

Bishop State  
Community College  
Student Handbook  
2019-2021

# For Assistance

## ISSUE

Advising

Academic Regulations

ADA Accommodations

Books and Supplies

Campus Parking

Career Planning/Job Placement

Complaints

Course Load

Drop & Add

After Registration

Financial Assistance

Grades

Information on Clubs and Organizations

Intercollegiate Athletics

Lost ID Card (Replacements \$5)

Personal Problems

Plant Operations

Recruitment

Student Activities

Tuition/Payments/Refunds

Tutorial Assistance

Vending Machines

## CONTACT:

Academic Advising and Counseling Center

Academic or Technical Dean

ADA Advisor

Bookstore

Campus Police

Student Success Coaches

Divisional Chairpersons or Deans

Academic or Technical Dean

Academic Advisor

Academic Advising and Counseling Center / Admission  
and Other Campuses

Financial Aid Office

Registrar's Office

Dean of Students

Athletic Director

Bursar's Office

Counseling Services

Maintenance

Academic Advising and Counseling Center

Coordinator of Student Activities

Bursar's Office

Learning Assistance Center

Business Office

Veteran Affairs

Financial Aid Office

Withdrawals

Academic or Technical Dean

Academic Advising and Counseling Center

Others Not Listed

Dean of Students

## Campus Features and Services

### Main Campus

1. LIBRARY HOURS are  
8:00 a.m. - 7:00 p.m. Monday - Thursday;  
8:00 a.m. - 2:00 p.m. on Friday; and  
9:00 p.m. - 2:00 p.m. on Saturday.
2. COPYING SERVICES are provided in the library at ten cents per copy.
3. GROUP STUDY ROOMS are available in the library, with capacity for three to six persons who wish to study together. Students must sign-in and present their ID cards to use these rooms.
4. A BOOK DEPOSITORY for returning books after hours is available on the east side (exterior) of the library. It should be used between 5:00 p.m. and 8:00 a.m. the following day. Books returned through the book depository after 8:00 p.m. will be checked in as of the next school day.
5. A LISTENING LABORATORY is available on the second floor of the library for students who want to listen to music and view movies. Students must sign-in and show ID cards to use this room. Exceptions to the rules will be made only by the librarian or the library director.
6. STUDENT LOUNGING AREAS are available to students during school hours and are located on the second floor of the Oliver H. Delchamps Student Life Conference Complex. Furniture, snack machines, and other conveniences are available in these facilities and should be used with care by the students.

### Carver Campus

1. THE MEDIA LIBRARY (Learning Resource Center) is open from 8:00 a.m. - 5:00 p.m., Monday - Thursday and 8:00 a.m. - 2:00 p.m. on Friday.
2. A COMPUTER LAB is also available in the Learning Resource Center during the above hours. Special sessions may be scheduled by instructors for students to review instructional materials, see video demonstrations, or develop computer skills.
3. A VIDEO TELEVISION is installed in various classrooms. Video tapes may be played in the Learning Resource Center and reviewed on these various televisions upon request from the instructors.
4. COPYING SERVICES are available in the Learning Resource Center at a cost of ten cents per copy.

### Southwest Campus

1. THE LIBRARY is located in the Administration Building. Hours are 8:00 a.m. - 5:00 p.m., Monday - Thursday, and 8:00 a.m. - 2:00 p.m. on Friday.
2. COPYING SERVICE for students who need minimum copies of their resumes, class assignments, or other school materials may be provided at 10 cents per copy. See the librarian for assistance.

3. A STUDENT COMPUTER LAB is available for students between the hours of 8:00 a.m. - 4:30 p.m., Monday - Friday.

## **Baker-Gaines Central Campus**

1. A LARGE AUDITORIUM seats over 1100 persons (including the balcony) for student activities, community activities, and other approved functions.
2. BLACK HISTORY MUSEUM AND RESOURCE LIBRARY has a variety of materials which allow study for scholarly and personal works. It includes areas for visual arts, manuscripts for genealogical research, audio visuals, and other literary resources. Museum exhibits and visual artworks concentrate on African-American themes. The displays may, at times, include traveling exhibits. The museum is open without charge from 8:00 a.m. - 4:30 p.m., Monday - Friday, and upon special request. The museum is closed on Saturdays, Sundays, and other holidays based on the academic calendar of the College.
3. FOUR COMPUTER LABS are available for students.
4. THE LIBRARY is open 8:00 a.m. - 7:00 p.m. Monday - Thursday and 8:00 a.m. - 2:00 p.m., on Friday.
5. AN ELEVATOR is accessible to individuals with disabilities.
6. TWO (2) CHAIR LIFTS are available for individuals with disabilities.
7. A COMMUNITY SERVICE ROOM for small meetings can be used by college and community groups and organizations. Make appointments for use with the Office of the Campus Director.

## **Division of Student Development Services**

### **Mission and Goals**

The mission of the Division of Student Development is to provide a learning environment that maximizes the opportunity for student growth, both individually and collectively, by establishing provisions for the development of the mind and body, not aside from curriculum instruction, but in partnership with it, not as a supplement, but as a component.

The goals of Student Development Services are:

- A. To provide admission, registration, counseling services, and other support services to meet students' needs for access to the institution;
- B. To assist in creating an environment that is safe and conducive to student development;
- C. To provide services that will facilitate the successful movement of the student through the educational process to the completion of his or her goals;
- D. To provide a system of accurately recording and retrieving student records;
- E. To provide orientation, advising, career planning, and leadership training for the development of future growth opportunities;
- F. To provide a program of financial assistance for students;
- G. To provide academic support services for students to facilitate academic achievement;
- H. To provide job placement services for students with employment as an immediate goal;
- I. To provide institutional leadership in the development and implementation of marketing strategies, including recruitment and retention activities;
- J. To participate in the governing system of the College in the areas of long-range planning, fiscal management, policy regulation, curriculum development, due process in student discipline, and student life; and
- K. To assist in satisfying community needs for information, public use of facilities and programs, providing manpower, and fostering economic development.

# Services to Students

## Academic Advisement

The major goal of academic advisement is "to design and implement services to assist students with academic achievement." To accomplish this goal, the Academic Advisement Program is committed to:

- A. Providing a qualified, interested, and committed academic advisor for every student enrolled at the College;
- B. Familiarizing students with registration procedures;
- C. Assisting students in course selections based on placement scores;
- D. Ensuring students have completed course prerequisites;
- E. Familiarizing students with degree/certificate requirements; and
- F. Familiarizing students with transfer requirements to four-year institutions.

Counselors, Faculty, and Student Success Coaches serve as academic advisers for students upon enrollment to: 1) help them choose a program of study, 2) assist with course selections based on availability, 3) assist with class scheduling and required courses for graduation, 4) facilitate issues students might encounter, and 5) help students choose a career based on their program of study.

## Bookstore

Bookstore services on the Main Campus provide textbooks and limited supplies for purchase by students. The Main Campus Bookstore is located in the Oliver H. Delchamps, Jr. Student Life Conference Complex. The bookstore maintains textbooks for select courses, supplies, computers, and a wide variety of Bishop State merchandise.

The bookstore accepts cash, debit cards, MasterCard, Visa, Discover, American Express, and other approved negotiable instruments for over-the-counter sales. **PERSONAL CHECKS ARE NOT ACCEPTED.** The current semester's schedule and a current student ID must be presented by students when charging items to a Pell Account or any other house account.

Eligible Pell Grant recipients may charge books and supplies to their account after a Title IV Authorization form has been signed and is on file. To expedite the transaction for textbook purchases, students should give the title of the book and its author to staff in the financial aid office, and present a signed copy of their class schedule and show proof of their current Bishop State Community College ID.

Students must present their approved award letter with stated dollar amount if books and/or supplies will be paid for by Bishop State Community College scholarship or agencies such as the Alabama Department of Veterans Affairs, State Vocational Rehabilitation Service, or a fraternal, social, church, or similar organization. Office hours are posted outside each campus bookstore window.

For more campus bookstore information, contact:

**MAIN CAMPUS**

**(251) 405-7036**

## Career Planning and Job Placement

Career Planning and Placement Services are provided to current students or alumni, aligning their program of study with career goals and networking opportunities for interviews with potential employers. This office maximizes employment and internship opportunities for students by offering a range of services to facilitate recruitment of

prospective candidates, including, but not limited to, job/internship postings, on-campus recruiting, career fairs, information sessions, and resume workshops.

For further information, contact the Student Success Coaches located on the Main campus or call the office at (251) 405-7042 or (251) 405-7061. The technical instructors make frequent contacts with business and industry employers to assure that students are being taught relevant and needed skills for the workplace.

## Testing Requirements

The ACCUPLACER Test is required of all new students applying for admission to the college. If you have earned credit hours at a U.S. college or university, you should discuss your educational background with the Registrar's office before taking any placement test.

Photo identification must be presented before taking the test. The following forms of ID are accepted:

- College ID (w/name & photo)
- Employer's ID (w/name & photo)
- Passport or Naturalization Certificate
- Employment Authorization Card
- Driver's License
- Military ID
- Permanent Resident Card

**If you took the SAT or ACT, do you still have to take the ACCUPLACER Test?**

If you obtained a score of 470 or higher on the Math, Reading, or Writing sections of the SAT, you are exempt from that test area. If you took the ACT, in order to be exempt, a score of 21 or higher is required for the Reading and Math sections. A score of 18 or higher is required for the English section. Scores older than **3 years** from when you took the test **will not** be accepted.

## Test Purpose

The ACCUPLACER Test is not an admissions test. No student is denied admissions to the College on the basis of test scores. The test serves four primary purposes:

1. To evaluate the Reading, English, and Mathematics achievement of entering students for the purpose of appropriate course placement.
2. To provide a basis for academic and career counseling.
3. To provide criteria on which to evaluate the initial admissions eligibility to Allied Health programs.
4. To identify potential Honors Program candidates.

## Test Preparation

*Students are advised to take the test seriously. Performance of the ACCUPLACER Test will determine which college courses a student may or may not take.* Non-Credit developmental courses may be required for students who earn scores below the standards set for college-level courses. Accordingly, students are encouraged to prepare as follows:

- Read through this entire publication so that the instructions received on the day of testing will be familiar.
- Eat well and get sufficient rest prior to taking the ACCUPLACER Test.
- Visit a library or the internet to obtain other publications which will help you review material you may have forgotten.

## What to Bring with you to the Testing Center:

1. Photo-bearing identification (see list of first page)
2. Writing instruments (pens, pencils, etc.)

## Do NOT bring any of the following:

- Mobile phones, calculators, smart watches, music players, or any other electronic devices are **NOT ALLOWED**.
- Children/friends/family are not permitted in the testing room and college staff cannot be responsible for the safety of children.

**Additional information can be found at:**

### **ACCUPLACER Study Guide**

<https://accuplacerpractice.collegeboard.org/login>

### **Test Description**

<https://accuplacer.collegeboard.org/student/inside-the-test>

**To schedule an appointment, call:**

Learning Assistance Center

Caldwell-Richardson Building, Room 104

251-405-7100

## Co-Operative Education (Co-Op) Program

Cooperative education opportunities are available to full-time students in certain occupational and technical programs. Interested students should consult with their advisors or an instructor in their major or concentration.

## Guidance and Counseling

The basic objective of the Guidance and Counseling Program at Bishop State is to assist students with issues that affect college life: academic concerns, financial matters, personal problems, and career counseling, to name a few. Counselors and key personnel are available through the Division of Student Development Services.

**Office hours for guidance and counseling are**

**9:00 a.m. - 4:00 p.m., Monday-Thursday; 9:00 a.m. - 2:00 p.m. Friday**

*(Summer semester hours may vary. Please check with the Guidance and Counseling Office for exact hours.)*

# Degree Plans

Upon enrollment at the College, students work with advisors to establish their Degree Plan. This plan identifies all courses in Areas I-V that are required in students' declared majors or programs of study. The Degree Plan provides a list of courses that have been completed by the students. The Plan also lists other information such as elective courses taken; courses registered for but not successfully completed; ACCUPLACER Test scores; and grade point average (GPA) data.

**Please note:** Financial aid will not pay for any courses outside of students' Degree Plan. If students choose to take such classes, the course fees, including textbooks, will be paid for by the students (or students' parents or guardians, where applicable).

# Learning Assistance Center

The Learning Assistant Center has become the centerpiece of Bishop State that fosters and cultivates academic success in students. It is known as a safe environment where students can get high-quality tutoring and develop life skills. Located in the Caldwell-Richardson Building, the L.A.C. has multiple computer labs and areas to receive tutorial assistance. In addition, students have access to printers and the staff is equipped with supplemental resources to provide students with additional practice. We look forward to assisting all Bishop State students throughout the school year!

