

The image features a dark gray background with several overlapping circles in various shades of gray and white. The circles are arranged in a way that they appear to be layered, with some in the foreground and others behind. The text 'Student Handbook' is centered at the bottom of the image.

Student Handbook

Introduction

The CVCC administration has prepared this student handbook to assist students as they pursue their educational objectives at CVCC. Included herein is general information about the College, including information about student housing, vehicle regulations, library and learning resource center, the bookstore, buildings and grounds, counseling and guidance services, student activities, college publications, clubs and organizations, student records, the student code of conduct, dress and appearance, substance abuse policies, disciplinary procedures, grievance procedures, and emergency procedures. Students are urged to become familiar with the contents of this handbook and to keep it available for handy reference. CVCC is dedicated to developing the individual student as a productive member of society and to helping each student define and meet his or her educational goals. The Office of the Dean of Student Services is available to help students interpret information contained in this handbook. If the Alabama State Board of Education adopts any policy or regulation which conflicts with or is inconsistent with any procedure or policy contained herein, the relevant policies and regulations of the State Board of Education always supersede information contained in this handbook. CVCC reserves the right to revise any policy or procedure stated herein, with or without public notice. In the event of any such revision, the College will make every reasonable effort to make such revised information available to all students.

Any policy or procedure contained herein that is contrary to federal, state or local law or court order, or any applicable rule, regulation, or policy of the State Board of Education is null and void.

The handbook is not, and is not intended to be, a contract, warranty, or guarantee between CVCC and any individual. It is compiled for the convenience of students and prospective students as an information resource.

Student housing

The College does not provide student housing. Students seeking housing are advised to contact the management of rental units for information about availability.

On-campus parking and driving

The College provides parking spaces for students in the east and west designated parking lots. Students who park on campus must obtain a vehicle registration tag from the Switchboard Operator/Receptionist in Wilson Hall for each vehicle he/she will park on campus. There is no charge for the parking tag.

A student seeking a parking tag must present a valid driver's license and the make, model, and license plate number of the vehicle being registered. Parking tags are not transferable from one vehicle to another, or from one student to another.

The parking tag must be affixed to vehicles in the place and manner designated at the time the tag is issued. Each permit expires according to the date indicated on the tag or when the respective student is no longer registered at the College.

A parking tag should be removed if a registered vehicle is sold, traded, or if the student is no longer enrolled at CVCC. Any change in ownership of a registered vehicle must be reported immediately to the Security Office. On-campus parking space is limited; therefore, a parking tag is not a guarantee of an available parking space. CVCC reserves parking spaces for visitors in

designated areas. Visitors need not register with the Security Office to use these spaces. CVCC students may not use visitor parking spaces.

Parking for students with disabilities

A student who needs special parking accommodations due to disability must present appropriate documentation from a medical doctor stating the nature, extent, and expected duration of the disability. Parking accommodations for students with disabilities are handled through the College’s ADA Compliance Coordinator. The Switchboard Operator/Receptionist in Wilson Hall will issue the parking permit to the student at the request of the ADA Coordinator.

Parking and traffic violations

It is a violation for:

- a student to park anywhere on campus without a parking tag.
- a student to park anywhere on campus except in the designated student parking spaces in the west parking lot (near the Brassell Hall) or the east parking lot (near the Instructional and Performing Arts Center).
- a driver to exceed the 15 m.p.h. on-campus speed limit, or to drive in a reckless manner or violate any of the on-campus traffic signs.
- a motor vehicle to be left on campus for more than three consecutive days. If a vehicle is left on campus for more than 72 continuous hours, it may be towed at the owner’s expense.

Parking and traffic citations and fines

Traffic and parking violators will be issued citations. The person in whose name a vehicle is registered is responsible for on-campus traffic and parking violations involving that vehicle. Each violation will result in a citation and a fine. A student who receives a fine for any serious traffic violation, such as speeding, reckless driving, etc., may be referred to the CVCC Disciplinary Committee.

The decision of this committee may result in probation or suspension of the student.

