

General Information

COLLEGE POLICIES AND REGULATIONS

NOTICE OF AVAILABLE ACCOMMODATIONS FOR STUDENTS, EMPLOYEES, AND APPLICANTS WITH DISABILITIES.

Calhoun Community College does not discriminate on the basis of disability in admitting students to, providing access to, or in the operations of, its programs, services, or activities, or in its hiring or employment practices.

Questions, concerns, complaints, requests for information, or requests for the provision of reasonable accommodations to persons with disabilities should be directed to Calhoun Community College's ADA Compliance Coordinator, whose name, address, and phone number are shown below:

Dr. Jo O'Neal
Dean of Student Affairs
Wallace Administration Building, Room A101
P.O. Box 2216
Decatur, Alabama 35609-2216
Phone: (256) 306-2613 or (256) 890-4704
Fax Number: (256) 306-2885
Office Hours: 7:45 a.m. - 4:15 p.m.

Students who need auxiliary aids for effective communication in participating in the programs and services of Calhoun Community College should make these needs known to the ADA Compliance Coordinator or designee.

This notice is provided pursuant to the requirements of the Americans with Disabilities Act of 1990. It is also available in larger print, on audio tape, and in braille from the ADA Compliance Coordinator.

EQUITY IN ATHLETICS DISCLOSURE ACT, 1994

Calhoun Community College seeks to comply with the Equity in Athletics Disclosure Act of 1994 (EADA) by making the information listed below available to students, parents, faculty, staff, administration, and the general public.

- List of Competing Varsity Teams**
- Number of Students Participating**
- Operating Expenses**
- Number, gender, and salaries of full and part-time coaches and assistants**
- Annual revenues generated**
- Amounts spent on sports-related student financial aid and all recruiting expenses for all teams**

The Equity in Athletics report will be released on October 15 and updated annually. The report will be available to all concerned in the Office of the Dean of Student Affairs and athletic offices.

STUDENT RESPONSIBILITIES

CONDUCT EXPECTATIONS

The college assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief.

The college reserves the right to dismiss any student whose on-or off-campus behavior is considered undesirable or harmful to the college. Consumption or possession of alcoholic beverages or illegal drugs is forbidden

on campus or at any college sponsored functions.

For the protection and convenience of all students and the community, regulations prohibit disorderly conduct on any campus or in the classroom. Students participating in any unauthorized mass demonstration, or whose presence and/or actions constitute or abet a general disturbance, or who fail promptly to obey any order to disperse given by any college official or by a duly constituted law enforcement officer, are subject to immediate suspension from the college. Reasonable quiet shall be maintained at all times in and around the college buildings. Possession of weapons on the campus is prohibited.

The college does not endorse a dress code. However, students, as mature adults, are expected to dress in attire appropriate to educational surroundings. Please do not wear lewd or immodest garments which could disrupt the educational flow and infringe upon the rights of any students.

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

Children are not allowed to attend classes with students or faculty. No minors should be left unattended in any building of Calhoun Community College.

No animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, and animals to be used for previously-approved instructional or special programs.

ACADEMIC HONESTY

The primary goal of Calhoun Community College is the promotion of an atmosphere conducive to studying and learning. Those conditions and actions which encourage scholarship are applauded; those conditions and actions which deter or discourage intellectual growth and development are deplored. Without academic honesty, there is no scholarship. Without morality, there is no worthwhile knowledge. Therefore, academic dishonesty is defined as follows at Calhoun Community College:

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

Charges of academic dishonesty made against a student by a faculty member must follow due process. Faculty members must bring charges in writing to the Dean of Student Affairs. The grade of "F" for academic dishonesty may not be given by the faculty member unless guilt is established through the due process procedure. (See Student Handbook for due process procedures.)

DRUG POLICY

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. This publication contains information concerning standards of conduct - legal sanctions, health risks, available treatment and disciplinary sanctions for violations of the policy.

STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

Calhoun 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, Calhoun Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease such behavior. 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.

LEGAL SANCTIONS

There are legal sanctions on the local, State and Federal levels regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs. An outline of these sanctions is currently published in a document titled "Legal Actions Regarding Unlawful Use, Possession, or Distribution of Alcoholic Beverages and Illicit Drugs." Copies of this document can be found in the Albert P. Brewer Library, the Office of the Dean of Student Affairs, and in all counselors' offices at both campuses and at the extension sites.

