

BISHOP STATE COMMUNITY COLLEGE

**WELCOME TO
WILDCAT COUNTRY**

**STUDENT HANDBOOK
2015 - 2017**



www.bishop.edu

NOTICE TO STUDENTS

BISHOP STATE COMMUNITY COLLEGE IS NOT RESPONSIBLE FOR DAMAGE TO OR LOSS OF PRIVATE PROPERTY OF ANY PERSON ON ANY OF ITS CAMPUSES. THE COLLEGE *DOES* GUARANTEE:

A CRIME-FREE ENVIRONMENT: Bishop State Community College WILL NOT tolerate crimes of any kind on its campuses and will take immediate action to prosecute persons who violate this policy. The College follows the mandates of both the Violence against Women Reauthorization Act (VAWA) and the Federal Jeanne Clery Act and provides recourses as needed.

A DRUG AND ALCOHOL-FREE ENVIRONMENT: Bishop State Community College pledges to maintain a drug and alcohol-free environment. All students accept this responsibility by their admission to the College.

Any person who violates these policies will be reported to the proper authorities and will be prosecuted to the full extent of the law.

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITIES: It is the policy of the Alabama Community College System and Bishop State Community College that no persons shall, on the basis of race, color, disability, sex, religion, national origin, age, or other characteristic protected by law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Bishop State complied with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and ADA regulations as revised in 1992.

Inquiries concerning this policy may be directed to Mrs. Madeline Stokes, Title IX Coordinator, at (251) 405-4457 or Dr. Terry Hazzard, Section 504 Coordinator, at (251) 405-7087.

BISHOP STATE COMMUNITY COLLEGE

Mobile, Alabama

Student Handbook 2015 – 2017

Accreditation

Bishop State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Bishop State Community College.

Nondiscriminatory Statement

The Alabama State Board of Education, through the Alabama Department of Postsecondary Education, proclaims nondiscriminatory practices in Alabama two-year institutions under the jurisdiction of the Alabama State Board of Education.

It is official policy of the Alabama Department of Postsecondary Education and Bishop State Community College that no persons shall, on the basis of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Bishop State Community College reserves the right to change the policies, procedures, and regulations published in this handbook without prior notice. Failure to read the *Student Handbook* under any circumstance does not constitute an excuse from complying with the College's policies and procedures.

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FOREWORD

This handbook, the **WILDCAT**, is prepared for students of Bishop State Community College, especially those who are entering college for the first time. As a member of the Bishop State Community College family, there are things you will want to know and *should* know about your College – its history, regulations, facilities, and activities. The purpose of this Student Handbook is to provide useful information and opportunities to help you adjust to college life. The “who, what, when, and where” of student life are included along with important information about the College. The **WILDCAT** brings together in one document the general information that well-informed students must know. We want you to feel at home as quickly as possible and become an involved member of the Bishop State family. You will learn much more from the New Student Orientation, your advisors, faculty members, and other students.

You should familiarize yourself with this Student Handbook and have it ready for instant use. Information about course offerings, scholastic regulations, instructions, degree requirements, and much, much more are found in *The College Catalog*, which is available on each of the four Bishop State campuses or online at **www.bishop.edu**.

If you need assistance in understanding any of the College’s regulations or procedures, check with a counselor or your faculty advisor.

There are four conveniently located Bishop State campuses throughout Mobile:

MAIN CAMPUS

351 North Broad Street
Mobile, AL 36603-5898
(251) 405-7000

BAKER-GAINES CENTRAL CAMPUS

1365 Dr. Martin Luther King, Jr. Ave.
Mobile, AL 36603-5898
(251) 405-4400

CARVER CAMPUS

414 Stanton Street
Mobile, AL 36617-3499
(251) 662-5400

SOUTHWEST CAMPUS

925 Dauphin Island Parkway
Mobile, AL 36605-3299
(251) 665-4100

PERSONS TO SEE FOR ASSISTANCE:

<u>ISSUE</u>	<u>CONTACT:</u>
Academic Regulations or Course Load	Academic or Technical Dean
Grades.....	Office of Admissions and Records
Drop and Add (during Registration only)	Academic Advisor
Drop and Add (after Registration)	Office of Admissions and Records
Withdrawal	Office of Admissions and Records
Course Complaints	Divisional Chairperson or Dean
Books and Supplies	Bookstore
Tutorial Assistance.....	Learning Assistance Center
Services for Students with Disabilities	Student Services
Tuition Payments or Refunds	Business Office
Financial Assistance	Financial Aid Office
Veterans Affairs	Financial Aid Office
Intercollegiate Athletics	Athletic Director
Student Activities (SGA).....	Coordinator of Student Activities
Information on Clubs and Organizations	Dean of Students
Lost ID Card (replacements \$5.00)	Student Services
General Lost and Found Items	Student Services
Campus Parking	Campus Police
Personal Problems.....	Counseling Center
Employment or Job Inquiries.....	Coordinator of Career Planning
Other Services or Issues Not Listed	Student Services

GENERAL INFORMATION

The Alabama Community College System Mission Statement

The **Alabama Community College System** provides a unified system of academic college education, technical education, customized business and industry training, workforce development, and adult education. This system is part of a seamless, lifelong education process for all Alabamians and corporate citizens.

Bishop State Community College Mission Statement

The **Mission of Bishop State Community College** is to provide high-quality educational opportunities and services that are responsive to individual and community needs for the citizenry of Mobile and Washington counties at an affordable cost. The College utilizes traditional and distance learning to accomplish its mission. Bishop State Community College fulfills its mission by offering the following:

- **Transfer education** designed to prepare students at the freshman and sophomore levels for transfer to other colleges and universities.
- **General education courses** in the liberal arts and sciences to support all college degree programs.
- **Technical, vocational, occupational, and career education courses** that prepare students for immediate employment, retrain existing employees, and promote local and state economic stability and competitiveness.
- **Partnerships** with business, industry, and professional groups to assess and fulfill training needs to meet workforce demands.
- **Developmental education** to assist individuals in order to improve learning skills and overcome educational deficiencies to bring their basic skills to a level appropriate for college-level work.
- **Academic support services** that include a learning resource center and basic skills activities that enhance instruction.
- **Student support services** that provide advising, counseling, tutoring, financial assistance, and social and cultural activities for all students, including those with special needs.
- **Continuing education and personal enrichment** opportunities that support lifelong learning and the civic, social, and cultural quality of life.
- **Conducive learning environments** equipped with classroom technology and attractive physical campuses.
- **Continuous assessment** through research and development of programs and services and the utilization of results for improvement.

Principles of Integrity to Guide Bishop State Community College

As members of the Bishop State family – administrators, faculty, staff, students, and alumni – we believe in the following principles of integrity that serve as a code of ethics to lead us in the fulfillment of our individual and collective “Commitment to a Program of Excellence” for the overall good of Bishop State Community College.

1. **Truthfulness and Integrity** – We value honesty in all we do and say.
2. **Responsiveness and Accountability** – We serve the people of Alabama and respond to them with our best decision-making and actions.
3. **Helpfulness** – We help by providing beneficial knowledge, information, and training to individuals, groups, and communities.
4. **Orderliness** – We organize data, information, facts, and ideas in a manner that is useful, retrievable, and applicable.
5. **Betterment** – We seek to be better every day in every facet of our work.
6. **Thrift and Value** – We conscientiously accept the responsibility for stewardship of all funds, using money wisely and faithfully.
7. **Ethics, Courtesy and Civility** – We comply with applicable laws, rules, regulations of government, accrediting agencies, our governing board and our moral compass.
8. **Equal Opportunity** – We respect the dignity and worth of all individuals. We treat people with equality without regard to their race, color, gender, age, national origin, religion, and physical or mental capacity.
9. **Responsible Independence** – We accept responsibility for the fulfillment of our mission through the independence from interference and undue influence required by accreditation standards.
10. **Effectiveness** – We measure our progress toward goals and objectives in fulfilling our mission.

Adopted from “Management Values to Guide the Alabama College System”

History of the College

Founded in the summer of 1927, Bishop State Community College was originally the Mobile Branch of Alabama State College (University) in Montgomery, Alabama, during the presidency of Dr. Harper Councill Trenholm. It was established as an in-service arm of Alabama State College that offered extension courses to African-American elementary and secondary teachers in Mobile.

In 1936, O. H. Johnson was appointed as dean. The first full-time faculty consisted of seven persons, which included such Mobile pioneers in education as Dr. Benjamin F. Baker, Mary Wilbur Weeks Burroughs, and C.F. Powell.

Dr. Sanford. D. Bishop, Sr. joined the teaching staff of "The Branch" in 1938 as an instructor of English and music. In 1941, he was named dean.

In 1942, property was acquired on Broad Street where the present Main Campus is located. The campus consisted of a two-story framed building, which prior to the purchase of the property, was used by the Voluntary Fire Fighters Society #11. It was purchased with a loan that was later repaid by students through fund-raisings. In 1963, the name "Mobile Branch of Alabama State College" was changed to Alabama State College – Mobile Center.

In 1965, the Alabama State Legislature ratified the Alabama State Board of Education's action establishing the Alabama State College – Mobile Center as Mobile State Junior College and severed its relationship with Alabama State College in Montgomery. Dr. Bishop was appointed president of the new independent junior college. In 1971, the Alabama State Legislature renamed the college to S. D. Bishop State Junior College.

Upon the death of Dr. Bishop on June 21, 1981, Dr. Joseph Christopher Mitchell was selected to serve as interim president. In September 1981, Dr. Yvonne Kennedy was appointed as the second president.

On February 23, 1989, the Alabama State Board of Education re-named the college to Bishop State Community College to reflect its growth in vocational/career offerings, transfer offerings and community service activities. On August 22, 1991, the Alabama State Board of Education consolidated two technical colleges in Mobile – Southwest State Technical College and Carver State Technical College – with Bishop State Community College.