The services and programs offered at the Bishop State Community College Learning Assistance Center are aimed at promoting academic success within its students. These programs include:

- Math Tutoring
- English Tutoring
- Biology Tutoring
- Peer-to-Peer Tutoring
- Online Tutoring
- Accuplacer Testing
- ACT-R Testing

The Learning Assistance Center also focuses improving the academic performance of students by providing assistance in:

- Time management
- Study techniques
- Interviewing skills
- Reading proficiency
- Testing skills

## Learning Assistance Center Location

Caldwell - Richardson Building, Room 100

(251) 405 -7100

### **Operating hours:**

**8:00 a.m. - 8:30 p.m., Monday - Thursday**

**8:00 to 1:45 p.m. Friday**



# Library Services

The Bishop State Community College library services are provided on all four campuses. While the College's libraries serve as resource centers for students, faculty, staff, alumni, and the community, the main responsibility is to provide resources that support the college curriculum. The libraries provide (1) an organized collection of printed, digital or audio materials; (2) a well-trained staff trained to provide information and answer questions regarding library materials and reference materials, and (3) a posted schedule of library hours of operation.

Library resources include: online catalogs, CDs and DVDs, internet access, virtual libraries, and automated databases. Textbooks, books for recreational reading, journals, newspapers, audio-visual hardware and software, and vocational study materials are also available.

## Alabama Virtual Library

The Alabama Virtual Library (AVL) provides all students, teachers, and citizens of the state of Alabama with online access essential to library and information resources. Through the AVL, a considerable amount of information is available to every student and citizen in Alabama, raising the level of excellence in schools and communities across the state. You may request an AVL remote access card from any of the College's campus libraries. The libraries may be accessed from the following websites:

[www.library.Bishop State.al.us/Infocentre/Library.do](http://www.library.Bishop State.al.us/Infocentre/Library.do)  
[www.library.Bishop State.cc.al.us/Central/Library.do](http://www.library.Bishop State.cc.al.us/Central/Library.do)  
[www.library.Bishop State.cc.al.us/Carver/Library.do](http://www.library.Bishop State.cc.al.us/Carver/Library.do)  
[www.library.Bishop State.cc.al.us/Southwest/Library.do](http://www.library.Bishop State.cc.al.us/Southwest/Library.do)

## How to Check out Library Materials

Students are issued ID cards when they register, and they are required to present their card whenever they check out library materials. Any library staff member may request the student to show his/her ID card when entering the library building or at any time while using library facilities.

## Library Hours of Operation by Campus

Campus	Monday - Thursday	Friday	Saturday
Main	8:00 am - 7:00 pm	8:00 am - 2:00 pm	9:00 pm - 2:00 pm
Carver	8:00 am - 5:00 pm	8:00 am - 2:00 pm	closed
Southwest	8:00 am - 5:00 pm	8:00 am - 2:00 pm	closed
Baker-Gaines Central	8:00 am - 7:00 pm	8:00 am - 2:00 pm	closed

# New Students Orientation and Registration

New students are required to attend *The Wildcat Welcome* (New Student Orientation) session prior to regular registration at Bishop State Community College. This session is designed to acquaint students with college life and the academic environment, advisement process, policies and procedures, student services, and extracurricular activities available on campus.

It also includes placement testing, introductory to academic programs and requirements, selection of a major field of study, and advisement on class schedule preparation and registration. This is a great opportunity to select classes and complete registration prior to the first day of regular registration.

All new students to Bishop State are required to enroll in *The Wildcat Way* (ORI 101) regardless of major, program length, duration, or status (new student, transfer student). Transfer students (transferring in at least 12 credits or more) are eligible to take the online version of ORI 101. Transient students (those student coming to take a few courses a the college and leaving), do not have to take ORI 101.

*\*Check with your advisor to see when you are required to take ORI101- The Wildcat Way.*

## Online New Student Orientation

New students may also obtain orientation information online by visiting [www.bishop.edu/student-affairs-services/new-student-orientation.html](http://www.bishop.edu/student-affairs-services/new-student-orientation.html). This online information is the same information presented during the on-campus orientation sessions.

## ADA Accommodation Services

Bishop State Community College complies with Section 504 of the Rehabilitation Act of 1973 and the regulations of the American Disabilities Act (ADA) of 1990. The Office of ADA is to provide educational opportunities for individuals with a documented disability. If needing services, please contact the Office of ADA at (251) 405-7094.

## Publications

The College publishes and endorses these publications: [The College Catalog](#), [the Student Handbook](#), and [My Guide](#). These publications are available for students, prospective students, and other persons interested in Bishop State. They contain information for admission to the College, financial aid regulations, course requirements of major areas of study, graduation requirements, rules and regulations of the College, and other pertinent information. Students should familiarize themselves with the content of the publications and retain a copy as valuable resources during their tenure at Bishop State.

## Extracurricular Activities

Bishop State Community College considers out-of-class activities a vital part of the educational process.

Students are encouraged to participate in programs which provide leadership training, services to the College and the community, self-directed activity, experiences of sharing interests, and opportunities to interact with persons from diverse backgrounds. The College encourages student participation in a variety of extracurricular activities, according to the students' interest. Interested students may contact the appropriate club or organization for additional information.

# Athletics

The goals and objectives of the Intercollegiate Athletics Program of Bishop State are designed to offer competitive sports for men and women that encourage cooperation, teamwork, a strong work ethic, and sportsmanship. These goals will be accomplished through the following objectives: (1) to enhance physical development and scholastic achievement, (2) to provide a medium for students to learn, develop and practice leadership and interpersonal skills, and (3) to identify and recognize individual physical ability and talent.

## Eligibility Criteria for Student Athletes

Athletes at Bishop State Community College who participate in intercollegiate activities are governed by the official Handbook and Casebook of the National Junior College Athletic Association. Policies relating to recruiting and providing financial aid for athletes can be found in this handbook. Coaches are encouraged to provide a copy of this document to prospective students on all campuses.

Students are encouraged to review the information relating to their status as athletes and must meet both academic and athletic requirements for participation. For more information, contact the Athletics Director at (251) 405-7034.

Opportunities for athletic participation include:

**BASEBALL TEAM:** The Bishop State Community College baseball team is a member of the Alabama Community College Conference and the National Junior College Athletic Association. Since its inception, the team has stressed quality performance on and off the field. The coaching staff emphasizes the importance of being a student first, then an athlete. All home games are played at the softball complex located on the Southwest Campus.

**WOMEN'S SOFTBALL TEAM:** Bishop State Community College offers softball for women as one of its intercollegiate sports. The softball team is a member of the Southern Division of the Alabama Community College Conference. All home games are played at the softball complex located on the Southwest Campus.

**BASKETBALL TEAMS FOR MEN AND WOMEN:** The men's and women's basketball teams are members of the Alabama Junior College Conference and the National Junior College Athletic Association. Both basketball teams boast an enviable record as winners of several conference championships. Bishop State coaches have been selected as All-Conference Coaches on numerous occasions.

**GOLF:** Bishop State Community College offers golf as one of its intercollegiate sports. The golf team is a member of the Southern Division of the Alabama Community College Conference. For more information, contact Mr. Ronald Davis at rdavis@bishop.edu.

## Intercollegiate Athletics: Drug Testing of Student Athletes

Participation in intercollegiate athletics is one of the privileges afforded as an extracurricular activity to students enrolled in the institutions of The Alabama Community College System. The Alabama Community College System wishes to ensure that the health and safety of student athletes are not compromised and that student athletes are discouraged from the use and abuse of illegal drugs. Therefore, it is the policy of the Alabama Community College System that students participating in intercollegiate athletics submit to urinalysis drug testing at regular and random intervals, both announced and unannounced. This policy only authorizes drug testing of students who voluntarily choose to participate in intercollegiate athletics of The Alabama Community College System; however, drug testing is mandatory for student athletes.

The purpose of this policy is to prevent illegal drug usage, to alert student athletes to serious physical, mental, and emotional harm caused by drug abuse, and to maintain an athletic environment consistent with the high standards of the institutions and with the overall development and education of their student athletes.

**For more information, contact the Office of the Dean of Students at (251) 405-7087.**

## Student Recreation

The College provides facilities for student recreation in the Oliver H. Delchamps, Jr., Student Life Conference Complex (Upper Level) on the Main Campus. An area with food, vending machines, and lounge is also provided on all four campuses.

## Clubs and Organizations

Clubs and organizations are active on the campuses. Through participation in the programs of their special interests, students may explore programs of interest to them and expand the development of their skills and abilities by working with fellow students. Membership is open to all students who meet the qualifications for the respective clubs. For more information, contact the Office of Student Development Services on your campus.

Students are welcome to suggest other types of clubs they would like to have at the College if the clubs contribute to the educational experiences of students and if they are approved by the College President and Dean of Students. Below is a list of student organizations currently at Bishop State Community College.

**BARBERING AND HAIRSTYLING ASSOCIATION:** This organization serves to mentor future barbering students and organize fundraising projects for professional hair-shows or educational trips that students can attend while enrolled in the barbering program at the College. The organization also encourages wholesome attitudes toward the barbering profession; promote cooperation between barbering faculty and students; and stimulates the interest in the overall concept of barbering and hairstyling, to name a few.

**CAMPUS MINISTRY:** Campus Ministry offers Christian students opportunities for fellowship and participation in Christian activities. The organization encourages student believers to make a difference in their world by assisting with on-campus and off-campus special projects and helping others.

**COLLEGE BAND:** Participation in the Bishop State College Band is required for all musical instrument majors and minors. The band is open to other students through audition for college credit or personal enjoyment. The band performs for both on-campus activities and selected off-campus events.

**COLLEGE CHOIR:** The College Choir is designed to explore choral literature of basic musical eras in various styles. Emphasis is placed on musicianship and the development of ensemble vocal techniques. The choir represents the College at civic, school, and religious functions in the community. Membership is granted by audition only.

**COSMETOLOGY ASSOCIATION:** The purpose of this organization is to promote healthy beauty habits, educate, and support the College through active participation in student activities and other collegiate organizations. It is also the association's purpose to involve students in the cosmetology industry and inspire them to reach higher levels of excellence, both personally and professionally.

**C.R.A.F.T. (Creative Renditions of Artistically Fueled Talents):** The purpose of this organization is to allow students to utilize their talents for the advancement of their craft. Students of this group strive to implement the tools and skills they have mastered with a passion for creativity and arts to express themselves, to awe and inspire, and to show that everyone has the potential to become a great artist in their own CRAFT. Please call (251) 405-7215 for more information.

**CULINARY ARTS STUDENT ASSOCIATION:** This organization represents the culinary arts profession at Bishop State Community College. The association participates in culinary arts competitions, and travels to food institutions and food shows to expose students to a variety of career choices. This group also participates in community service projects to share talents of the members and provide resources to those in need.

**ENACTUS: (Formerly SIFE):** This is an international nonprofit organization dedicated to inspiring students to improve the world through entrepreneurial action. We provide a platform for teams of outstanding university students to create community development projects that put people's own ingenuity and talents at the center of improving their livelihoods. Guided by educators and supported by business leaders, students take the kind of entrepreneurial approach that empowers people to be a part of their own success.

**HEALTH INFORMATION MANAGEMENT STUDENT CLUB:** The purpose is to teach practical skills, working knowledge, and further awareness of the field of Health Information to the students in this program. Students become familiar with ethical principles of healthcare, which were developed to safeguard the public and mandate professional levels of quality and efficiency for members of this vital profession.

**INTERNATIONAL STUDENT ORGANIZATION:** The goals of the International Student Organization are to promote goodwill and international cultural exchange at Bishop State. It provides opportunities and activities for students to interact with others from diverse cultures and enrich their global world view.

**JAZZETTES:** Composed of young ladies who share a common interest in dance, the team performs during home basketball games, local parades, and community events. The goals of the Bishop State Jazzettes are to create and promote school spirit and provide quality family entertainment with hip-hop and jazz dance styles. During the academic year, the team practices three (3) days per week. For more information, call (251) 405-7087.

**KAPPA BETA DELTA HONOR SOCIETY:** The Iota Chapter of Kappa Beta Delta Honor Society is an international honor society recognized in the Division of Business for outstanding students. Eligible students must have completed 15 hours of coursework and must have a minimum 3.0 GPA on a 4.0 scale.

**NATIONAL TECHNICAL HONOR SOCIETY:** The mission of the organization is to acknowledge the academic achievements of students enrolled the technical programs of the College. The organization further seeks to honor student leadership, promote educational excellence, award scholarships, and enhance career opportunities for its memberships.

**PEP SQUAD:** Membership on the cheerleading squad is open to all students. Tryouts are held during the spring semester. The goals of the squad are to: (1) promote and maintain school spirit, (2) develop good sportsmanship among students, (3) build better relationships between colleges, (4) maintain the highest personal and team cheerleading standards, and (5) foster enthusiasm and support of the attending crowd during basketball games.

**PHI THETA KAPPA NATIONAL HONOR SOCIETY:** The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. To be eligible for membership: students must be enrolled in an academic or technical associate degree program; must have completed at least 12 hours of coursework that may be applied to an associate degree (part-time students may be eligible) and must have a grade point average of 3.5. For additional information, please visit our blog: <https://ptkBishopState.Wordpress.com>.

**PHYSICAL THERAPIST ASSISTANT (PTA) CLUB:** This club is open to students enrolled in the Physical Therapist Assistant Program. It sponsors fund-raising drives and social/community activities and serves to provide networking opportunities. Students will learn about career opportunities in this exciting and burgeoning field.

**SIGMA KAPPA DELTA:** Sigma Kappa Delta is the national English honor society for two-year colleges and confers distinction upon outstanding students of the English language and literature. To be eligible for membership, students must have completed a minimum of one college-level English class with a "B" average or better, have completed at least 12 semester hours, and maintain a minimum overall 3.3 GPA on a 4.0 scale.