Traffic and parking fines must be paid within three school days. Traffic and parking fines are as follows:

1. No parking decal displayed \$ 10.00
2. CVCC parking tag improperly displayed \$ 10.00
3. Parking in “No Parking” zone \$ 10.00
4. Parking in reserved areas \$ 10.00
5. Improper parking/visitor’s area..... \$ 10.00
6. Driving in the wrong direction on a one way street \$ 15.00
7. Reckless driving and/or speeding \$ 25.00
8. Switching parking tag to unauthorized vehicle..... \$ 10.00 (and forfeiture of hang tag)
9. Unauthorized parking in disabled zone \$ 25.00

Traffic and parking fines must be paid in the Business Office. The Business Office hours are from 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. - 2:30 p.m. on Friday.

Vehicles parked on the grass, in loading zones, yellow-curbed areas, or in other prohibited areas where immediate removal is necessary may be towed at the owner's expense in addition to the imposition of a citation and a fine.

A student who wishes to discuss and/or appeal a traffic/parking citation should contact the Receptionist in Wilson Hall and complete an Appeal Form. An appeal must be filed within ten calendar days of the date on which the ticket is issued. If an appeal is not received by the Coordinator of Evening Services within the ten-day period, the right to appeal will be considered waived.

Student insurance

It is the responsibility of the student to be covered by insurance in case of an injury related to a college-sponsored event. The parent, guardian, or student will be expected to assume all responsibility and shall not hold the College liable for any injury due to an accident related to a college-sponsored event, except for students who participate in intercollegiate athletic events and are covered by college accident insurance.

Student transportation and liability policy

CVCC does not generally provide transportation to students to and from classes, course-related field trips, or course-related endeavors. If, however, the College does make an exception to this policy, CVCC shall not be responsible for the safety of students or be liable for any loss of, or damage to, personal property or any physical injury suffered in traveling to or from, or while participating in, the respective activity.

Learning Resource Center

The Learning Resource Center (LRC), located in Owen Hall, serves students, staff, faculty, and the community by providing access to a variety of resources and services that support and strengthen the instructional and community service programs of the college. To accomplish this mission, the LRC is committed to:

- Maintaining a comprehensive collection to enhance teaching and learning.
- Providing a well-equipped facility to support diverse learning styles and needs.
- Offering professional services to facilitate the usage of resources.
- Promoting information literacy and student success by conducting library instruction.

Learning labs

Writing: Students who need help to improve writing skills (such as spelling and writing essays, research papers, and book reports) may receive help in the Writing Lab. Instructors are on duty at various times throughout each week to help students. Labs are located in IPAC 112.

Mathematics: Students who need help in mathematics and/or additional help in mathematics courses may receive that help in the Mathematics Lab. The Mathematics Lab is staffed by instructors at various times throughout the week. Labs are located in BRS 206.

Bookstore

Troy University-Phenix City, located across the street from CVCC, operates a college bookstore where CVCC students may purchase textbooks, supplies, and other course-related materials. Barnes and Noble manages the bookstore. Hours of operation are posted.

Buildings and grounds

A college campus reflects the student body's pride in their institution. Therefore, CVCC students are expected to help maintain the cleanliness, safety, and good order of the College's buildings and grounds. Students may not consume food or beverages inside classrooms or the Learning Resource Center. Students are also encouraged to report any campus health, safety, or maintenance problems or concerns to the Director of Facilities and Maintenance.

Building accessibility

It is the policy of CVCC to make its programs and services available, to the fullest extent reasonable, to students with disabilities. In keeping with that effort, accessibility ramps have been constructed at College buildings, sidewalks, and parking lots. In addition, elevators are available to provide full access to Wallace Hall, Brassell Hall, Fine Arts Hall, Instructional and Performing Arts Center, and the Learning Resource Center.

A student who has an accessibility problem should report it to the Director of Facilities and Maintenance or the College ADA Compliance Coordinator.

Counseling and guidance services

Counseling and advising services are available for current and prospective CVCC students in the Office of Counseling and Advising in Wilson Hall. These services include academic advising, career and placement counseling, testing, and personal guidance to help each student adjust successfully to college life, as well as registration, orientation for new students, and general-interest inventory testing. Educational and occupational information, including catalogs and course equivalence information from other colleges, are available in the Office of Counseling and Advising. Confidential interviews may be arranged at the student's request. All services are free and available to day or night students.