Southwest State Technical College, now the Southwest Campus of Bishop State Community College, was established to provide postsecondary vocational training in the Mobile area under the 1947 Regional Trade School Act. The city of Mobile provided the 26 acres of land for the campus. The first graduates, in 1954, were 15 members of a practical nurse program who had begun classes in January 1953. The College officially opened in May 1954 with an enrollment of 100 students in eight programs.

Carver State Technical College, now the Carver Campus of Bishop State Community College, was chartered by the Alabama State Legislature on January 1, 1961. It was constructed in 1962 in the Toulminville area of Mobile. On November 19, 1976, the Alabama State Board of Education approved changing the name of Carver State Technical Trade School to Carver State Technical Institute and later to Carver State Technical College.

In 1995, the college added an extension to the Main Campus with the opening of the Baker-Gaines Central site. This site was formerly the historic Central High School. The facility houses the Division of Health-Related Professions. In addition, it includes a museum, child care center, 1,200-seat auditorium, multimedia center, and a bookstore.

Dr. Kennedy was president for 26 years, retiring on July 30, 2007. Dr. James Lowe, Jr. became the interim president on August 1, 2007, and on May 22, 2008, the Alabama State Board of Education appointed him president.

On February 18, 2015, James Lowe, Jr. passed away. Dr. Ulysses McBride was appointed March 10, 2015 as interim president. Dr. Valerie Richardson was appointed as Bishop State Community College's interim president on August 27, 2015. On October 20, 2015, the ACCS appointed Dr. Richardson as Bishop State Community College's president.

On February 22nd, 2016, the Alabama Community College System (ACCS) selected Dr. Reginald Sykes as acting president of Bishop State Community College.

Accreditations

Bishop State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS/COC); 1866 Southern Lane, Decatur, Georgia 30033; (404) 679-4500 ext. 4504; to award associate degrees and certificates. In addition, the appropriate accrediting agencies individually accredit the following specific programs:

- Practical Nursing and Associate Degree Nursing: Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000 www.acenursing.org
- Funeral Service Education: American Board of Funeral Service Education (ABFSE) 992 Mantua Pike, Suite 108, Woodbury Heights, NJ 08097; (816) 233-3747; www.abfse.org
- Physical Therapist Assistant: Commission on Accreditation in Physical Therapy Education (CAPTE) 1111 North Fairfax Street, Alexandria, VA 22314-1488; (703) 684-2782; www.capteonline.org
- Health Information Technology: Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; (727) 210-2350; www.caahep.org
- All Associate Degree Programs in the Division of Business and Economics: Accreditation Council for Business Schools and Programs (ACBSP) 11520 West 119th Street, Overland Park, KS 66213; (913) 339-9356; www.acbsp.org

Member of

Alabama Community College System (ACCS) www.accs.cc
 Alabama Community College Association (ACCA) www.alabamaacca.org
 American Association of Community Colleges (AACCC) www.aacc.nche.edu

Policy of Nondiscrimination

It is the policy of the Alabama Community College System and Bishop State Community College that no persons shall, on the basis of race, color, disability, sex, religion, national origin, age, or other characteristic protected by law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Inquiries concerning this policy as it relates to two-year institutions should be directed to:

Rehabilitation Act of 1973 (Section 504) Dr. Terry Hazzard Dean of Students Student Life Conference Complex Main Campus (251) 405-7087	Titles IV, VII, and IX Mrs. Madeline Stokes Director of Federal Programs Director & Baker-Gaines Central Campus (251) 405-4457
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STUDENT HANDBOOK

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. A MODERN-DAY CARE CENTER FOR INFANTS AND TODDLERS (with a capacity of 50) is available for ages three (3) months to two (2) years.
6. THE BAKER-GAINES CENTRAL MEMORABILIA ROOM houses pictures, yearbooks, and other memorabilia. To gain entry, check with the Office of the Campus Director.
7. A CAMPUS BOOKSTORE provides texts and other supplies.
8. AN ELEVATOR is accessible to individuals with disabilities.
9. TWO (2) CHAIR LIFTS are available for individuals with disabilities.
10. 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.

Instructors 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.

Alumni Affairs Office

The Office of Alumni Affairs' primary responsibility is to provide a connection between the College and its former students. It serves as the medium for former students, faculty, and staff (many of whom are BSCC graduates) to offer financial assistance, networking contacts, and other forms of support to one another. In addition, alumni are integral to recruiting efforts of the College as they share positive educational experiences and reach out to potential students.

Bookstores

Bookstore services on the Main Campus and Baker-Gaines Central 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 Baker-Gaines Central Campus Bookstore is located directly across from Admissions. Each bookstore maintains textbooks for select courses, supplies, computers, and a wide variety of Bishop State merchandise.

Core course materials taught on the Baker-Gaines Central Campus will be available only at the Baker-Gaines Central Campus Bookstore. All other campus materials for the Main Campus, Carver Campus, and Southwest Campus are available at the Main Campus Bookstore. You may also shop online by credit card at **BishopStateShop.com**.

The bookstore accepts cash, debit cards, MasterCard, Visa, Discover, American Express, PayPal, 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 BSCC ID. Text information can be acquired at BishopStateShop.com using your course schedule.

Students must present their approved award letter with stated dollar amount if books and/or supplies will be paid for by BSCC 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.....	(251) 405-7036
BAKER-GAINES CENTRAL.....	(251) 405-4461

Career Planning and 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 Counseling Services located on all campuses or call the Career Planning and Placement Office at (251) 665-4124. 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.

Child Care Centers

In conjunction with Bishop State Community College's Early Childhood Education Program, a child care center is located on the Baker-Gaines Central Campus for children ages 3 months to 4 years. Though priority will be given to the children of faculty, staff, and students enrolled on all of Bishop State's campuses, openings are then available to children of the general public.

Testing Requirements

The Placement 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.

If you took the SAT or ACT, do you still have to take the placement 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, 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 three (3) **years** from where you took the test **will not** be accepted.

Test Purpose

The Placement Test is not an admissions test. No student is denied admissions to the College on the basis of Placement Test scores. The test serves four (4) 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 Placement 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:

1. Read this entire publication so that the instructions received on the day of testing will be familiar.
2. Eat well and get sufficient rest prior to taking the Placement Test.
3. 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, like pens and pencils

Do NOT bring any of the following:

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

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; 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; COMPASS Placement 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 Assistance Center is a laboratory that provides a variety of academic support activities to help students improve their skills in various content areas. No appointment is necessary; students can walk in for assistance at any time during the semester and begin an individualized, self-paced course of study designed specifically to meet their special needs. The Learning Assistance Center is staffed with a counselor, paraprofessionals in English, Reading, and Mathematics, and peer personnel who provide free tutorial assistance.

In addition to individualized and group tutorial services, the Learning Assistance Center is equipped with several computers and printers, audio-visual units, and a wide selection of software and other educational materials to supplement and reinforce classroom instruction. Though located on Bishop State Community College's Main Campus only, these services are available to all Bishop State students.

Operating hours for The Learning Assistance Center are

8:00 a.m. – 7:30 p.m., Monday – Thursday; 8:00 to 2:00 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.bscc.al.us/Infocentre/Library.do

www.library.bscc.cc.al.us/Central/Library.do

www.library.bscc.cc.al.us/Carver/Library.do

www.library.bscc.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

Orientation for New Students

Orientation for new students is provided prior to registration. The orientation process is devoted to acquainting students with the physical and social environment, procedures, regulations, and resources of the College. A more formal orientation course, “**Strong Start**” (ORI101) is required for first-time students in select programs* and is designed to improve student learning for educational and vocational success. The course will introduce students to the knowledge and skills needed to attain educational and career goals; improve the learning environment; complete attempted Math and English courses with a C or better; improve persistence from term to term; and provide professional development.

**Check with your advisor to see when you are required to take ORI101.*

Online New Student Orientation

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

Students with Disabilities

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. Services are coordinated through the Office of the Dean of Students located on the Main Campus in the Student Life Conference Complex. The phone number is (251) 405-7087. Accommodations and other support services are available upon request.

Counseling, tutorial, and other support services are also available upon request for students with disabilities. Contact a counselor or the Office of Student Services on your campus for more information.

A Telecommunications Device for the Deaf (TDD) is available on the Main, Carver, and Southwest campuses.

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, (3) to identify and recognize individual physical ability and talent, and (4) to provide an intramural program for the general campus population.

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) 405-7030.

Opportunities for athletic participation include:

BASEBALL TEAM: The Bishop State Community College baseball team is a member of the Alabama Junior 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.

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. BSCC coaches have been selected as All-Conference Coaches on numerous occasions.

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 Junior and Community College Conference. All home games are played at the softball complex located on the Southwest Campus.

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.

Below is a list of student organizations currently at Bishop State Community College. 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.

ACTIVE MINDS: Active Minds is a campus organization that gives students opportunities to educate and create awareness of issues concerning mental health. The organization seeks to remove the stigma associated with mental illness. Membership is open to all students. For more information, please contact (251) 405-7138.

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.

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.

CHEERLEADING 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.

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.

HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA): The mission of HOSA is to enhance the delivery of compassionate, quality healthcare by providing opportunities for knowledge, skill, and leadership development of health occupations students. Interested students should see the counselors for the Health Occupations Programs.

INTERNATIONAL SOCIETY OF AUTOMATION (ISA): The objectives of ISA are to advance and to reinforce the arts and sciences related to theory, design, manufacture, and use of instrumentation, computers, and systems for measurement and control in various sciences and technologies. This organization helps students learn about future career opportunities in the field of instrumentation.

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 BSCC 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 be in the upper 20 percent of their class with a minimum 3.0 GPA on a 4.0 scale. The membership fee is \$50.00, which includes the cost of \$35.00 for the national membership pin and certificate and \$15.00 for expenses of the local chapter.

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.

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 vfairley@bishop.edu or Dr. Jackqueline Smith at jsmith@bishop.edu.

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://ptkbscc.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.

