



# 2025-2026

## *Student Handbook*



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# Student Services

## Mission

Trenholm State's Student Services provides comprehensive support for student success through various resources, aiming to create an environment where students from diverse backgrounds can achieve their educational and personal goals by assisting with admissions, financial aid, career planning, academic success, and student life to foster a positive, holistic learning experience.

## Student Portal and E-mail Information

The College uses the "My Trenholm Student Portal" and Trenholm State Community College (TSCC) e-mail system as the official means of communication concerning a variety of administrative announcements such as:

- Faculty-student communications
- Staff-student communications
- Admissions and enrollment information
- Financial aid information
- Registration dates
- Grades and transcripts
- Review student accounts
- Job placement announcements
- Student activities and events

## ACCUPLACER Testing

Trenholm State offers placement testing services to support students' academic endeavors. Students not meeting the college readiness criteria must complete the ACCUPLACER Placement Test before enrolling in English or mathematics courses. The ACCUPLACER Test is a computerized assessment of the subjects of Math and English used to ensure proper enrollment in courses. Students who are required to take the ACCUPLACER Placement Test will be contacted via email by the Student Success Center Testing Services, informing the student of their testing requirements and how to register for the test.

The ACCUPLACER Test is free of charge to students who will take the test for the first time, but students who retest must pay a \$10 fee per section and will need to complete remediation. Retesting fees must be paid in the Business Office prior to retesting. For more information on the ACCUPLACER Test, visit our

website at [www.trenholmstate.edu/ssc](http://www.trenholmstate.edu/ssc), or email [testservices@trenholmstate.edu](mailto:testservices@trenholmstate.edu) or call (334) 420-4418.

## Policy on Placement Testing

No tests are required for general admission to Trenholm State Community College but may be required for placement in college-level courses. However, students must have applied for enrollment to the Admissions Office and must present photo identification at the time of testing.

First-time college students may have ACT, SAT or GED (2014 series) scores considered for placement in college-level English and math if those scores have been earned within 5 years. If test scores are not available or not at the appropriate level, then students who have graduated high school within 5 years with a 2.75-grade point average (GPA) may have their grades in English IV (senior English) and Algebra II considered for placement in college-level English and math. Students must have the results of their ACT, SAT or GED and high school transcripts forwarded to Trenholm State to be used for placement purposes.

First-time students without proof of appropriate ACT, SAT or GED scores, those with scores below the established guidelines, or those without proof of a 2.75-grade point average or higher on their final high school transcript, must register online to take the ACCUPLACER Placement Assessment in writing and mathematics prior to meeting with an advisor to enroll in Math and English courses.

Students who transfer from a regionally accredited college without a C or better in a degree-creditable English composition and college-level algebra course and without exemptions as listed below, will be required to take one or both parts of the placement test.

All entering students who enroll in associate degree or certificate programs will be assessed at the appropriate level as indicated by the assessment results.

Click on the link [https://www.trenholmstate.edu/wp-content/uploads/2023/08/ACCUPLACER\\_Exemptions1.pdf](https://www.trenholmstate.edu/wp-content/uploads/2023/08/ACCUPLACER_Exemptions1.pdf) for more details on exemptions.

## Americans with Disabilities Act

The Office of Disability Services at Trenholm State Community College is a student-centered, nurturing unit serving as the central campus resource for students with disabilities who wish to request academic accommodations. In collaboration with students and instructors, our staff coordinates accommodations and support to ensure students have equal access to education, campus resources, and activities.

Trenholm State Community College ensures compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, and students seeking accommodations based on disability are required to submit documentation of their disability to the Office of Disability Services. The Office of Disability Services is responsible for determining the acceptability of documentation and reserves the right to require additional information.

Students with disabilities may be eligible for services such as extended time to complete tests, use of assistive technology, tutoring, and individualized registration assistance. The college also has an ongoing partnership with state and private rehabilitation agencies and a variety of counseling services and outreach agencies to assist students with disability support services.

For information about accommodations and assistive technologies available to students with disabilities, please contact the ADA Coordinator by email at [ada@trenholmstate.edu](mailto:ada@trenholmstate.edu) or by phone at (334) 420-4418. Additional information regarding the policy and documents required to obtain academic accommodations is provided on the College's Students with Disabilities website.

## Guidance and Counseling

When personal challenges affect academic performance, students are encouraged to seek support from the Student Services Department. The Trenholm State Student Success Center offers counseling and guidance through on-campus resources and referrals to community partners. Staff are available by appointment in the Student Services Building (Building F) on the Trenholm Campus and at the Patterson Site. For assistance or to schedule an appointment, students can e-mail us [ssc@trenholmstate.edu](mailto:ssc@trenholmstate.edu).

## Career Planning and Job Placement

Career Services provides comprehensive support to all students and alumni in career exploration and workforce preparation. Students have access to employment opportunities—including work-study, internships, externships, co-ops, part-time, and full-time jobs—through the online job board, student notifications, and email alerts.

The office also assists with resumes, cover letters, interview preparation, mock interviews, career fairs, business dress guidance, on-campus interviews, and employability workshops.

Career Services strives to connect students with opportunities that offer both financial and educational benefits.

For assistance, contact the Career Services Office at (334) 420-4499 or [careers@trenholmstate.edu](mailto:careers@trenholmstate.edu).

## Financial Aid and Veterans Affairs

The financial aid program at Trenholm State Community College provides an equal opportunity for students of all economic levels to attend college. Financial aid is awarded based on student eligibility, individual need, college costs and availability of funds.

The financial aid programs offered at the College include the following:

1. Federal Pell Grant Program (FPELL)
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work-Study Program (FWS)
4. Leveraging Educational Assistance Partnership Program (LEAP)
5. Institutional Scholarships
6. Senior Adult Waiver Program

In addition, students who qualify may apply to the Agencies listed below for financial assistance.

1. Veterans Administration Vocational Rehabilitation (Disabled Veterans)
2. Alabama Department of Rehabilitation Services
3. Alabama *GI Bill*® Dependents' Scholarship Program
4. Alabama National Guard Educational Assistance Program (ANGEAP)
5. Veterans Benefits

## 6. Workforce Innovation Opportunity Act (WIOA)

The College is fully approved by the State Approving Agency to offer training to eligible veterans. Any veterans interested in receiving benefits must first complete the admission requirements to enroll at the College. Veteran benefits are not awarded until all admission requirements are met.

*\*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).*

The Financial Aid Office is OPEN DAILY Monday through Thursday - 7:30 am until 5:00 pm and Friday - 8:00 am until 1:00 pm.

For additional information, please contact the Financial Aid Office at (334) 420-4321.

### Learning Resource Centers

The Library Learning Resource Center on the Trenholm Campus houses a comprehensive collection of print, digital, and archival materials. A second library is located on the Patterson Site, offering a more focused collection that supports the programs taught at that location.

Both libraries provide remote access to up-to-date information, including full-text general and subject-specific databases. A wide range of services is available to students, faculty, staff, and community users.

Information literacy instruction is available to all students and can be requested by faculty or students at any time during the semester.

For more information, contact the Learning Resource Center/Library Tower at (334) 420-4455 or the Patterson Library at (334) 420-4357 or you may visit the website at <https://library.trenholmstate.edu/>.

### Bookstore

Trenholm State's Bookstore is available **online only** through a partnership with **eCampus.com**. Students must order their textbooks via the "**My Trenholm**" **portal**. Most courses offer options to purchase new or used books, rent textbooks, or access digital

eBooks. Students are responsible for any charges not covered by financial aid, including duplicate purchases.

**Chapter 31 Veterans** and **WIOA-funded students** may order books online but must submit **signed book receipts** to the appropriate Business Office representative. Failure to do so will result in the student being held responsible for the full cost of the books and may result in a hold on their account. All orders are shipped directly to the student's home.

Detailed ordering instructions are available on the Trenholm State website under the Bookstore section or directly at:

#### **eCampus Ordering Instructions**

Books can be returned in accordance with **eCampus.com's Return and Refund Policies**. Students are responsible for return shipping. Policy details can be found at:

#### **Return and Refund Policies**

### Business Office

The Business Office will have a cashier available at the Trenholm Campus and Patterson Site per the schedule below. For assistance or to inquire about hours of operation, please call (334) 420-4272. Please Note: Hours are subject to change.

#### **Trenholm Campus:**

Monday -Thursday, 7:30 a.m. - 5:00 p.m.  
Friday 8:00 a.m. - 12:00 p.m.

#### **Patterson Site:**

Monday -Thursday, 7:30 a.m. - 5:00 p.m.  
Friday 8:00 a.m. - 12:00 p.m.

### Enrollment Verification

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

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

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

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

**Transcript Policy**

The transcript policy of the College includes the following information provided below.

In compliance with the Family Educational Rights and Privacy Act (FERPA), the College does not release transcripts of a student's work except upon the student's written request. Official transcripts are sent to institutions, companies, agencies, etc., after the student's written release is received by the Office of Student Records.

Transcripts will not be faxed to an individual or a receiving institution. Official transcripts will be accepted when delivered "by hand" in an unbroken sealed envelope. Upon receipt, the transcript must be official and in a sealed envelope. The College can deny hand-delivered transcripts if foul play is detected. Transcripts are available to former and current students.

Trenholm State Community College has partnered with Parchment to accept online transcript orders. Students and alumni can order their official

transcripts 24 hours a day, 7 days a week. The request includes the name, dates of attendance, social security number, fee (if any), and the address to which the transcript is to be sent. Students with name changes should include ALL former names.

Transcripts can be sent electronically or mailed in hard copy, depending on the receiving institution or destination. Requests for transcripts of work where the student previously attended must be directed to those institutions.

Students will be charged a \$5.00 fee for each transcript requested, which can be paid online using credit or debit cards such as a Visa, MasterCard Discover, and American Express. More information can be found on the transcript ordering page <https://www.trenholmstate.edu/request-transcript/>.

**Withdrawal Procedures**

**Withdrawal Policy**

A grade of "W" is assigned to a student who officially withdraws from the College. Students may withdraw from their classes prior to the last two weeks of the semester. The date a student may withdraw from a course is included in the Academic Calendar for each term and is listed as the "Last Day to Withdraw." It is the student's responsibility to become familiar with the Academic Calendar to know the exact date to withdraw.

A student who officially withdraws from the College will receive a grade of "W." A grade of "W" earns zero quality points. If a student never attended or the class is canceled, the class will be deleted, and no grade will be assigned. However, a grade of "F" will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.

Students considering withdrawing from classes after receiving Title IV Aid should contact the financial aid department before withdrawing in order to discuss their withdrawal options. Additionally, financial aid recipients who completely withdraw from all classes before 60% of the semester has passed are subject to repaying a portion of any grant funds received.

**\*\* Official Withdrawal is defined as a student who completes the official withdrawal form located on the Student Forms page of the Trenholm State website at <https://www.trenholmstate.edu/current-students/student-forms/>.**

## Withdrawal Process

Students withdrawing from a course after registration ends must withdraw from a course by the published last date to withdraw from classes as noted on the College calendar. A grade of "W" will be assigned for withdrawals submitted before the published deadline.

Students withdrawing from the College must complete a withdrawal form to drop all courses for which they are registered. A grade of "W" will be assigned for withdrawals submitted before the published deadline.

## Withdrawal Prior to the Start of Classes

A student who withdraws from classes prior to the first day of class will be refunded the total tuition and other institutional charges. The first-class day is not the first day of the student's class; it is the first day of the semester.

## Official Withdrawal – Total Withdrawal

Students who wish to totally withdraw from the College must complete the official withdrawal form located on the Student Forms page of the Trenholm State website (<https://www.trenholmstate.edu/current-students/student-forms/>). Students who submit the form prior to the first day of classes for the semester/term will be refunded the total amount of tuition and other refundable fees. The "first day of class" is the first day classes are offered within any term configuration, including, but not limited to, full terms, split terms, mini-terms, and weekend terms. Students who submit the form on or after the first day of classes, but prior to the end of the third week of classes will be refunded according to the withdrawal date, as follows:

Total Withdrawal before the official first day of class

**100% refund**

Total Withdrawal during the first week

**75% refund**

Total Withdrawal during the second week

## **50% refund**

Total Withdrawal during the third week

## **25% refund**

Total Withdrawal after the end of the third week

## **NO REFUND**

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

Example:

Classes begin June 14; the student withdraws on June 17.

Fourth day = 75% Refund Due.

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

Once the withdrawal has been processed, the student will not be allowed to register again during the term of withdrawal. The withdrawn grade of "W" will be assigned for classes in which students officially withdraw from the end of the drop/add period to the withdrawal deadline. A grade of "W" means officially withdrawal from a course or from the College within a period designated by Trenholm State. Credit hours will not be calculated into the grade-point average. If a student stops attending or

participating in class assignments without officially withdrawing from the class or the College, a failing grade of "F" will be assigned.

# Student Policies & Information

## Student Information

### Student Right-to-Know

All Trenholm State students and prospective students have the right to access important information regarding the College, including graduation rates and campus crime statistics.

In compliance with the Student Right-to-Know and Campus Security Act (P.L. 101-542), passed by Congress on November 9, 1990, institutions receiving Title IV funding are required to disclose the graduation or completion rates of certificate- or degree-seeking, full-time students. These rates are calculated within 150% of the expected completion time (e.g., three years for a two-year degree program). Trenholm State's graduation rate data is available through the Office of Institutional Research.