Pre-college counseling

Prospective or new students and transfers are strongly encouraged to participate in pre-college counseling. This program is coordinated by the Office of Counseling and Advising and helps entering freshmen and transfer students select courses to take for their chosen fields of study and to adjust more readily to their first semester/term at CVCC. During pre-college counseling sessions, students receive registration and financial aid information. Students or prospective students may contact the Counseling and Advising Office for information.

Academic advising

The Office of Counseling and Advising serves as the primary provider of advice on availability and content of programs, program prerequisites and graduation requirements, and the availability of courses and learning laboratories.

Faculty advisors

Faculty members are designated as student advisors to provide educational guidance in each student's field of interest or specialization. Faculty advisors are available to help each student arrange his/her class schedule and help provide information about the knowledge and skills required, as well as information about job opportunities in the student's field. Faculty advisors access (for each advisee) a program plan of study, which they use in helping students develop a schedule for each term's work at CVCC. Unclassified students who are interested in reviewing various programs at CVCC may also receive appropriate academic advising.

Referrals

If a student needs help with personal problems of a nature or degree beyond what is appropriate for college counselors, the student will be referred to other appropriate professional resources outside the College's environment.

Career development/job placement services

Career development and job placement assistance is provided through the Office of Counseling and Advising in Wilson Hall. Emphasis is placed on providing services throughout the stages of student enrollment: entry, matriculation, and exit. Entry services consist of assessing vocational interest and aptitude and counseling students regarding career selection in order to determine appropriate educational goals. Matriculation services consist of career resource information and research and are provided by the Office of Counseling and Advising. Students may use the Career Resource Center to search for comprehensive information regarding specific career fields. Finally, exit services consist of job development activities such as providing current job listings and employment information to graduates and students seeking employment, providing help with resume development and job interviewing, and providing referrals for area employees. Students are cautioned that job placement is not guaranteed. Rather, the College provides access to information and resources to help students locate employment opportunities.

Financial aid

CVCC attempts to make available to its students a wide range of opportunities to secure financial aid for their college expenses. Among available aid are the following:

College work-study program

A student who demonstrates a need for financial assistance may be eligible for a part-time job, paid on an hourly basis, to help finance his/her education. The amount of money a student may earn is limited to the financial need he/she demonstrates. The number of available positions is limited. Therefore, preferences will be given to students meeting the July 1 priority date.

Pell Grant program

The primary source of aid for a student is the Pell Grant program. Within two weeks after the student has made an application, he/she will receive an Eligibility Report that will indicate if he/she is eligible for a Pell Grant. If the student is eligible, he/she will receive an award letter from the Financial Aid Office.

The amount of a Pell grant is determined by the Expected Family Contribution (EFC), the estimated cost of the student's attendance, and the number of credit hours attempted, i.e., one to five credit hours equals less than half time, six to eight credit hours equals one-half time, nine to eleven credit hours equals three-quarter time, and twelve credit hours or more equals full time.

Alabama Student Assistance Program (ASAP)

The Alabama Student Assistance Program helps exceptionally needy students. It consists of Federal and State Student Incentive Grant funds and funds appropriated by the Alabama Legislature. ASAP funds do not have to be repaid. Students should complete the Free Application for Federal Student Aid form to apply. Priority is given to those who receive a federal Pell grant and who meet the July 1 priority date. For more information about the Alabama Student Assistance Program contact the Office of Financial Aid.

Supplemental Educational Opportunity Grants (SEOG)

A limited number of supplemental educational opportunity grants are given to students who receive Pell grants and still have exceptional financial need. Awards are usually \$600.00 per academic year. The Free Application for Federal Student Aid Form is used to determine eligibility.

Scholarships

Scholarship offers at CVCC are subject to review and approval of the scholarship committee before an award is made. Scholarships available at CVCC are:

Presidential/Academic scholarships - Students who possess a grade point average of 85 percent or better in all academic course work in high school are eligible to apply for Presidential/Academic scholarships awarded annually.