SYSTEMATIC STUDENT ASSISTANCE CLUB (SSAC): The purpose of the Systematic Student Assistance Club is to provide students with online academic skills and to improve the knowledge of students familiarizing them with the use of BORIS, Blackboard, online registration, and required class assignments. The organization also focuses on improving individual skills, productivity, and student knowledge through the use of technology in the classroom.

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.

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 I**). 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, 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.

Students' Roles in Decision-Making

Effective June 12, 1992, the College adopted the following statement relative to the students' roles and participation in institutional decision-making:

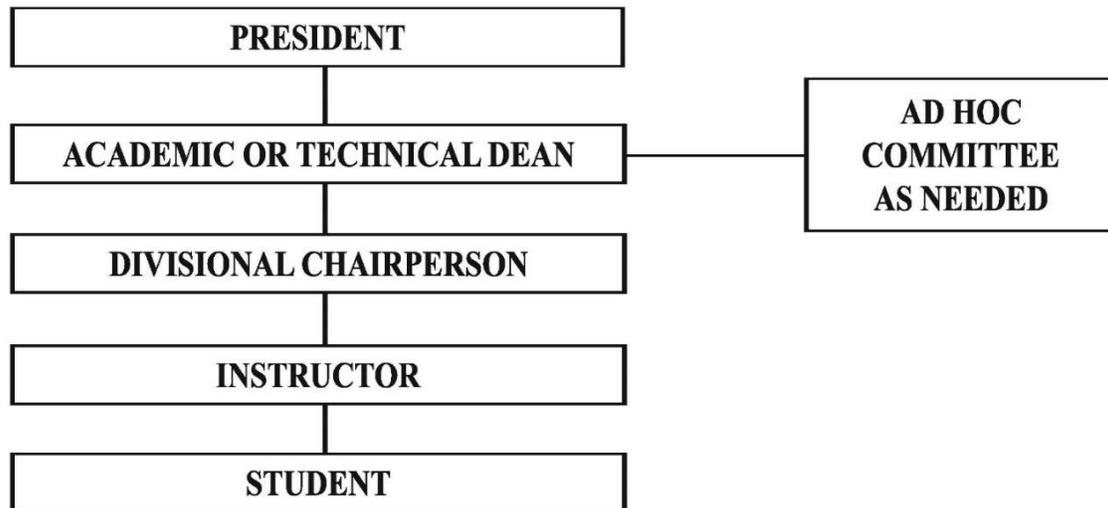
Bishop State Community College students shall participate in the decision-making process of the College through the college-wide system of standing committees approved by the President and through the Student Government Association (SGA). Students will serve on all standing committees of the College. The president of the Student Government Association shall be a member of the College's advisory committee. SGA officers and campus favorites are elected during at-large elections by all students each fall semester. The Student Council membership includes the SGA officers, class favorites, freshmen, and sophomore representatives, and four students from each campus that has no elected representation. Through participation in the SGA, the Student Council, and various committee assignments, students will provide input regarding policies, procedures, and regulations of the College which affect their day-to-day matriculation as consumers of the college experience.

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. See the chart below for levels of subsequent submission to the appropriate personnel. 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:

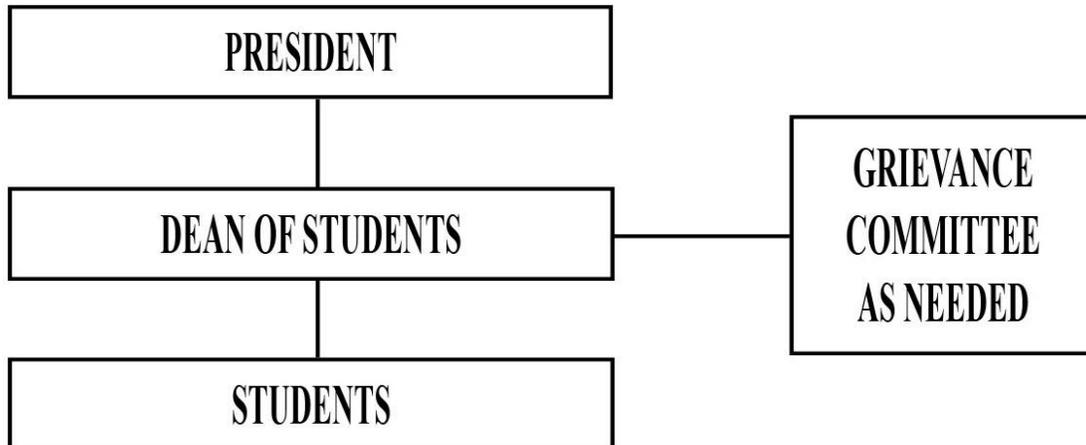
The committee will conduct its deliberations in closed and confidential session and will direct its recommendations to the appropriate dean. Each committee member must vote on the action to be taken and the recommendations must be signed by each committee member. The dean will notify the student within 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 shown in the chart below. The arrows denote the communications process to and from the administration.



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 hearing 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:

1. A notice of appeal is filed, using **Grievance Form B – Part II**, with the Grievance Officer and the Chancellor of the Department of Postsecondary Education within fifteen (15) calendar days following the complainant's receipt of the committee report. 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*

2. 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 BSCC 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 for Disabled Student Services, 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 ADA/DSS Coordinator on the Main Campus in Disabled Student Services. For more information, call (251) 405-7028. 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.

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.

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.

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.

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.

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.

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 IV, VII, and IX Coordinator
U. S. Department of Education**

Titles IV, VII, and IX	Office of Civil Rights
Mrs. Madeline Stokes	101 Marietta Powers, Suite 2700
Director/Federal Programs	Atlanta, GA 30323
Director, Baker-Gaines Central Campus	(404) 221-5960
365 Dr. Martin Luther King, Jr. Avenue	
Mobile, AL 36603-5898	
(251) 405-4457	

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 for information. 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 BSCC campuses must register their vehicles, preferably at the time of class registration.
2. Registered vehicles will be issued a BSCC 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 throughways 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 BSCC 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 BSCC campus.
4. College vehicles on emergency business are exempt from the rules of this section.
5. Skateboarding in parking lots and on sidewalks at BSCC 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 that is posted through-out the structure. All people inside the structure should 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.
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.
Remain calm, follow evacuation directives, and move out of the structure to designated higher grounds.
- b. Turn off all utilities, do not touch any electrical equipment unless it is in a dry area, and avoid the use of telephones.
- c. 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.
- d. 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.
- e. 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.

- f. Once a hurricane has passed, people should remain inside until informed by authorities that it is safe to leave.
- g. People should keep their radios tuned to local stations for updates and other vital information.
- h. Stay out of disaster areas since sightseeing interferes with essential rescue and recovery work and may be dangerous as well.
- i. Avoid loose or dangling wires and report them immediately to the authorities.
- j. Make a conscious effort to prevent fires since decreased water pressure may make fire-fighting difficult.
- k. 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 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*.

TELEPHONES: Pay telephones are located throughout the campuses of the College. Specifically, pay telephones may be found in the student lounges and some shop areas for students' use. Please be courteous and limit your calls to three (3) minutes. Office phones may not be used to make personal calls.

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 in the Appendix of this *Student Handbook*.

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

Photographs and directory information will 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**. New students will receive information concerning their rights under the Act through the distribution of an information sheet at orientation. Annual notification of rights will be provided to currently enrolled students in their registration packets for the fall term.

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

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 admission purposes.

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) 690-8137.

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) 405-0037, 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

2. LOCAL INFORMATION AND REFERRAL NUMBERS

- a. In-Patient - Low Cost
 - Dauphinway Lodge
(251) 438-4729
 - Home of Grace for Women
(251) 456-7807
- b. Day Treatment Program
 - AltaPointe Health Systems
(251) 666-2569
- c. Outpatient Programs
 - Catholic Social Services
(251) 438-1603
 - Franklin Memorial Primary Health Center
(251) 434-8195
 - Bradford Health Services of Mobile
(800) 333-1865 (toll-free) or (251) 633-0900
- d. Support Groups
 - Alcoholics Anonymous,
(251) 479-9994
 - Narcotics Anonymous
(251) 639-4156
- e. Information, Referral, and Resources
 - Drug Education Council
(251) 478-7855
- f. Alcohol and Drug Problems
 - Bayview Professional Associates (E.A.P.),
(251) 450-2250

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 Greeno 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. AltaPointe Health Systems
2400 Gordon Smith Drive
Mobile, Alabama 36617
(251) 473-4423
- d. AltaPointe 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) 438-4729

THE STUDENT GOVERNMENT ASSOCIATION (SGA) Election Procedures

I. Student Elections

- A. Election for Mr. & Miss Homecoming is held during the month of January. Elections are held during the during the month of April for SGA officers, Miss Bishop State, Mr. Bishop State, and Sophomore class officers.
- B. Freshman 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 and providing copies for all campuses, in case of paper ballots. If computers or voting machines are used, an SDS staff person will be given computer codes or machine keys to open and close polls. If Scantron ballots are used, a staff person will submit the ballots to the appropriate office to be tallied on the scanner.

II. Qualifications of Officers

- A. Sophomore candidates must be bona-fide 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 green and/or gold, two-piece suit or dress 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 on all campuses and sites;
 4. Student Development Services will notify candidates of eligibility; and
 5. Dates/times/places for campaign speeches will be announced by Student Development Services 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 Student Development Services;
 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.

NOTE: All candidates will speak for 3 minutes maximum on each campus during the lunch or break period at the designated location and time set by the student services administrator of that campus.

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. Election Day Campaigning

1. Election Area Restriction: There will be NO campaigning within 50 feet of the voting area.
2. Posters, fliers, buttons, and other campaign literature MAY NOT be distributed or displayed within fifty (50) feet of the voting area.

C. The Voting Process

1. Voting is done online using electronic ballots on the BORIS System.
2. In case of paper voting, the official student roster will be printed for each campus. Before a student is allowed to vote, his or her name will be highlighted on the roster by the poll manager.
3. After the student has written his or her signature beside the highlighted area, he or she may proceed with voting.
4. Each student will receive one ballot to cast one vote.
5. Ballots will be on computers, official voting machines, or Scantron forms whenever possible.
6. Students must vote on their home campus (the campus which houses the program identified as their declared major) or at the off-campus site on which they are registered.