All related consumer information, including graduation rates, campus safety, and student rights, can be found on the **Consumer Information** page at [www.trenholmstate.edu](http://www.trenholmstate.edu).

As a student, you have the right to:

- Speak freely and ask questions.
- Be treated fairly and with respect.
- Learn in a safe and welcoming space.
- Receive due process if you're ever accused of breaking a rule.

You're also expected to:

- Respect the rights and safety of others.
- Follow college rules, as well as local, state, and federal laws.
- Take responsibility for your actions.
- Use your freedoms in a responsible and thoughtful way.

### Change of Name

Academic records at Trenholm State Community College are permanently maintained under the name used at the time of a student's admission.

Students are not required to update their name, and name changes will not be processed for inactive students.

Students who wish to update their name must complete the Change of Personal Information form, available online under Student Forms. Legal documentation is required to process a name change. Acceptable documentation includes:

- A marriage license,
- A divorce decree, or
- If neither is available, a valid driver's license and Social Security card reflecting the new name.

The name change will be processed by the Office of Admissions and Enrollment Management after legal documentation has been reviewed and approved.

### Visitor Policy

Visitors should be able to demonstrate a valid purpose for being on campus. They are expected to abide by the regulations of the College. Students are responsible for the conduct of their guests. WHILE CHILDREN ARE ON CAMPUS, THEY MUST BE UNDER THE IMMEDIATE SUPERVISION OF AN ADULT.

All visitors are subject to the same code of behavior applied to students. Disruptive visitors will be asked to leave campus, and if necessary, escorted off campus by security.

### College Fundraising and Solicitation Activities

Any fundraising or solicitation activity that uses the **name, image, or reputation of Trenholm State** to secure external financial contributions will be considered fundraising or solicitation **on behalf of the College** and is subject to this policy. **All contributions are the property of Trenholm State.**

Restrictions placed on donations will be documented and tracked in accordance with the College's standard bookkeeping practices. Only **gifts, bequests, devises, endowments, trusts, and similar contributions** that align with the **mission and strategic goals of Trenholm State** will be considered for acceptance.

## **Solicitation of Funds**

Formal solicitations of gifts to the College may only be made by **authorized representatives**, including College staff, departments, divisions, and students.

## **Fundraising by Faculty, Staff, or College Departments**

Faculty and staff who wish to initiate fundraising or solicit gifts-in-kind to support College programs or activities must obtain **written approval from the President or the President's designee** before proceeding.

## **Fundraising by Student Organizations**

Student organizations engaging in fundraising activities must adhere to the College's institutional fundraising policies. Prior to conducting any fundraising, student organizations must receive **approval from both the Dean of Students and the President or the President's designee**.

Fundraising efforts must support the **organization as a whole** or an **approved charitable cause**.

Funds may not be raised for the direct benefit of specific individuals—either within or outside the organization.

Additional Guidelines:

- **All on-campus student fundraising activities**—whether initiated by a club, department-sponsored group, or campus service area—must be approved by the Dean of Students and the President or the President's designee **before scheduling facilities, advertising, or contracting services**.
- **Solicitation of external parties**—including local businesses, national corporations, alumni, or friends of the College—for donations, sponsorships, or in-kind gifts requires **prior approval** from the Dean of Students and the President or the President's designee **before any outreach is initiated**.

## **Restricted Gifts**

Accepting a restricted gift imposes a legal obligation to comply with the donor's specified terms.

Therefore, the **nature and extent of these terms must be fully understood** before acceptance.

All restricted gifts will be reviewed carefully to ensure they:

- Retain their intended usefulness, and
- Provide benefit to the College consistent with its mission.

## **Gifts may be declined or returned if:**

1. The gift's purpose is deemed inappropriate or contrary to the best interests of the College, or
2. The gift imposes financial or other obligations that the College cannot reasonably fulfill.

## **Off-Campus Trips**

All off-campus trips require prior approval from the appropriate dean, division director, or program coordinator. Students must also complete a Prior Approval Authorization form, which must be approved by the Dean of Students office.

## **Phone Usage in the Classroom**

Students are expected to maintain a respectful learning environment and avoid disrupting the class or fellow students. Mobile phones and other electronic devices must be silenced or set to vibrate during class and lab sessions. Disruptions caused by audible devices may result in the student being asked to leave the classroom.

## **Student Break Areas**

Student break areas are available on each campus and include vending machines for snacks and meals. Many students choose to bring their lunch and eat in these areas or in the designated outdoor spaces. At the Trenholm Campus and Patterson Site, break areas are open Monday through Thursday from 8:00 a.m. until the last class of the day. On Fridays, they are open from 8:00 a.m. to 12:00 p.m. Vending machines are located on both campuses. The College is not responsible for money lost in these machines.

## **Lost and Found**

Trenholm State Community College (TSCC) provides a Lost and Found service through its Campus Police Department to assist in returning misplaced property to students, faculty, staff, and visitors. Found items should be turned in to Campus Police (Building E on the Trenholm Campus or Building D on the Patterson Site). Students may also give items

to faculty or staff, who must forward them to Campus Police within 1-2 days. To report a lost item, contact Campus Police or complete a Lost/Missing Property Report. Providing detailed descriptions—such as brand, color, serial number, or unique features—greatly increases the chances of recovery.

To claim lost property, individuals must present valid photo identification (e.g., TSCC ID, driver's license) and proof of ownership, such as a serial number or photo. Items that pose sanitation risks or are perishable will not be stored and are discarded immediately. Lost items are held for 60 days; after that, unclaimed items are donated or discarded, and any unclaimed cash is contributed to the TSCC Student Emergency Fund. For help with lost items, visit the Campus Police during regular business hours.

## First Aid

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

## Campus Alerts: Safety, Security, and Weather Notifications

Trenholm State Community College is committed to providing a safe and secure environment for all students, faculty, staff, and visitors. In the event of an emergency or potentially hazardous situation, the College will issue timely alerts and notifications to keep the campus community informed and prepared.

### Types of Campus Alerts

Alerts may be issued for, but are not limited to, the following situations: Severe weather (e.g., tornado warnings, flooding, extreme heat or cold), Campus

closures or delays, Security threats or active incidents, Health and safety concerns, Emergency evacuations or shelter-in-place instructions

### Notification Methods

Trenholm State utilizes multiple communication platforms to distribute campus alerts quickly and effectively. These may include text messages and email alerts via Trenholm Alert, the College's official notification system, public address system announcements (where applicable), Social media updates (official college accounts), College website and student portal notifications, Digital signage across campus

Students are strongly encouraged to ensure their contact information is current in the College's student information system to receive all emergency communications.

### Weather-Related Closures and Delays

Decisions to close or delay the opening of the College due to inclement weather are made with the safety of the campus community as the top priority. Announcements will be made as early as possible via the notification methods listed above.

**Your Responsibility:** Stay alert and follow all directions provided in campus alerts. Update your contact information regularly to ensure you receive emergency communications. Report any suspicious activity or safety concerns to Campus Police immediately (Trenholm Campus: 334-224-2723, Patterson Site: 334-799-6553).

For more information or to register for emergency alerts, visit the [www.TrenholmState.edu](http://www.TrenholmState.edu) or contact Campus Police.

### Reporting Criminal Actions or Other Emergencies

Contact the following individuals, respectively, to immediately report criminal actions or other emergencies: Campus Police Trenholm Campus- 334-224-2723, Patterson Site- 334-799-6553 or Coordinator of Safety & Security - 334-303-9100 or Director of Facilities - 334-799-6544.

1. It is the policy of Trenholm State Community College that any criminal act: act or threat of violence, injury, destruction of college or personal property; traffic accident; or other

situation which occurs on college property or any other site operated by the College and which may constitute an emergency, a danger to the health, safety, or property of any person, or threat to public order be reported immediately to Campus Police.

An emergency is hereby defined as any event that is disruptive to the normal affairs of the College. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below.

In reporting an emergency, the caller must: State name, State type of emergency, State location of emergency and Remain in the area until assistance arrives if safe to do so.

2. All witnesses to any situation that fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist college officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Trenholm State Community College employee or student to file a false report, or knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in Paragraph 1.
3. It shall be the duty of the College, upon any employee or official being made aware of any situation of a nature described in the Paragraph 1, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of H. College Trenholm State Community College.

#### **Reporting of Emergencies - On Campus**

1. Medical Emergencies: In the case of major injury or serious illness, (1) Call 911, then (2) Call Campus Police (see published phone list for campus numbers).
2. Fire/Explosion/Hazardous Material Spill: In the case of fire, explosion or hazardous material spill,

Activate the fire alarm or otherwise notify occupants to vacate the building.

Call 911 to report the event; (3) Call Campus Police; (4) Call maintenance.

3. Bomb Threat: In case of a bomb threat, Call Campus Police.
4. Criminal Acts: In case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, Call Campus Police and they will make the appropriate notifications and contact appropriate outside agencies. .
5. Maintenance Emergencies: In case of maintenance emergencies,

Contact maintenance

Contact Campus Police

#### **Reporting of Emergencies - Off Campus (participation at College functions)**

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

1. Call local medical assistance and local law enforcement personnel, if applicable by dialing 911;
2. Call Campus Police in the event such an occurrence is after normal operating hours. The Campus Police will in turn notify the appropriate dean.

#### **Reporting of Emergencies - Off Campus Instructional Sites**

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

1. CALL 911
2. Contact Campus Police

#### **Emergency Procedures - Building Evacuation**

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage located in each building.

#### **Emergency Procedures - Tornado Watch**

The college will be notified through Trenholm Alert if a tornado watch is issued.

Classes are not interrupted for a tornado watch.

#### **Emergency Procedures -Tornado Warning**

The college will be notified through Trenholm Alert to take shelter when a tornado warning is issued.

Building representatives and instructors shall assist in an orderly transition to shelter locations.

Building occupants will from that point, listen for additional instructions through Trenholm Alert until the warning is canceled and the "All Clear" is given.

Building Captains will direct the movement to the designated weather shelter areas for their building.

All occupants should avoid glass areas.

When the tornado threat is over, the all-clear will be given through Trenholm Alert and normal activities will resume.

The College will not send people home during a tornado watch or warning.

#### **Campus Law Enforcement Policies and Practices**

Procedure:

1. Any criminal act; act or threat of violence; injury; destruction of College or personal property; traffic; or other situation occurring on the College campus or other similar situation shall be reported to Campus Police immediately. In any event, said reporting shall be conducted through the completion of the appropriate incident reporting form.
2. The Campus Police, representatives of the local Police Department, Sheriff's Department, or State Troopers' office working with official capacity of said agencies shall have full and legal authority to enforce all pertinent state, federal, and local laws at Trenholm facilities and sponsored activities on or off campus.

3. The Chief of Police shall be responsible for the investigation of incident reports.

#### **Campus Programs on Security and Safety**

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

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

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

#### **STATEMENT OF ACADEMIC FREEDOM**

Trenholm State subscribes to the following principles:

1. Instructors are free to conduct independent research and to publish the results so long as the activities do not interfere with their assigned duties; however, research for pecuniary gain should not be undertaken without an understanding with the Executive Vice President.
2. In the classroom, instructors have full freedom to discuss their subjects. They should not introduce into their teaching irrelevant controversial matter. Within this limitation, the College protects the rights of both the students and instructors to a "free search for truth and its exposition."
3. The College respects the rights and privileges of instructors as citizens but believes that their positions impose special obligations. Hence, instructors are free from institutional censorship or discipline when they speak, write, or act as citizens;

however, they should always remember that the public may judge the College by their words and behavior, and should therefore be accurate, exercise restraint, respect the opinions of others, and make it clear that they are not spokespersons for the institution.

### **Citizenship**

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

### **Speech and Expression**

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

### **Freedom of Inquiry and Expression**

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

### **Guest Speakers**

In accordance with the Campus Speakers Policy, chartered student organizations may invite persons of their own choosing for campus appearances. Such invitations must be submitted to the Dean of Student Services for review and approval before arrangements for the campus visit are finalized with the guest. Guest appearances must not interfere with the college's regular instructional, research, and

service activities and programs. Except for ceremonial occasions, invited speakers should be prepared to participate in reasonable public activities. Such public discussions may include classroom visits, attendance at receptions and related functions, media appearances, and participation in community activities, programs and projects. Invited speakers are accorded the full courtesy and protection appropriate to a college community. Individuals or groups who engage in actions designed to obstruct or in any way to prevent the presentation are subject to discipline and financial responsibility, in the event of damage to property or person. The institutional control of campus facilities and the integrity of the academic environment are not to be used as a device of censorship. Sponsorship of guest speakers does not imply approval or endorsement of the views expressed, either by the sponsoring organization or the college.

### **Off-Campus Speakers**

The freedom of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States

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

### **Assembly and Demonstration**

Students are free to organize and to associate for the promotion of their common interests. Assembly and Demonstration (just as Speech and Expression) within the public places of the college are permitted, subject to reasonable time, place, and manner restrictions. All student assemblies have to be approved by the Dean of Student Affairs or his designee. Such restrictions are provided for the maintenance of order and are applicable to local,

state laws. The Dean of Student Affairs designates areas for assembly and demonstration. Persons or groups engaged in these activities must adhere to regulations governing the use of the designated areas.