Leadership scholarships - Students who possess a grade point average of 80% or better in all academic course work in high school and have been active in school and/or community functions, are eligible to apply for leadership scholarships.

Performing Arts scholarships. The College awards a number of scholarships in Drama and Music (vocal and instrumental). Interested applicants should contact the Office of Financial Aid or the chairperson of the Language and Fine Arts Division.

Career/Technical scholarships – Students who have a grade point average of 80 percent or better in all academic course work in high school and are interested in a career in an applied field of study, are eligible to apply for a career technical scholarships awards annually.

Athletic scholarships - Athletic scholarships are awarded based on recommendations of the Coaches, Cheerleader Sponsor, and the Athletic Director. Athletic scholarships are awarded for men's baseball and basketball, and women's basketball and fast pitch softball.

Foundation scholarships - A limited number of scholarships are available from the CVCC Foundation. They are awarded on a competitive basis, with financial need and grade point average being the primary considerations. A student must complete an application and appear at an interview with the Foundation Scholarship Committee. The Foundation Scholarship Committee meets only once each semester. All CVCC Foundation scholarship applications are available in the Office of Financial Aid.

Senior-citizen scholarship – Tuition/fee waivers are available for persons age 60 and older who meet the general admission standards of the College and enroll in college-credit courses. These scholarships are available on a "space available" basis to United States citizens or resident aliens.

Restricted and other scholarships - Restricted scholarships are established by sponsoring agencies that may also select the student recipients. Other tuition scholarships are available based on recommendations of high school principals and/or counselors. Institutional tuition waivers are awarded based on the recommendation of the Director of Financial Aid using the criteria of the students' financial need and scholarship/leadership characteristics.

Veterans' educational benefits

The school certifying official (SCO) sends enrollment certifications, monitors programs of study and supervises the payment and/or charges of veterans educational benefits. The SCO is located in the Financial Aid Office in Wilson Hall. See also the section on Military and Veterans in this catalog.

Student development

In keeping with the Mission of the College, its educational goals and values, the Office of Student Development strives to support the growth and development of CVCC students:

- Through programs that develop leadership skills and encourage students to assume roles of significant responsibility
- Through promotion of a learning environment in all student activities and services
- Through encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community
- Through activities that promote service to others on and off campus
- Through activities and services that maximize the opportunities for students to understand themselves and to grow and develop to their fullest potential

The Office of Student Development provides oversight of Leadership for Phi Theta Kappa, Presidential/Academic and Leadership Scholarship recipients, Student Government Association, and other student organizations and activities.

CVCC provides its students with a well-rounded array of student activities, including student government, service organizations, special-interest clubs, choral groups, band, drama, and intercollegiate basketball, baseball, and softball. Clubs and other organizations sponsor a variety of worthwhile cultural and intellectual assemblies open to students, faculty, staff, and members of the community.

Organizations and events

Organizations, meetings, and events are advertised on campus bulletin boards, in the College calendar, and on the Wilson Hall activity screen. For more information about specific organizations and activities, contact the Office of Student Development.

Students may form new organizations on campus with the approval of the President and the Dean of Student Services. Student organizations operating on campus without such approval are subject to immediate removal, and the responsible students are subject to appropriate disciplinary action.

Procedures for forming a new student organization

A group of students seeking to form an organization must submit a petition to the Director of Student Development and include the following items:

1. A complete statement of the goals and purpose(s) of the organization.
2. A complete statement of the proposed functions of the organization.

3. The constitution and by-laws by which the organization will be governed.
4. A list of names of potential initial members of the organization.
5. The name(s) of faculty/staff employee(s) who will serve as advisor(s).

The petition will be acted upon by the Dean of Student Services and the Director of Student Development for organization approval or disapproval, and the applying member(s) of the organization will be notified accordingly. The Dean of Student Services will authorize interested faculty and staff members to serve as advisors to approved organizations. The organization, upon approval by the Director of Student Development and Dean of Student Services, will be given authorization to operate for one year. At the end of one year of operation, the organization must submit a full and detailed report on its functions and operations to the Director of Student Development for evaluation. After careful review, the Director of Student Development will recommend to the Dean of Student Services the continuation or discontinuation of the organization. If accepted for continuation by the Dean of Student Services, the organization will be granted an official charter for continued operation on the CVCC campus.