**STEM:** This club strives to provide experience and awareness in areas related to *Science, Technology, Engineering, and Mathematics*. Membership is open to all students enrolled at the College who have a strong background the science and mathematics. Students must have and maintain a 3.5 grade point average to participate.

**STUDENT GOVERNMENT ASSOCIATION (SGA):** The Student Government Association serves and represents the total student body and acts as a catalyst in promoting cooperation and school spirit among students, faculty, and the administration. Students of SGA gain training in self-government and leadership abilities. SGA officers are elected during the spring semester.

**THE AFRICANA:** This is an academic organization established to serve as an archive for books, documents, or art objects relating to the history or culture of Africa and African-Americans. For membership inquiries or more information, students should contact Dr. Caesar Smith at (251) 405-7142.

**THE NIGHTINGALES:** Membership in the Nightingales is open to all Bishop State Community College nursing students who have completed the first block. The organization focuses on community service, provides an opportunity to learn about the nursing profession, provides personal enrichment and impacts the lives of others. Please contact Vesta Fairly at vfairly@bishop.edu or Dr. Jacqueline Smith at jsmith@bishop.edu.

**VETERAN STUDENT ORGANIZATION:** The Veteran Student Organization is student-lead and helps veterans, military, and dependents connect with each other while supporting the college, community, and advocating for unique causes. These students lead the way with implementing activities to Veterans Day and the memory of September 11, to name a couple.

**WILDCAT AMBASSADORS** are a select group of students who serve as hosts and hostesses for prospective students, dignitaries, visitors, and numerous college- wide functions. To be selected as an Ambassador is an honor and an excellent opportunity for personal and professional growth. Students selected as Ambassadors possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of school spirit and pride. For more information, contact the Office of the Dean of Students at (251) 405-7087.

## Student Information

### Student Travel

All student-related activities requiring transportation from the college campuses must be supervised by the appropriate faculty advisor or other college personnel. Students should be transported using the College's vehicles, whenever possible. At **no time**, will students be permitted to drive a vehicle of the College. All faculty and staff drivers must provide proof of valid driver's license and current auto liability insurance coverage.

- Use of college vehicles must be requested in advance and approved in writing by the Dean of Students and the President of the College. No one will be permitted to travel without written approval. Drivers will be responsible for requesting a safety inspection.
- When students travel in vehicles owned by faculty and staff members to attend approved college- related functions, each student will complete a Hold-Harmless Agreement (See **Form J**). This agreement releases the College of any and all liabilities. The agreement form can be obtained from the Office of the Dean of Students. Once completed, the original agreement must be returned to the office of the Dean of Students for filing.
- In case of emergencies while traveling, the faculty advisor must do whatever is necessary to guarantee that students receive any required medical attention. Once assistance has been provided, students may resume the trip. No one can continue to travel without the accompaniment of a responsible college employee.
- All drivers will pick up and return the college vehicles to the parking area on the Southwest Campus. All safety violations must be reported immediately.

# Standards of Student Conduct

Students enrolling at Bishop State Community College may rightfully expect that the faculty and administrators will maintain an environment with opportunities and freedom to learn in classrooms on all campuses. As members of the college community, students are encouraged to develop the capacity for critical judgment, to engage in sustained and independent search for truth, and to exercise free inquiry and free speech in a responsible, non-violent manner. An applicant for admission to the College who has received disciplinary action from another institution or agency may be denied admission to the College if members of the Admissions Committee feel this applicant's presence on the campus might be a potential threat or harm to the welfare of others. Students shall respect and obey civil and criminal laws and shall be subject to legal penalties for violating laws of the city, county, state, and nation.

Students' conduct on all Bishop State campuses and outreach extensions must conform to the College's rules and regulations. Students are expected to conduct themselves as responsibly at all times and in all places; to respect the rights and privileges of instructors, fellow students, and all staff; and to remain focused on their college education. **At any time, the College may dismiss students whose conduct is, in its judgment, detrimental to themselves or to the welfare of others. Violators of college rules and regulations are subject to disciplinary action.**

Violations include, but are not limited, to the following:

1. Willful disobedience to the directions of college officials in the performance of their duties.
2. Violation of college rules and regulations (including those concerning student organizations, the use of college facilities, or the time, place, and manner of public expression or distribution of materials).
3. Dishonesty and cheating or knowingly furnishing false information to the College.
4. Unauthorized entry to use college facilities.
5. Forgery, alteration, or misuse of college documents, records, or identification.
6. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities.
7. Theft or damage to property belonging to the College, a member of the college community, or a campus visitor.
8. Disorderly, indecent, obscene, or offensive conduct or expression, which interferes with the College's primary educational responsibility or adversely affects a student's standing as a responsible member of the college community. Campus computer resources, e-mail addresses, and any other communication mediums that students might be allowed to use are included.
9. Assault or battery, abuse, threat of force, or violence directed to any member of the college family or a campus visitor engaged in authorized activities.
10. Use, possession, distribution, or presence on campus while under the influence of alcoholic beverages, narcotics, or any other dangerous drugs such as marijuana, ecstasy, crystal meth, amphetamines, or illicit and illegal drugs, except as expressly permitted by law.
11. Possession while on campus or attending campus-sponsored functions of any of the following weapons: any instrument or weapon commonly known as blackjack, sling shot, fire bomb, billy club, or metal knuckles; any dagger, firearm (loaded or unloaded), pistol, revolver, rifle, or Taser gun; any knife, metal pipe, or bar used or intended to be used as a club; or any item such as a chain intended for bodily harm to any person.

Bishop State reserves the right to review any weapons in the possession of students that might harm themselves, classmates, and faculty, staff, and campus visitors. *NOTE: Exceptions to these requirements include on-campus security members, law enforcement agencies, or persons given permission by the College President or his designated representatives.*

12. Students are expected to attend all classes as scheduled and must receive permission from the instructor to leave class. If classes are not scheduled for a particular reason, students should use the library, visit a student lounge, or relax in campus recreational areas. Loitering in the buildings, parking lots or in automobiles is prohibited. Students should leave campus if they choose not to utilize the recommended campus facilities.
13. Students must exercise good taste, neatness, and safety for their campus dress and personal appearance. Students will wear appropriate dress for the classes they are attending. Shoes, shirts, and other appropriate

clothing must be worn by all students. During laboratory classes, students will wear clothing appropriate to their program of study. In some areas or specific programs, safety shoes or other special attire may also be required.

14. Cleanliness, neatness, and sense of pride in the College's appearance are all important aspects of the educational process. All students are expected to participate in housekeeping activities as specified by the department or campus faculty and staff and to help keep the campuses clean.
15. Students are prohibited from participating in any on-campus solicitation or sales except for activities or fundraisers instituted or sponsored by the College.
16. Smoking, the use of smokeless tobacco, and the consumption of food and drink are prohibited in classrooms and designated non-smoking and non-eating/drinking areas. Students do have opportunities in clearly marked, designated areas to smoke tobacco, eat, and drink non-alcoholic beverages.
17. Students who do not bring required books, tools, and/or supplies to class should expect their grades to be adversely affected.
18. Excessive noises are not allowed. The volume of radios, car stereos, iPods, CD and DVD players, and other musical devices must not be disruptive to others. Bishop State faculty, staff, and other personnel reserve the right to determine appropriate noise levels best conducive to the college environment.
19. The use of pagers, cell phones, and other electronic devices are prohibited in the classroom or workplace unless approved by the instructor or immediate supervisor.
20. Misuse, abuse, and unauthorized use on computing resources, and/or use of computing resources for unauthorized purposes such as, but not limited to, destroying, modifying, accessing, copying, or downloading programs, records, or data belonging to the College or another user without permission.
21. Any other activity or conduct not specifically addressed within the Standards of Student Conduct that impairs or endangers any person or property of the educational environment of the College will be presented to the Dean of Students for formal or informal disciplinary actions.
22. Bullying will not be tolerated.

## **Student Right-To-Know and Campus Security Act**

Bishop State is in compliance with the Federal Student Right-to-Know Act and Campus Security Act regarding the College's safety policies. Statistical Data regarding completion/persistence rate of all programs is available in the Office of Admissions and Campus Police. This data is also found in the Appendix in the back of this *Student Handbook*.

## **Admissions and Registration Committee**

The Admissions and Registration Committee is a standing committee that hears non-disciplinary academic appeals from students currently enrolled at Bishop State or students from other colleges or universities seeking enrollment at Bishop State. Students placed on academic suspension terms from other colleges and universities must appear before this committee for review of their application.

In most cases, students on continued academic suspension are ineligible for financial aid and/or scholarships until their cumulative GPA has returned to the acceptable and required status. Students on suspension may elect to serve out the suspension and will be readmitted on probation after the suspension has been served without having to appear before the committee.

If students wish to appear before the Admissions and Registration Committee to appeal an academic suspension, the written request should be addressed to:

**Admissions and Registration Committee**  
**Bishop State Community College**  
351 North Broad Street  
Mobile, Alabama 36603-5898



The recommendation of the committee may be appealed to the Dean of Students.

# **Grievances and Due Process Procedures**

## **Academic Grievances**

### **The Ad Hoc Committee Process**

Recognizing the right of students to be granted protection by the inclusion of due process in all matters relating to academic grievances, the College assures due process through the action of the Ad Hoc Committee for hearing matters related to the academic area, including the grade appeals process.

To express concerns about academic matters, students should complete the Official Complaint Form and submit the form to his or her instructor initially. The levels of subsequent submission are as follows: the student submits the form to his or her instructor who then will notify the divisional chairperson who will then notify the academic or technical dean. The dean will notify the ad hoc committee as needed. Lastly the issue will be taken to the president. In the event of compelling personal circumstances *only* may a student skip over the college official at the next level. When circumstances warrant such omission, the student should inform the personnel in writing of his or desire to express the complaint at the next highest level. The above procedure should be used for all academic matters except grade appeal.

The procedures for requesting a hearing for grade appeal are given.

The purposes of the Ad Hoc Committee are as follows:

1. To hear and receive information and materials related to a grievance or grade appeal which may be initiated by the student or the staff member.
2. To review information presented and make recommendations to the academic or technical dean regarding the findings of the committee.

### **Composition of the Ad Hoc Committee**

To assist in the resolution of academic grievances, the Academic or Technical Dean will assemble an "Ad Hoc Committee." The Committee will consist of three faculty members from different divisions/ departments, one staff employee, and one student representative.

### **Procedures for Requesting a Hearing for Grade Appeal**

Once a disputed grade is received, the student must appeal the grade by the mid-term of the following semester.

1. The student is initially advised to meet with the instructor and/or divisional chairperson in an effort to resolve the grade dispute.
2. If the grade dispute is not resolved with the instructor, the student should then meet with the appropriate dean (academic or technical). After this meeting, two courses of action could occur.
  - a. The grade appeal will be closed if the student feels the problem was resolved.
  - b. If further resolution is required, the student should send a written request within 24 hours to the dean he or she originally met with to ask for a subsequent meeting to discuss the problem. The dean will then initiate formal procedures and inform the Ad Hoc Committee of the upcoming meeting.
3. Upon receipt of the student's request, the dean will notify the student of the selected date, time, and location of the hearing and forward a copy of the procedures for the Ad Hoc Committee Hearing to the student.

4. The printed procedures of the Ad Hoc Committee hearing will be followed.
5. If the student is not satisfied with the decision of the committee, the student can appeal in writing to the President within 24 hours after receiving the committee's recommendation from the dean.
6. Upon receipt of the student's written request to appeal, the President will notify the student within seven (7) days of the final decision regarding the appeal. Either the President or the student can delay this time frame by mutual agreement.

## Hearing Procedures

### A. Attendance at Hearing:

1. The Ad Hoc Committee hearings shall be private and confidential and will be limited to persons involved. Persons present shall include the committee members, the student requesting the hearing, his/her adviser, the involved staff member, a note-taker to record the hearing, and witnesses for both parties. Witnesses will be present only when giving testimony.
2. The student has the right to have one adviser present during the hearing. The adviser may not address the hearing or give evidence on behalf of the student. In answering and asking questions, however, the student may seek advice from the adviser before proceeding.
3. Minutes of the proceedings will be recorded, distributed to the committee members, and filed in the Office of the Dean. All minutes will be kept confidential.

### B. Order of Hearings:

1. Opening remarks will be made by the chairperson of the committee.
2. Review of the charges or the reason for the hearing will be made by the committee chair.
3. Opening statement will be made by the party requesting the hearing, either the student or staff person.
4. Testimony and questioning of witnesses or the review of materials related to the issue will be conducted.
5. Both parties to the action and the committee members have the right to question witnesses.
6. The closing statement by both parties will be made.

### C. Deliberations:

The committee will conduct its deliberations in closed and confidential session and will direct its recommendations to the appropriate dean. Each committee member must vote on the action to be taken and the recommendations must be signed by each committee member. The dean will notify the student within seven (7) days of the final decision regarding the appeal.

### D. Time Limit on Hearings:

The committee will make a determination of the total time allotted for the hearing and may limit the time for all aspects of the hearing.