# Student Life

## Student Activities and Organizations

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

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

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

The SGA's primary purpose is to develop a sense of responsibility for adherence to accepted standards of group life. Secondarily, the SGA's purpose is to demonstrate in actual living experiences the social skills required for responsible self government. The extent to which student self-governance is effective depends upon the degree to which students accept and perform their role in the process. Leadership development is an outcome of student self-governance. The Student Government Association, or members thereof, if involved in any incidents unbecoming of an H. Councill Trenholm State Community College Student Leader, can be impeached from office, as outlined in the constitution of the SGA. The constitution can be found on the college's website on the Student Affairs webpage, in the clubs' and organizations' manual.

Specific information on the Student Government Association (SGA) can be found in the on-line handbook governing on-campus clubs and organizations, the SGA Constitution, and it is also available in the Office of the Dean of Student Affairs. In addition to providing a mechanism for student involvement in institutional decision-making, student government at H. Councill Trenholm State Community College provides an educational experience.

## **Student Participation in Institutional Governance**

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

## **Student Elected and Appointed Positions**

H. Councill Trenholm State Community College provides opportunities for student- democratic governance, to play a vital role in the shaping of establishing a sound voice for reason while students matriculate to graduation. The following positions are attained by an election held by the Division of Student Services. All elected positions are secured in the spring semester. Persons elected and appointed to positions as outlined are required to attend mandatory trainings and camps that are scheduled by the Dean of Student Affairs. Elected and appointed persons cannot be found to be indignant on any computer generated social networks, such as face book, snapchat, Instagram, bebo, etc., absent of judiciary infractions. The positions that follow are on institutional scholarship, and a brief description will be provided for some listed, detailing requirements for said positions:

**Student Government President Elect**-The student who is vying to become the Student Government Association President has to be a freshman entering the sophomore year; a student that if elected, cannot participate in any other major presidential elections at the college, namely Mr. or Miss Trenholm. The student has to have achieved at the time of election a cumulative grade point average (GPA) of 3.0 on a 4.0 scale. If elected, the student must maintain throughout tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, leadership capabilities to govern a cabinet, a commitment to academic honesty and excellence, commitment to the judicial process at Trenholm, a commitment to Trenholm, a commitment to the student body, a

delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The successful elect will work very closely with the Dean of Student Affairs.

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

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

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

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

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

**Student Leadership Chairman**- The position is appointed to a freshman student matriculating to sophomore year by the Student Government

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

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

Phi Theta Kappa is the world's oldest, largest, and most prestigious honor society for two-year college students. The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.

To become a member of this honor society, a student must be on the Associate's Academic Track, and must have gained a 3.5 cumulative Grade Point Average, through one semester of full-time course work. The student must be enrolled full-time at the date of application. For more information, contact the office of the Dean of Student Affairs.

### **Ambassadors**

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

### **Alpha Beta Gamma**

The purpose of Alpha Beta Gamma is to recognize and encourage scholarship among students enrolled in Business and Professional curricula or any course of study leading to a business-oriented career. Membership in Alpha Beta Gamma provides students with opportunities for academic recognition, leadership development, and professional growth.

Membership is open to students who meet established academic requirements and demonstrate a commitment to excellence in their field of study. By joining Alpha Beta Gamma, students become part of an international network of future business professionals dedicated to learning, leadership, and service.

### **CIS Club**

The CIS Club is open to all students enrolled in the Computer Information Systems program, regardless of race, creed, national origin, sex, or disability. The club operates in accordance with the laws and policies of the State of Alabama, the Alabama Community College System Board of Trustees, Trenholm State Community College, and the Student Government Association (SGA).

### **Social Functions**

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

### **Establishing/Official Recognition of Campus Organizations**

#### **I. Chartering Procedures**

##### **1. Formation of New Organizations**

Any group wishing to organize on campus must receive permission from the Dean of Student Affairs by submitting a written request to them. At the appropriate time, a constitution containing the following must be presented. The name of the organization:

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

##### **2. Temporary Formation**

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

##### **3. Review and Approval**

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

After receiving the approval of the Dean of Student Affairs, the constitution must be submitted to the Student Government Association's Executive Committee for approval. At the beginning of each semester, each organization must submit a current list of officers, advisors and active members to the Dean of Student Affairs.

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

## II. Club Advisors: Eligibility and Role

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

8. A request for outside speakers must be made in writing a minimum of thirty (30) days prior to the issuance of an invitation and submitted to the Dean of Students office for approval.

## III. Meetings

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

## IV. Policies for Clubs and Organizations

Campus organizations shall be open to all students without respect to race, creed, national origin, sex or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama, the ACCS Board of Trustees, Trenholm State Community

College and the Student Government Association (SGA). No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper College officials. In addition, the clubs or organizations will not encourage any action that might cause disrepute to a student, instructor or college activity.

## V. Procedure for Approval of College Activities

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

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

Dean of Student Affairs and President. The President of the College will issue the final decision.

## **VI. Visiting Speaker Policy**

The College has established the following procedures:

1. An outside speaker (one who is not a registered member of the student body, faculty or staff of this College) may be invited to speak on campus only by a College recognized student, faculty organization, staff organization, or administrator.
2. The officers of such an organization sponsoring an outside speaker shall assume full responsibility for making the necessary arrangements, paying all expenses and preserving the peace and dignity of participants in the scheduled event. Any responsible officer who willfully violates this policy may become subject to appropriate disciplinary actions.
3. Request forms for visiting speakers are available in the Dean of Student Affairs Office in Building F on the Trenholm Campus. Completed forms must be submitted to the Dean of Student Affairs for approval. If approved, notices and printed material pertaining to the speaker will include:
  1. The name of the sponsoring organization and shall not contain any implication that the speaker or event is sponsored by the College.
  2. Placed only in locations approved by the Dean of Student Affairs.
4. Printed materials must be removed by the sponsoring organization within 24 hours following the scheduled event.

# Brand, Marketing, and Communications Guidelines

## Trenholm State Community College – Brand, Marketing, and Communications Guidelines

At Trenholm State Community College, our brand is more than just a logo—it is the collective impression we leave with every student, parent, partner, and community member. Consistent and intentional use of our brand reinforces who we are and what we stand for: excellence in education, service to our community, and opportunities that transform lives.

### Brand Identity Overview

Trenholm State's brand reflects our commitment to academic achievement, student success, workforce development, and community impact. All marketing and communications materials should align with this identity and present the College in a positive, professional, and unified manner.

### Core Brand Elements

Official Name: Trenholm State Community College

Abbreviation: Trenholm State (acceptable on second reference)

Tagline (if applicable): "Today's College for Tomorrow's World."

### Logo Usage

Always use the approved Trenholm State logo provided by the Office of Public Relations and Marketing.

Do not alter, stretch, recolor, or place the logo on busy backgrounds.

Clear space must be maintained around the logo to preserve its visual impact.

Unauthorized versions, alternate fonts, or homemade designs are strictly prohibited.

### Color Palette

Maintain the College's official colors across all media:

Primary Colors: [Insert HEX/RGB values for official colors—e.g., Garnet, Gold, Black]

Secondary/Accent Colors: [If applicable, list here]

### Typography

Use approved fonts consistently in printed and digital materials:

Primary Font: [Insert name, e.g., Lato or Montserrat]

Secondary Font: [Insert name]

### Photography and Imagery

Use high-quality, relevant images that reflect the diversity and energy of Trenholm State.

Avoid stock imagery that feels impersonal or inauthentic.

Ensure students, faculty, and staff featured in photography have granted photo release permissions.

### Voice and Tone

Professional, supportive, and empowering

Avoid slang or overly casual language in official publications.

Always communicate with clarity, warmth, and purpose.

### Social Media and Digital Content

All official College social media accounts must be approved by the Office of Public Relations and Marketing.

Social content should reflect the College's values, highlight achievements, promote events, and engage the community.

Personal or program-level pages representing the College should follow brand standards and link to the main College channels.

### Marketing Requests

All faculty, staff, and departments must submit marketing and promotional requests through the Help Desk Portal. This ensures proper scheduling, brand consistency, and alignment with the College's communications strategy.

## **Partnerships and External Use**

Any third-party or community organization wishing to use the College's name or logo must obtain written approval from the Office of Public Relations and Marketing. Unauthorized use is strictly prohibited.

For templates, logos, and brand assets, or to request support with a marketing project, contact:

## **Media and External Request Policy**

Trenholm State Community College In compliance with the Alabama Community College System (ACCS)

### **Purpose**

To ensure consistent, accurate, and professional communication, all media inquiries and external requests involving Trenholm State Community College must follow established procedures in accordance with policies set forth by the Alabama Community College System (ACCS). This policy supports the College's mission and protects the integrity of its message and brand.

### **Media Inquiries**

All requests for comment, interviews, statements, or appearances from members of the media (print, broadcast, or digital) must be directed to:

### **Office of Public Relations and Marketing**

Email:  
[trenholmcommunications@trenholmstate.edu](mailto:trenholmcommunications@trenholmstate.edu)

Website: <https://www.trenholmstate.edu/>  
MarketingandPR

Phone: 334-523-7473

Only the President or an official designee may serve as the spokesperson on behalf of Trenholm State Community College unless prior approval is given by the Office of Public Relations and Marketing.

Faculty and staff are not authorized to speak to the media on behalf of the College regarding institutional matters without prior approval.

## **External Requests**

Requests from individuals or organizations outside the College—such as government entities, nonprofit organizations, businesses, or community partners—that involve:

Use of the College's name or logo

Filming or photography on campus

Event collaborations

Participation in public panels or media projects

Requests for institutional data or official statements must be submitted in writing to the Office of Public Relations and Marketing for review and approval.

Requests that include public-facing materials must also comply with Trenholm State's Brand and Marketing Guidelines.

### **Crisis Communication**

In the event of a crisis, emergency, or developing situation involving the College: All media responses and updates will be coordinated exclusively through the Office of Public Relations and Marketing.

Employees and students are advised not to provide public statements or share unverified information.

Official communications will be issued through the College's approved channels, including emergency alert systems, the website, and social media.

### **Publication and Distribution**

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

## **COLLEGE COPYRIGHT POLICY**

Ownership of Student Intellectual Property

This policy details ownership of student works, produced as a portion of their scholarly activities

while a student at Trenholm State Community College, including all work submitted as portion of a class, to fulfill a course requirement or as fulfillment of any requirement within a degree program at the college. All work created independently by a student will be considered the sole property of the student, and the student will maintain copyright over the material and control over the material, except as detailed below.

All work created by a group of two or more students will be considered the sole property of the students, and the students will maintain copyright over the material and control over the material except as detailed below. Trenholm State acknowledges student copyrights over any material eligible for copyright under applicable law but retains the right to property ownership over electronic or physical copies of work submitted to the college, its faculty or staff.

Additionally, the college retains the right to maintain copies of all student work as a portion of its collections, to circulate the work to further the mission of the college and to submit electronic or paper copies in compliance with applicable law or policy, including protecting the college from allegations of copyright infringement and to guard against acts of plagiarism.

The intellectual property rights of student work submitted for publication in creative journals of the college will be governed by the policy and procedure associated with those journals.

The campus policies include the Americans with Disabilities Act of 1990, Harassment, Complaint Resolution, Procedures for Reporting Complaints, and Family Educational Rights Privacy Act of 1974 (FERPA).

### **Student Media**

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

following provisions safeguard editorial freedom. Student publications are free of censorship and advance approval of copy.

### **Compliance with ACCS Policies**

Trenholm State Community College adheres to all communications, public relations, and media guidelines outlined by the Alabama Community College System (ACCS). This includes:

Ensuring alignment with ACCS strategic messaging

Protecting the confidentiality and rights of students and employees

Maintaining consistent public representation of the College and the System

### **Additional Notes**

Unauthorized use of the College's name, logo, or brand assets is prohibited.

All campus departments and employees are encouraged to coordinate public-facing projects with the Office of Public Relations and Marketing to ensure appropriate support and compliance.

For questions or to submit a media or external request, please contact:

# Student Code of Conduct

## Standards of Student Conduct

The H. Councill Trenholm State Community College Code of Conduct provides the standards of conduct by which students and organizations are expected to abide. Enrollment and affiliation with the College in no way relinquishes the right nor provides an escape of the responsibilities of local, state, or federal laws and regulations.

The conduct of each student and organization is to conform with the standards of common decency, with respect being given to the rights and property of others. The Student Code of Conduct applies to conduct that occurs on the college premises or while participating in official College-sanctioned activities. 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.

A student may be disciplined and found in violation of the Student Code of Conduct to include but are not limited to the following:

1. Intentional disregard for the instructions given by college officials while they are carrying out their responsibilities.
2. Breaching college rules and regulations, including those related to student organizations, the use of college facilities, and the time, place, and manner of public expression or distribution of materials.
3. Dishonesty, cheating, forgery, plagiarism, misrepresentation, or alteration of college documents, records, or identification.
4. Obstruction or disruption of classes, administration, disciplinary procedures, or authorized college activities
5. Engaging in disorderly, indecent, obscene, or offensive behavior or expression that disrupts the College's primary educational mission or negatively impacts a student's status as a responsible member of the college community. This includes the use of campus computer resources, email addresses, and any other communication mediums available to students.