STUDENT GRIEVANCE PROCEDURES INVOLVING DISCRIMINATION, SEXUAL HARASSMENT, AND RIGHTS OF THE DISABLED

INTRODUCTION

Any student who has a grievance against any other student or member of the Calhoun faculty, staff, or administration concerning any form of discrimination (Title VI, Civil Rights Act of 1964), sexual harassment (Title IX of the Educational Amendments of 1972), or violation of the rights of the disabled (Sec. 504 of the Rehabilitation Act of 1973) should first attempt to resolve the matter with the individual involved. If for some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate superior of the individual against whom the student has a grievance, and/or to the Dean of Student Affairs (WA 201, 306-2613) in order to seek informal resolution to the problem.

In the event that the grievance involving discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the disabled (Sec. 504) cannot be informally resolved, the formal procedures listed below should be followed. The following procedures attempt to protect the student's right to file a grievance involving discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the disabled (Sec. 504) against

students or members of Calhoun's faculty, staff or administration, yet providing the right of due process for the accused. Students and members of the Calhoun faculty, staff, or administration are guaranteed procedural due process.

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

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

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2. The Executive Vice President, or the Dean of Student Affairs as deemed appropriate by the President of the College, shall implement the decision of the Grievance Committee.
 3. A copy of the written decision will be forwarded to the President of the College and to the accused within five days (excluding Saturday, Sunday, and holidays) of the hearing's conclusion.
- II. Right of Students, Administrators, Faculty and Staff
- A. A student does not forfeit any of his/her constitutional rights upon his/her admission into Calhoun Community College.
 - B. A faculty member, staff member, or administrator does not forfeit any of his/her constitutional rights upon employment with Calhoun Community College.
 - C. A student or specific class of students who believe they have been subjected to sexual harassment or discrimination prohibited by Title VI, IX, Section 504, of an act or regulation may file a grievance against an individual, as outlined in Part I.
 - D. The accused student, faculty member, staff member, or administrator may be advised by counsel of his/her choice during the Grievance Committee hearing. No more than two counsel per accused may be present during a grievance hearing.
 - E. Refusal by the student, faculty member, staff member, or administrator to answer questions shall not be construed as an admission of guilt.
 - F. The student, faculty member, staff member, or administrator may appeal the decision of the Grievance Committee to the President of The College. (See Section IV for procedure.)
- III. Grievance Committee Composition and Responsibilities
- A. The Grievance Committee shall consist of five members appointed by the Dean of Instruction.
 - B. The nonvoting chairperson shall be the Dean of Student Affairs or his/her designee.
 - C. A quorum shall consist of four members and the chairperson. The hearing may not be conducted without a quorum.
 - D. All Grievance Committee hearings shall be open unless:
 1. The individual(s) charged requests a closed hearing, or the individual(s) complainant requests a closed hearing.
 2. The hearing may be closed by the chairperson should the nature of the hearing question the good name or character of a student, faculty member, staff member or administrator.
 3. If it is construed that campus feelings are so intense that the proceedings could be disrupted.
 - E. The decision reached by the Grievance Committee shall be by a majority vote.
 - F. Decisions and recommendations will be forwarded to the Executive Vice President and Dean of Student Affairs for official confirmation and implementation as noted in Part I D.
 - G. Decisions and recommendations issued by the Grievance Committee shall be implemented within the confines of the laws of the State of Alabama and of the laws of the United States of America.
- IV. Right of Appeal
- A. The President of Calhoun Community College shall be the appeal authority in upholding, rejecting, or modifying the decision and recommendations of the institutional Grievance Committee.
 1. The charged student, faculty member, staff member, or

administrator may file a written request with the Vice President of the College and Dean of Student Affairs requesting that the President of the College review the decision of the Grievance Committee.

2. The written request must be filed within five days (excluding Saturday, Sunday, and holidays) of the hearing's conclusion.
 3. The President of the College shall issue his/her opinion to accept, reject, or modify the decision of the Grievance Committee within five days (excluding Saturday, Sunday, and holidays) of the appeal.
- B. If the decision of the Grievance Committee does not satisfy the complainant and should the grievance allege discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the handicapped (Sec. 504), the complainant may file a written grievance with:
1. The Alabama State Board of Education as defined in Section 616, p. 104, 105, of the State Policy and Procedure Manual;
 2. The regional office of the Office for Civil Rights of the U. S. Department of Education within 180 days of the act;
 3. The Equal Employment Opportunity Commission within 180 days of the decision issued by the institution.

REFERENCE:

Title VI of the Civil Rights Act of 1964, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Educational Amendments of 1972, "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 as amended in 1974, "No otherwise qualified handicapped individual in the United States, as defined in Section 706 (6) of this title, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

It is the official policy of the Alabama State Department of Education, including Postsecondary institutions under the control of the State Board of Education, that no person in Alabama 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.