## Non-Academic Grievances

Students' inquiries and grievances concerning non-academic matters should flow as follows: students should notify the dean of students who will notify the grievance committee as needed. Lastly the president will be notified of the inquiry or grievance.

Where there has been serious violation of college policies and a student's continued presence will greatly threaten the welfare of others, the President or his designated representative will immediately suspend the on-campus student pending a formal hearing by the Student Conduct and Appeals Committee.

This suspension shall be temporary and the student is entitled to a hearing at the earliest possible time. Consideration for re-admittance to the College will then be determined.

## Purpose

The purpose of the grievance procedures is to provide students with a process to address their differences with the College, discuss them in an orderly and amicable fashion, and resolve them fairly and promptly without the exercise of economic force or legal action by either party.

Students may process a personal non-academic grievance on one or more of the following grounds:

1. Improper application of college rules, regulations, and procedures;
2. Unfair treatment by a college staff person, including coercion, restraint, or reprisal;
3. Discrimination because of race, religion, color, creed, national origin, age, or disabilities; and
4. Other characteristics protected by law.

## Definitions

1. Aggrieved Person - The individual making the claim.
2. Coordinator - The person designated to coordinate Bishop State's efforts to comply with and carry out its responsibilities and implement the regulations.
3. Day - A school day; the calculation of days in grievance processing excludes Saturdays, Sundays, and holidays.
4. Formal Procedure - A more detailed procedure designed to permit the student to follow a system of appeals in order to resolve the problem. The formal procedure has prescribed time limits for each step.
5. Grievance - A student's claim of unfair treatment based upon interpretation, application, or violation of college policies and procedures by a member of the college staff or its representatives.
6. Grievance Decision - The written statement of a hearing officer, the findings regarding the validity of the grievance allegation, and possible corrective action.
7. Grievant - The person who has a grievance and is filing claim against the offender.
8. Informal Procedure - A simple procedure designed to resolve the problem at the initial level.
9. Respondent - A person who is alleged to be responsible for the violation stated in the grievance.
10. Time Limits - The maximum number of days indicated at each level to file a grievance or reach a grievance decision and communicate that decision back to the grievant. Every effort should be made to expedite the process. However, the time limits specified may be extended by agreement of the grievant and the staff person or administrator in charge.

## Informal Procedures

In an effort to resolve grievances at the initial administrative level, the College seeks to promote simple, honest, and straightforward communication between the student and the College. A student who has a grievance should complete the [Official Student Complaint - Form A](#) and submit it to the Dean of Students immediately after the alleged discrepancy is recognized. The grievant and the Dean of Students will meet to resolve the matter. If the grievant feels that the problem is resolved or if no further action is needed, the matter will be closed. If the grievant feels that the problem has not been resolved, formal procedures may be initiated within ten (10) working days.

## Formal Procedures

Any student may register a grievance when improper treatment, misinterpretation, or violation of college regulations has occurred. To secure consideration, adjustment, or settlement of grievances, students shall be free of interference, restraint, coercion, or reprisals. The College strives to resolve problems as soon as possible and at the lowest level of authority. If students believe they have a grievance, they may advise the Dean of Students and request an explanation

or relief. If the student is not satisfied with the action taken, a formal grievance may be initiated according to the following procedures:

**STEP 1:** The grievance must be submitted in writing to the Dean of Students within ten (10) days after the problem occurred or should have been known. The grievance shall cite the reasons and nature of the complaint and must be signed by the aggrieved person. The Dean of Students will grant the student a hearing if requested or may call a meeting. The grievant may be accompanied by one adviser of choice at the hearing. Within five (5) working days of receipt of the grievance, the Dean of Students will respond to the grievant in writing. If the grievance is not within the Dean of Students' authority, the Dean of Students shall advise the student to appeal to the appropriate level at the College.

**STEP 2:** If not resolved satisfactorily within five (5) working days (excluding Saturdays, Sundays, and holidays) after receipt of reply, the grievance and the Dean of Students' reply should be forwarded to the President of the College. The President or a designee will grant the grievant a hearing; the grievant may be accompanied by one adviser of choice. The President will provide a written reply within ten (10) working days after receipt of the grievance.

## Disciplinary Procedures

Any case involving violation of published policies and regulations will be brought to the immediate attention of the Dean of Students. The case may be discussed with the student and a mutually satisfactory conclusion of the matter may be reached at that point. If a satisfactory conclusion is not reached, the Dean of Students may refer the case to the Student Conduct and Appeals Committee. The Dean of Students will give the student and the committee adequate written of the specific grounds and the evidence on which the disciplinary proceedings are based, and will forward the committee's recommendations to the President of the College. Any sanctions imposed by the committee will be subject to review by the President, who may approve or amend them as necessary.

**Disciplinary probations and suspensions** will be recorded in the student's permanent file.

## Reprimand (Written or Verbal)

### Definitions

1. Service Hours - Completion of tasks under the supervision of college department or outside agency.
2. Restrictions - Contact with certain people.
3. Counseling Assessment - Referral for assessment at a counseling center for alcohol/drug dependence, general mental health, or other counseling issues.
4. Minor Disciplinary Action - The college administration may take appropriate disciplinary action, to include one to five days' suspension, for violation of college regulations. Absences from classes will be documented during the suspension.
5. Severe Disciplinary Action - This action may include (a) suspension for the remainder of the semester, (b) suspension for one or more semesters, (c) suspension requiring the student to comply with established rules and regulations of the College prior to readmission, or (d) permanent expulsion.

Any student whose presence poses a danger to persons or property or an ongoing threat of disrupting the academic process may immediately be removed from class and suspended for a period of one to five days by the college administration. Law enforcement authorities will be immediately notified when violation of local and/or state laws occurs.

6. Disciplinary Warning - This is a strong, written warning that if there is a repetition of the same sanction or any other action in violation of the Rules and Regulation of the Student Code of Conduct, the student can expect additional disciplinary action. A record of the disciplinary action is kept on file.

7. Disciplinary Probation - When on disciplinary probation, a student is excluded from participation in activities for a specified period time, which will be determined by the hearing committee. Any further violation may lead to suspension or expulsion from the College.
8. Disciplinary Suspension - A student may be involuntarily separated from the College and from all extracurricular activities for a specified period, after which readmission is possible. The chairperson of the hearing committee shall determine when the suspension will become effective. A student with one or more violations may be suspended from the College for an indefinite period. A student suspended indefinitely may petition to the Dean of Students for reinstatement.
9. Educational Sanction - A student may be required to provide a specific service, or participate in a specific program, receive specific instruction, or complete a research assignment. The student is responsible for related expenses, including expenses for education, counseling, or treatment, if any expense is incurred during the suspension.
10. Exclusion from College Facilities or Activities - A student may be prohibited from attending a class, undertaking college employment, entering a building, participating in an extracurricular activity sponsored by the College, representing the College in an official capacity, or using other services provided by the College. Such exclusion may be for a definite or indefinite period of time.
11. Expulsion - When a student has a record of serious violations, he or she may be dismissed from the College permanently.
12. Interim Suspension - A student may be suspended from the College or have privileges revoked pending the outcome of a disciplinary proceeding if, in the judgment of the Dean of Students, the student's continued presence or use of privileges at the College pending the outcome of the proceeding is likely to cause harm to faculty, staff, or other students, other specified persons or groups, or college property. The Dean of Students will notify the student when interim suspension is considered.
13. Restitution - A student may be assessed the repair/replacement cost for any damage he or she causes to campus property.

## Appeal

### A. Appeals Procedures

Students have the right to appeal any disciplinary actions against them which they consider unfair or unjust. Written appeals should be submitted to the chief student services administrator or to the student's "home" campus. Upon receipt of the student's request, an appeals committee will be assembled to formally address the problem.

### B. Hearing Procedures

#### 1. The Student Conduct and Appeals Committee

The committee will include a minimum of five members: a minimum of three (3) faculty and/or staff employees from various campuses and departments, (one must be selected from the campus where the appeal originated), one student services employee, and one student representative.

#### 2. Rights Before and During the Hearing

The student charged has the right before and during a hearing to:

- a. present his or her side of the story;
- b. present witnesses and evidence on his or her behalf;
- c. cross-examine witnesses presenting evidence against him or her; and
- d. Have representation by an adviser at the student's expense, if any expense is incurred.

#### 3. Attendance at Hearings:

- a. The Student Conduct and Appeals Committee hearing shall be private and confidential and will be limited to persons involved. Persons present shall include the committee members, the involved student, his or her adviser, the involved faculty and/or staff

- employee, a note-taker to record the hearing, and witnesses for both parties. Witnesses will be present only when giving testimony.
- b. The student has the right to have one adviser present during the hearing. The adviser may not address the hearing or give evidence on behalf of the student. In answering and asking questions, the student may seek advice from the adviser before the proceedings.
  - c. Minutes of the proceedings will be documented and signed by the members of the *Student Conduct and Appeals Committee*. The documentation will be distributed to the involved parties including the committee members. A recording of the hearing will also be made available to the persons involved in the charges. Minutes will be filed in the Office of the Dean of Students and will remain confidential.
4. **Order of Hearing:**
- a. Opening remarks will be made by the chairperson of the committee.
  - b. Review of the charges against the student will be made, the hearing procedures will be reviewed, the student's rights will be explained, and questions asked by the charged student regarding these matters shall be answered.
  - c. The chairperson shall ask the student charged to plead guilty or not guilty. If he or she pleads NOT GUILTY, the case shall be presented.
  - d. Opening statement will be made by the student, faculty, or staff employee who requested the hearing.
  - e. Testimony and questioning of witnesses will be made. Both parties to the action and members of the Student Conduct and Appeals Committee have the right to question witnesses. Following the testimony of all witnesses for the party requesting the hearing, the other party may call his or her witnesses.
  - f. Closing statements will be made by the parties involved.
  - g. Closing statements will be made by the committee chairperson.
5. **Deliberation:**
- a. The Student Conduct and Appeals Committee will conduct its deliberations in closed and confidential sessions, determine recommended actions to be taken, and forward written notice to the chief student services administrator on the campus where the hearing takes place, with a courtesy copy to the Dean of Students within 48 hours.
  - b. The Dean of Students will notify the student of the Committee's recommendation.
  - c. The next level of appeal will be the review of the committee's recommendations by the President of the College, who may approve or amend them as necessary.
  - d. If the student is not satisfied with the recommendation of the committee, the student can appeal in writing to the President within 24 hours after receiving the committee's recommendation from the Dean.
  - e. Upon receipt of the student's written request to appeal, the President will notify the student within seven (7) working days of the final decision regarding appeal. Either the President or the student can delay this time frame by mutual agreement.
6. **Time Limit of Hearing**

The Committee will make a determination of the total time allotted for the hearing and may limit the time for all aspects of the hearing.

## Sexual Harassment

Bishop State Community College is committed to maintaining a work and/or learning environment free of objectionable and disrespectful conduct and communication of a sexual nature, especially when such conduct is imposed by one person on another and adversely affects staff members or students' employment relationship or working/ learning environment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or grade;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment/grading decisions affecting such individual; or
3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

A staff member or student alleging either sexual harassment by anyone with supervisory authority or failure by supervision to take immediate action on the individual's complaint of being sexually harassed by another staff member(s) may file a grievance. Any individual alleging either sexual harassment by anyone with supervisory authority or failure by supervision to take immediate action on the individual's complaint of being sexually harassed may initiate a formal grievance according to procedures listed in this *Student Handbook*. Filing a complaint of sexual harassment will not cause any reflection on the complaining party's status as a student at the College nor will it affect the complaining party's future as a student.

## Initial Steps to Resolve a Complaint

Any student of Bishop State Community College who wishes to file a grievance or complaint concerning Title IX shall report that complaint in writing to the Coordinator of Title IX as outlined in this document within ten (10) working days of the occurrence. If, after discussion between the student and the Title IX Coordinator, it is determined that the complaint can be resolved immediately, the college official will take action to resolve the complaint and will submit a report within ten (10) working days to the President, detailing both the complaint and its resolution.

## Plan of Resolution

If the student's or employee's complaint cannot be resolved immediately, but requires instead a "plan of resolution," the college official to whom the complaint was made shall submit a written report to the President, the College Grievance Officer, and such other appropriate college official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President, College Grievance Officer, or other respective designated officials wish to assist in submitting the report or instruct the submitting official to modify the "plan of resolution," the President, College Grievance Officer, or other official shall inform the submitting official of his/her intention.

## Grievance Procedures

If any student's complaint is not or cannot be resolved at the first level of supervision, such unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate college official and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten working days, shall have the right to file with the College Grievance Officer a written statement detailing the grievance. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include at least the following information:

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

The grievance statement may also contain other information relevant to the grievance which the grievant wants considered by the Grievance Officer. A copy of Grievance Form A can be found in the back of this *Student Handbook*.

If the grievance involves a claim of discrimination based on race, color, disability, sex, religion, national origin, age, or other characteristic protected by law, the complaining party should state the specific nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the complainant believes to have been violated. The

complainant shall file any claim involving illegal discrimination within thirty (30) days of the occurrence of the alleged discriminatory act or of the date on which the complainant knew or should have known that the alleged discriminatory act took place.