D. Tallying the Votes

1. Votes will be counted or tallied electronically by an official college employee.
2. In case of paper ballots, votes will be counted and tallied by one faculty or staff member and one SGA officer.
3. The FINAL COUNT must be reported to the Dean of Students by NOON the day after election.
4. 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

- V. 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

Form A OFFICIAL STUDENT COMPLAINT

What kind of complaint are you addressing? _____ Academic _____ Non-Academic

Please check one: _____ Student _____ Parent _____ Visitor _____ Prospective Student

Name _____ Student Number _____
(if applicable)

Address _____

City _____ State _____ ZIP _____

Cell () _____ E-mail _____

Please check which type of complaint:

_____ **INFORMAL COMPLAINT** The Informal Grievance is where a student complaint should be resolved by filing a Student Grievance form (Informal Complaint) on an informal basis. The Student Grievance Form should be filed with his or her instructor, department chair, campus director, and/or the appropriate dean.

Description of Complaint, including Name(s) or Office(s) _____

Informal Findings

Student Signature _____ Date _____

Official Signature _____ Date _____

Where this process does not result in a resolution of the grievance, the student may proceed to the Formal Grievance procedure.

_____ **FORMAL COMPLAINT** The Formal Grievance is filed when a student cannot resolve his or her complaint informally. The student must file a Student Grievance Form (Formal Complaint) in the office of the appropriate dean.

What are you requesting that this office do to assist you? _____

Student Signature _____ Date _____

Official Signature _____ Date _____

Return the completed and signed form to the campus director or dean on your campus.

Revised August 2015

Form B

GRIEVANCE APPEAL

TO: President, Bishop State Community College

FROM: _____

DEPARTMENT/PROGRAM: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

PART I. NOTICE OF APPEAL

Nature of grievance being appealed: _____

Appeal Statement(s): (Please specify objection(s) to finding(s), conclusion(s), or recommendation(s) of Report of the Committee or Title IX Coordinator and/or report arising from grievance hearing. Attach any supporting documents and include photocopy of report. Use additional sheets if necessary.)

Complainant _____

COPY TO: President, Bishop State Community College
Respondent(s) to Grievance (if other than College)

PART II. PRESIDENT'S REPORT

TO: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

FROM: President _____

Date Appeal Received: _____ Date of Report: _____

Response to Appeal: _____

President _____

COPY TO: President, Bishop State Community College
Respondent(s) to Grievance (if other than College)

Grievance Form C

GRIEVANCE APPEAL TO ALABAMA COMMUNITY COLLEGE SYSTEM

TO: Chancellor, Alabama Community College System

FROM: _____

DEPARTMENT/PROGRAM: _____

PART I. NOTICE OF APPEAL TO CHANCELLOR, ALABAMA COMMUNITY COLLEGE SYSTEM

a) Nature of grievance being appealed: _____

b) Appeal Statement(s): This is an appeal of the Chancellor's Response to Complainant's Appeal submitted on Grievance Appeal Form B and a request for a review by the Chancellor of the Alabama Community College System to review the President's report (attached hereto) and the initial grievance report (also attached).

Complainant _____

COPY TO: President, Bishop State Community College
Respondent(s) to Grievance (if other than College)

PART II. REPORT OF CHANCELLOR, ALABAMA COMMUNITY COLLEGE SYSTEM

TO: _____

ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

FROM: Chancellor, Alabama Community College System

Date Appeal Received: _____ Date of Response: _____

Response to Appeal: _____

Chancellor _____

COPY TO: President, Bishop State Community College
Chancellor, Alabama Community College System
Respondent(s) to Grievance (if other than College)

Form D

DO NOT RELEASE DIRECTORY INFORMATION

NOTE: IF A STUDENT DOES NOT WANT HIS OR HER STUDENT INFORMATION TO BE PUBLISHED IN THE COLLEGE DIRECTORY, THIS FORM MUST BE COMPLETED WITHIN THE FIRST TWO (2) WEEKS OF THE SEMESTER AND RETURNED TO THE OFFICE OF ADMISSIONS AND RECORDS.

THIS FORM MUST BE RESUBMITTED ANNUALLY.
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

IF THE STUDENT DOES NOT FILL OUT THE FORM ABOVE AND RETURN IT TO THE ADMISSIONS AND RECORDS OFFICE WITHIN THE FIRST TWO WEEKS OF THE SEMESTER, THE STUDENT DIRECTORY INFORMATION WILL BE RELEASED TO INQUIRERS.

=====

DO NOT RELEASE DIRECTORY INFORMATION

STUDENT NAME: _____

STUDENT NUMBER: _____

ADDITIONAL COMMENTS: _____

SIGNATURE STUDENT _____ DATE _____

OFFICIAL SIGNATURE _____ DATE _____

Return the completed and signed form to the campus director or dean on your campus.

Form E

REQUEST FOR REVIEW OF EDUCATIONAL RECORDS

TO BE COMPLETED BY STUDENT:

Date _____

Social Security Number or Student Number _____

I, _____, wish to review my
(Print Name)

educational records in the Registrar's Office.

Signature _____ Date _____

FOR OFFICE USE ONLY:

This record contains the following:

____ Application for admission to the College

____ High school transcript/GED

____ College(s) transcript

____ Permanent record

____ Transcript request form(s)

____ Social Security verification form(s)

____ Full time status verification form(s) – financial agencies

____ "B" form(s)

____ Grade change form(s)

____ Name and address change form(s)

____ Graduation check sheet

Registrar's Signature _____

Date Reviewed _____

-or- Registrar's Office Personnel Signature _____

Date Reviewed _____

Form F

FUNDRAISING ACTIVITY REQUEST FROM ORGANIZATION

Faculty Adviser(s)

Type of Fundraising Activity

Beginning Date of Fundraising Activity

Ending Date of Fundraising Activity

Purpose of Activity

FOR OFFICE USE ONLY:

Date Received

Approved

Disapproved

Date

Signature

Dean of Students

Approved

Disapproved

Date

Signature

President

Form G

BUSINESS AND INDUSTRIAL SOLICITATION REQUEST

Organization/Department _____

Type of Goods or Services Requested _____

Proposed Use of Goods or Services _____

(Use Separate Sheet If Necessary)

Name of Business(s) To Be Solicited _____

(Use Separate Sheet If Necessary)

Beginning Date of Solicitation _____

Ending Date of Solicitation _____

Estimated Value of Goods and/or Services Solicited _____

(Use Separate Sheet If Necessary)

Requested By _____
(Please Print)

Signature _____ Date _____

=====

FOR OFFICE USE ONLY:

Date Received _____

Approved _____ Disapproved _____ Date _____

Signed _____
Director of Fundraising

Approved _____ Disapproved _____ Date _____

Signed _____
President

Form H

FINANCIAL REPORT FORM

Organization _____

Type of Fundraising Activity (Please Check One)

_____ Student Activity

_____ Business/Industrial Solicitation

Name of Fundraising Activity _____

FOR SOLICITATION FUNDRAISERS ONLY:

Attach a Copy of Receipt(s) for All Goods Received

Name of Business Contact Person _____

Amount Received _____

Total Amount Raised For This Activity \$ _____

Submitted By _____ Date _____
(Please Print)

Signature _____

=====

FOR OFFICE USE ONLY:

Received by the Office of the Dean of Students

Signature _____ Date Received _____

Received By the Office of Fundraising

Signature _____ Date Received _____

Form I

OFFICIAL PETITION FOR FORMING STUDENT CLUBS AND ORGANIZATIONS

1. Name of Proposed Club or Organization: _____

2. Type of Proposed Club or Organization:

Academic _____ Social _____
Services _____ Other _____

3. Names of (10) ten interested students:

(Each student signing this Petition must be a full-time student at Bishop State Community College.)

- 1. _____ 6. _____
2. _____ 7. _____
3. _____ 8. _____
4. _____ 9. _____
5. _____ 10. _____

4. Proposed Constitution: (Please attach to this form a proposed Constitution containing the following information.)

A. Purpose of the club or organization

B. Officers of the club or organization

C. How the officers will be chosen

5. Faculty Sponsors(s):

- 1. _____
2. _____
3. _____

All information must be completed before this form is submitted to the Dean of Students for approval.

Signature

Date

Form J

RELEASE AND HOLD HARMLESS AGREEMENT

I _____, the undersigned party; have freely and voluntarily decided to participate in activities associated with student organizations at Bishop State Community College. I understand that by participating in such activities, I may be asked to travel in college vehicles or personal automobiles of college employees to attend events associated with the College. As a result, I further understand that I am not entitled to any insurance coverage or medical benefits, which the College may provide. I am willingly accepting full responsibility and liability for any injury which I might suffer during my travels, and I hereby release and hold harmless Bishop State Community College and its officials and employees from any claim or liability relating to any injury, including death, which I might suffer during or as a result of my participation.

Student _____ Date _____

Date of Birth _____ Student Number _____

Address _____

City _____ State _____ ZIP _____

Emergency Contact _____

Relationship _____

Cell Phone (_____) _____ Work Phone (_____) _____

Home Phone (_____) _____

Appendix I

CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION (SGA)

ARTICLE I - NAME

The name of this organization shall be the Bishop State Community College Student Government Association (BSCC/SGA).

ARTICLE II - PURPOSES

The purposes of the BSCC/SGA shall be to:

- Encourage wholesome attitudes toward all programs of the College;
- Attain cooperation between the faculty and the student body;
- Stimulate interest in the general welfare of the College;
- Promote a student publication; and
- Encourage eligible students to register and vote.

ARTICLE III - MEMBERSHIP

All students officially enrolled in Bishop State Community College (all campuses) shall be members of the BSCC/SGA.

ARTICLE IV - OFFICERS

SECTION 1: The elected officers for the BSCC/SGA shall be a president, a vice president, and a secretary. The president and vice president must be sophomores in good academic standing with at least 30 credit hours completed by the end of the spring semester during which elections are held. The secretary will be a freshman in good academic standing.