6. Profanity and/or obscene language or conduct.
7. 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.
8. Harassment, intimidation, physical assault or sexual assault.
9. Possession while on campus or attending campus-sponsored functions of any of the following weapons: any instrument or weapon commonly known as blackjack, slingshot, 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.
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. Bullying will not be tolerated.
12. Theft accessory of theft, having stolen property, or damage to property belonging to the College, a member of the college community, or a campus visitor.
13. Lewd, obscene, licentious, indecent, or inappropriate dress.
14. Improper use of the internet or other computer technology made available for student use.
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. Violation of written College rules, policies, and regulations.
17. Misuse, abuse, or unauthorized use of computing resources, including those for unauthorized purposes such as destroying,

*Trenholm State reserves the right to inspect any weapons in the possession of students that could potentially harm themselves, classmates, faculty, staff, or campus visitors. Note: Exceptions to this policy include on-campus security personnel, law enforcement agencies, and individuals granted permission by the College President or their designated representatives.*

modifying, accessing, copying, or downloading programs, records, or data belonging to the College or another user without permission.

18. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College.

19. Any other activity or conduct not explicitly covered within the Standards of Student Conduct that impairs or endangers any person or property within the College's educational environment will be reported to the Dean of Student Affairs.

Failure to comply with the authority of college officials acting within the capacity of their positions or any other activity or conduct not specifically stated herein which impairs or endangers any person or property of the College is considered to be in violation of the rules and regulations of the College.

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

Trenholm 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 at the back of this Student Handbook.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles II, VI, VII, IX, and Section 504 (ADA), may contact the college's Title IX Coordinators.

### **Grievances and DUE PROCESS Procedures**

H. Councill Trenholm State Community College is committed to ensuring an environment for all employees and students that is fair, humane, and respectful. The College assures each student that no action will be taken on grounds unsupported by academic policies and procedures.

Emphasis will be placed upon achieving an equitable resolution to problems rather than seeking to emphasize guilt or punishment. Students are guaranteed procedural due process in situations involving severe disciplinary problems. The following procedures will be followed:

### **Procedure for Bringing Charges**

1. Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Dean of Student Affairs within ten (10) instructional weekdays days following the date of the alleged violation(s), unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this period. The Dean of Student Affairs, or designee, will determine whether the circumstances merit an extension of the deadline.
2. Upon receipt of the charge, the Dean of Students will provide the student with a written statement of the charges and determine the course of action regarding the accusations. During this stage, the accused may admit to the charge and waive the right to the Hearing Board, and disciplinary action will be determined by the Dean of Student Affairs within two (2) instructional weekdays. If the student chooses to admit to the charge, he/she must notify the Dean of Student Affairs in writing within (2) instructional weekdays after receiving the letter.

### **Preliminary Investigation**

Within five (5) instructional weekdays after the charge has been filed, the Dean of Student Affairs, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Dean of Student Affairs, or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Dean of Student Affairs, or designee, will base the decision upon the available information. If the available information indicates that the violation occurred as alleged, then sanctions will be imposed against the accused.

3. If disciplinary proceedings appear warranted, the Dean of Student Affairs will set a date, time, and place for the hearing, and the accused will be informed by written notice at least three (3) instructional weekdays before the hearing.

Anytime up until the day of the hearing, the accused may waive the right to a hearing, admit the charge, and have the punishment decided by the Dean of Student Affairs. Under such circumstances, the accused will be informed of the disciplinary action within five (5) instructional weekdays.

4. Any student whose presence poses a possible danger to persons or property of the College or an ongoing threat of disrupting the academic process may be removed from the campus immediately.
5. A Disciplinary Committee comprised of the Dean of Student Affairs, faculty, staff, and a student representative will be selected to hear each disciplinary case.

#### **Hearing Committee Procedures**

The Dean of Student Affairs, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation. 2) At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Dean of Student Affairs, or designee, shall send a letter to the student's address of record.

6. The Dean of Student Affairs will notify the student(s) in writing of the results and findings of the Student Disciplinary Committee and the course of appeal to the President.

#### **Appeal**

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within five (5) instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within five (5) instructional weekdays of

receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions.

After receiving the student's request, the President will review all written materials, nonwritten materials, and evidence relating to this incident and render one of the following decisions: a) Accept the decision and the sanction imposed b) Accept the decision, but impose a less severe sanction c) Overturn the decision d) Remand the case to the Hearing Committee to be re-heard. The President, or designee, will inform the student about the outcome of the appeal to the student's school and personal email addresses on record.

The President's decision is final and cannot be appealed further.

#### **Disciplinary Sanctions**

Upon the determination that a student(s) has violated any of the rules, regulations, or guidelines set forth in this Code, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate College officials:

- **Censure** – A statement to the offender that he/she has violated college regulations and that there is a possibility of more stringent disciplinary actions in the event of future violations.
- **Restitution** – Reimbursement for damage or misappropriation.
- **Disciplinary Probation** – Students placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions on the extracurricular activities of the student. Any conduct in violation of this Code while on probationary status may result in the imposition of further action.
- **Suspension** – Students who are suspended are deprived of student status and are separated from the College for a stated period of time. The suspension shall appear on the student's disciplinary record.
- **Expulsion** – Termination of student status for a definite or indefinite period. The conditions of readmission, if any, shall be stated in writing to the student.

## **Student Complaint/Grievance And Appeal Policy**

Trenholm State recognizes that in order to efficiently and effectively carry out its mission, its students must feel confident that any valid complaint or grievance a student may make concerning the college will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by H. Councill Trenholm State Community College.

The Trenholm State Student Handbook defines the initial steps to solve a complaint, as well as defines sexual harassment, discrimination, and grievance as follows:

- Complaints - Academic or non-academic areas of dissatisfaction with instructional or support services. Examples of academic complaints include a disputed course grade, faculty performance, or course information. Examples of non-academic complaints include a disputed late registration fee, delivery of support services, or student conduct.
- Sexual Harassment- Inappropriate introduction of sexual activities or comments into the workplace or learning environment. While sexual harassment may involve relationships among equals, it often involves relationships of unequal power, giving rise to elements of coercion centered on sexual activity for opportunities of benefit such as improved jobs or academic status.
- Discrimination- Difference in treatment in any service, program, course, or facility on the basis of race, color, creed, gender, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.
- Grievance - An unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate College officials and who is not satisfied with the plan of resolution.

### **Initial Steps to Resolve a Complaint**

#### **Informal Student Complaint Process**

Trenholm State has a variety of procedures for dealing with student-related issues, including grade

appeals, academic dishonesty violations, student discipline, harassment complaints, and Student Grievance procedures. One area not generally covered by other procedures concerns informal student complaints about faculty, staff, or student conduct. The College respects the academic freedom of the faculty and will not interfere with the exercise of appropriate discretion concerning the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time, the College recognizes its responsibility to provide students with a procedure for addressing complaints about faculty/staff treatment of students that are not covered by other procedures.

Wherever possible, complaints at Trenholm State are handled in an informal manner. Administrators, faculty, and staff maintain an "open-door" policy to discuss issues of concern for all students. Faculty and staff serve as a resource for individuals seeking assistance in resolving matters within the College community. Students are encouraged to first attempt to resolve complaints with the faculty or staff person. If unresolved, students should next speak to the departmental chairperson or supervisor of the faculty or staff member in an effort to resolve the matter. If still unresolved, the student should lodge their complaint with the Vice President of Instructional Services (academic complaints) or Dean of Student Affairs (non-academic complaints). The chart below details the initial area for assistance referral and subsequent contact areas. If students have any questions about the applicable area for assistance, they should consult with the Title IX Coordinator, who will advise the student if some other procedure is applicable to the type of complaint they are seeking to resolve.

| Issue                                 | 1st Response Level I | 2nd Response Level II             | 3rd Response Level III            |
|---------------------------------------|----------------------|-----------------------------------|-----------------------------------|
| <b>Academic Issues/Concerns</b>       | Instructor           | Division Chair                    | Division Dean                     |
| <b>Grade Appeals</b>                  | Instructor           | Division Chair                    | Division Dean                     |
| <b>Academic Probation/Suspension</b>  | Registrar            | Assistant Dean of Student Affairs | Dean of Students                  |
| <b>Admissions Application Process</b> | Admissions Assistant | Director of Enrollment Management | Assistant Dean of Student Affairs |

|   |   |  |  |
|---|---|--|--|
| <b>Assessment/<br/>Testing</b>                                    | Director of<br>Student<br>Success             | Assistant<br>Dean of<br>Student<br>Affairs         | Dean of<br>Student<br>Affairs                      |
| <b>Academic<br/>Advising</b>                                      | Instructor                                    | Division Chair                                     | Division Dean                                      |
| <b>Canvas Technical<br/>Assistance</b>                            | IT Help Desk                                  | Director,<br>Distance<br>Learning                  | Chief<br>Academic<br>Officer/<br>Director, IT      |
| <b>Bookstore</b>  | Business<br>Office<br>Manager                 | Dean, Finance<br>and<br>Administrative<br>Services | n/a  |
| <b>Campus Tours</b>   | Recruiter/<br>Outreach<br>Specialist          | Director of<br>Enrollment<br>Management            | Assistant<br>Dean of<br>Student<br>Affairs         |
| <b>Discipline Outside<br/>of the Classroom<br/>(Non-Academic)</b> | Assistant<br>Dean of<br>Student<br>Affairs    | Dean of<br>Student<br>Affairs                      | Executive Vice<br>President                        |
| <b>Financial Aid<br/>Issues</b>                                   | Director of<br>Financial Aid                  | Assistant<br>Dean of<br>Student<br>Affairs         | Dean of<br>Student<br>Affairs                      |
| <b>Veteran Benefits</b>   | Director of<br>Financial Aid                  | Assistant<br>Dean of<br>Student<br>Affairs         | Dean of<br>Student<br>Affairs                      |
| <b>Tutor Support</b>  | Instructor/<br>Division<br>Chair              | Director of<br>Student<br>Success                  | Assistant<br>Dean of<br>Student<br>Affairs         |
| <b>Students with<br/>Disabilities</b>                             | ADA<br>Coordinator                            | Assistant<br>Dean of<br>Student<br>Affairs         | Dean of<br>Student<br>Affairs                      |
| <b>New Student<br/>Orientation</b>                                | Recruiter/<br>Outreach<br>Specialist          | Director of<br>Enrollment<br>Management            | Assistant<br>Dean of<br>Student<br>Affairs         |
| <b>Transcripts</b>  | Transcript<br>Credit<br>Specialist            | Registrar  | Assistant<br>Dean of<br>Student<br>Affairs         |
| <b>Refund Requests</b>  | Cashier/<br>Accounts<br>Receivable            | Business<br>Office<br>Manager                      | Dean, Finance<br>and<br>Administrative<br>Services |
| <b>Workforce<br/>Development<br/>Concerns</b>                     | Instructor                                    | Executive<br>Asst., Dean of<br>Workforce           | Dean,<br>Workforce<br>Development                  |
| <b>Adult Education<br/>Concerns</b>                               | Program<br>Coordinator,<br>Adult<br>Education | Director of<br>Adult<br>Education                  | Chief<br>Academic<br>Officer                       |

## Formal Student Complaint Process

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint with the respective Dean. Any student enrolled at Trenholm State who wishes to make a formal complaint about an academic matter must report that matter in writing to the Vice President of Instructional Services, who is responsible for managing academic complaints. Any other types of complaints are considered non-academic and are reported to the Dean of Student Affairs, who is responsible for managing non-academic complaints. If the complaint involves a specific occurrence, the complaint shall be made within ten (10) working days of the occurrence.

The written complaint is completed on a Student Complaint Form which includes the date the complaint was reported, the student's name, student identification number, contact information and current enrollment status. The specific elements of the complaint review that are included in the records are as follows:

1. The date of the incident.
2. Whether or not the complaint is an academic or non-academic matter.
3. If the complaint involves a specific person and/or department.
4. A description of the complaint, including specific details and additional documentation.
5. Whether the complainant has had an opportunity to speak to a Trenholm State faculty or staff member regarding the complaint.
6. The person to whom the complainant spoke regarding the complaint.
7. The outcome of the conversation the complainant had with a Trenholm State faculty or staff member regarding the complaint.
8. Signature and Date Complaint Form completed by complainant.
9. A processing section for either the Vice President of Instructional Services and/or Dean of Student Affairs to complete.

If, after discussion between the student and the respective Vice President, 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 working days of the filing of the complaint to the President and other appropriate college officials, detailing both the complaint and its resolution.

### **Grievance Procedures**

If any student's complaint is not or cannot be resolved at the first level of supervision as described in the paragraphs above, such an unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate College officials under the paragraphs above and who is not satisfied with the plan of resolution shall have the right to file a grievance with the College official and shall include the following information:

1. Date the original complaint was reported
2. Name of the person to whom the original complaint was reported
3. Detailed facts of the complaint
4. Proposed action to be taken by the receiving official to resolve the complaint
5. Specific action to be taken by the receiving official to resolve the complaint
6. Specific objection(s) to be the proposed plan of resolve
7. Other information relevant to the grievance that the complainant wants considered

If the complainant fails to file a notice of appeal by 4:30 pm on the 15th calendar day following having received the plan of resolution, the right to further appeal is forfeited.

### **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 and shall research the applicable statute, regulations or policy, if any. The factual findings from the investigation by the Grievance Officer shall be stated in a written report.

The report will 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.

