of meetings held with a substitute advisor must be reviewed by the advisor;
- F. Speakers and special programs sponsored by student organizations must have the formal approval of a club advisor and the Dean of Students, in accordance with the standards set forth by the College;
- G. Written requests for activities (other than normal meetings) must be made in writing to the Student Activities Assistant at least thirty (30) days prior to the event;
- H. A request for outside speakers must be made in writing a minimum of thirty (30) days prior to the issuance of an invitation. (Forms are available in the Student Center (Bldg. D) on the Trenholm Campus.

### III. Meetings

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

### IV. Policies for Clubs and Organizations

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

### V. Procedure for Approval of College Activities

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

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

### VI. Visiting Speaker Policy

The College has established the following procedures:

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

Building D on the Trenholm Campus. Completed forms must be submitted to the Dean of Students for approval. If approved, notices and printed material pertaining to the speaker will include:

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



## Division of Student Services

### Mission Statement

The Division of Student Services is a State and Federally supported entity of the institution providing support services, financial affordability, safe environment, job readiness, physical fitness, life preparedness, social aptitude, and personal growth skills for all students enrolled. The Division of Student Services seeks to serve as a support base for all institutional areas providing academic, career and technical, Health Sciences, institutional effectiveness, and workforce development enhancement programs to increase the optimal development of a student's matriculation to graduation.

### College Policies Relating to Students

#### Student Rights and Responsibilities

As an academic community, H. Council Trenholm State Community College exists for the pursuit of quality and excellence in education for the development of students as scholars and citizens, and ultimately, for the well-being of all communities. Free inquiry and free expression are indispensable to the attainment of these goals. The institution's responsibility for creating and maintaining an atmosphere conducive to these freedoms is shared by the President, administrative personnel, faculty, staff, and students.

The college community accepts its responsibilities to develop policies and procedures to safeguard these freedoms within the framework of the institution's policies and bylaws. As integral members of the college community, students exercise responsibility while developing their capacity for critical thinking and engaging in a sustained and independent search for excellence. Students are expected at all times to exercise their freedoms in a manner that does not infringe upon the rights and freedoms of others. Students shall not be deprived of life, liberty, or property without due process, except in cases of emergency determined by the President, Dean of Student services, or Director of Safety to immediately remove students who have been engaged in an act that compromises the safety or health of themselves or others until due process can be afforded. The student has the right to complete a student infraction form if he/she feels wronged by a party of H. Council Trenholm State Community College. Although every student has rights and freedoms guaranteed by the U.S. Constitution, these cannot be enjoyed, exercised, or protected in a community, which lacks order and stability. It is therefore each student's responsibility to adhere to standards of conduct as prescribed by the institution, and by local, state, and federal laws. Each student is entitled to the essential rights common to all institutions of post-secondary education which include the following:

#### Student Participation in Institutional Governance

As constituents of the college community, students (individually and collectively) are free to identify and address issues relative to institutional policy and matters of general interest to the student body. The H. Council Trenholm State Community College Student Government Association represents students in institutional governance. Students are engaged in the policy materialization process through their respective government clubs, organizations, and associations,

and are invited to recommend additional policies for consideration and adoption.

#### Citizenship

Students at H. Council Trenholm State Community College are both private citizens and members of the college community. As U.S. citizens, students enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. As members of the college community they are expected to follow institutional rules and regulations outlined in the Code of Conduct and in the Student Handbook. Faculty members and administrative officials ensure that institutional powers are not employed to inhibit the intellectual and personal development of students exercising their rights both on and off the campus.

#### Speech and Expression

Students will be free to discuss questions of interest and to express opinion. Public expression of students or student organizations reflects the views of those making the statement and not necessarily those of the college community. The institution retains the right to provide an educational environment that is safe and orderly for students, faculty, and staff.

#### Freedom of Inquiry and Expression

Students and chartered student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately in a responsible way. They are free to support causes by orderly means including any means of peaceful assembly or advocacy, which do not infringe upon the rights or freedoms of others.

#### Guest Speakers

In accordance with the Campus Speakers Policy, chartered student organizations may invite persons of their own choosing for campus appearances. Such invitations must be submitted to the Dean of Student Services for review and approval before arrangements for the campus visit are finalized with the guest. Guest appearances must not interfere with the college's regular instructional, research, and service activities and programs. Except for ceremonial occasions, invited speakers should be prepared to participate in reasonable public activities. Such public discussions may include classroom visits, attendance at receptions and related functions, media appearances, and participation in community activities, programs and projects. Invited speakers are accorded the full courtesy and protection appropriate to a college community. Individuals or groups who engage in actions designed to obstruct or in any way to prevent the presentation are subject to discipline and financial responsibility, in the event of damage to property or person. The institutional control of campus facilities and the integrity of the academic environment are not to be used as a device of censorship. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring organization or the college.

#### Off-Campus Speakers

The freedom of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States Constitution shall be enjoyed by the students and faculties

of H. Council Trenholm State Community College. Free discussion of subjects of either a controversial or non-controversial nature shall not be curtailed. However, there is no absolute right to assemble or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. Any chartered organization sponsoring outside speakers is responsible for inappropriate speeches made by outside speakers, and will be held under the disciplinary code as outlined in the manual for clubs and organizations.