Procedures for student meetings and social functions

Students seeking to hold a meeting or a social activity on campus should schedule the function through the Office of Student Development in Wilson Hall. Requests should be made at least two weeks before the function to ensure that there is no conflict for the use of facilities. Social functions must have at least two faculty/staff chaperons approved by the Dean of Student Services. Campus Security, when necessary, may be employed. Special activities, such as concerts by off-campus groups, must have approval of the Student Government Association and the Dean of Student Services before they can be held on campus. Meetings that are deemed to have potential for disrupting normal activities on campus will not be approved.

Note: Non-CVCC groups must first obtain approval of the administration, then, make arrangements through the Director of Facilities and Maintenance, 334-291-4954, for meetings or special classes to be held on campus.

Student Government Association

Students at CVCC are represented by officers and representatives in the Student Government Association. The Student Government Association provides leadership for student organizations on campus. It also serves as a liaison to the administration and functions as a student decision-making entity on campus. To enhance participation in institutional decision-making, the SGA President serves as an ex-officio member of the College's Administrative Council. The Student Government Association office is in Wallace Hall, Room A-108.

Alumni Association

CVCC officially established an Alumni Association on June 24, 1993. The purpose of this organization is to promote aid, encourage, perpetuate, and develop the aims of the College, and to establish mutually beneficial relations between and among the College, its alumni, and its community. Interested graduates, certificate holders, or persons obtaining at least twenty-seven semester hours at CVCC may obtain additional information from the liaison for the Alumni Association.

Athletics

CVCC does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, or age in regard to athletics. Please see our nondiscrimination policy on page ii of this catalog.

CVCC is a member of the National Junior College Athletic Association and the Alabama Junior College Athletic Conference. The College participates in varsity competition in men's baseball, women's softball, men's basketball, and women's basketball. The College competes with other members of the conference as well as junior colleges from other states. Students who are interested in participating in intercollegiate athletics should contact the CVCC Athletic Director's office.

Math and Science Club

The purpose of the CVCC Math and Science Club is to promote awareness of math and science professions as well as to enrich the educational experience beyond the classroom for the students, faculty, and public. The organization provides a meaningful contribution to the College and surrounding community, offers leadership opportunities to members, and supports unity among students with an interest in math and science. Membership is open to students interested in math and science.

Music

The CVCC performing arts programs offer several opportunities for the musically inclined. The CVCC Concert Choir is open to all interested students. The Show Choir and Band activities are available by audition only. Please contact music instructors in the Division of Language and Fine Arts for more information.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for students of two-year colleges. *Phi Theta Kappa* was founded to acknowledge and encourage leadership and academic excellence in students attending two-year colleges. Alpha Theta Rho is the name of CVCC's chapter. Students with at least twelve credit hours, a cumulative GPA of 3.5 and a 3.5 GPA for the semester will receive an invitation the following semester to join *Phi Theta Kappa*. Students should visit the society's website: <http://www.ptk.org> for information.

College publications

The administration of CVCC publishes up-to-date catalogs, student handbooks, employee operations manuals, class schedules, athletic schedules, and other information to help CVCC students plan and conduct their college activities. In addition, CVCC allows publication and distribution of appropriate student publications. Student publications at CVCC are expected to be in good taste and designed to enhance students' enjoyment of the College. A student and/or group of students wishing to publish materials to be used on campus must first seek the approval of the Dean of Student Services. If the proposed publication is expected to become a part of the College's overall publications program, and thus funded by CVCC, then it must be approved by the Student Government Association. It is the responsibility of the student seeking publication approval to:

1. Consult with the Dean of Student Services Office to discuss the nature of the publication and request approval.
2. Submit in writing the materials to be published and the time frame for publication.
3. Agree to be regulated by the procedures governing clubs and organizations on campus. (This information may be obtained from the Dean of Student Services Office.)