SECTION 2: The president shall preside over all meetings of the SGA, the Student Council, and appointed chairpersons of the standing committees and hold them accountable for their respective duties, and serve as ex-officio member of all committees.

SECTION 3: The vice president shall cooperate with the president in promoting the SGA's interests and perform the duties of the president when the president is absent.

SECTION 4: The secretary shall record minutes of all meetings of the SGA and the Student Council and shall be responsible for all correspondence.

ARTICLE V - STUDENT COUNCIL

SECTION 1: The general organ of government for the BSCC/SGA shall be known as the Student Council.

SECTION 2: The Student Council shall consist of the president, vice president, secretary, the presidents of all student clubs and organizations, elected class favorites, the president and vice president of the freshman and sophomore classes, first and second vice president of campus-based councils, and other representatives as required.

SECTION 3: The Student Council shall perform both executive and legislative functions, subject to approval of the SGA.

ARTICLE VI - QUALIFICATIONS OF OFFICERS AND REPRESENTATIVES

The officers of the SGA and members of the Student Council must maintain a minimum GPA of 2.0 and exhibit wholesome attitudes toward the College and its programs at all times.

ARTICLE VII - MEETINGS

The SGA and the Student Council shall meet once each month; meetings of the Student Council preceding those of the SGA.

ARTICLE VIII - JUDICIAL PROCEDURES

In cases where the SGA has been authorized by the College to act judicially, its decisions shall be final.

ARTICLE IX - AMENDMENTS

The constitution may be amended by a two-thirds majority vote of the SGA.

BY-LAWS

ARTICLE I

SECTION 1: Candidates for president and vice president of the SGA shall campaign for office beginning with the first Tuesday in April and shall continue for a period of two weeks. At the end of two weeks, one ballot shall be passed to all members of the student body, who shall be allowed to cast one vote for the candidate of their choice for president and one for vice president. The candidate in each category who receives the highest number of votes shall become president of the Student Government Association.

SECTION 2: Should it become impossible for the president or the vice president to take office in the fall, the SGA shall fill the position(s) temporarily until an election can be held.

SECTION 3: The secretary of the SGA should be elected at its first regular meeting during the fall quarter.

ARTICLE II

Before each regular meeting, the president and the Student Council shall have the power to assemble and formulate plans for presentation to the SGA in the general assembly.

ARTICLE III

Any vacancies occurring in the standing committees, Student Council, or campus representatives shall be filled by the responsible body at its next regular meeting.

ARTICLE IV

Each chairperson of a standing committee shall be required to submit a written report at each regular meeting.

ARTICLE V

The meetings of the Student Council and the SGA shall follow Robert's Rules of Order as closely as possible.

ARTICLE VI

The By-Laws may be amended by a two-thirds majority of the SGA.

STATUTE OF THE STUDENT CONDUCT AND APPEALS COMMITTEE

ARTICLE I

1. The Student Conduct and Appeals Committee shall be established in accordance with the regulations of Bishop State Community College, hereafter referred to as the College. It shall be constituted and shall function according to the provisions of the present Statute, which shall be part of college relations.
2. This statute may be amended with the approval of college faculty, staff, and the SGA.
3. This statute deals with non-academic behavior.

CHAPTER I - ORGANIZATION OF THE COMMITTEE

ARTICLE II

The committee shall consist of two SGA officers, two students (non-officers), and five faculty members.

ARTICLE III

1. The student members shall be appointed by the SGA and shall have the qualifications necessary for membership in the SGA.
2. Faculty and staff members shall be elected by college faculty and staff persons.

ARTICLE IV

1. The student members shall hold office for one year but may be reappointed if they have the necessary qualifications.
2. Faculty and staff members shall hold office for two academic school terms.
3. The SGA, faculty, and staff shall fill vacancies immediately whenever they occur.

CHAPTER II – JURISDICTION OF THE COMMITTEE

ARTICLE V

1. The provisions of the present statute apply to all full-time and part-time students of Bishop State Community College.
2. The regulations herein provided shall apply to behavior on all campuses of the College, in the immediate vicinity of the campus, and at college-sponsored events.
3. Matters of discipline in classrooms and shops shall be handled at the discretion of the faculty member in charge, who may refer such matters to the committee, if desired.

ARTICLE VI

1. The provisions of the present statute shall be used as the major instrument against students regarding non-academic actions.
2. Non-academic disciplinary actions not provided for by this statute shall be null and void except that the College administration retains its authority to act without reference to this statute when warranted, in extraordinary circumstances.

ARTICLE VII

1. The committee may hear and decide all cases presented to it in accordance with the procedures described in Chapter IV.
2. The committee may levy four types of penalties in accordance with the provisions of Article XVI:
 - A. SPECIFIC ORDERS. The committee may order the performance or non-performance of specific acts, including the payment of fines, as punishment for violations.
 - B. REPRIMAND. The committee may warn an offender against further violations and note the action taken in its files.
 - C. DISCIPLINARY PROBATION. The committee may place a student on probation for a period which shall seem proper. A record of this action shall be placed in the student's personnel file.
 - D. SUSPENSION. The committee may suspend a student from the College for a period which shall seem proper. A record of this action shall be placed in the student's personnel file.

CHAPTER III - PRIMARY AND SECONDARY OFFENSES

ARTICLE VIII

1. Offenses listed in this statute as primary offenses under Article IX shall be punishable under Article VII, Section 2, paragraphs A-C.
2. Offenses listed in this statute as secondary offenses under Article X shall be punishable under Article VII, paragraphs A-C.

ARTICLE IX

The College prohibits the following types of behavior and cites violations as primary offenses:

1. Use of alcoholic beverages on the campus or at college-sponsored activities.
2. Gambling. This includes activities defined as gambling by a civil law.
3. Disorderly conduct. This shall be defined as any specific act or pattern of behavior resulting in or clearly tending to result in injury to persons or property, or disturbance of the peace of the College.
4. Contempt of the College. Failure to observe orders of the committee, disrespect at committee hearings, and disrespect of faculty, staff, administrators, or duly authorized students in the performance of their duties shall constitute contempt of the College.
5. Serious disregard of regulations. Where the committee finds that a student has repeatedly violated posted regulations as defined in Article X, it may be considered "serious disregard of regulations," which shall be punishable as a primary offense. In making this finding, the committee may also consider the previous disciplinary record of the offender.

ARTICLE X

1. Where administrative regulations governing campus behavior are published in places accessible to students on all campuses (such as the COLLEGE CATALOG/STUDENT HANDBOOK or bulletin boards), or in places frequented by students, violation of the regulations shall be treated as secondary offenses by the committee.

2. Violations of the following regulations are secondary offenses:
 - A. Parking in areas reserved for visitors, faculty and staff, or the disabled.
 - B. Smoking, eating, and drinking in classrooms, laboratories, and the libraries; smoking in the cafeterias.
 - C. Being in unsupervised laboratories without the instructor's permission.
 - D. Engaging in unacceptable conduct. Examples are: littering the campus or buildings on campus, profanity, fighting, to name a few.

CHAPTER IV - PROCEDURES FOR THE COMMITTEE

ARTICLE XI

The committee may formulate its own rules and procedures, except as provided by provisions of the present statute.

ARTICLE XII

1. Cases may be written and referred to the Dean of Students by any student, a member of the faculty and staff, or an administrative officer.
2. Cases must be referred, in writing, to the chairperson of the committee. The referral must specify the person charged and the offense for which charged, as defined in the present statute.
3. The person referring a case to the committee must appear before the committee as plaintiff.

ARTICLE XIII

1. All hearings of the committee shall be published and decisions shall be publicly announced, but deliberations and voting by the committee shall not be published.
2. A majority vote of the committee's membership shall be necessary to convict any student on trial. The chairperson of the committee shall vote in all cases.
3. Decisions of the committee shall be written by the chairperson and shall not include indications of how individual members of the committee voted, but provisions shall be a matter of record.

ARTICLE XIV

1. Decisions of the committee shall be final when approved by the proper college officer (the President's appointed representative).
2. The college officer responsible for implementing committee decisions shall approve, veto, or return for review all decisions of the committee within three days following the conclusion of the hearing.

CHAPTER V - RIGHTS OF STUDENTS

ARTICLE XV

1. It is intended that the present statute should protect the substantive rights of students.
2. No regulations herein stated shall be so construed or applied as to:
 - A. Discriminate against any person based on race, color, sex, creed, national origin, disability or other characteristic protected by law.

- B. Deny any student the freedom to believe in or express ideas or ideals to which they are entitled as U. S. citizens.
- C. Punish off-campus, conscience-motivated political activities by students not pretending to speak for the College, even if such activities result in civil penalties.

ARTICLE XVI

1. It is intended that the present statute should protect the procedural rights of students.
2. The following procedural rights of students shall be observed:
 - A. A student charged before the committee must be convicted or acquitted of the charge(s) specified, not for a greater or lesser offense.
 - B. A student charged with a primary offense may have an adviser at a hearing before the committee. If the student desires faculty advice but is unable to obtain such, the committee shall appoint a faculty member to serve as adviser.
 - C. Students shall not be compelled to testify against themselves, nor shall any student be charged with the same offense twice.
 - D. A student who has been convicted by the committee has the right to appeal the committee's findings to the Alabama Community College System.

Appendix II

FEDERAL JEANNE CLERY ACT Campus Crime Statistics

The Federal Jeanne Clery Act requires colleges and universities to collect and report annually certain information regarding criminal incidents. The statistics reported below are presented pursuant to that obligation.

Campus crime, arrests, and disciplinary referral statistics are based on information reported to the Campus Police of Bishop State Community College and the Mobile Police Department. The College is a non-residential institution.

The four campuses of Bishop State Community College are made up of buildings and property owned by the College that support the mission of the institution. The table below documents the number of reported offenses occurring on the overall college campus from January 1, 2011 through December 31, 2013. Effective October 2015, the table will be updated to reflect the new requirements relative to the Violence against Women Reauthorization Act (VAWA).