## **Investigation, Hearing, and Findings**

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

## **Investigation Procedures**

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

## **Hearing Procedures**

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

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

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

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



# Report of Findings and Conclusions of Law

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

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

## Available Appeals

The President or his designee shall submit a completed report, using **Grievance Form B - Part II** to the complainant and the respondent(s) and shall include a copy of the report of the hearing officer/committee. If the grievance involves a claim of sexual harassment, the complainant shall have the right to appeal the decision of the hearing officer or committee to the Chancellor of the Alabama Community College System, provided that:

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

If the appeal is not filed by the close of business on the fifteenth (15th) day following the Complainant's receipt of the report, the Complainant's right to appeal shall be forfeited. A copy of Grievance Form B is found in the back of this *Student Handbook*.

- A. Chancellor's Review

The Chancellor shall have thirty (30) calendar days from his or her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appellate hearing (if deemed appropriate by the Chancellor), and to file a report of the Chancellor's findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part, the findings arising from the College Grievance Hearing. The Chancellor's report shall be served to the complainant and respondent(s) by personal delivery, courier service or by certified mail, return receipt requested, to the complainant and respondent(s) at their respective home addresses.

- B. Appeal to the Alabama Community College System

Except in cases involving a claim alleging illegal discrimination based on gender, handicap or disability, the Chancellor's report shall not be appealable. Pursuant to Alabama Community College System policy, a complainant who is alleging a claim of illegal discrimination based on gender, handicap, or disability may file an appeal to the Alabama Community College System for a review of the Chancellor's findings and the findings arising from the College Grievance Hearing. A complainant who has grounds for appealing the findings of the Chancellor to the Alabama Community College System may do so by:

- Filing the notice of appeal, using Grievance Form C, to the Alabama Community College System within fifteen (15) calendar days following the complainant 's receipt of the report of the Chancellor's findings; and

- Specifying in the notice of appeal clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the Chancellor.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth (15th) day following the complainant's receipt of the Chancellor's report, the complainant's right to appeal shall be forfeited. A copy of Grievance Form C is found in the back of this *Student Handbook*

C. Review by the Alabama Community College System

The Alabama Community College System shall have thirty (30) calendar days following its receipt of the Complainant's notice of appeal, [which shall be presented to the Board of Trustees at, or prior to, its next meeting following the receipt by the Chancellor of the notice of appeal] to investigate and review the allegations contained in the grievance, to review the reports of the Chancellor and the College Hearing Officer/Committee, to hold an appellate hearing, and to file a report of the Board of Trustees' findings of fact and conclusions of law. The Alabama Community College System shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part, the findings, and conclusions of the Chancellor. The report of the Alabama Community College System, through the Board of Trustees, shall be served to the complainant and respondent(s) by personal service or by certified mail, returned receipt requested, to the respective home addresses of the parties. The report of the Alabama Community College System shall not be further appealable within the Alabama two-year college system.

However, the complainant shall not be precluded from filing his or her grievance with an appropriate court or an administrative agency such as the Office for Civil Rights of the U. S. Department of Education or the Equal Employment Opportunity Commission.

- General Rule on Filings

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

- The Alabama State Postsecondary Review Entity (SPRE)

Students and prospective students may seek resolution of problems related to management, improper conduct of the faculty or staff, misleading or inappropriate advertisement or promotion of the institution's educational programs, or the Title IV student financial assistance program by following the SPRE complaint procedures. To the extent possible, however, students must seek resolution of such problems through the college's internal grievance procedures before involving others.

Students should contact the SPRE office only if the institution is unable to resolve the problem. The Alabama State Postsecondary Review Entity Office is located at the Alabama Commission of Higher Education in Montgomery, AL. To reach SPRE by phone, call 1-800-960-SPRE (7773).

The local SPRE contact person for Bishop State Community College is Dr. Terry Hazzard, Dean of Students. His office is located in the Delchamps Student Life Conference Complex. Phone is (251) 405-7087.

# **Students With Disabilities**

## **Grievance Procedures for American Disabilities Act (ADA), Section 504, and the Rehabilitation Regulations**

### **Purpose**

Students with disabilities have the same rights and responsibilities as other student enrolled at Bishop State Community College. In addition, special assistance will be provided as needed to help students with disabilities reach their full potentials in meeting program/course requirements. The purpose of this grievance procedure is to assure that no student is denied access to the institution or to any programs offered by Bishop State Community College because of disability.

### **Procedures**

Any student who has a grievance based on discrimination because of a disability may follow the informal or formal procedures as stated in the Policies and Procedures Section of the ADA Handbook, or submit a written complaint directly to the Section 504 Coordinator/Dean of Students. A copy of this document can be located in the Office of the Dean of Students on the Main Campus. For more information, you may call the Office of ADA at (251) 405-7094. Also, appeal may be made to the Department of Education, Office of Civil Rights, at any point in the grievance process.

## **Title IX Grievances**

### **For Gender Equity Violations Purpose**

The Title IX grievance procedure is designed to assure that no student is denied access to the institution or to any program or services offered because of his or her gender. Every effort is made to enhance open and candid communications among students, faculty, staff, and the administration. When problems are encountered and students are convinced that a violation of their rights has occurred because of their gender, which is a Title IX violation, an informal or formal complaint should be filed.

### **Informal Procedures**

A written claim may be filed with the Title IX Coordinator if a student is convinced that a violation of the Title IX regulations has occurred. The claim must be filed within 10 days after the alleged violation. If desired, a pre-grievance meeting with the respondent, the grievant, and the coordinator may be requested. Every effort should be made to resolve the problem at this meeting. The meeting may be held at the option of the student and is not a pre-condition or a requirement for submission of a more formal grievance.

### **Formal Procedure**

When a grievance is not resolved at a pre-grievance meeting or at the informal level, the student may pursue the following steps to secure satisfactory resolution of the problem. The formal grievance should be filed without encumbrances. Forms to be used in filing a formal Title IX grievance may be obtained from the Title IX Coordinator.

I. Step I: SUBMISSION

The grievance must be submitted to the Title IX Coordinator within ten (10) days after appropriate processing measures have been taken as prescribed by the form. Assistance may be secured from the Title IX Coordinator or other desired individuals.

II. Step II: INVESTIGATION

The Title IX Coordinator shall investigate the matter and take appropriate processing measures, and give written notification of the outcome to the grievant within fifteen (15) days after receipt of the grievance decision.

III. Step III: NOTIFICATION

In the event the grievant is not satisfied with the grievance decision received in Step II, the Title IX Coordinator must be notified within ten (10) days after the decision is received.

IV. Step IV: HEARING

The Title IX Coordinator will file the grievance with an appropriate hearing officer for proper processing at this level. The grievant must be notified of the grievance decision within twenty (20) days of receipt of the grievance.

V. Step V: FILING OF FORMAL GRIEVANCE

Dissatisfaction with the decisions made at Step V entitles the grievant to file a formal grievance with the President of the College within ten (10) days after receiving the outcome of the hearing.

VI. Step VI: STUDENT NOTIFICATION

The president will review the actions taken at each level, make a decision on needed course of action, and give written notification to the student within twenty (20) days.

If the grievant is still not satisfied, the grievance may be filed with the U. S. Department of Education, Office of Civil Rights.

Satisfaction with the decision at any of the steps above eliminates the steps that follow and requires the student to notify the Title IX Coordinator or the student services administrator of acceptance of the decision within five (5) days after receipt of the grievance decision.

**NOTE:** At any point in the process, the grievant may appeal directly to the United States Department of Education, Office of Civil Rights.

**Grievance Officer  
Title IX Coordinator  
U. S. Department of Education**

<b>Title IX</b>	<b>Office of Civil Rights</b>
Ms. Frances Beech 351 North Broad Street Mobile, AL 36603 (251) 405-7145	101 Marietta Powers, Suite 2700 Atlanta, GA 30323 (404) 221-5960

# Title IX Grievances - Updated April 2020

## GUIDING PRINCIPLES

### · Historic Recognition of Sexual Harassment as Sex Discrimination

For the first time, the Department's Title IX regulations recognize that sexual harassment, including sexual assault, is unlawful sex discrimination. The Department previously addressed sexual harassment only through guidance documents, which are not legally binding and do not have the force and effect of law. Now, the Department's regulations impose important legal obligations on school districts, colleges, and universities (collectively "schools"), requiring a prompt response to reports of sexual harassment. The Final Rule improves the clarity and transparency of the requirements for how schools must respond to sexual harassment under Title IX so that every complainant receives appropriate support, respondents are treated as responsible only after receiving due process and fundamental fairness, and school officials serve impartially without bias for or against any party.

### • · Supporting Complainants & Respecting Complainants' Autonomy

Under the Final Rule, schools must offer free supportive measures to every alleged victim of sexual harassment (called "complainants" in the Final Rule). Supportive measures are individualized services to restore or preserve equal access to education, protect student and employee safety, or deter sexual harassment. Supportive measures must be offered even if a complainant does not wish to initiate or participate in a grievance process. Every situation is unique, and individuals react to sexual harassment differently. Therefore, the Final Rule gives complainants control over the school-level response best meeting their needs. It respects complainants' wishes and autonomy by giving them the clear choice to file a formal complaint, separate from the right to supportive measures. The Final Rule also provides a fair and impartial grievance process for complainants, and protects complainants from being coerced or threatened into participating in a grievance process.

### • · Non-Discrimination, Free Speech, and Due Process

The Final Rule reflects core American values of equal treatment on the basis of sex, free speech and academic freedom, due process of law, and fundamental fairness. Schools must operate free from sex discrimination, including sexual harassment. Complainants and respondents must have strong, clear procedural rights in a predictable, transparent grievance process designed to reach reliable outcomes. The Final Rule ensures that schools do not violate First Amendment rights when complying with Title IX.

## A SCHOOL'S RESPONSE TO SEXUAL HARASSMENT

- · Under the Final Rule, any of the following conduct on the basis of sex constitutes sexual harassment:
  - A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);
  - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
  - Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

## U.S. Department of Education Title IX Final Rule Overview

- Consistent with Supreme Court precedent and the text of Title IX, a school must respond when: (1) the school has actual knowledge of sexual harassment; (2) that occurred within the school's education program or activity; (3) against a person in the United States. The Final Rule expands "actual knowledge" to include notice to any elementary or secondary school employee, and states that any person (*e.g.*, the alleged victim or

any third party) may report to a Title IX Coordinator in person or by e-mail, phone, or mail. The Final Rule also specifies that a school's "education program or activity" includes situations over which the school exercised substantial control, and also buildings owned or controlled by student organizations officially recognized by a postsecondary institution, such as many fraternity and sorority houses.

- Consistent with Supreme Court precedent, a school violates Title IX when its response to sexual harassment is clearly unreasonable in light of the known circumstances, and the Final Rule adds mandatory response obligations such as offering supportive measures to every complainant, with or without a formal complaint.
- Schools must investigate every formal complaint (which may be filed by a complainant or by a school's Title IX Coordinator). If the alleged conduct does not fall under Title IX, then a school may address the allegations under the school's own code of conduct and provide supportive measures.

### **A FAIR GRIEVANCE PROCESS**

The Final Rule requires schools to investigate and adjudicate formal complaints of sexual harassment using a grievance process that incorporates due process principles, treats all parties fairly, and reaches reliable responsibility determinations. A school's grievance process must:

- Give both parties written notice of the allegations, an equal opportunity to select an advisor of the party's choice (who may be, but does not need to be, an attorney), and an equal opportunity to submit and review evidence throughout the investigation;
- Use trained Title IX personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party;
- Protect parties' privacy by requiring a party's written consent before using the party's medical, psychological, or similar treatment records during a grievance process;
- Obtain the parties' voluntary, written consent before using any kind of "informal resolution" process, such as mediation or restorative justice, and not use an informal process where an employee allegedly sexually harassed a student;
- Apply a presumption that the respondent is not responsible during the grievance process (often called a "presumption of innocence"), so that the school bears the burden of proof and the standard of evidence is applied correctly;
- Use either the preponderance of the evidence standard or the clear and convincing evidence standard (and use the same standard for formal complaints against students as for formal complaints against employees);
- Ensure the decision-maker is not the same person as the investigator or the Title IX Coordinator (i.e., no "single investigator models");
- For postsecondary institutions, hold a live hearing and allow cross-examination by party advisors (never by the parties personally); K-12 schools do not need to hold a hearing, but parties may submit written questions for the other parties and witnesses to answer;
- Protect all complainants from inappropriately being asked about prior sexual history ("rape shield" protections);

### **U.S. Department of Education Title IX Final Rule Overview**

- Send both parties a written determination regarding responsibility explaining how and why the decision-maker reached conclusions;
- Effectively implement remedies for a complainant if a respondent is found responsible for sexual harassment;
- Offer both parties an equal opportunity to appeal;
- Protect any individual, including complainants, respondents, and witnesses, from retaliation for reporting sexual harassment or participating (or refusing to participate) in any Title IX grievance process;
- Make all materials used to train Title IX personnel publicly available on the school's website or, if the school does not maintain a website, make these materials available upon request for inspection by members of the public; and
- Document and keep records of all sexual harassment reports and investigations.