The Dean of Student Services, or his/her designee, at the request of a student and/or group of students, will review the materials presented for publication and make recommendations and suggestions. After the recommendations and suggestions have been reviewed with the student(s), the Dean of Student Services or his/her designee will channel the materials to the Student Government Association for approval when required. The Dean of Student Services will present the request to the Vice President/Dean of the College for consideration and final approval. After the request has received final approval, the Dean of Student Services or his/her designee will contact the requesting student(s) and make arrangements for publication and/or distribution.

Student records

General policy

CVCC maintains information about students that enhances the educational development of students and the effective administration of the College. To guarantee the rights of privacy and access provided by the Family Educational Rights Privacy Act of 1974 (the Buckley Amendment), CVCC has adopted the following policies and procedures:

Information from records, files, or data directly related to a student, other than “directory” information, as defined below, will not be disclosed to persons or agencies outside the College without the written consent of the student, except pursuant to a lawful subpoena or court order, or if educational or governmental officials have a lawful need for the information. However, information contained in such records may be disclosed within the College to College officials and staff members with a need for the particular information. Students have access to all such information on themselves with the exceptions set out below, in accordance with procedures outlined in this policy statement.

For the purposes of this policy, a student’s educational records are defined as files, documents, and other materials that contain information directly related to a student and are maintained by the College or a person acting on behalf of the College. Specifically excluded from the definition of “educational records” and not open to inspection by students are the following materials:

1. Records of instructional, supervisory, and administrative personnel that are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker.
2. Records of campus security, except when they have been transmitted within the College for administrative purposes.
3. Records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity, and which are created, maintained, or used only in connection with the provision of diagnosis or treatment to the student and are not available to anyone other than the

persons providing such treatment or to such other persons as may be authorized in writing by the student to receive such information from such records.

Directory information

The following is a list of student information that may be made available by the College without prior consent of the student:

1. Name
2. Address (local and permanent)
3. Telephone number
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities, clubs, organizations, and athletics
7. Dates of attendance
8. Degree and awards received
9. The previous institution most recently attended by the student
10. The height and weight of varsity athletes

Much of the information listed above is routinely published in College publications. However, if any student desires for any of the above listed information to not be published on the respective student, the College will refrain from making public such information on that student, provided that the student makes a request for the information to be withheld, and the request is made prior to the end of the late registration for the given academic term. A request for non-disclosure of directory information may be completed in the Office of Admissions and renewed each academic year.

Disclosure of student records to a student

Each student may inspect, in the presence of the appropriate records official, records, files, and data primarily related to the respective student. To inspect one's file, a student should go to the office of the appropriate records officials (either the Office of Admissions, Director of Financial Aid, or Dean of Student Services) and submit a written request. If the student cannot personally appear, the student must submit a notarized request to the appropriate records official. The request for inspection will be granted within a reasonable period of time not to exceed 45 days from the time the College received the request. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies will be made and provided to the student.

Challenging the contents of a record

CVCC will respond to any reasonable request from a student for an explanation or interpretation of any item in the student's file. Requests for such explanation or interpretation should be addressed in writing to the Dean of Student Services. If, after inspecting a record, a student wishes to challenge any part of the file's contents, a written request for a hearing should be addressed to the Dean of Student Services, who will set a date and time for a hearing within 45 days of receiving the written request.

A request for such a hearing should identify the item(s) the file that are being challenged and state the grounds for the challenge, e.g., inaccuracy, tendency to mislead, inappropriateness, or incompleteness. The Dean and the appropriate records official will examine the contested item(s), hear from the person(s) responsible for placing the item(s) in the file, and examine document(s) and hear any testimony the student wishes to present in support of making a change to the file. The Dean of Student Services and the appropriate records official will issue a written decision within 10 days of the conclusion of the hearing as to whether the challenged item(s) should be retained, deleted, or revised. If it is determined that the item should remain in the file, the student will have the option to place into his/her file, along with the challenged item, a brief written commentary or explanation of his/her challenge.