CAMPUS SECURITY/POLICE

We take your safety seriously! To ensure the continued health and safety of Calhoun students and employees, we must all consider our own security, as well as the security of others, a priority when on campus. Should a crime occur on campus, Calhoun strongly encourages you to report this crime immediately to the college's Campus Security/Police Department by calling 306-2574 or 306-2911, or you may page security at 552-8239. The Decatur campus security office is located in the octagon building beneath the flagpoles at the main entrance to the campus. Huntsville Police Department officers are located in the Administrative Office at the Huntsville/Cummings Research Park campus.

Calhoun Community College is proud of its historically safe campus. In an effort to promote awareness and enhance safety, we would like to inform you of our campus crime disclosure report. We hope this information is helpful to you. Should you have any questions or suggestions regarding campus safety, please contact Mr. Don Davis at 306-2545.

**Calhoun Community College
Campus Crime Statistical Disclosure Report**

Reported Incidents	Disclosure for Sept. 1, 1995	Disclosure for Sept. 1, 1996	Disclosure for Sept. 1, 1997	Disclosure for Sept. 1, 1998
Murder	0	0	0	0
Rape	0	0	0	0
Sex Offenses:				
Forcible	0	0	0	0
Nonforcible	0	2	1	0
Robbery	1	0	0	0
Aggravated Assault	2	4	3	2
Thefts	4	12	9	2
Motor Vehicle Theft	0	0	0	0
Arrests	1	0	7	3
Liquor Law Violations	0	3	8	2
Drug Violations	0	1	0	0
Weapons Violations	0	0	0	0

STUDENT IDENTIFICATION CARDS

Student class schedules/statements are considered to be student I.D. cards. Student I.D. cards are required of all students enrolled with Calhoun Community College. The I.D. card is issued during registration and is valid each semester of the student's attendance. The I.D. card is used for (1) book buying, (2) issuance of library cards, (3) entrance into college sponsored activities, (4) check cashing, (5) general identification when requested by a school official, and (6) library privileges at colleges in the area.

MOTOR VEHICLE REGISTRATION

All students driving any type of motor vehicle must secure and properly affix an official decal to the vehicle regardless of the location of classes. Parking decals are available from the Campus Police/Security Office. Traffic regulations pertaining to the registration and operation of motor vehicles can result in a monetary fine, the withholding of semester schedules, the withholding of transcripts, or appropriate disciplinary action. All decals expire on August 31 of each year.

PARKING/TRAFFIC CITATION APPEALS COMMITTEE

This is a three-member committee made up of students appointed by the Student Government Association. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee meets each Friday at 11:00 a.m. in the Student Activities Building, Decatur campus. Parking appeals at the Huntsville/Cummings Research Park campus should be made to the Dean of Student Affairs at that campus.

ADMISSIONS POLICIES

ADMISSION OF FIRST-TIME COLLEGE STUDENTS

Applicants who have not previously attended a postsecondary institution accredited by a regional accrediting agency or the Council on Occupational Education will be classified as first-time college students or "native" students.

ADMISSION TO COURSES CREDITABLE TOWARD AN ASSOCIATE DEGREE

To be eligible for admission to courses creditable toward an associate degree, a first-time college student must meet one of the following criteria:

1. Applicant holds the Alabama High School Diploma (standard or advanced), the high school diploma of another state equivalent to the Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or
2. Applicant holds a high school diploma equivalent to the Alabama High School Diploma (standard or advanced) issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or
3. Applicant holds a high school diploma equivalent to the Alabama High school Diploma (standard or advanced) and has achieved a minimum ACT composite score of 16 or a total of 790 on the SAT; or
4. Applicant holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT composite score of 16 or a total of 790 on the SAT; or
5. Applicant holds a GED Certificate issued by the appropriate state agency.

Applicants who meet one of these criteria shall be classified as "Degree-Eligible" students. Calhoun Community College may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

ADMISSION TO COURSES NOT CREDITABLE TOWARD AN ASSOCIATE DEGREE

Applicants to courses not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided they meet the standard admission criteria or provided they are at least 16 years of age and have not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and have specifically documented ability to benefit. Non-creditable courses and programs include developmental courses and the programs of Barbering and Cosmetology. Applicants to these courses or programs shall be classified as "Non-Degree Eligible" and shall not be allowed to enroll in courses creditable toward an associate degree.

Calhoun Community College has established higher or additional admission requirements for specific programs or services when student enrollment must be limited or to assure ability to benefit. Applicants who do not hold an acceptable high school diploma or a GED must successfully complete an Ability-to-Benefit Examination to be considered for admission.