### **SEX DISCRIMINATION REGULATIONS**

Relating to sex discrimination generally, and not only to sexual harassment, the final regulations also:

- Affirm that the Department may require schools to take remedial action for discriminating on the basis of sex or otherwise violating the Department's Title IX regulations;
- Expressly state that in response to any claim of sex discrimination under Title IX, schools are never required to deprive an individual of rights guaranteed under the U.S. Constitution;
- Account for the interplay of Title IX, Title VII, and FERPA, as well as the legal rights of parents or guardians to act on behalf of individuals with respect to exercising Title IX rights;
- Update the requirement for schools to designate and identify a Title IX Coordinator, disseminate their non-discrimination policy and the Title IX Coordinator's contact information to ensure accessible channels for reporting sex discrimination (including sexual harassment), and notify students, employees, parents, and others of how the school will respond to reports and complaints of sex discrimination (including sexual harassment); and
- Clarify that an institution controlled by a religious organization is not required to submit a written statement to the Department to qualify for the Title IX religious exemption.

## College Regulations

**ACCIDENT REPORTING:** Vehicle accidents or vandalism on campus should be reported immediately to the Campus Police Force. Call (251) 405-7060 for more information.

**CONVOCATIONS/ACTIVITIES:** Students are expected to attend all official college convocations as well as activities of the Student Government Association and regular college convocations.

**BULLETIN BOARDS:** Bulletin boards are located throughout the campuses. Announcements are posted on these boards frequently to notify students of coming events and activities and provide other pertinent information for students and staff.

Notices placed on these boards by student organizations must have the approval of Dr. Terry Hazzard, Dean of Students, at (251) 405-7087. Notices to be placed by non-students or by students not representing a student organization must be approved by the Office of Student Services. Approved notices may remain posted for two weeks.

**CHILDREN ON CAMPUS:** Due to risks involved, students are PROHIBITED from bringing children on campus and to class. Children may not be left unattended on campus. Students are expected to arrange for childcare responsibly without the involvement of the College. Bishop State assumes no responsibility for the supervision of students' children.

**HOUSING FACILITIES:** The College does not provide housing facilities on or off campus. However, students may obtain names of persons who offer private accommodations from the counselors or admissions officers. Students are encouraged to live at home and commute.

**IDENTIFICATION (ID) CARDS:** All students are required to have a Bishop State Community College identification card. The ID card will be taken when a copy of the current class schedule and valid Driver Licenses are presented. The ID card must be in the student's possession at all times when on campus. ID cards are issued during the registration periods. The ID card is required for student rates at athletic events and other campus activities. The following regulations apply to the ID card system:

1. ID cards are for personal use only and **ARE NOT** transferable.
2. Students who violate the privileges are subject to disciplinary action.
3. ID card loss or theft should be reported to Student Services immediately and a replacement obtained.
4. The ID card replacement charge is \$5.00.

**LOST AND FOUND:** Lost and found articles should be reported to the Office of the Dean of Students or Student Services and may be claimed upon proper identification by the owner. Articles not claimed within thirty (30) days or before the end of the school year will be discarded.

## Motor Vehicle Regulations

### A. REGISTRATION:

1. All students operating motor vehicles on the Bishop State Community College campuses must register their vehicles, preferably at the time of class registration.
2. Registered vehicles will be issued a Bishop State Community College parking decal. To obtain a decal after registration, the student must present a current student ID card and/or receipt for fees paid. There is no charge for parking decals. Vehicle registration procedures apply to all students, both full-time and part-time.
3. The decal shall be affixed to the rearview mirror, so that it is clearly visible. Motorcycles and similar vehicles shall display the permit on the REAR of the vehicle, so it is clearly visible from behind.
4. If a decal is lost, become illegible, or expires, it is the student's responsibility to immediately re-register the vehicle.
5. Decals are non-transferable.
6. The person who registered a vehicle and was issued the decal is responsible for that vehicle at all times, regardless to who is driving it. If the vehicle is sold, the decal should be removed.
7. Parking permits are subject to revocation by the College Administration in the event of repeated violations of campus parking and traffic regulations.
8. Handicapped parking will be permitted for Alabama handicapped license tag only. A temporary handicapped permit may be issued to a student with a demonstrated ambulatory limitation. Contact the Campus Police force for additional information.

### B. PARKING REGULATIONS:

1. Backing into or pulling through campus parking spaces is prohibited. The decal displayed on the rear view mirror must be visible from parking lot through ways at all times.
2. Student parking decals permit parking in all unmarked areas. Blue curb colors are reserved for handicapped parking.
3. Reserved spaces are restricted Monday - Friday, 7:00 a.m. to 5:00 p.m. Handicapped parking spaces are reserved at all times.
4. Temporary use of an unregistered or borrowed vehicle must be indicated by a note, which is affixed to the front window of the passenger side. The note must be dated and signed by appropriate college personnel. Notes will be accepted for a period of five days only. Should use of the unregistered vehicle be required for longer periods, contact the Campus Police for a temporary decal. Failure to comply with this regulation constitutes improper display of the decal.
5. If overnight parking is necessary, please notify the Campus Police Department.

### C. TRAFFIC REGULATIONS:

1. No person shall willfully fail or refuse to comply with a lawful order or direction of any members of the campus police department or employees with authority to direct, control, or regulate traffic.
2. The campus police force shall place and maintain traffic control devices, signals, signs, and markings in compliance with state laws and city ordinances; as deemed necessary for the safe regulation of traffic. No person shall willfully fail or refuse to comply with such traffic control devices. Nor shall any person alter, deface, injure, knock down, or remove such traffic control devices.
3. Any driver arrested for driving under the influence of alcohol or drugs will be charged in the County Court of Record, subject to provisions of Section 32-A of the Alabama Traffic Code.
4. No person shall drive a vehicle faster than 10 M.P.H. on any campuses.
5. The driver of any vehicle involved in an accident which results in injury or death of another person, or damage to the property of another, shall immediately stop the vehicle at the scene of the accident and remain there and follow these procedures:



- a. The driver shall not render any medical aid to an injured person.
  - b. The driver shall give his or her name and address and the identification number of the vehicle, and shall exhibit his or her driver's license upon request to any officer of Bishop State and/or to the injured person.
  - c. The driver shall immediately notify the Campus Police Department and shall remain at the scene of the accident until an investigation is completed.
  - d. If the accident involves a collision with an unattended vehicle, the driver shall immediately stop and notify the Campus Police.
- D. OTHER REGULATIONS AND PROVISIONS:**
- 1. The parking and traffic regulations apply to motorcycles, motorbikes, motor-scooters, and mopeds just as they apply to other vehicles.
  - 2. No motorized vehicles or bicycles will be permitted to operate on the campus sidewalks except vehicles for disabled students.
  - 3. Every operator and passenger of a motorcycle or motor-scooter shall wear an approved safety helmet while the vehicle is in motion on a Bishop State campus.
  - 4. College vehicles on emergency business are exempt from the rules of this section.
  - 5. Skateboarding in parking lots and on sidewalks at Bishop State is prohibited.
  - 6. The College assumes no responsibility for damage to motor vehicles or for any loss while the vehicle is driven or parked on its campuses.
- E. PENALTIES:**
- A fine of \$10.00 will be charged to violators of college parking regulations for parking:
- 1. within 10 feet of a fire hydrant;
  - 2. in a loading zone;
  - 3. in a driveway;
  - 4. in a designated tow-away zone;
  - 5. on a sidewalk;
  - 6. on the lawn;
  - 7. out of zone;
  - 8. double parking, or otherwise obstructing traffic; and
  - 9. backing into or pulling through parking spaces.
- F. PERMIT-RELEASE OR DENIAL OFFENSES:**
- The College reserves the right to revoke or deny a parking permit to any person for:
- 1. failing to register a vehicle for a decal;
  - 2. falsifying records for the purpose of obtaining or attempting to obtain a zone permit;
  - 3. altering a permit;
  - 4. obtaining a permit for an unauthorized person; and
  - 5. Using a permit on a vehicle other than the one for which it was issued. This is an improper display of the permit.

Fines not settled within the current semester will result in the student having a "**Traffic Hold**" placed on his or her record. This will prevent the student from registering for any classes at Bishop State until the fine is paid and the "Hold" has been cleared.

## Policies and Procedures for Emergencies

- I. PROCEDURES FOR RESPONDING WHEN EMERGENCY MEDICAL ASSISTANCE IS NECESSARY**
  - A. The Campus Police Force SHOULD NOT attempt to render direct emergency medical assistance to persons on the campuses who suffer an injury or illness unless the officer possesses a certificate that fully qualifies him or her to render the specific kind of emergency medical assistance required.
  - B. If emergency medical assistance is required before or after regular school hours on all campuses, students should immediately dial 9-1-1.
  - C. First aid kits are strategically located in key offices, shops, and laboratories of all campuses.
- II. PROCEDURES FOR RESPONDING TO FIRES**

- A. **MINOR FIRES:** A minor fire is one that can be brought under control with a fire extinguisher.

Persons encountering a minor fire on the campus should first activate the nearest fire alarm to begin immediate evacuation of the facility. All faculty, staff, and students are advocated to follow the College's emergency escape plan in a calm and orderly fashion. After activating the fire alarm, the person who discovered the fire should proceed to the nearest fire extinguisher and use it to extinguish the fire, in accordance with the basic operating regulations printed on the extinguisher.

- B. **MAJOR FIRES:** A major fire is one that cannot be brought under control single-handedly with a fire extinguisher. Persons encountering a major fire should first activate the nearest fire alarm to begin immediate evacuation of the facility. They should then dial 911, identify themselves, and give the location of the fire. Then they should proceed to the main entrance of the campus to meet the fire truck and direct fire department personnel to the fire.

- C. **OTHER PROCEDURES TO FOLLOW IN CASE OF A MAJOR FIRE:**

1. Each structure on all campuses is equipped with an emergency escape plan
  - a. That is posted through-out the structure. All people inside the structure should
  - b. Follow the evacuation plan calmly, orderly, and promptly.
2. If there is no visible escape plan, individuals should calmly determine which stairway and/or exit is closest and proceed in that direction.
3. Before attempting to open a closed door, touch the door handle to determine if it is hot.
  - a. If so, do not open the door; immediately search for an alternative exit.
4. If all exits are blocked, go to a window and shout for help.
5. If you are exposed to smoke, crawl out of the facility, crouching as low as possible to minimize smoke inhalation.
6. To release smoke from the structure and to allow air to get in for improved ventilation, open the top and bottom windows - if it is safe to do so.
7. Once everyone has evacuated the building, all individuals should proceed to a designated gathering area to account for all who had been in the building. Be mindful of the fire-fighting efforts and stay out of the firemen's way. Alert fire officials immediately if you believe others might still be in the structure who would require assistance for existing.
8. Persons who evacuate a structure should NOT attempt to return to the building to retrieve personal belongings or for any other reasons until the building has been cleared for re-entry by college administration, faculty or staff, firemen, or other emergency officials.

### III. **PROCEDURES FOR INCLEMENT WEATHER**

In the event of inclement weather, the Office of Public Relations will issue a statement on all local radio and television stations. Students should use their own judgment and not take unnecessary risks if they live in areas subject to flooding. Policies and procedures for responding to inclement weather are as follows:

- A. **HURRICANES AND RELATED FLOODING:**

1. A *hurricane watch* is issued whenever a hurricane becomes a threat to coastal areas. Persons in the area of the watch should listen for further advisories and be prepared to act promptly if a hurricane warning is issued.
2. A *hurricane warning* is issued when hurricane winds of seventy-four (74) miles per hour or higher or a combination of dangerously high water and very rough seas are expected in a specific coastal area within twenty-four (24) hours.
3. When the campus area is threatened by the effects of a hurricane, the following steps should be taken:
  - a. Keep a battery-operated radio tuned to a local station and follow the instructions.
  - b. Remain calm, follow evacuation directives, and move out of the structure to designated higher grounds.
  - c. Turn off all utilities, do not touch any electrical equipment unless it is in a dry area, and avoid the use of telephones.
  - d. Avoid travel in automobiles or vehicles of any kind since roads may be washed away by flood waters and rapidly rising waters could carry the vehicle away.

- e. People trapped in a structure by rapidly rising flood waters should move to the top floor or roof of the structure and wait for help. They should not attempt to swim to safety.
- f. People should not be fooled if the "eye" of the hurricane passes over the campus. There will be a lull in the winds lasting from five to thirty or more minutes, and at the other side of the "eye" the winds will increase rapidly to hurricane force and will come from the opposite direction.
- g. Once a hurricane has passed, people should remain inside until informed by authorities that it is safe to leave.
- h. People should keep their radios tuned to local stations for updates and other vital information.
- i. Stay out of disaster areas since sightseeing interferes with essential rescue and recovery work and may be dangerous as well.
- j. Avoid loose or dangling wires and report them immediately to the authorities.
- k. Make a conscious effort to prevent fires since decreased water pressure may make fire-fighting difficult.
- l. Be alert for tornado watches and warnings since tornadoes are frequently spawned by hurricanes.

Review the policies and procedures for *Responding to a Tornado Watch or Warning* listed below.