As reported by the American Council on Education, this Act which was signed into Law by President Obama on March 7 that imposes new obligations on colleges and universities under its Campus Sexual Violence Act ("SaVe Act") provision, Section 304.

CRIMINAL OFFENSES ON-CAMPUS

Criminal Offenses – On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
i. Incest	0	0	0
ii. Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	2	0	0
Motor vehicle theft (does not include theft <i>from</i> a motor vehicle)	0	1	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

CRIMINAL OFFENSES PUBLIC PROPERTY

Criminal Offenses – Public Property	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
i. Incest	0	0	0
ii. Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	2	0	0
Motor vehicle theft (does not include theft <i>from</i> a motor vehicle)	0	1	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

HATE OFFENSES

The following criminal offenses that manifest evidence of prejudice based on race, religion, sexual orientation, gender, disability or ethnicity and can be classified as Hate Crimes as prescribed by the Hate Crimes Statistics Act (28 U.S.C 534) and occurred.

Hate Offenses – On-Campus	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
i. Incest	0	0	0
ii. Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	2	0	0
Motor vehicle theft (does not include theft <i>from</i> a motor vehicle)	0	1	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

HATE OFFENSES

Hate Offenses – Public Property	2011	2012	2013
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex offenses – Non-forcible	0	0	0
i. Incest	0	0	0
ii. Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	2	0	0
Motor vehicle theft (does not include theft <i>from</i> a motor vehicle)	0	1	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

ARRESTS

Arrests – On-Campus	2011	2012	2013
Illegal weapons possession	0	0	0
Drug law violations	0	1	0
Liquor law violations	0	0	0

Arrests – Public Property	2011	2012	2013
Illegal weapons possession	0	0	0
Drug law violations	0	1	0
Liquor law violations	0	0	0

Arrests – On-Campus	2011	2012	2013
Illegal weapons possession	0	0	0
Drug law violations	0	1	0
Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals – On-Campus	2011	2012	2013
Illegal weapons possession	0	0	0
Drug law violations	0	1	0
Liquor law violations	0	0	0

Disciplinary Actions/Judicial Referrals – Public Property	2011	2012	2013
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

Appendix III

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) Sexual Misconduct Policy

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Introduction

Statement of Prohibition

This policy prohibits all forms of sexual or gender-based harassment, discrimination, or misconduct, including, but not limited to, sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Sex discrimination in any form, including any form of sexual misconduct, is contrary to Bishop State Community College's values and is prohibited by college policies as well as local, state, and federal laws, and the policies of the Alabama Community College System Board of Trustees. These behaviors are harmful to the well-being of our college community, the learning/working environment, and collegial relationships among our students, faculty, staff, and visitors. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment and referral to law enforcement authorities.

Commitment to Address Sexual Misconduct

Bishop State Community College is committed to providing an environment that is safe and conducive for learning and employment. Any behavior that threatens this environment is a violation of college policy. All members of the college community are strongly encouraged to report any incident of sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence directly to the Title IX Coordinator. Violations may also be reported to any "Responsible Employee" as outlined in this policy.

Upon receipt of a report, the College will take prompt and effective action by providing interim remedies to issues that threaten the safety and security of the victim and offering appropriate support. Additionally, the College will conduct a thorough review and investigation in an effort to address the alleged misconduct.

Retaliation against any person who makes a complaint or participates in the complaint process is a violation of college policy, and should be reported to the Title IX Coordinator. A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

Scope of Policy

Jurisdiction of the Policy

This policy applies to related conduct occurring on college campuses and sites, college property or at college-sanctioned events or programs that may take place off campus. In particular, off-campus conduct that is likely to have a substantial adverse effect on or poses a threat of danger to any member of the college community or the College as a whole is covered under this policy.

Individuals Covered by the Policy

The policy applies to all members of the college community, including students, faculty, staff, administrators, volunteers, vendors, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, conducting business or having any official capacity with the College or on college property.

Statement of Confidentiality

The College encourages victims of sexual violence to talk to a college official regarding alleged incidents so that the support needed may be provided and the College can respond appropriately. The College will make every effort to maintain confidentiality where possible and practical. Details regarding confidential resources are outlined further in this policy.

Title IX Coordinator and Responsibilities

Title IX Coordinator

Mrs. Madeline Stokes
 Baker-Gaines Central Campus
 (251) 405-4457
mstokes@bishop.edu

Responsibilities: It shall be the responsibility of the Title IX Coordinator to review and investigate reported incidents of sexual misconduct in accordance with this policy and recommend an appropriate solution to the President. It shall also be his or her responsibility to implement appropriate interim steps for the victim and the alleged perpetrator to preserve the safety and security of the victim and the college community.

The Title IX Coordinator can assist students and employees in filing formal complaints, or if a formal complaint is not desired, he or she will work with the complainant to address any concerns. The Coordinator will also assist the complainant in notifying Campus Police or local law enforcement authorities, if requested or deemed necessary. Additionally, the Coordinator will assist the complainant in seeking appropriate assistance or making referrals by:

- Identifying health care options;
- Ensuring that the victim is aware of the options for seeking treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services;
- Discussing the option for seeking medical treatment in order to preserve evidence;
- Identifying where/how to get a rape kit or find a Sexual Assault Nurse Examiner (SANE); and
- Assisting in contacting an advocate who can accompany a victim to the hospital or health care provider.

Prohibited Conduct and Definitions

The College prohibits all forms of sexual and gender-based harassment, including sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same or different gender. Each of the terms defined herein encompasses a broad range of behaviors. Within these broad contexts, the College prohibits the following conduct:

- a. **Sexual Harassment.** Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);
 - Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo);

- Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment (hostile environment).

A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

Examples of Prohibited Behavior. Prohibited acts that constitute sexual harassment may take a variety of forms and may include, but are not limited to, the following examples:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations;
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome, suggestive, or insulting sounds or whistles; obscene phone calls;
- Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should have an educational purpose;
- Unwelcome and inappropriate touching, patting, pinching, or obscene gestures;
- Letters, notes or electronic communications, including social media, containing comments, words, or images of a sexual nature; and
- Gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Consensual Relationships. Bishop State Community College believes that consensual romantic and sexual relationships between faculty and staff members and students are generally deemed very unprofessional and very unwise because such relationships may result in a conflict of interest and/or a power differential between members of the college community. A faculty or staff member who enters into a sexual relationship with a student where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on the grounds of mutual consent.

Bishop State Community College regards as inappropriate any and all romantic relationships between students and instructors or staff members who have any power over students. The College urges all faculty and staff members to refrain from beginning or continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment. The College expects compliance with the position above by all instructors and staff members and hereby notifies the same that any violation of this policy leading to an allegation of sexual harassment may result in sanctions. Faculty or staff members must also be aware that Bishop State Community College is potentially liable if sexual harassment can be proven.

- b. Sexual Assault.** Having or attempting to have sexual intercourse with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting.
- Non-Consensual Sexual Contact. Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing;
 - Non-Consensual Sexual Penetration (commonly referred to as rape). Any act of vaginal or anal penetration by a person's penis, finger, other body parts or an object; or oral penetration by a sex organ, without consent; and
 - Sodomy. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental or physical incapacity.
- c. Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
 - Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity;
 - Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law; and
 - Statutory Rape. Sexual intercourse with a person who is under the statutory age of consent.
- d. Sexual Exploitation.** Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent and that does not constitute non-consensual sexual penetration or non-consensual sexual contact. Examples include, but are not limited to, recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; and voyeurism (i.e., spying on others who are in intimate or sexual situations).
- e. Dating Violence.** The term *dating violence* is not defined by Alabama law as such. However, the term is incorporated into the definition of the domestic violence because the definition of domestic violence includes dating or engagement relationships.
- f. Stalking.** A course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyber-stalking); non-consensual (unwanted) communication by any means (i.e., letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.
- g. Intimate Partner Violence.** *Intimate partner violence* is often referred to as dating violence, domestic violence or relationship violence. It includes any act of violence or threatened act of violence sexual or otherwise against a partner of a current or former sexual, dating, domestic or other intimate relationship with that person.

- h. **Domestic Violence.** Domestic violence is any incident resulting in the abuse, assault, harassment or the attempt or threats thereof, between families, households or dating or engagement relationship members.

Other Definitions and Terms

1. **Consent.** Consent is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent decision demonstrates consent by performing an act recommended by another. In the matter of sexual misconduct, consent is a voluntary agreement to engage in sexual activity by an individual who has the capacity to do so. Someone who is incapacitated cannot provide consent. Past consent does not imply future consent; silence or an absence of resistance does not imply consent; consent to engage in sexual activity by one person does not imply consent to engage in sexual activity with another; the manner in which an individual is dressed does not imply consent; the existence of a prior or current relationship does not imply consent; accepting a meal, a gift, or invitation for a date does not imply or constitute consent to further activity; consent can be withdrawn at any time (no means no); and coercion, force, or threat of either invalidates consent.
2. **Incapacitation.** Incapacitation is a state or condition that renders an individual unable to make qualified and rational decisions (i.e., a condition resulting from the use of drugs or alcohol, when a person is asleep or unconscious or because of an intellectual or other disability that prevents him or her from having the capacity to give consent.)
3. **Victim.** A person who has been the subject of a prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action.
4. **Complainant.** A victim who has made a complaint of a violation of the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy* or on whose behalf a complaint was made or disciplinary action initiated.
5. **Respondent.** The individual(s) who is accused of a prohibited conduct.

Confidentiality

The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All college employees who are involved in the College's Title IX response process have received specific instructions about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy of all individuals involved in a manner that allows the College to conduct a thorough review of the issue.

“Responsible Employees”

A “Responsible Employee” is a college employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who as a student, could reasonably believe has this authority or duty.