### Assembly and Demonstration

Students are free to organize and to associate for the promotion of their common interests. Assembly and Demonstration (just as Speech and Expression) within the public places of the college are permitted, subject to reasonable time, place, and manner restrictions. All student assemblies have to be approved by the Dean of Students or his designee. Such restrictions are provided for the maintenance of order, and are applicable to local, state laws. The Dean of Students designates areas for assembly and demonstration. Persons or groups engaged in these activities must adhere to regulations governing the use of the designated areas.

### Publication and Distribution

Students are free to publish and to distribute their ideas in the form of newspapers, newsletters, leaflets, flyers, handbills, and the like, subject to time, place and manner restrictions. Publications are disseminated in the designated free expression area(s) on the campus or identified areas by the Dean of Students. All must have prior approval by the Dean of Students before dissemination, or disciplinary actions will be taken under the Student Code of Conduct.

### Student Media

Student publications will maintain their integrity of purpose as vehicles of free inquiry and free expression in a college community. The editorial freedom of students, editors, and managers involves the corresponding obligation to be governed by the canons of responsible journalism. These entail the responsibility to avoid libel, undocumented allegations, techniques of harassment and innuendo and so forth. At the same time, the following provisions safeguard editorial freedom. Student publications are free of censorship and advance approval of copy.

The Trenholm Times- The Trenholm Times is a student-guided newspaper publication in which students' accomplishments, editorials, and services are highlighted on a semester basis. Students interested in the newspaper staff or writing an editorial should contact the Director of the Student Support Center, Building F-Student Services Building, on the Trenholm Campus.

## 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.

### 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. Councill 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. Councill 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. Councill 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 Statute, 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. Councill 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. Councill 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:

### 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. Council 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 distribute
- 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 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 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 Policies**

#### **Equal Opportunity/Equal Access**

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

#### **Alabama Gun Law and State Board Policy**

The Alabama Act 3013-283, commonly referred to as Alabama's "Gun Law," that takes effect August 1, 2013 does not apply to Trenholm State Community College, its buildings or property identified as such. State Board policy 511.01: Firearms on Campus, prohibits firearms on campus or on any other facility operated by Alabama Community College System institutions. The policy expressly lists the limited exceptions to this policy, and they are limited to the following:

1. Law enforcement officials legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties; or
2. An instructional program in which firearms are required equipment.

Violations of this policy shall lead to disciplinary action or removal from the premises by law enforcement.

This policy applies to all points of public entry in all buildings operated by Trenholm State Community College. If there are questions, please call Charles Harris, Assistant Dean of Information Technology/Campus Safety at 334-420-4232. (DPE Memorandum 82013-EXE-051)

#### **Americans with Disability Act**

H. Councill Trenholm State Community College

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

### **The Clery Act**

H. Councill Trenholm State Community College abides by the Jeanne Clery Act, a consumer protection law passed in 1990, which requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. At Trenholm, this information is made publicly accessible through the college's annual security report.

Under the Act, Trenholm must provide survivors of sexual assault, domestic violence, dating violence, and stalking with options such as changes to academic, transportation, or living, or working situations, and assistance in notifying local law enforcement, if the student or employee chooses to do so. It also provides both parties in a campus disciplinary process certain rights.

Trenholm outlines specific policies and procedures within their annual security reports, including those related to disseminating timely warnings and emergency notifications, options for survivors of sexual assault, domestic violence, dating violence, and stalking, and campus crime reporting processes.

### **Rehabilitation Act**

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

### **Drug-Free Schools and Campuses Act**

H. Councill Trenholm State Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor.

In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee the College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action, which may include, but shall not be limited to suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to: Reprimand, suspension, termination of employment, or requirement that the employee participates in and/or successfully completes an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease from such behavior.

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

### **Computer Crime Act**

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

### **Harassment Policy**

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

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

### **Substance Abuse Prevention**

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

### **Internet Acceptable Use Policy Purpose & Intent**

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

### **Institutional Purpose of Providing Internet Access**

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

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

- supporting course enhancements requiring access to the Internet
- providing a means of e-mail communications for students and faculty
- enabling staff, faculty, administration, and students a means to research topics of interest in support of all areas of endeavor within the purview of the college
- conducting administrative operations of the college
  
- All use of the Internet within the auspices of Trenholm State MUST be consistent with the established goals as stated in the College Catalog
- All users of the Internet MUST be affiliated with the college as an employee or student
- It is NOT acceptable to use the Internet for illegal purposes, including but NOT LIMITED TO:
  - transmitting threatening, obscene, harassing, or other offensive materials
  - using the Internet for ANY purposes OTHER than authorized educational purposes
  - using the Internet to search for and participate in chat groups
  - downloading and/or storing and/or installing personal materials NOT specific to educational purposes or directly authorized by the instructor of record
  - changing ANY settings on computer systems in ANY lab/classroom WITHOUT EXPRESS WRITTEN OR VERBAL CONSENT OF THE INSTRUCTOR OF RECORD
  - gaming, IN ANY FORM
  - viewing sites that are obscene, threatening, or violate any other policies of the Internet use of the college, and
  - using the Trenholm State Internet connection for ANY other manner, application or purpose that violates the strict educational purposes of the college.

#### **VIOLATION(S):**

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

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

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

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