**B. TORNADO WATCH OR WARNING:**

- 1. When the National Weather Service issues a tornado **watch**, it means that tornadoes and severe thunderstorms are possible. When a **warning** is issued, it means that a tornado has been detected.
- 2. When a tornado watch or warning has been issued during the regular work day, the ranking security officer on duty shall notify the offices of the President and of each administrative officer. Each administrative officer shall notify each divisional head under his or her supervision and all employees and students will be notified. When a tornado watch or warning has been issued outside of the hours of the regular work day, the ranking security officer on duty shall notify anyone who may be working or on any of the campuses.
- 3. When a tornado warning has been issued, persons shall be directed to take the following safety precautions:
  - a. Take shelter immediately and do not go outdoors.
  - b. Close all windows and doors.
  - c. If possible, seek refuge in a basement, the safest place to be during a tornado.
  - d. If a basement is not available, seek refuge in a small room with no windows, such as a closet or bathroom.
  - e. If there are no small rooms available, take cover under heavy furniture in a central room in the structure.
  - f. If there are no central rooms available, take refuge in a hallway away from any doorways or windows. Sit with your back against the wall and with your knees drawn into your chest.
- 4. All precautions that are put into effect in response to a tornado warning shall remain in effect until an authorized official of the College indicates that the immediate threat of a tornado has passed.

**IV. PROCEDURES FOR TERRORISTS' THREATS:**

In the event of a pending terrorist threat, the person receiving the complaint should notify the campus police/security or call 911 immediately. The threat level will be immediately evaluated to determine what steps will be taken to protect faculty, staff, students, and campus property.

**A. Threat Level**

1. Vague Threats - usually do not require evacuation, though this will be a decision left with the police department. Individuals in the immediate threat area will be notified via police personnel.
2. Specific Threats - occur when the threat is specific in regards to time and location. Depending upon the specific circumstances, evacuation becomes a very real possibility. The threat of injury or death to personnel will be weighed against the possible confusion, panic, and disruption of services. The decision to evacuate will be made by police department officials. In the event of an evacuation, department heads will be responsible for the evacuation of faculty, staff, and students under their supervision. Evacuation routes used during practice fire drills will be utilized, unless otherwise directed by the campus police.

**B. Notification of Outside Agencies**

1. The F.B.I., Mobile Police Department, Alabama Bureau of Investigation, and the Mobile County Sheriff's Department will be notified after a specific threat has been verified. Bishop State Campus Police Officers will contain the situation, pending the arrival of outside agencies.
2. Campus layout and detailed building plans will be made available to assisting agencies.

**V. WILDCAT ALERT EMERGENCY SYSTEM**

Bishop State Community College utilizes the Wildcat Alert emergency alert and notification system. Wildcat Alert delivers rapid, multi-platform messages in the event of an emergency to students, faculty members, and staff. This will be your best source for timely information and instructions in the event of any campus emergency. Please visit the College website at [www.bishop.edu](http://www.bishop.edu) and click on the word *Emergency* identified in red.

**SELLING ON CAMPUSES:** The section on "Fundraising Policy and Procedures" is on is found in the back of this *Student Handbook*.

**VENDING MACHINES:** Vending machines have been placed in convenient areas on all campuses for students' use. Students must refrain from abusing, loitering, or littering around these machines.

**VISITORS:** Students are encouraged to invite their families and friends to visit the campuses. However, students must have the instructor's permission before inviting visitors to a class. On the Main and Baker-Gaines Central Campuses, students' visitors must stop by the Office of the Campus Police for a visitor's pass. Due to the nature of the Carver and Southwest campuses, visitors will be limited to persons having legitimate business in that department or on those campuses.

## Crime Statistics

As required by Public Law 101-542 and the Federal Jeanne Clery Act, statistics will be made available concerning such crimes as murders, rapes, robberies, aggravated assaults, burglaries, and motor vehicle theft occurring on the campuses of Bishop State Community College. All inquiries relative to crime statistics should be directed to Campus Police at (251) 405-7060. Crime statistics data are also found on the college website.

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

For Bishop State Community College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Bishop State Community College accords all rights under the law to students who are declared independent. For this policy, whenever a student has attained eighteen (18) years of age OR is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the

student. Responsibility for protection of the privacy of student educational records rests primarily with the Registrar's Office.

Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are exceptions to this definition of educational records as published in the **GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED**, Revised Edition 1995, a publication of the American Association of Collegiate Registrars and Admissions Officers.

## **Students' Access to Their Educational Records**

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Records which are developed by and are the sole possession of faculty, staff, and other personnel, and which are not accessible to other persons.
2. Records created and maintained by a physician, psychiatrist, psychologist or other professional or paraprofessional acting in the capacity having to do with the treatment of a student. Note that a physician or other appropriate professional of the student's choice may personally review such records.
3. Records created and maintained by law enforcement units solely for law enforcement purposes, and which are not made available to other persons except law enforcement officials of the same jurisdiction.
4. Financial records of student's parents or any information contained therein.
5. Confidential letters and statements of recommendations placed in the educational record of a student before January 1, 1975.
6. Confidential letters and statements of recommendation which are placed in the educational records of a student or after January 1, 1975, if the student has waived his/her rights to inspect and review the letters or statements.
7. An employment record which is used only in relation to the student's employment by the College, except where an individual in attendance at the College is employed as a result of his/her status as a student.

To review records, students and former students may go to the Admissions and Records Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Education Records" form in the Admissions and Records Office. Because of various circumstances, the College may delay to a maximum of forty-five (45) days' release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend.

## **Challenge of the Contents of Educational Records**

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate if they do so within one year of the term in question. This challenge must be in writing and must be submitted to the appropriate Dean. The Dean must decide within a reasonable period whether corrective action will be taken, and the Dean must provide written notification to the student and the Student Services Officer of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Students who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Dean of Students. The following procedures shall apply:

1. The hearing panel that will adjudicate such challenges will be the Admissions and Registration Committee.
2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Admissions and Registration Committee must inform students of the date, place, and time of the hearing reasonably in advance of the hearing.

3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more persons of their choice, including an attorney, at their expense.
4. Decisions made by the Admissions and Registration Committee must be in writing must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to both the student and the Dean of Students.
  - a. The Admissions and Records Office will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student in writing of the amendment.
  - b. Should Bishop State Community College decide not to amend the record in accordance with the student's request, the Admissions and Records Personnel must inform the student that:
    1. The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.
    2. The statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by Bishop State Community College.
    3. This record, when disclosed to an authorized party, must include the statement filed by the student.
    4. Challenges to information in educational records will not be heard if more than one year has elapsed since the quarter in question.

## Disclosure of Educational Record Information

Bishop State Community College shall obtain written consent from students before disclosing any personally identifiable information from their educational records. Such written consent must: (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student. FERPA states that certain information from student records may be classified as "directory information."

The following information has been declared by Bishop State Community College as "directory information:"

Name of student
Address, including email
Telephone number
Date/place of birth
Major/fields of study
Participation in officially recognized activities and sports
Height/weight of athletic team members
Dates of attendance
Degrees and awards received
Most recent educational institution attended

Photographs
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At the discretion of the College, photographs and directory information may be released to inquiring individuals or agencies unless students sign a "Do Not Release Directory Information" form in the Admissions and Records Office during the first two weeks of the semester. *THIS FORM MUST BE RESUBMITTED ANNUALLY.* FERPA established rules stating that some personnel and agencies may have access to students' "educational records" without written consent of the students. Bishop State Community College will disclose information from a student's educational record only with the written consent of the student except:

1. To school officials within the institution who have been determined by the College to have a legitimate educational interest in the records.
2. To school officials including counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative tasks of the College, college law enforcement officials, and college attorneys.
3. To a school official who has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contractual agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Bishop State Community College.
4. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally-supported educational programs.
5. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
6. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
7. To organizations conducting certain studies for or on behalf of Bishop State Community College.
8. To accrediting organizations to carry out their accrediting functions.
9. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody, when only one parent declares the student as dependent, Bishop State Community College will grant equal access to the student's educational records upon demonstration of dependency as described.
10. To appropriate parties in a health or safety emergency subject to a determination by the President or college deans.
11. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Admissions and Records Office makes a reasonable attempt to notify students in advance of compliance. NOTE: Bishop State Community College is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.
12. To an alleged victim of any crime of violence (as that term is defined in 18 U.S. C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

Bishop State Community College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the students.

Bishop State Community College will maintain a record of all requests for and/or the disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

# Annual Notification of FERPA Rights

Bishop State Community College will give annual notice to current students of their rights under the Act by publishing information in the [College Catalog](#). Annual notification of rights will be provided to currently enrolled students via email to the student's campus email account.

## Types, Locations, and Custodians of Educational Records

The following is a list of the types of records that Bishop State Community College maintains, their locations, and their custodians.

TYPE	LOCATION	CUSTODIAN
<b>Admission Records</b>	Admissions/Records Office, Student Life Complex	College Registrar
<b>Cumulative Academic Records (Current and Former)</b>	Admissions/Records Office Student Life Complex	College Registrar
<b>Financial Aid Records</b>	Financial Aid Office Student Life Complex	Manager of Financial Aid and Veterans Services
<b>Student Account Records</b>	Business Office, Administration Building	Dean of Finance
<b>Athletic Eligibility Records</b>	Office of Athletic Director Teaching and Learning Center	Athletic Director
<b>Disciplinary Records</b>	Office of the Dean of Students, Student Life Complex	Dean of Students
<b>Admission Records - Associate Degree Nursing (ADN)</b>	Nursing Office, Baker-Gaines Central Campus	Director of Nursing
<b>Admission Records - Physical Therapy Assistant (PTA)</b>	PTA Office, Baker-Gaines Central Campus	Director of PTA Program

## Facsimile Records (FAX)

Bishop State Community College honors FAX requests to send official transcripts to third parties, and Bishop State Community College will accept FAX transcripts for *advising* purposes only. An official transcript is required for admissions purposes.

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## **Computer Access to Records**

Bishop State Community College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria Bishop State Community College uses to determine legitimate educational interest and of their responsibilities for assuring that access is not abused.

## **Students' Rights after Ceasing Attendance or Graduation**

Students who have ceased attendance or have graduated from Bishop State Community College have basically the same FERPA rights as students currently attending, including the right to (a) inspect their educational records, (b) have a hearing to amend an educational record, and (c) have their educational record privacy protected by Bishop State Community College. Former students do not have the right to request of Bishop State Community College nondisclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

## **Privacy Rights of Deceased Students**

For twenty-five years (25) following the death of a student, the release of educational record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

## **Disposal of Records**

The disposal of college record requirements is based on an approved general records schedule adopted by the Alabama College System.

## **Live Work Policy**

"Live Work" is work done by students as part of their training programs and may include services, repairs, or production jobs. Live work will be conducted only when it will serve to enhance the instructional program, and live work projects will be assigned to individual students by instructors.

Live work is strictly regulated, in accordance with State policy, and may be performed for the following persons or organizations only: employees and students of the College, tax-supported programs and institutions, charitable organizations which are supported by donations, public service employees, and persons directly connected with education, and programs for indigents. Live work projects will be accepted only in such instances where there is no connection or relation to the making of a financial profit by the individual, program, organization, or institution. No person, regardless of position or connection, shall use the College for personal gain or profit.

The person, institution, or organization requesting a live work job is required to furnish the name and address of the person responsible for bearing all costs involved. Live work is performed by students as a part of their training; therefore, no guarantees are made. Neither the College nor the instructor is responsible for any damage to property. The charges for live work will cover the actual cost of materials or parts plus 20% (10% for students & employees) to cover breakage and waste. A deposit will be required before any live work job will be accepted. Upon completion of the work, all costs must be paid to the Business Office before the article is released. Any live work article not paid for and picked up within 30 days of completion will become the property of Bishop State Community College.

# Blood-Borne Pathogens Exposure Policy

Bishop State Community College does not discriminate against qualified applicants, students, and employees who are infected with Hepatitis, HIV, or other blood-borne pathogens. Students, applicants, and employees who are infected with a blood-borne pathogen such as Hepatitis or HIV virus will not be excluded from enrollment or employment, or restricted in their normal responsibilities or access to college services and facilities because of their infected status. The College adheres to the reporting and control guidelines and responsibilities as described by the Alabama State Board of Health and its Division of Disease Control. The College also adheres to the rules and regulations established by the various health profession associations and organizations for students and health care practitioners infected with Hepatitis, HIV, and other blood-borne pathogens to ensure the safety of the patient. These medical rules and regulations may exclude and/or restrict applicants, students, and employees from admission and/or other activities in programs such as the health professions, food preparation, child care, and cosmetology, if medically-based judgments indicate that infected persons may be harmful to the welfare of other applicants, students, and employees. Applicants, students, and employees should refer to the respective program for further information. Other resources are available through the Mobile Health Department at (251) 6908137.

# Copyright, Trademark, and Patent Ownership

A student has the right to trademark or copyright any literary materials and to patent any inventions developed by the student. Furthermore, the student shall be entitled to all profits earned from copyright or trademark materials or patented inventions developed exclusively on the student's time without the use of college funds, materials, or facilities. Copyrighted or trademarked materials or patented inventions developed using the College's materials or facilities with college funding shall be owned by the College.

# Drug and Alcohol Abuse Prevention Program

It is the policy of Bishop State Community College that during the month of September of each academic year, the information contained in this document shall be distributed to each student and employee of Bishop State Community College.