Responsible Employees at the College include:

- Title IX Coordinator
- Campus Police Officers
- Full-time Faculty, Staff, and Administrators
- College Counseling Staff (source for confidential reporting)

When a victim tells a Responsible Employee about an incident of sexual misconduct or violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened, and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident. To the extent possible, information reported to a Responsible Employee will be shared only with people responsible for handling the College’s response to the report. A Responsible Employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to a Responsible Employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to a source for confidential reporting. Confidential sources are outlined further in this policy (*Options for Assistance following An Incident of Sexual Misconduct.*)

If the victim wants to tell the Responsible Employee what happened but also wishes to maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the victim’s request for confidentiality.

Responsible Employees will not pressure a victim to request confidentiality, but they will honor and support the victim’s wishes, including requesting that the College fully investigate an incident. By the same token, Responsible Employees will not pressure a victim to make a full report if the victim is not ready to do so.

Requesting Confidentiality from the College:

How the College Will Weigh the Request and Respond

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, faculty, and staff, including the victim. Although rare, there are times when the College may not be able to honor a victim’s request. This is the case when safety and security is a factor. If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. In all cases of sexual misconduct that is a crime, the College has an obligation to include the incident in its annual security report in accordance with the Federal Jeanne Clery Act requirements.

It shall be the responsibility of the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence. When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as whether:
 - There have been other sexual violence complaints about the same alleged perpetrator;
 - The alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - The alleged perpetrator threatened further sexual violence or other violence against the victim or others; and
 - The sexual violence was committed by multiple perpetrators;
- The sexual violence was perpetrated with a weapon;
- The victim is a minor;
- The College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and/or
- The victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response. The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and will work with the victim to create a safety plan. Retaliation against the victim, whether by students or college employees, will not be tolerated. The College may not require a victim to participate in any investigation or disciplinary proceeding.

The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (See portion of *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy* identifying these services.);
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests;
- Inform the victim of the right to report a crime to campus police or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

Because the College is under a continued obligation to address issues of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted groups; conducting climate assessments/ victimization surveys; and/or revisiting its policies and practices.

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

Privacy and Confidentiality Defined

Privacy and confidentiality have distinct meanings under this policy.

- a. **Privacy:** Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those college employees who “need to know” in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.
- b. **Confidentiality:** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.
- c. **Requests for Confidentiality:** Where a complainant requests that his/her name or other identifiable information not be shared with the Title IX officer or requests that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for the college community and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against the accused. In making this determination, the College may consider the seriousness of the conduct, the respective ages and roles of the complainant and the accused, whether there have been other complaints or reports of harassment or misconduct against the accused, and the rights of the accused to receive notice and relevant information before disciplinary action is sought.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the complainant. Where the College is unable to take action consistent with the request of the complainant, the Title IX Coordinator will inform the complainant about the chosen course of action, which may include the College seeking disciplinary action against the accused. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against the accused or revealing the identity of the complainant.

Privileged and Confidential Communications

This section of the policy is intended to make students and employees aware of other reporting and confidential disclosure options available to them so they may make informed choices about where to turn should they become a victim of sexual violence or harassment. The College encourages victims to talk to someone identified in one or more of these college groups if they wish to keep their identity confidential.

- a. **College Counseling Staff** - Individuals who work in the counseling office on all campuses, including the clerical staff, are available to talk to and assist a victim. A victim can seek assistance and support from these individuals without triggering a college investigation that could reveal the victim’s identity or the fact that the victim has disclosed the incident. While maintaining a victim’s confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator informed of the general extent and nature of sexual violence on and off campus so he or she can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide

responses on behalf of the College. Before reporting any information to the Title IX Coordinator, the individual will consult with the victim to ensure that no personally identifying details are shared during the reporting process.

- b. **Professional Counselors or Agency Resource Groups acting on behalf of the College –** Professional, licensed counselors, and referral agencies who provide mental-health counseling and support to members of the college community (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission.

Note: A victim who speaks to a professional counselor, agency resource group, or college counselor must understand that, if he/she wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim's advocacy; academic support or accommodations; disability, health or mental health services; and changes to working environment or course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to change his or her mind.

It is further noted that while these professional counselors, agency resource groups, college counselors, and advocates may maintain a victim's confidentiality regarding an incident of sexual misconduct, they may have reporting or other obligations under state law such as mandatory reporting requirements to law enforcement in the case of minors; imminent harm to self or others; and the requirement to testify if subpoenaed in a criminal case. Specifically, when a report involves suspected abuse of a minor under the age of 18, the College is required by law to notify local law enforcement and the local agency for child protective services.

Additionally, if the College determines that the alleged perpetrator(s) poses a serious and immediate threat to the college community or Campus Police will be called upon to issue a timely warning to the college community. Any such warning should not include information that identifies the victim.

Options for Assistance Following an Incident of Sexual Misconduct

Immediately upon notice of an incident, the College will make every effort to assist the victim in seeking assistance from on-campus and off-campus advocates and counselors who can provide a response. On-campus advocates, which include the college counseling staff and Title IX Coordinator, will assist by providing support in navigating the reporting process and providing information regarding resources that may be utilized by sexual assault victims.

Assistance may be obtained through the following resources:

Title IX Coordinator

Mrs. Madeline Stokes
Baker-Gaines Central Campus
(251) 405-4457
mstokes@bishop.edu

Campus Police Chief

Mr. Lloyd Washington, Chief
Main Campus
(251) 405-7062
lwashington@bishop.edu

Campus Police Offices*

Main Campus – (251) 405-7060
Carver Campus – (251) 662-5399
Baker-Gaines Central – (251) 405-4478
Southwest Campus – (251) 665-4080

***Dial 9-1-1 in case of extreme emergency if Campus Police staff is unavailable.**

Community Resources

Local Law Enforcement Official

- City of Mobile Police Department (251) 208-7211

Medical Facilities

- Mobile Infirmary Medical Center – (251) 435-2400
- Providence Hospital – (251) 633-1000
- Springhill Memorial Hospital – (251) 344-9630
- The University of South Alabama Medical Center – (251) 471-7000
- USA Children's and Women's Hospital – (251) 415-1000

Sexual Assault Crisis Assistance

- Rape Crisis Center, Mobile, Alabama – (251) 473-7273

Ongoing Assistance

The counseling staff at the College will assist victims of sexual assault with ongoing support by providing appropriate counseling or referral services. Students will be assisted with any academic accommodations that may be necessary including, but not limited to, schedule modifications, withdrawal from class, modifications in work-study schedules, etc.

Reporting Procedures

The following procedures are in place at Bishop State Community College to provide recourse for any student, faculty or staff member who has been the victim of sexual misconduct. The College recognizes two distinct levels of action: complaints and grievances.

Complaint Procedures (Informal Resolution)

Students or employees who desire to file a complaint regarding a violation of the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy* may report the incident to the Title IX Coordinator. Incidents may also be reported to any Responsible Employee at any time; however, individuals are encouraged to report incidents within ten (10) working days of an alleged violation. This will maximize the College's ability to effectively investigate and act upon an alleged violation. The college employee will immediately report the incident to the Title IX Coordinator. If the complaint is about the designated Title IX Coordinator, the complaint will be sent directly to the President's Office. The President will assign the complaint to another administrator.

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to sexual misconduct complaints. This process will be kept as informal and confidential as may be appropriate. The 10-day request is in no way intended to limit a complainant's right to assistance after that time period, but rather is to ensure a timely resolution of any complaint.

After receiving notice of allegations of sexual misconduct, the Title IX Coordinator will schedule an intake meeting with the complainant in order to provide the general information regarding the policy and the reporting process, advise the individual of his/her rights, identify any interim intervention measures that may be appropriate, and identify resources for obtaining immediate support. During the intake meeting, the Title IX Coordinator and the complainant will discuss alternatives for proceeding with the complaint, including whether the complainant wishes to pursue an informal resolution, file criminal charges, if appropriate, or whether the complainant wants to pursue a resolution of any kind.

It shall also be the responsibility of the designated college compliance officer to attempt to secure a solution to the complaint. The compliance officer will meet with the parties involved and attempt to solve the problem or address the concern in an informal session. If, after discussion, it is determined that the complaint can be resolved immediately, the designated college compliance officer will take action to resolve the complaint and will submit a written report to the President within 10 working days of receipt of the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the action taken. Copies will be sent to all parties involved in the discussion. Confidentiality will be observed in this process where possible and practical.

If appropriate, the Title IX Coordinator will schedule a meeting with the accused in order to provide him/her with an overview of the policy, advise him/her of associated rights, and identify forms of support or immediate intervention available to him/her.

In all complaints of alleged sexual misconduct, the College will conduct an investigation, if appropriate, and take prompt action to support and protect the complainant, including taking steps to provide interim actions before a final resolution to the complaint has been reached. Interim actions to ensure safety and security and provide assistive services may include but not be limited to:

- Imposing a no-contact order;
- Arranging schedule adjustments, including changing course sections, making arrangements for online instruction or withdrawing;
- Rescheduling exams and/or assignments;
- Providing increased monitoring or supervision;
- Adjusting work environment or job assignments; and
- Providing medical services.

The Title IX Coordinator will recommend interim measures and coordinate them with appropriate offices.

Associated Rights

Bishop State will afford any student or employee who reports that he or she has been the victim of an incident of sexual violence, either on campus or off-campus during a college-sanctioned activity, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (See *Complaint and Hearing Proceedings* for additional information.);
- Procedures that should be followed in the event of an incident of sexual violence including:
 - The importance of preserving evidence for proof in criminal proceedings;
 - To whom the offense should be reported;
 - Options for reporting to law enforcement. College officials will assist victims in reporting to the appropriate authorities;
 - The right to decline to report to law enforcement; and
 - Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available on and off-campus;
- Notification that the College will comply with requests for interim accommodations made by a victim where reasonably available whether or not a formal report is filed. Interim accommodations are addressed earlier in this policy;
- In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with the College.
- Proceedings will be conducted by officials who receive annual sexual violence training and training on conducting investigations.
- Both the victim and respondent are entitled to the same opportunities to have others present during proceedings, including the opportunity to be accompanied to any related meeting or hearing by an advisor of their choice.
- Both the accuser and accused shall be simultaneously informed, in writing, of:
 - The outcome of any college disciplinary proceeding;
 - The procedures for the accused and the victim to appeal the results of the proceeding;
 - Any change to the results; and
 - When such results become final.
- Notification will be given that in addition to any criminal or civil actions which may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against a respondent(s). The College also reserves the right to place an accused employee on paid administrative leave during the investigation and/or hearing of any allegation of violation of this policy.