### **Students with Disabilities**

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

Trenholm State Community College ensures that students with disabilities enjoy the same rights and responsibilities as all other enrolled students. Additionally, specialized assistance will be provided as necessary to support students with disabilities in fulfilling their potential and meeting program and course requirements. The purpose of this grievance procedure is to ensure that no student is denied access to the institution or any of its programs due to disability.

#### **Introduction**

Trenholm State promotes the exchange of ideas among all members of the college community, including students, faculty, staff, and administration. An environment conducive to open exchange of ideas is essential to intellectual growth and positive change. However, the College recognizes that, at times, people may have differences that they are unable or unwilling to resolve themselves, and that employees and students must feel confident that the appropriate authorities will promptly address a valid complaint or grievance concerning the College.

Provided, however, that if a complaint is in the form of an alleged violation of Title IX of the Education Amendments of 1972, the student shall file the complaint with the Title IX Coordinator (Students) using the grievance procedure adopted by the State Board of Education for Title IX grievances. That procedure can be found in Alabama Community College System Policy No. 620.0. In the event that there is a hearing on a Title IX grievance, the hearing procedure shall be the same as stated herein below.

Title IX provides that "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." If the student is uncertain as to whether his or her complaint would be covered by Title IX, the student shall meet with the Dean Affairs to make that determination.

### **For Title IX-Related Matters**

#### **Dr. Pamelon Rollins (Employees)**

Director of Human Resources | Senior Personnel Office  
P.O. Box 10048  
1225 Air Base Boulevard  
Building A/B  
Montgomery, AL 36108  
(334) 420-4253  
[prollins@trenholmstate.edu](mailto:prollins@trenholmstate.edu)

#### **Dr. Theresa Mays (Students)**

Vice President, Student Affairs & Information Services  
P.O. Box 10048  
1225 Air Base Boulevard  
Building F  
Montgomery, AL 36108  
(334) 420-4296  
[tmays@trenholmstate.edu](mailto:tmays@trenholmstate.edu)

#### **Dr. Ruben Berry**

Dean of Student Affairs  
P.O. Box 10048  
1225 Air Base Boulevard  
Building F  
Montgomery, AL 36108  
(334) 420-7487  
[rberry@trenholmstate.edu](mailto:rberry@trenholmstate.edu)

### **For ADA-Related Matters**

#### **Regina Jones (Students)**

Director of Student Success  
P.O. Box 10048  
1225 Air Base Boulevard  
Montgomery, AL 36108  
(334) 420-4418  
[rjones@trenholmstate.edu](mailto:rjones@trenholmstate.edu)

### **Anti-Harassment Policy**

Trenholm State has a commitment to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Not only is such harassment or discrimination a violation of the policies of the Alabama Community College System, but it is also an institutional policy that any practice or behavior that constitutes such harassment or discrimination shall not be tolerated on Trenholm State's campus or in any division or department, by any employee,

student, agent, or non-employee on any College property or while engaged in any College-sponsored activity. It shall also be a violation of this policy for a person to engage in such harassment or discriminatory practice or behavior through the use of any College-owned or College-controlled communication process, system, or device.

For these purposes, the term "harassment" includes, but is not necessarily limited to:

- Language, behavior, or other activity that has the intent or effect of unduly demeaning, embarrassing, or discomforting any person, or creating an environment that is unduly demeaning, embarrassing, or discomforting to any person or persons of reasonable sensitivity.
- Harassment of employees or students by persons who are not employees or students shall also be a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institutional official.

Such discrimination may or may not be in the form of harassment, per se. However, as with incidents of harassment, any employee or student who becomes aware of the unduly adverse treatment of any person on the basis of that person's race, color, gender, religion, national origin, age, disability, or any other impermissible factor, shall report such situation to an appropriate College official.

Sexual harassment is a form of misconduct that is considered under the law to be both harassment and discrimination, which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to such innocent conduct as occasional compliments on another's appearance; it refers to behavior with sexual connotations that would have the effect of interfering with, or the tendency to interfere with, the work, educational, or social environment of its victims. Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite or the same sex, and occurs when it consists of unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when

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

Sexual harassment may include, but is not limited to, any of the following:

1. Physical assault, or attempted physical assault, of a sexual nature.
2. Direct propositions of a sexual nature.
3. Subtle pressure for sexual activity.
4. Threats or coercion used for the purpose of soliciting sexual favors.
5. Displaying pictures or other objects that are sexual in nature that would have the tendency to create a hostile or offensive environment and serve no legitimate business purpose;
6. Repeated conduct that has the effect of causing, or intent to cause, discomfort or humiliation, or both, that includes comments of a sexual nature or sexually explicit statements, questions, jokes, or anecdotes.
7. Repeated conduct that has the effect of causing, or the intent to cause, discomfort or humiliation in the form of (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) comments of a sexual nature about another's clothing or appearance; or (iii) remarks about sexual activity or prior sexual experiences.

Any student who is the victim, or intended victim, of sexual harassment should report the matter to the Title IX Coordinator (Students) as soon as possible after the situation occurs. If the matter is determined by the Title IX Coordinator to involve sexual harassment, it shall also be reported to the President of the College and to the Director of Human Resources, who shall also be kept informed of the progress and results of the investigation of the complaint. Any subsequent adverse treatment incurred by the reporting party that appears to be

retaliation of, or related to, the report of sexual harassment should also be brought to the attention of the office of the Dean of Student Affairs.

With regard to relationships of a physical nature, Trenholm State employees determine the ethical and moral tone of this college through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks that involve partiality, preferential treatment, or other improper use of position shall not be tolerated. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and a student for whom he or she has a responsibility or between any supervisor and an employee where preferential treatment result. Furthermore, such relationships have the potential to undermine the atmosphere of trust on which the educational process depends. Implicit in the concept of professionalism is the recognition by those in positions of authority that in their relationships with students or subordinate employees, there is always an element of power. Therefore, it is incumbent on those with authority not to abuse the power with which they are entrusted.

### **Steps Defined**

In order to accommodate the resolution of such situations, Trenholm State offers the following grievance procedures as the appropriate course of action for settling disputes and resolving problems.

#### ***1. Initial Steps***

Any student of Trenholm State who has a grievance against another student or a member of the Trenholm State faculty, staff, or administration concerning any form of discrimination (Title VI, Civil Rights Act of 1964), sexual harassment (Title IX of the Educational Amendments of 1972), or violation of the rights of the disabled (Sec. 504 of the Rehabilitation Act of 1973) should first attempt to resolve his/her situation with the individual involved. However, a student who believes herself or himself to have been subjected to sexual harassment is not required to first speak to or attempt to resolve the situation with the

perpetrator of sexual harassment before filing a complaint. If for some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate superior of the individual against whom the student has a grievance, and/or to the Title IX Coordinator (Students) in order to seek an informal resolution to the problem. If, after the discussion between the student and the respective College official or representative, it is determined that the complaint is valid, the College official or representative will take appropriate action to resolve the complaint using a formal "plan of resolution."

If the student's complaint requires a formal "[plan of resolution](#)," a written report must be submitted to the Dean of Student Affairs. The report shall be submitted by the College official or representative within ten business days of the initial complaint and shall detail the complaint and the plan to resolve the complaint. If a student's complaint cannot be resolved in the manner described above, an unresolved complaint shall be termed a "grievance."

**2. *Interim Resolution***

If the Dean of Student Affairs should determine that the grievance is of a nature that there should be imposed an interim resolution pending the outcome of the grievance procedure, the Dean of Student Affairs shall recommend such an interim resolution to the President or designee. The President or designee shall have the discretion to impose or not impose an interim resolution.

**3. *Formal Grievance Process***

A student who submits a complaint to the appropriate College official or representative in the manner described above and who is not informed of a satisfactory resolution or plan of resolution within ten business days after the complaint's initial submission shall have the right to file within ten business days, a formal grievance statement. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include the following information:

1. Date the original complaint was reported.

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

The grievance statement shall also contain any other information relevant to the grievance the Grievant wants to be considered by the Dean of Student Affairs. Any grievance must be filed within 45 calendar days of the occurrence of the alleged discriminatory act or the date on which the Grievant became aware that the discriminatory act took place

The Dean of Student Affairs will notify the student or a member of the Trenholm State faculty, staff, or administration of the charge(s) against him/her within five business days of receiving the formal grievance statement. If after a reasonable attempt to notify the student, faculty member, staff member, or administrator of the charges against him/her, the Dean of Student Affairs is unable to do so, then the Dean of Student Affairs may suspend the student, or the President of the College or his/her designee may suspend with pay the faculty member, staff member, or administrator until a hearing is held and decision rendered.

The College shall have thirty (30) calendar days from the date of receipt by the Dean of Student Affairs of the grievance to conduct an investigation of the allegation(s), hold a hearing on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings

**4. *Investigation Procedure***

The Dean of Student Affairs shall have the right to conduct such preliminary hearing(s) as the Dean of Student Affairs or designee shall deem necessary to complete his/her investigation. The Dean of Student Affairs shall conduct a factual investigation of the grievance allegations and shall research each applicable statute,

regulation, and/or policy, if any. The Dean of Student Affairs shall determine, after completion of the investigation, whether there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the Dean of Student Affairs (Grievance Officer) shall be stated in a preliminary written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made and shall be made a part of the hearing record if a hearing is subsequently conducted. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt of the Grievance Officer's preliminary report, the Grievant and the Respondent shall have three (3) business days to notify the Grievance Officer of the respective party's request for a hearing. The Dean of Student Affairs may, nevertheless, at his/her discretion, schedule a hearing on the grievance if doing so would be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be deemed a final report and shall be filed with the President, with a copy to be provided to the Grievant.

#### **5. Hearing Procedure**

In the event that the Dean of Student Affairs schedules a hearing, the Title IX Coordinator or designee will appoint a qualified five-person committee. The Dean of Student Affairs shall serve as the nonvoting chairperson. A quorum shall consist of four members of the committee and the chairperson. Unless the President determines otherwise, or both parties agree in writing for the hearing to be public, the hearing shall not be open to the public.

At the hearing, the Grievant and the Respondent(s) shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he/she shall deem

appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such testimony and offer such other evidence as he/she deems appropriate to the Respondent's defense against the grievance. 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 College.

Any party to a grievance hearing shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witness. In the event that the College or its administration at large is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also permitted to be assisted by an attorney or other personal representative.

A student does not forfeit any of his/her constitutional rights upon his/her admission into Trenholm State, nor does a faculty member, staff member, or administrator forfeit his/her constitutional rights upon employment with Trenholm State. The Committee shall not have the authority to compel any witness to testify. However, insofar as it is not contrary to law, the Committee may consider the refusal of a witness to testify when deliberating the evidence. With regard to a College employee, the President shall have the authority to direct the employee to testify at a hearing if, in the discretion of the President, such testimony could be material to an accurate determination of the facts in the case.

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

#### **6. Report of Findings and Conclusions**

Within five (5) working days following the

hearing, there shall be a written report from the chairperson on the findings of the hearing committee (with a copy forwarded to the President, the Grievant, and each Respondent). 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 facts relevant to the grievance.
5. Conclusions of law, regulations, or policy relevant to the grievance.
6. Recommendations(s) arising from the grievance and the hearing thereon.

**7. *Resolution of Grievance***

In the event of a finding by the Committee that the grievance was supported, in whole or in part, by the evidence presented, the Dean of Student Affairs shall meet with the Grievant, the Respondent(s) and the appropriate College representative(s) and attempt to bring about a reasonable agreed-upon resolution of the grievance. If there is no mutual resolution, the President shall impose a resolution of the grievance, which shall be final and binding.

**8. *Appeal Procedure***

The President of Trenholm State shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Grievance Committee. The President shall not be bound in any manner by the recommendation(s) of the hearing committee but shall take it (them) into consideration in imposing his/her decision. The charged student, faculty member, staff member, or administrator may file a written request with the Title IX Coordinator and Dean of Student Affairs requesting that the President of the College review the decision of the Grievance Committee. The written request must be filed within 15 calendar days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President. The President of the College shall issue his/her opinion to accept, reject, or

modify the decision of the Grievance Committee within 15 calendar days of the initiation of the appeal process. If the decision of the Grievance Committee does not satisfy the complainant, and should the grievance allege discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the handicapped (Sec. 504), the complainant may file a written grievance with:

1. The Alabama Community College System, pursuant to Alabama Community College System policies and procedures, with respect to Title IX violations;
  1. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official [Student Complaint Form](#) or at the ACCS website ([www.accs.edu](http://www.accs.edu)).

Students may submit completed complaint forms by printing the form, signing it, and then either scanning it and emailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or mailing it to:

Alabama Community College System  
Attention: Office of Student Success  
P.O. Box 302130 Montgomery, AL  
36130-2130

2. The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.
3. The institution that is the subject of the complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such a response may or may not contain a resolution.
4. The Vice-Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action if any is necessary or stating that the school has no violation of policies.

5. If corrective action is needed, the institution will have 30 days to comply or develop a plan to comply with the corrective action.
6. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.
7. The regional office of the Office of Civil Rights of the U.S. Department of Education within 180 days of the discriminatory act;
8. The Equal Employment Opportunity Commission within 180 days of the discriminatory act.