It is further the policy of Bishop State Community College that during the month of May a committee assigned by the President of the College shall review its Drug and Alcohol Abuse Prevention Program and shall:

1. Determine the effectiveness of its program and report to the President any revisions needed in the program to make it more effective; and
2. Ensure that the standards of conducts described in Part II hereof are fairly and consistently enforced; and
3. Submit a written report to the President stating the findings and recommendations of the committee. The President shall implement, effective the ensuing September, such of the committee's recommended revisions as deemed appropriate and reasonable.
4. The committee will consist of the following staff members and students:
  - a. Bishop State Staff
    1. Yvonne Foster, Counselor, (251) 405-4429, yfoster@bishop.edu
    2. Dr. Jackie Smith, Nursing, (251) 405-4475, jsmith@bishop.edu
    3. Symantha McDonald, (251) 405-7017, smcdonald@bishop.edu
  - b. Student Representative
  - c. President of the Student Government Association and
  - d. President of the Sophomore Class

# Standards of Conduct and Enforcement Thereof

**BISHOP 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 drugs by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, BISHOP STATE 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, suspension, termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitors engaging in any act prohibited by this policy shall be called upon to immediately cease this 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.

## Resources for Substance Abuse

There is help available for students who are in need of counseling or other treatment for substance abuse. Listed below are several agencies and organizations which can assist persons in need of such services.

### 1. NATIONAL TOLL-FREE HOTLINES

- a. Substance Abuse & Mental Health Services Administration (SAMHSA) For treatment assistance, call (800) 729-HELP (6686) or visit [findtreatment.samhsa.gov](http://findtreatment.samhsa.gov)

### 2. LOCAL INFORMATION AND REFERRAL NUMBERS

- a. In-Patient - Low Cost
  - Dauphin way Lodge  
(251) 438-1625
  - Home of Grace for Women  
(251) 456-7807
  - Shoulder of the Central Gulf Coast Inc.  
(Residential for Men) (251)626-2199
  - Mission of Hope Ministries (251) 649-0830
  - Alabama Teen Challenge Mobile Area Men's Campus (251)580-0091 (for men 18 or older)
  - Wings of Life (251)432-5245
  - Waterfront Rescue Mission (251)433-1847
  - Westwood Crisis Residential Program (ages 12-18, males) (251) 633-0475
- b. Day Treatment Program
  - Alta Pointe Health Systems  
(251) 666-2569
- c. Outpatient Programs
  - Catholic Social Services  
(251) 434-1550
  - Franklin Memorial Primary Health Center (251) 434-8195
  - Bradford Health Services of Mobile  
(800) 333-0906 (toll-free) or (251) 633-0900
- d. Support Groups

- Alcoholics Anonymous, (251) 479-9994
  - Narcotics Anonymous  
(251) 639-4152
  - e. Information, Referral, and Resources
    - Drug Education Council  
(251) 478-7855
    - United Way 2-1-1 \*(dial 211)
  - f. Alcohol and Drug Problems
    - Bayview Professional Associates (E.A.P.),  
(251) 450-2250
  - g. 24 Hour Crisis Center
    - Care Pointe  
(251) 450-2211
3. **TREATMENT FACILITIES:**

The treatment facilities shown provide either alcohol out-patient, residential, or in-patient options. Out-patient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. In-patient services include such treatment as detoxification and short-term hospital care. Residential services include residing at a treatment facility for one to six months and participating in such therapeutic activities as lectures, group counseling, individual counseling, and self-analysis.

Some of the facilities listed below are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Area facilities include:

- a. Baldwin County Alta Pointe Health Systems  
372 South Greene Road  
Fairhope, Alabama 36532-1905  
(251) 928-2871
- b. Franklin Memorial Primary Health Center, Inc. (A/D)  
1303 Dr. Martin L. King Jr. Avenue  
Mobile, Alabama 36652-2048  
(251) 432-4117
- c. Alta Pointe Health Systems  
2400 Gordon Smith Drive  
Mobile, Alabama 36617  
(251) 473-4423
- d. Alta Pointe Safe Haven Home  
630 Ziegler Circle Campus  
Mobile, Alabama 36608  
(251) 639-2325
- e. Salvation Army-Dauphin Way Lodge (A/D)  
1009 Dauphin St. Mobile, Alabama 36604  
(251) 438-1625

# Other Resources

## Lifelines Counseling Services, Inc.

### 1. Rape Crisis Center

Offers emergency room advocacy and counseling, family support, court advocacy and individual counseling for victims of sexual violence and their families

(251) 473 -7273

### 2. Consumer Credit Counseling

Provides consumers in Southwest Alabama with assistance in managing personal finances

251) 602 - 0011

### 3. Family Counseling Center

Family Counseling encompasses a variety of programs to help people through a number of problems.

(251) 602 - 0909

### 4. United Way 2-1-1

2-1-1 provides confidential and free information for a wide range of life emergencies, such as food, housing, and childcare assistance.

While not providing the emergency help directly, 2-1-1 can direct callers to local organizations that can assist

\*Dial 2-1-1 to speak to a specialist who will help you locate services in your area

### 5. National Suicide Prevention Lifeline

1-800-273-TALK (8255)

The National Suicide Prevention Lifeline provides a 24/7 toll-free hotline available to anyone in suicidal crisis or emotional distress

# The Student Government Association (SGA)

## Election Procedures

### I. Student Elections

- A. Election for Mr. & Miss Homecoming is held during the month of January. Elections for SGA officers are held during the month of April.
- B. Freshman and sophomore class officers are elected during the month of September. The Student Development Services (SDS) Division will make ballots for all elections. One SDS staff person will be assigned the responsibility for making ballots. A computer services staff member will open and close polls.

### II. Qualifications of Officers

- A. Sophomore candidates must be current Bishop State students who:
  - 1. are enrolled full time (12 credit hours or more);
  - 2. have earned 24 or more credit hours by the end of the current semester;
  - 3. have a minimum cumulative GPA of 2.0;
  - 4. have no disciplinary actions or problems; and
  - 5. are willing to actively participate in student activities.

*NOTE: In preparation to serve as Miss Bishop State, candidates for Miss Bishop State must have one black, two-piece suit to wear during appearances throughout the academic year.*

### III. Election Procedures

- A. Nomination and Screening
  - 1. Students will submit official application forms;
  - 2. Student Development Services will check GPAs and disciplinary records of students;
  - 3. A list of eligible candidates will be published by Student Development Services;
  - 4. Student Development Services will notify candidates of eligibility; and
  - 5. Dates/times/places for campaign speeches will be announced by Student Development Services
    - 1. on all campuses and sites.
- B. The Campaigns of Candidates
  - 1. Candidates will plan strategies and have the option to select a campaign manager;
  - 2. Candidates will begin campaigning upon receipt of notice from Office of Dean of Students/Student Activities Coordinator;
  - 3. To develop support for their campaign, students will contact supporters, make posters, fliers, and other items; display materials on all campuses and sites; and,
  - 4. Candidates will write campaign speeches and be prepared to present them on campus at designated times.
  - 5. Fliers: 25 flyers will be allowed to be put up per candidate. This is for all 4 campuses.
    - 1. Fliers must not exceed 8.5 X 11 size
    - 2. Posters are prohibited
    - 3. Each flier must be marked by the Dean of Students / Student Activities Office stamp.
    - 4. Fliers may be hung on bulletin boards on all 4 campuses of Bishop State Community College. Flyers cannot be posted on windows, walls, or glass doors.
    - 5. Flyers must be hung neatly and will not overlap other material. If this occurs, the flyer will be removed.
    - 6. You must ask permission to put up any flier in any departments glass bulletin board case or bulletin board on Bishop State campuses.

7. The Office of Dean of Students/Student Activities Coordinator reserves the right to remove any flier that they feel is inappropriate or violates election rules.
  8. All fliers should be removed and properly disposed of within 24 hours of election completion.
6. Handbills (a small printed advertisement or other notice distributed by hand)
    1. Handbills may be handed out only on the 2 days of the election.
    2. Handbills may be handed out throughout each campus. No handbills may be placed on any vehicle.
  7. Handouts (This is any type of food or item that is used to encourage a student to vote for you)
    1. Handouts will consist of wrapped candy or individual bags of snacks.
    2. Handouts will not take place 15 feet around any restricted area.
    3. Handouts will only be permitted on the 2 days of the election.
- C. Campaign Help
1. Campaigning will only be done by candidates and current Bishop State student volunteers. No family members or non-Bishop State persons may help with the campaign.

#### IV. Election Day

- A. Voting Procedures on Election Day
  1. Two (2) days will be set aside as **ELECTION DAYS** for SGA officers, which will be announced two weeks in advance. All students are urged to vote and be a part of the student organization.
  2. Polls will be open from 12 a.m. until 12 a.m. on the advertised Election Days. Results to be tallied and advertised the following work day.
- B. The Voting Process
  1. Voting is done online using electronic ballots on the BORIS System.
- C. Tallying the Votes
  1. Votes will be counted or tallied electronically by an official college employee.
  2. The **FINAL COUNT** must be reported to the Dean of Students/Student Activities Coordinator by **NOON** the day after election.
  3. Ballots and rosters will be retained in the Office of the Dean of Students for one year.

## Fundraising Policies and Procedures

### Policies

- I. Approval. All fundraising programs must have the final approval of the President before any activities begin related to the event.
- II. Fundraising Guidelines. For each Fundraising program developed by the College, the following guidelines must be followed:
  - A. Special Events for College-Approved Student Organizations and Programs
    1. Only registered official campus clubs, organizations, and programs are permitted to raise funds in the name of the College.

2. A Fundraising Activity Request form (**see Form E**) must be completed, signed by the faculty adviser, and submitted to the Dean of Student for approval at least 3 weeks prior to the function.
3. Upon approval by the Dean of Students, the request is then forwarded to the President for final approval at least two (2) weeks prior to the function.
4. A financial report must be submitted to the Dean of Student and the President's Office within three (3) days of the culmination of the Fundraising activity. (**See Form E.**)
5. No Fundraising activity which conflicts with institutional activities will be allowed.

*Examples:* selling books, school supplies or any merchandise sold by the college bookstore, or selling food at lunch hours. Selling prepared food is directly prohibited by the Board of Health regulations and is never allowed. Any activities involving prepared food must be conducted under the auspices of the Commercial Food Service staff.

- B. Direct Solicitation of Businesses/Industries and other External Agencies
  1. Request/solicitations from industries or external agencies for goods, services, or money by campus organizations and programs must be submitted to the Office of the Dean of Students at least three (3) weeks prior to the planned campaign. (**See Form F.**) Upon approval, the request is submitted to the President for final approval.
  2. A financial report, copies of receipts for cash donations, and/or copies of receipts with value of all goods or services received must be filed with the Dean of Finance within three (3) days of the culmination of the fundraising activity. (**See Form G .**)
  3. Acknowledgment of receipt of goods, services, or money should be submitted to the donors within (three) 3 days of receipt. Copies of acknowledgment should be filed in the Office of the Dean of Finance.
  4. A funds report is made available to the proper authorities.
- C. Receipt of Unsolicited Resources

The Dean of Finance is the receiving agent for all unsolicited goods and monies donated by the private sector to Bishop State Community College.

All unsolicited goods, whether restricted or unrestricted, will be processed through the Office of the Dean of Finance. The funds information system requires that all funds donated be directed to the Business Office. All restricted resources will be given to the designated recipient as soon as they have been processed.

- D. Fundraising for Bishop State Community College by Off-Campus Organizations and Individuals

No individuals or off campus organizations are allowed to sponsor a benefit program, solicit funds, or sell any goods or services in the name of Bishop State Community College without the explicit permission of the College. Clearance must be obtained from the Office of the Dean of Finance.

## Procedures

- I. Responsibilities of Campus Organization

When a fundraising activity is organized by and/or dedicated to a single campus organization or program, the fundraising procedures are established by that program and/or organization in keeping with fundraising policies prescribed by the College. The organization is responsible for following all college policies.

- II. Responsibilities and Oversight of Fundraising Programs

Fundraising for the overall college is carried out through the Office of Alumni Affairs and/or the Office of



the Dean of Finance.

### III. Steps of a Fundraising Program

For a successful fundraising program, these procedures should be followed:

- a. Planning Process
  1. Establish Organizational Structure
  2. Develop Action Plan
  3. Cultivate Volunteers and Potential Donors
  4. Build Case for Giving
  5. Select Key Leaders
  6. Establish a Time Frame
  7. Set Goals

- b. Budgeting

Establish a fundraising budget based on the financial needs to the organization. The following are typical expenditures, but there may be others related to your organization:

1. Printing
  - a. Case Statement
  - b. Correspondences
  - c. Pledge Cards
  - d. Acknowledgments
  - e. General Copying
2. Staff
  - a. President as Key Fundraiser
  - b. All College Staff in the Offices of Alumni Affairs, Fundraising, Research, and Development, and Public Relations
- c. Develop Evaluation/Review
  1. Key Leadership
  2. Faculty/Staff
  3. Administration
  4. Review of Goals

### IV. Record and Document Outcomes

1. Positive Feedback
2. Actual Pledges Generated
3. Actual Pledges Paid
4. Operating Cash

### II. Generate and File Appropriate Reports

1. Annual Funds Report Made Available to Appropriate Authority
2. All Funds Donated to the College Directed to the Business Office Personnel