Recommendations Imposed by Title IX Coordinator

During the complaint process, the Title IX Coordinator shall have the authority to recommend any sanction that will result in the resolution of the complaint to include the following:

- **Reprimand** – written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution** – Compensation for damages to property owned by the College, limited to actual cost of repair or replacement.

- **Probation** – This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein to be in subsequent violation of the *Code of Student Conduct* during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator.
- **No Contact Orders** – Written notice to cease all contact with an alleged victim of sexual misconduct.
- **Cease and Desist Orders** – The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy*.
- **Voluntary Withdrawal** – A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator, in some circumstances, may recommend a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the *Dean of Students* and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College.)
- Other requests of the victim as deemed appropriate.
- For violations of this policy by faculty or staff members, disciplinary penalties may include some of the sanctions listed above as appropriate, in addition to other penalties (in accordance with the employment laws, regulations, and policies governing the employee in question):
 - Counseling or training;
 - Written warning; and
 - Reprimand.

All sanctions recommended by the Title IX Coordinator must be approved by the President. If a student or employee complaint cannot be resolved at the complaint level, or if more stringent sanctions are appropriate, such an unresolved issue shall be termed a grievance.

Grievance Procedures (Formal Resolution)

The following grievance procedures are in place at Bishop State to provide recourse for students or employees who believe that they have been the victim of sexual misconduct and who have not been able to resolve the situation at the informal level. The steps below shall be followed:

1. The original and two copies of **Grievance Form A** must be filed with the Title IX Coordinator within thirty (30) calendar days following the date of the complaint. The alleged violation(s) must be clearly and specifically stated. (Complainant is advised to keep a copy of all forms used in steps 1-6 for his or her files.)
2. The Title IX Coordinator will immediately notify the President of receipt of **Grievance Form A**. The Title IX Coordinator will have thirty (30) calendar days following the date of receipt of Grievance Form A to investigate and study the complainant's allegations, hold formal meetings with the accused, witnesses, and other parties involved, and make a written report of findings to the complainant. Grievance Form A must be used for the report. Copies of Grievance Form A must be provided to the President. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

3. The complainant must, within fifteen (15) calendar days following receipt of the Title IX Coordinator's report, file with the President and the Title IX Coordinator written notice of acceptance or appeal of the report. If a notice of appeal is filed, **Grievance Form B** must be used. Complainant must state clearly and specifically on Grievance Form B the objections to the findings and/or decision of the Title IX Coordinator. Copies of Grievance Form B must be provided to the Title IX Coordinator and the President. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the Title IX Coordinator's report, the right to further appeal will be forfeited.
4. The President or designee will have thirty (30) calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations, the report of the Title IX Coordinator, and make a written report of findings to the complainant. **Grievance Form B** must be used for the report. Copies of Grievance Form B must be provided to the Title IX Coordinator and the Chancellor of the Alabama Community College System. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.
5. The complainant must, within fifteen (15) calendar days following receipt of President's or designee's report, file with the President or designee and Title IX Coordinator a written notice of acceptance or appeal of the report. If notice of appeal is filed, appeal **Grievance Form C** must be used. The complainant must state clearly and specifically on Grievance Form C objections to the findings and/or decisions of the President or designee. Copies of Grievance Form C must be provided to Title IX Coordinator and the Chancellor by the complainant. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited.
6. The Chancellor or his/her designee will have thirty (30) calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations and report of the President or designee, hold a formal hearing, if appropriate, and make written report of findings to the complainant. **Grievance Form C** must be used for the report. Copies of Grievance Form C must be provided to the Title IX Coordinator. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

Note: If the last day for filing the notice of appeal falls on either Saturday, Sunday, or a legal holiday, the complainant will have until 5:00 p.m. on the first working day following the 15th calendar day to file.

Appropriate forms for filing a grievance under this policy may be found on the College Web site under the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy* link. Visit www.bishop.edu.

Hearing Procedures

If a hearing is scheduled within the time frame designated by the Title IX Coordinator, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The Title IX Coordinators will not be required to serve as hearing officers. The hearing officer or committee shall notify the complainant and each respondent of the time and place of the hearing, the witness list, and the right to have an attorney or representative present. The only individuals present at meetings of this committee shall be committee members, parties to the action being considered by the committee, and their representatives (not to exceed two), and witnesses actually testifying before the committee. The institution and complainant may have an attorney present, at the respective party's expense, during the hearing. Attorneys may only advise; they may not cross examine, question, or address the committee, complainant, or the respondent in any way.

The grievance statement will be formally presented at the meeting. After the grievance is read into the record, the complainant(s) will have the opportunity to present such oral testimony and other supporting evidence as appropriate to the claim. Respondents shall then be given the opportunity to present such oral testimony and other evidence deemed appropriate to the respondents' defense against the charges. No cross examination will be allowed. Either party may ask the hearing officer to ask a question of the other party. The hearing officer may or may not choose to do so.

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. In the event that the College is the respondent, the college representative shall not be 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 or video tape or by other electronic recording medium as agreed to by all parties in advance of the hearing. 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

Following the hearing, a written report of the findings shall be made to the President, the hearing officer, or the chairperson of the committee. The report shall contain at least the following items:

1. Date and place of the hearing;
 2. Name of each member of the hearing committee;
 3. List of all witnesses for all parties to the grievance;
 4. Findings relevant to the grievance;
 5. Decisions and recommended consequences; and
 6. Recommendation(s) to the President arising from the grievance and the hearing thereon.
- Any recommendations or sanctions imposed by the hearing committee must be approved by the President.

Sanctions and Recommendations Imposed by Hearing Committee

- **Reprimand** – Written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution** – Compensation for damages to property owned by the College, limited to actual cost of repair or replacement.
- **Probation** – This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Code of Student Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be recommended by the Title IX Coordinator.
- **No Contact Orders** – Written notice to cease all contact with an alleged victim of sexual misconduct.
- **Cease and Desist Orders** – The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy*.

- **Voluntary Withdrawal** – A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator will recommend a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Students and meet the academic standards for readmission.
- Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
- **Suspension** - Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed two (2) years. To qualify for readmission after suspension, a student must receive approval from the Dean of Students and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for any refund from the College.
- **Expulsion** - An indefinite termination of student status from the College for a period of not less than two (2) years. To qualify for readmission after expulsion, a student must receive approval from the Dean of Students and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. Under certain conditions, expulsion could mean permanent severance from the College.
- Other requests of the victim as deemed appropriate.
- For violations of this policy by faculty or staff members, disciplinary penalties (in accordance with the employment laws, regulations, and policies governing the employee in question) may include:
 - Counseling or training;
 - Written warning;
 - Reprimand;
 - Suspension with or without pay;
 - Demotion;
 - Termination; and
 - Other requests of the victim as deemed appropriate.

Non-Retaliation Requirement

No student, faculty or staff member, administrator, applicant for employment or admission, or member of the public may be subject to retaliation, interference, coercion, intimidation, or reprisal for actions taken in good faith to seek advice concerning any sexual misconduct, ADA, other civil rights, or Title IX matter; to file a complaint or grievance; or to serve as a witness or panel member in the investigation of a complaint or grievance. A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

Filing a False Report

It is a violation of college policies for any student, faculty or staff member, or administrator to file a false report against another individual.

Coordination with Law Enforcement

The College encourages complainants to pursue criminal action for incidents of sexual harassment, sexual violence, and intimate partner violence that may also be crimes. The College will assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law. Neither law enforcement's determination whether to prosecute or not prosecute an alleged perpetrator, nor the outcome of any criminal prosecution, are determinants of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Records

The Title IX Coordinator will retain records of all reports and complaints, regardless of the nature of the resolution. Complaints resolved during the informal complaint process may become part of a student's conduct file, depending on the nature of the offense but will not be included as a part of the academic record or of an employee's personnel file.

Affirmative findings of responsibility in matters resolved through the grievance or formal resolution process will become part of a student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel file. Additionally, the College will comply with all requirements under the Federal Jeanne Clery Act as amended and will report crimes associated with the College as required.

Prevention and Education

Bishop State Community College is committed to preserving the safety and security of the College environment and will implement activities designed to prevent incidents of sexual misconduct, inform members of the College community of their rights under the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy*; inform members of prohibited conduct; identify prevention measures, and provide information regarding reporting protocols.

The College's prevention and education program will include, but will not be limited to:

- Annual training and awareness programs for current employees and students;
- Orientation for new employees and students that will educate them about the College's *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy* and prevention measures that may be utilized;
- Information regarding the *Violence Against Women Restoration Act (VAWA) - Sexual Misconduct Policy* on the College's Web site (www.bishop.edu);
- Information on bystander intervention; and
- Implementation of a campus sexual misconduct awareness campaign.

Training

Bishop State Community College will ensure that all college employees, including those officials involved in redressing incidents of sexual misconduct, are trained on an annual basis through the College's Professional Development process and through external resources when appropriate.

Bishop State Alma Mater

J. R. Woods and Dora Davis

To you Bis - hop State we sing of mem' - ries you'll
When school days have passed and gone fond mem' ries will

al - ways bring on Two years of our lives en - riched by thee, suc -
lin - ger on In work we pur sue, in all else we do, we'll

cess - ful we must be. A mong our peers we shall stand
give our best for you. While for - ward though life we go

in col - le - ges through out the land. The old gold and
great pride in our school will show. O dear Bis - hop

green - we love so true - We'll al - ways think of you.
State so proud and true, We'll al - ways think of you.