### **Exception**

When a complainant or grievant complains of, asserts the existence of, or indicates the possibility of sexual harassment violation of the law, Trenholm State policy, or standards of

appropriate conduct, the President may, at his/her discretion, determine that the matter will not be resolved through procedures set forth above, but will be reasonably, appropriately, and promptly investigated and resolved by the College pursuant to such process as the President determines in accordance with the College's objective of maintaining a work and educational environment free from sexual harassment.

### **Complaint Policy for Veteran Affairs (VA) Students**

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

***GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.***

### **General Policies**

#### **Academic Calendar**

Trenholm State publishes and makes available the Academic Calendar, grading policies, and refund policies to students and the general public. The College publishes the Catalog and Student Handbook on the College website and in print. The Academic Calendar is published within the Catalog and Student Handbook and is also published online.

#### **Grading Policies**

The institution's grading policies are published in the Catalog. These policies include an explanation of the College's grading system and procedures for course forgiveness, and academic bankruptcy. The Catalog also publishes grading policies specific to the Registered Nursing Program.

Each instructor distributes the grading policy in the course syllabus to every student at the beginning of each semester which includes methods of evaluation and grading policies specific to the course and instructor. These policies adhere to those published in the Catalog. The refund policies are published in the Catalog.

#### **Online/Hybrid Course Policies**

The College offers courses that are online or hybrid in format. Students taking online classes can access the Catalog online via the College website. Students can also access information concerning the Academic Calendar, grading policies, and refund policies on the College's website.

#### **Electronic Device Use**

Students are not to disrupt the class or other students with electronic devices. Students may have electronic devices in the classroom or instructional laboratory as permitted by the instructor. Class disruptions from the use of electronic devices in classes or labs may result in students being removed from class or lab.

#### **Tobacco-Free Policy**

Trenholm State is now a 100% Tobacco Free Campus. Smoking is not permitted on campus grounds. Any College employee or student found to be in violation of the tobacco-free policy will be

subject to a monetary fine, and tickets will be issued by campus security for violations of Trenholm State's tobacco-free policy.

### **Campus Posting/Announcements**

Bulletin boards are placed throughout buildings on campus for the posting of notices and/or announcements. Signs, posters, or literature is prohibited from being posted in restrooms, on glass panels, windows, walls, doors, ceilings, or any other surface that may suffer damage as a result of tape or tacks.

Students are encouraged to check their Trenholm State E-mail and Canvas accounts frequently for important campus announcements.

All postings, leaflets, pamphlets, and any other forms of announcements/notices must be approved by the Dean of Student Affairs prior to being displayed or distributed on campus.

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

In compliance with Section 22, of Public Law 101-226, entitled "Drug Free Schools and Campuses," Trenholm State hereby gives notice of the institution's policy to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The basic elements of the policy are listed below:

1. A statement prohibiting the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol by employees or students on Trenholm State property or at any activity conducted, sponsored, or authorized by or on behalf of Trenholm State.
2. A description of the applicable legal sanctions under local, state, or Federal law for the unlawful possession or distribution of illicit drugs and abuse of alcohol.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. A description of the drug and alcohol counseling, treatment, rehabilitation, or reentry programs that are available to employees and students.
5. A clear statement of the sanctions that the institution will impose against employees and students who violate the policy.

6. A biennial review by the institution of its program in an effort to (a) determine its effectiveness and implement changes to the program if they are needed and (b) ensure that the sanctions required by item No. 5 above are consistently enforced.
7. A copy of the Drug and Alcohol Abuse Prevention Policy/Program referred to in this statement is available from the Office of the Dean of Student Affairs.

### **Campus Safety**

#### **Safety Procedures**

1. The practice of safety is an integral part of the institution's educational program. Students are required to purchase and use safety protective coverings as required by their department.
2. The college has published procedures for fires, bomb threats, and extreme weather lockdowns. Each of these procedures requires certain behavior on the part of each student. All students should be familiar with the procedures for these emergency situations.
3. All accidents, injuries, and serious illness occurring on campus should be immediately reported to the instructor and the Dean of Student Affairs. Written documentation is required for all accidents/injuries. Forms may be obtained from the instructor or the Dean of Student Affairs.
4. Evacuation routes are posted in each classroom, office, and other specified areas; and
5. Intercom instructions will advise students of what to do in emergency situations.

#### **First Aid**

Students requiring first aid should notify their instructor or the first available College official. In the event that a person needs emergency medical treatment, emergency services should be contacted, and College officials notified. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until medical personnel arrive. Any costs, such as transporting a student to the hospital, hospitalization, or treatments are the responsibility of the student. The

College does not provide emergency medical services. All areas are equipped with first aid kits to treat minor injuries.

### **Inclement Weather**

All class cancellations or College closings due to inclement weather will be announced through the media. Notices will be carried throughout all local radio and television stations.

For students on campus during inclement weather, intercom announcements will provide instructions for what to do in an emergency.

Note: Day classes include all classes held during the 8:00 a.m. -5:00 p.m. period. Evening classes are defined as all classes meeting any time after 4:00 p.m. until the College closes at the end of the evening session.

### **Unattended Minors**

Children are not allowed to attend classes and must be accompanied by an adult at all times. Children visiting the campus are expected to comply with all College policies. The accompanying adult is responsible for ensuring compliance.

### **Violence Against Woman Act (VAWA)**

Trenholm State has a commitment to safety and security and complies with the Violence Against Women Act and the Federal Clery Act, both helping to bolster response to and prevention of violence.

VAWA requires colleges and universities, both public and private, to participate in federal student aid programs to increase transparency about the scope of sexual violence on campus, guarantee victims enhanced rights, provide for Standards in institutional conduct proceedings, and provide campus community-wide prevention educational programming.

In compliance with VAWA and Clery, Trenholm State has processes in place to actively collect and share data on violent incidents, and we regularly offer sexual assault, domestic violence, dating violence and stalking prevention workshops. For more information contact the Dean of Student Affairs

### **Annual Safety Report**

Trenholm State is required to publish and distribute an Annual Safety Report (ASR) by October 1 of each year. The ASR must include crime statistics for three calendar years as well as all of the required campus safety and security policies and procedures.

### **Freedom From Retaliation**

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

### **Redress of Grievances**

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

H. Councill Trenholm State Community College assures prompt and impartial consideration to any complaints, which its students may have during the course of their matriculation at the college. When circumstances require such a process to be sought,

students are encouraged to submit complaints or grievances in accordance with the following procedures:

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

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

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

Students and student organizations are expected and required to abide by local, state and federal laws. Students and their organizations must be aware that legal charges may be brought against them both within the college judicial system and in the civil or criminal court system. The college administration is responsible for establishing a procedure for reviewing and taking institutional action against students and student organizations found guilty of off-campus violations of local, state and federal laws. While the college does not act as a policing agent for students when they are off

campus, the college reserves the right to take action if a student's or student organization's behavior is judged to be contrary to the pursuit of the educational mission of the college or if the continued presence of the student or the organization poses a threat to their well-being or to the rights and property of members of the college community.

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

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

### **Academic Dishonesty**

Cheating includes:

- Submitting material that is not the student as part of course performance, such as copying from another student's exam or the reciprocal of that matter.
- Using information or devices that are not allowed by the faculty, such as using formulas or data from a home computer program or using unauthorized materials for a take-home exam.
- Obtaining and using unauthorized material, such as a copy of an examination before it is given.

- Fabricating information, such as the data for a lab report.
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation.
- Collaborating with others on assignments without the faculty's consent.
- Cooperating with or helping another student to cheat.
- Participating in or performing other forms of dishonest behavior, such as having another person take an examination in your place, altering exam answers and requesting the exam be regarded, or communicating with any person during an exam other than the exam proctor or faculty. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion.)

Plagiarism includes:

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

Generally, if a student writes while looking at a source or while looking at notes taken from a source, a footnote should be given. Whenever any idea is taken from a specific work, even when the student writes the idea entirely in his/her own words, there must be a footnote giving credit to the author responsible for the idea. The student should never retain a sentence pattern and substitute synonyms for the original words. Paraphrasing means the alteration of sentence pattern and changing of words. Any direct quotation should be

footnoted or documented in an acceptable fashion. Methods of documentation vary, and it is possible to cite in the text itself, rather than in a footnote. The student should give credit in a manner specified by the instructor. (Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion)

### **Unauthorized/Illegal Web/Computer Use**

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

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

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

### **Criminal Acts**

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

### **Deception**

It is unacceptable and illegal for any person to:

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

### **Destruction of College Property**

Destruction or attempted destruction or damage to college property, property of the area surrounding the college, or property belonging to a member of the college community is strictly prohibited. Every person who shall maliciously destroy, disfigure, or cause to be destroyed, disfigured, or injured the property of another, either real or personal, shall be subject to arrest and/or criminal prosecution.

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

### **Arson**

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

Any person observing or witnessing the destruction by fire of any state-supported school building, whether occupied or vacant, which fire was the

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

### **Fires**

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

### **Fire Drills, False Alarms and Sprinklers**

No person shall:

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

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

### **Disorderly Conduct or Assembly**

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

### **Disruption of Classes and College Functions**

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

### **Disruptive Behavior**

1. No person shall threaten to, or actually push, strike. No person shall threaten to, or actually push, strike, or physically assault any member of the college community or any guest on the campus.
2. Students who maliciously provoke or participate in fights will be subject to disciplinary action, which may result in one or

more of the following penalties: arrest, disciplinary warning, probation, suspension, or expulsion.

3. Conduct which materially interferes with the normal operation of the college is prohibited.
4. Conduct and/or expressions that are obscene, intimidating, or which are blatantly offensive to the prevailing standards of an academic community are prohibited. Participation in such acts is subject to college disciplinary action and is punishable by law. Such acts may carry sanctions of probation, suspension, or expulsion.

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

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

### **Emergencies, Campus**

In the regular operation of every institution, there will inevitably be occasions when the routine operations are interrupted and, in extreme instances, suspended altogether. Such occasions may be due to weather, fire, strikes, or organized student demonstrations. In such situations, students, faculty, and employees need to ensure that all functions and services of the college continue. In such cases, all involved should follow the directives of the Dean of Student Affairs.

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

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

### **Dress Code**

H. Councill Trenholm State Community College students are expected to dress in a manner representative of an educational institution. Special

occasions (e.g. convocations, employment/career fairs, graduation, coronations, plays, luncheons, banquets, speeches for class/assembly) dictate that business (e.g. a shirt and tie; business suit; blazer and skirt or slacks; dress) or formal wear (e.g. dinner dress, formal, business suit, or tuxedo) be worn. Other social occasions (e.g. talent shows, spring fest, dances) require informal but respectable apparel.

In special situations, faculty members have the authority to stipulate dress regulations for their classes or events sponsored by their department. Similarly, academic colleges and departments may stipulate dress requirements to supplement their educational goals and objectives. Any member of the faculty or staff reserves the right to hinder a student from entering into a classroom or college-sponsored event due to inappropriate dress. (Such acts carry a sanction of community service, fine, probation, and/or suspension.)

### **Failure to Comply**

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

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

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

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

### **Financial Obligations**

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

### **Forbidden Objects**

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

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

### **Fraud**

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

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

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

### **Gambling**

Gambling is not permitted on the premises of H. Councill Trenholm State Community College or at any activity sponsored by the college, whether on or off-campus. Violators are subject to arrest and prosecution by civil authorities as well as to college disciplinary action, which may result in one of the following penalties: disciplinary warning, probation,

suspension, expulsion, or dismissal from classes. Unauthorized playing of games for money or other items of value is prohibited. Possession of such may result in probation, suspension, or expulsion.

### **Insubordination**

Students are expected to respect people in authority. To disagree or hold a different point of view is normal, but the rule of mutual respect should prevail. Gross disrespect to persons in authority will not be tolerated. By Federal Statute, it is unlawful to threaten faculty of an educational institution. If a student verbally threatens a faculty member, then the student can be arrested, subjected to college disciplinary proceedings, and bound over to the courts of Montgomery County. Violators will be subject to disciplinary action, which may result in one of the following penalties: disciplinary warning, probation, suspension, or expulsion.

### **Joint Responsibility**

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

### **Moral Turpitude**

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

### **Picketing/Protesting**

It shall be unlawful for any person, singly or in concert with others, to engage in picketing or mass demonstration in such a manner as to obstruct or unreasonably interfere with free ingress or egress to and from any public premises, state property, county or municipal courthouses, city halls, office buildings, jails, or other public buildings owned by the State of Alabama, or any county or municipal government located therein or thereon conducted or so as to obstruct or unreasonably interfere with free use of public streets, sidewalks, or other public ways adjacent or contiguous thereto. Any person guilty of violating this act shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be

fined not more than five hundred dollars (\$500), or imprisoned in jail not more than six (6) months, or both such fine and imprisonment.

### **Restrooms**

Restrooms are designated separately for men and women and gender-neutral (designed for use by any gender). All individuals are required to utilize the gender-specific or gender-neutral restrooms as appropriate. Gender-neutral restrooms must be locked upon entry, and there is a notice to that effect on the doors. Any individual utilizing the opposite gender's restroom will be subject to disciplinary action.

### **Students Riding in Automobiles**

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

### **Theft**

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

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

### **Trademark Guidelines**

Campus clubs and organizations and individual students may use the H. Councill Trenholm State Community College name, trademarks, or logos only with the written approval of the President.

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

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

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

### **Violation of Law**

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

### **Weapons and Firearms**

It shall be a felony for any person to possess, carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind or any dynamite cartridge, bomb, grenade, mine, or powerful explosive (s) on

educational property. Weapons of any type are not permitted in any area under college control or at any activity registered with the college. Violators will be subject to arrest and subject to prosecution by civil authorities. College disciplinary action also applies and the student may be expelled from the college.

### **Weapons and Firearms Description**

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

Note: Violators are subject to college disciplinary action, which will mandate expulsion and punish them by law.

### **Student Code of Conduct/Definition of Terms**

To maintain an atmosphere on the Trenholm State Community College campus and host sites that is conducive to academic pursuits and fosters the growth and development of all members of the college community, a series of procedures and regulations governing student conduct and behavior has been established. Included in the procedures and regulations, which collectively are known as the Student Code of Conduct, are statements concerning

expectations regarding student conduct, guarantees of student rights, and procedures for adjudicating allegations concerning student misconduct. The penalties for violation of these regulations are also contained in the Student Code of Conduct.

All students at Trenholm State Community College are expected to read and become familiar with all sections of the Student Code of Conduct. Each student is individually responsible for adhering to the regulations contained in the Code. A student who is found to have violated these regulations will be subject to disciplinary action, ranging from a disciplinary warning to

suspension/ expulsion. The severity of the sanction is dependent upon the severity of the offense as determined by the judicial officer, the Dean of Student Affairs /designee, or the appropriate judicial council. Discipline will be levied in all instances except those in which a qualified, licensed, mental health professional has communicated to the college in writing that the actions were caused by severe psychological problems sufficient to warrant the immediate withdrawal of the individual from the college. In each instance, the individual may not re-enroll at Trenholm State Community College for at least two full academic semesters and then only upon the written recommendation of the mental health professional.

### **Principles for Collegiate Conduct**

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

The tenets for this covenant are:

#### **Integrity**

Respect and embrace the principles of academic honesty

#### **Philosophy**

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

#### **Class Attendance**

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

#### **Diversity**

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

#### **Communications**

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

#### **Behavior**

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

#### **Discourage Profanity**

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

#### **Accountability**

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

#### **Service**

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

#### **Respect**

Embrace and respect tradition by participating in rituals and observances, especially those that contribute to the history and heritage of the college. Assessment Conduct periodic assessments of academic, personal, and career progress. Stay focused on the purpose of being at the college.

#### **Campus Safety**

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

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

### **Freedom**

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

### **Philosophy of Student Conduct and Discipline**

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

Behavior that is not in keeping with standards acceptable to the college community is often symptomatic of attitudes, misconceptions, and emotional crises. Addressing the aforementioned traits is an essential component of the disciplinary process. An educational approach to discipline is employed whenever possible. The college judicial system and appeals process are designed to provide and help maintain an atmosphere within the college community that is conducive to academic pursuits. Stringent disciplinary measures against a student or

a group of students, such as suspension or expulsion, are instituted only when lesser remedies are inconsistent with the college's mission.

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

### **Honor Code**

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

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

### **Code Violations**

The following list of violations of the Student Code of Conduct is an example of behaviors that may result in disciplinary action by the College. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency, or a need for further clarification regarding what constitutes a violation of the Student Code of Conduct, the Dean of Student Affairs shall make the final determination. Any student or student organization found to be responsible for misconduct is subject to college sanctions. At the end of each violation are the sanction (s) that may be imposed by the college.

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

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

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

**1.30 Alcoholic Beverages.** The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on college property, in cars or other vehicles, or at any of the college's activities (whether on- or off-campus) are prohibited, except as expressly permitted by the college regulations, exceptions, or local, state, and federal laws. **(Potential Fine, Probation, Suspension, or Expulsion.)**

**1.31 Alcohol/Drug Intoxication.** Appearing in public on the college/host site premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct, regardless of whether such conduct results in injury to persons or property as a result of intoxication. **(Potential Fine, Probation, Suspension, Expulsion)**

**1.40 Animals (pets).** Having pets or other animals (e.g., dogs, cats, snakes, birds, hamsters, etc.), with the exception of seeing-eye dogs (when accompanied by their owner), is prohibited. **(Potential Fine, Probation, Suspension, or Expulsion).**

**1.50 Arson/Fire Setting.** The malicious, fraudulent, and/ or intentional burning of property on the college premises is prohibited. Acts include but are

not limited to, creating fires, setting a personal fire, opening flames, and/or igniting flammable materials. **(Potential Fine, Suspension/Expulsion)**

Willfully starting a fire in college buildings or on college property without the proper authorization of the college Safety Director and the Dean of Student Affairs is prohibited. Compliance with local and state fire codes must be assured and verified. **(Suspension/Expulsion)**

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

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

**1.80 Battery.** The unlawful application of force to the person of another is strictly prohibited **(Fine, Arrest, Criminal Adjudication, Suspension, Expulsion)**

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

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

1. Children in classrooms
2. Loud music

3. Horse playing
4. Vandalism
5. Sexual Activity in/or around classrooms, buildings
6. Fighting
7. Disrespect of instructors, administrators, staff, and custodial staff
8. Defacing property
9. Inappropriate dress
10. Loitering/Littering
11. Disrespecting others
12. Drugs/ alcohol use/possession/sale/intent to distribute.
13. Gang Activity; fights of more than two on one; signs; paraphernalia
14. Spreading harmful rumors
15. Cell phone usage in classrooms/assemblies
16. Joyriding/tampering with/on college or state-owned property.
17. Bullying and Harassing

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

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

**2.10 Damage to Property/Destruction of Property.** Damage, vandalism or destruction to property owned or leased by the college or personal property belonging to an individual, including but not limited to, car vandalism, walking on roofs of a university building, defacing structures and facilities, littering, unauthorized biking, skateboarding in inappropriate areas, marking, egging, littering,

painting, spraying, hallways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited. (**Probation, Community Service, Suspension, Fine, or Expulsion**)

## **2.20 Dangerous, Threatening, and/or Unsafe Behavior.**

**Behavior.** Any conduct or behavior which threatens or endangers the health or safety of any person in the college environment. This includes but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping. (**Probation, Community Service, Suspension, Fine, or Expulsion**)

## **2.30 Disorderly Conduct, Obstruction, and/or Disruption.**

**Disorderly conduct** is any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct that is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, misuse of musical instruments, noise-producing devices, talking excessively loud; failure to properly dispose of trash or food trays, shouting, loud stereo or radio sets; horseplay, practical jokes, and general annoyances; throwing any dangerous objects in a college facility or from the window of a college facility or onto the premises of the college. Breaking lines during registration, at campus events and activities, and so on, is deemed disorderly conduct. The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other university tasks and activities; interfering with duties of a student, faculty/staff member or college official; withholding information vital to any investigation carried out by an authorized agent of the college; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the college; creating excessive noise which can be heard in other areas of the campus and which interferes the normal operations of the college is prohibited. In so much as students are responsible for the behavior of their guests, students may receive sanctions if they permit their guests to behave disorderly on campus (**Probation, Community Service, Suspension, Fine, or Expulsion**)

## **2.40 Distribution of Illicit Printed Material.**

Distribution of printed materials that are libelous, derogatory, scurrilous, sexually explicit,

pornographic, or that encourages violations of public laws or college regulations is prohibited (**Probation, Community Service, Suspension, Fine, or Expulsion**)

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

**2.60 Failure to Comply.** Failure to comply with the directions of college officials (including campus security) acting in the performance of their duties, failure to promptly identify oneself to college officials when requested, and failure to comply with disciplinary sanctions are prohibited. This includes

direct disobedience of a lawful order of a college official, as well as failure to evacuate a building during a fire alarm, drill, or when otherwise so ordered by a college official, fire department staff, or local law official. (**Probation, Community Service, Suspension, Fine, or Expulsion**)

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

**2.80 Guest's Behavior.** Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit the campus. If a guest is found to be in violation of the Code of Conduct while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the guest, as well as against the student host or the host student organization (**Probation, Community Service, Suspension, Fine, or Expulsion**)

**2.90 Harassment (Verbal and/or Physical).** The excessive physical annoyance of or the use of verbally abusive language by any person on college-owned or controlled property (on or off-campus sites) or while on the premises of, or while in attendance of, college-sponsored or supervised events is considered to be harassment and is prohibited. The scope of any form of harassment

includes language to physical acts which degrade, insult, taunt or challenge another person by any means of communication, verbal, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racists remarks or any behavior that places another member of the college community in a state of fear or anxiety (**Probation, Community Service, Suspension, Fine, or Expulsion**)

**3.00 Hazing.** It is strictly prohibited for a person or organization to, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct that creates a substantial risk of physical and/or mental injury to such other person or to a third person. This includes asking favors or demanding services from a person seeking to join a college-sponsored club/organization (**Probation, Community Service, Suspension, Fine, or Expulsion**)

**3.10 Health and Safety Violations.** This means any behavior that creates a risk or danger to others in the college community, throwing objects from windows or balconies, or the unlawful disposal of toxic chemicals. (**Probation, Community Service, Suspension, Fine, or Expulsion**)

3.20 Identity Disclosure/Identification Cards. Failure to carry a valid college student identification card (when possession is in reason) while on the college property or failure to present it to a college official, security officers, administration, and staff members upon request is unacceptable. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing, or attempting or intending to misuse one's ID card is prohibited. Presenting a false name or other identification, including a false or invalid ID card, to a college official while in the performance of their duties is prohibited. (**Probation, Community Service, Suspension, Fine, or Expulsion**)

**3.30 Indecent, Obscene, Immoral Behavior, and/or Profanity.** Conduct that is disorderly, lewd, indecent, and/or portrayed on the premises of the college or at college-sponsored or supervised activities on/off campus will not be tolerated.

Such acts include the use of obscene gestures, improper body exposures, stripping, and vulgar

language to or in the vicinity of students, staff members, administrators, faculty, or visitors of the college or when visiting other colleges and/or venues. (**Probation, Community Service, Suspension, Fine, or Expulsion**)

**3.40 Moral Turpitude.** An act of baseness, vileness, or depravity that brings shame to the college and is in contradiction to the letter and spirit of the college's Code of Conduct, good citizenship, and ethics is strictly prohibited. (**Probation, Community Service, Suspension, Fine, or Expulsion**)

**3.50 Motor Vehicles, Traffic Violations, Parking Violations.** Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g., automobiles, motorcycles, etc.) on college-owned or controlled property on/off-campus locations or at college-sponsored or supervised activities is prohibited. This also includes driving and parking on grass and sidewalks. Traffic tickets of the same offense will increase on the second and third offenses. Failure to obey traffic and parking regulations is punishable by the college's Department of Safety. (**Probation, Community Service, Suspension, Fine, or Expulsion**)

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

**3.70 Safety Code-Mischief.** Tampering with safety equipment is a serious violation of the Code of Conduct and is subject to expulsion and/ or criminal prosecution. Making a statement verbally/ writing a false fire or bomb alert by any means, including a telephone call or by a warning device, theft, removal of, or tampering with security cameras, fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of college guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any

other type of emergency) is strictly prohibited. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

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

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

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

**4.10 Solicitation.** Unauthorized selling, collection of monies, and promotion (flyers) on campus or within college buildings is not permitted without permission of the Dean of Student Affairs. Students may not act as agents for business firms, which entail solicitation, or the receipt of business offers or goods on college property. Further, students may not solicit on behalf of the college without the permission of the Dean of Student Affairs. Use of any college facilities for business purposes of any nature (e.g., the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair perming/styling/braiding, barbering, babysitting, etc.) is prohibited. **(Probation, Community Service, Suspension, Fine, or Expulsion)**

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

**4.30 Trespassing.** Unauthorized presence on, in, or within any building or property owned or operated by the college (including technology labs, shop areas, classrooms, offices, buildings, etc.), or the unauthorized entry into or remaining in a facility or in a private room or office under the control of another, after having been asked to leave. Unauthorized campus visitors will be subject to

arrest and criminal proceedings. (**Probation, Community Service, Suspension, Fine, or Expulsion**)

**4.40 Unauthorized Use/Entry of College Facilities.**

Unauthorized use of equipment, occupancy of, or unauthorized entry into or exit from college facilities is prohibited. Unauthorized entry/exiting includes entering and/or occupying and improperly exiting college facilities that are locked, closed, or restricted for use to certain or all persons. (**Probation, Community Service, Suspension, Fine, or Expulsion**)

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

# Disciplinary Procedure for Trenholm State Community College

## Authority

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

## Judicial Council

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

### Inter-Student Services Disciplinary Council:

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

### Student Judicial (Court) Council:

Composed of Student Government Association members (Chief Justice of the SGA-presiding officer; Faculty member and staff member advisor) Council hears cases that the Dean of Student Affairs and Information Services considers to be minor/ moderate infractions that will constitute sanctions of

probation, fines, and/or community service. Council makes recommendation to the Dean of Student Affairs and Information Services to either uphold, reject, or modify sanctions imposed in the informal hearing.

### Administrative Judicial Council:

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

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

## Disciplinary Procedures

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

Information Services to administratively withdraw the student from the College. However, a permanent file will be maintained by the office of the Dean of Student Affairs and Information Services and the Office of the Registrar.

### Judicial Process

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

4. The student can bring witnesses, an advisor, and/ or an attorney to the formal hearing, but the student (s) has to notify in writing the office of the Dean of Student Affairs and Information Services two (2) days (48 hours) prior to the hearing but can only be heard at the discretion of the presiding officer. If a witness that is a student of the college is present and engages in false testimony or misrepresentation/ falsification, the student (s) will at that time become a part of the judicial process of the college and sanctions may be imposed,
5. When a student is accused of violating the Student or Collegiate Codes of Conduct and criminal charges are pending against the student, an attorney may be present. In this instance, the role of the attorney is limited and passive. The attorney cannot actively participate in the hearing or ask questions of the witnesses or judicial council members. The attorney's role is to advise the student regarding self-incrimination and to observe the proceedings. If a student does not have present criminal charges pending, an attorney, however, will not be permitted to be present during any disciplinary proceedings.
6. When the judicial process of college officials involves a ward of the State, residence of a living/ treatment facility, a felon, an individual that poses a threat to others, or an individual already a part of a criminal case and/or investigation, the Dean of Student Affairs and Information Services at discretion will contact and cooperate with the cooperating agency whether it be state, federal, or local.

### Disciplinary Hearing Procedures

1. A. To ensure that Trenholm State Community College is strictly adhering to FERPA Laws, disciplinary hearings are private and confidential involving the student and the council. Hearings are closed to the campus community, media, and the general populous.
2. The Dean of Student Affairs and Information Services' assignment of cases to the appropriate judicial council determines the hearing officer.
3. The format begins with the presentation of charge (s) and proceeds with:
4. Call for the accused to respond to the charge(s), present witnesses and/or evidence

5. Supporting testimony and information on the charge (s),
6. Presentation of the accuser's testimony, witnesses, and/or evidence
7. Examination and questioning of accused, accuser, and possibly the witness/advisor by the members of the council
8. Deliberation by the council
9. Decision by the council to include:
10. Recall of precedent of prior sanctions made on like infraction (s)
11. Finding on a question of guilt or innocence
12. Sanctions, if any rendered to the presiding officer
13. Presiding officer renders the decision verbally to the accused, then the accuser (both parties are bound to strict confidentiality rules; if not, student (s) will be subjected to disciplinary proceedings)
14. Transcript will be transcribed and submitted to all parties involved
15. Transcript will be filed in the Office of the Dean of Student Affairs and Information Services

### **Due Process**

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

The student (s) shall be notified in writing that he/she has been perceivably involved in an incident that is in violation of the Trenholm State Community College code of conduct. The notification will be submitted to the student (s) within three (3) working days and will provide the date, time, and place of the judicial hearing.

1. The individual will be permitted to face and question his/her accuser (s) and witnesses testifying against him/her at the hearing. At the discretion of the hearing officer, both the accused and the accuser have the right to provide evidence and witnesses to prove otherwise or to speak on their behalf.
2. After due consideration of the appropriate judicial council, the council shall render to the presiding officer a verbal and/or written decision.

3. The student, if opposed to the sanction (s) rendered by a council, has the right to reject the sanction and invoke appeal proceedings.
4. The student has to provide in writing within three (3) working days of the hearing, to the Dean of Student Affairs and Information Services, the basis of the appeal, new evidence, and/or new witnesses. An appeal will not be granted, unless the aforementioned are not evident.
5. The Dean of Student Affairs and Information Services will decide if an appeal is warranted, and if so, notify the student and the appropriate council to schedule a date, time and location within three (3) working days of the hearing, and send the case to the appropriate council for an appeal hearing.
6. If an appeal hearing is granted, and the appellate council makes the recommendation to the Dean of Student Affairs and Information Services, the student has the right to submit his/her case to the President of the college. The President will then advise the Dean of Student Affairs and Information Services of a recommendation to be carried out regarding the case or correspond with the student (s) directly.
7. If the student is still not satisfied with the decision, the student has the right to submit their case to the Office of the Chancellor for the Alabama Community

College System (please see ACCS Policy on the of conduct, the student's (s) case outside of the college will determine the fate of the student's (s) matriculation at Trenholm State Community College. The college will continue its case involving the student (s) after the external case against him/her is settled, and said student (s) might be suspended until that time.

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

## Rights of Victims

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

The rights of the victim are listed below:

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

## Responsibility of the Accused Student

- A student accused of alleged violations of the Student or Collegiate Codes of Conduct is notified to appear in the Office of Judicial Affairs for an informal hearing (conference) with the Dean of Student Affairs and Information Services or notification is given in reference to a specific date and time to appear before the appropriate committee for a formal hearing.
- If the student accepts responsibility for the violation, he/she may request to waive all further hearings and accept the decision of the

Judicial Officer (Dean of Student Affairs and Information Services/ designee) as final and binding for all purposes.

- The student may request that his/her case be heard by the appropriate council. In the event that the request is approved for a formal hearing, the Dean of Student Affairs and Information Services will conduct a hearing to determine responsibility if the student denies the charges, and /or impose a penalty when responsibility is determined. The option to have a case heard by a council is not available during holidays, between semesters, or when a council is not available to meet.
- The student may request that the Dean of Student Affairs and Information Services to adjudicate his/her case. The Dean of Student Affairs and Information Services will conduct a hearing to determine responsibility if a student denies the charge(s), and/or to impose a sanction when responsibility is determined.

## Rights of the Accused Student Violator

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

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

1. Be presented a written specification of charges.
2. Have a fair and impartial hearing.
3. Know the nature of the evidence against them and names of witnesses scheduled to appear at the time of the hearing.
4. Present evidence and witnesses in their behalf.
5. Be accompanied at a hearing by an advisor of their choice. When a student is accused of violating the Student or Collegiate Codes of Conduct and criminal charges are pending against the student, an attorney may be present. If a student does not have present criminal charges pending, however, an attorney will not be allowed to be present during any disciplinary proceedings. When an attorney is present, his/her role is limited and passive. The attorney cannot actively participate in the hearing or ask questions of the witnesses or

judicial council members. The attorney's role is to advise the student regarding self incrimination and to observe the proceedings.

6. Be present at the hearing during the presentation of any evidence or material on which a decision will be made. If the student fails to attend the hearing, it will be held in the student's absence. Failure to appear after proper notification may result in suspension from the college.
7. Refuse to answer questions.
8. Ask questions of witnesses through the hearing officer only.
9. Have a decision based on evidence presented and the vote of the committee.
10. Be presented a written notice of results of the hearing.
11. A Student Advisor. Students who are alleged to have violated the Trenholm State Community College Student or Collegiate Codes of Conduct can request assistance in the identification of an advisor by contacting the Office of the Dean of Student Affairs and Information Services. Students may seek advice from an individual chosen by the student. Advisors may aid the accused student in the following ways:
  - Develop a fair and logical defense.
  - Inform the accused student on hearing procedures.
  - Be present at the hearing. Space will be made available for the advisor to sit with the accused.
  - Advise the accused during the hearing at the appropriate time only and on appropriate matters relating to the hearing. The advisor is not allowed to speak during the hearing proceedings, and may not conduct the defense of in any way actively participate in the hearing.
12. Request an appeal of a decision of suspension or exclusion from the college, according to established guidelines.

### **ALABAMA COMMUNITY COLLEGE SYSTEM STUDENT APPEAL PROCESS**

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to

delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/ her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

1. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form or Online Student Complaint Form, each found on the ACCS website at [www.accs.edu/student-complaints/](http://www.accs.edu/student-complaints/). Students may submit completed complaint forms using one of the following options: A. Printing the form, signing it, and then either (1) scanning it and emailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to: Alabama Community College System Attention: Division of Academic and Student Affairs P.O. Box 302130 Montgomery, AL 36130-2130 B. Electronically submitting the form using the Online Student Complaint Form found on the ACCS website at [www.accs.edu/studentcomplaints/](http://www.accs.edu/studentcomplaints/).
2. The Division of Student Success will investigate the complaint.
3. The institution which is the subject of complaint has 15 days to provide a written response to

questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.

4. The Division of Student Success will adjudicate the matter within 30 business days of receipt of complaint and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.

5. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.

6. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

7. The decision made by ACCS is final and cannot be appealed.

# Judicial Sanctions

## Terms And Definitions

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

**Campus-Community Service.** A sanction imposed upon a student as a result of a violation of the Student or Collegiate Codes of Conduct. Service is provided by the student to a specific on-campus area or department of the college for a specific amount of hours as imposed by the judicial body. Monetary compensation is not provided. A service contract is to be signed detailing the tenets of the service to be completed. NOTE: Failure to complete required campus service will result in the student being placed on a disciplinary hold, fine, or suspension from the college.

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

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

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

**Loss Of Privileges.** A student who receives a judicial sanction will be notified in writing of the specific privilege(s), which he/she has lost. The privileges

may include removal/eviction from on-campus facilities, events, sporting, activities, and restrictions from affiliation and or representing the college. The written notification shall include the time period for which the student has lost certain privileges.

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

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

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

**Suspension.** Dismissal from the college for a specific period of time following severe acts of violation of the Student or Collegiate Codes of Conduct or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students suspended from the college are required to return their student identification card and room keys and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Dean of

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

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

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

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

2. **Interim Suspension.** Suspension that is immediately sanctioned when charges are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found guilty of the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.
3. **Indefinite Suspension.** Dismissal or Suspension from the college to be served for a period of not less than (1) one year.
4. **Expulsion.** Permanent separation from the college. Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the college and will not be allowed on the main campus or off-site campus for any reason. When a student is expelled from the college, the student's relationship with the college is permanently severed, unless criminal acts and/ or restitution is pending and the student is persona non-gratis. The student (s) should understand that an arrest will be warranted if to be found on the premises of Trenholm State Community College.

### **Special Notation to Students**

Each violation of the Trenholm State Community College Student or Collegiate Codes of Conduct is treated separately from any other case. Disciplinary sanctions will vary accordingly, depending upon the severity of each offense. All sanctions will be determined on an individual basis; however, all mitigating circumstances are reviewed and taken into consideration by the appropriate Judicial Council, the Dean of Student Affairs and Information

Services or designee. Therefore, students may or may not receive similar sanctions for offenses of the same or similar nature.

### **Disabled Student Services Grievances**

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

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

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

### **Informal Grievance Procedure (Disabled Student Services)**

1. A grievance should be filed in writing, with the name and address of the person filing it and a briefly description of the alleged violation.
2. A grievance should be filed within 60 days of the alleged violation or such time after the complainant becomes aware of the alleged violation. (Processing of allegations of discriminations, which occurred before this grievance procedure was in place, will be considered on a case-by case basis in a prompt and equitable manner.)
3. The investigation shall be conducted by the Dean of Student Affairs and Information Services, consulting the American with

Disabilities Act Compliance Officer. The investigation shall be informal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to a grievance.

4. A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the Americans with Disabilities Act Compliance Officer and a copy forwarded to the complainant no later than 10 days after its filing.
5. The Dean of Student Affairs and Information Services and the Americans with Disabilities Act Compliance Officer shall maintain the files and records of Trenholm State Community College relating to the complaints filed.

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

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

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

### **For Assistance (Disabled Student Services)**

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

Mrs. Regina Jones  
ADA Coordinator  
Trenholm State Community College  
Post office Box 10048  
Montgomery, AL 36108  
(334) 420-4418

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

### **VA Complaint Policy**

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

# General Policies

## Equal Opportunity/Equal Access

It is the official policy of the Alabama Community College System and H. Councill Trenholm State Community

College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. If you have a disability, and may require accommodations, notify the ADA Coordinator at 420-4418.

## Alabama Gun Law and State Board Policy

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

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

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

This policy applies to all points of public entry in all buildings operated by Trenholm State Community College. If there are questions, please call the Coordinator of Safety & Security at 334-420-4275. (DPE Memorandum 82013-EXE-051)

## Americans with Disability Act

H. Councill Trenholm State Community College complies with the provisions of the Americans with Disabilities Act of 1990 (ADA), which makes it illegal to discriminate against individuals with disabilities in employment, public accommodations, public

services, transportation, and telecommunications. For additional information contact the ADA Coordinator at 334-420-4418.

## The Clery Act

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

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

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

## Rehabilitation Act

H. Councill Trenholm State Community College complies with equal opportunity in its employment, admissions, and educational programs and activities in compliance with Section 504 of the Rehabilitation Act of 1973. For additional information contact the ADA Coordinator at 334-420-4418.

## Drug-Free Schools and Campuses Act

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

In the event of the confirmation of such prohibited possession, use, or distribution by a student or

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

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

### **Computer Crime Act**

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

### **Harassment Policy**

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

Sexual harassment is a form of sex discrimination. The common element of a variety of forms of sexual harassment is the inappropriate introduction of sexual activities or comments into the workplace or

learning situation. While sexual harassment may involve relationships among equals, it often involves relationships of unequal power, giving rise to elements of coercion centered on sexual activity for opportunities of benefit such as improved job or academic status.

For additional information contact the Dean of Student Affairs and Information Services/ Title XI Coordinator at 334-420-4296.

### **Substance Abuse Prevention**

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

### **Internet Acceptable Use Policy**

#### **Purpose & Intent**

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

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

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

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

- supporting course enhancements requiring access to the Internet

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

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

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

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

Trenholm State exclusively reserves the right to monitor, store, and review all Internet traffic on the

Trenholm State Network for the purpose of determining violations of this AUP. ANY Internet user who is in violation of this policy is subject to appropriate disciplinary and/or legal action.

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