Waiver of access

CVCC may request that a student waive his/her right to inspect confidential recommendations regarding his/her application for admission, application for employment, or the receipt of honor or other recognition. If a student receives a request for waiver, the student may sign and return the waiver, may request a list of the names of persons who will be asked for recommendation before signing, or refuse to waive the right of access. Such a waiver will not be a condition of admission to the institution, financial aid assistance, or any other benefit available to students at CVCC.

Providing records to third parties

It is the general policy of CVCC to refuse access to student records by third parties without written consent from the respective student. If a student wishes to have such records released or reviewed by a third party, the student must submit a written consent to the proper records official and, in such consent, specify the records to be released or reviewed, the person or persons to whom records are to be released or by whom the records are to be reviewed, and, if desired, a request for copies of the respective records to be made available to the student. After receipt of such written consent, CVCC will then grant appropriate access to the information to the party or parties designated by the student. A service fee will be charged for producing photocopies of records that are requested to be copied by the student or by the person to whom the student gives permission to request photocopies.

Notwithstanding the above requirements, student records may be made available to the following persons through the conditions noted without written consent of the student: appropriate College officials, official representatives of federal departments or agencies or state education authorities, financial aid officers, recognized educational accrediting organizations, organizations conducting studies for administrative evaluations, etc.; and other appropriate persons in emergency situations when such disclosure is necessary, or reasonably presumed to be necessary, to protect the health or safety of the student or any other person employed by or attending the College.

Records officials will place in each student's file a record of all requests for access to the file, the name of each person making a request for information from the file, the agency or institution represented by each person making a request, and the action taken by the records official in response to the request. However, such a record will not necessarily be kept for requests made by CVCC officials who have a need for access to the respective student file.

An inspection of individual student records will be supervised by the appropriate records official, and the student's record file will not be removed from the designated records official's office.

The student may obtain an unofficial copy of his/her academic record, without charge, with a written request to CVCC. An unofficial copy is defined as a copy that does not bear the official seal of the College, but is otherwise a true copy. Records officials will not photocopy or otherwise reproduce copies of student transcripts or other information obtained from transfer students pursuant to official transfer requirements.

Changes in policy

CVCC policies are subject to change when necessitated by federal or state statute, regulation, guideline, or court order. Changes in policy will be included in subsequent appropriate College publications.

Encumbering student records

A student's record may be encumbered for any debt the student owes the College for tuition, fees, fines, unpaid damages, bad checks, unpaid loans, bookstore holds, or any other appropriate charge to the student by the College. The student may not receive a grade report, have a transcript sent, or register at CVCC for another academic term until the debt has been resolved.

Withholding diplomas and transcripts

CVCC's administration believes that a College degree or certificate has true merit and meaning only if it is granted after a student has demonstrated a level of effort and responsibility indicative of a worthy graduate. Therefore, CVCC's policy is that a student earns entitlement to a degree, diploma, or certificate only by successfully completing a prescribed course of study; paying all tuition, fees, and other appropriate charges; and fully abiding by the College's rules, policies, and regulations. If a student fails to meet any of these basic requirements for graduation, the College reserves the right to withhold official graduation and awarding of the degree, diploma, or certificate until the student corrects the deficiency, and to include a notation on the student's official transcript that the student is ineligible for graduation.

A student who fails to make timely payment of any tuition, fees, or other appropriate charges will not receive official notice of grades for a current academic term and may not re-enroll at the College, except with special permission from the President, until full payment is made. The College may also refuse to issue the official transcript of any student who fails to make timely payment of tuition, fees, or other appropriate charges, until full payment is made.

The Dean of Student Services has the authority to withhold official graduation, diplomas, certificates, and/or release of official transcripts in a manner consistent with the intent of this policy.

When the College intends to withhold official graduation from a student; withhold the awarding of a degree, diploma, or a certificate to a student; withhold the official transcript; or declare a student ineligible for further enrollment, the Dean of Student Services will give written notice to the student. The notice will be delivered in person or mailed to the student's last-known home address. The notice will state the type of action the College intends to take. A copy of the notice will be sent to the Admissions Office.

A student who receives notice that any of the above described actions has the right to meet with the Dean of Student Services or his/her designee and request that the action not be taken. If the student shows that the stated basis for the action is erroneous, or if the student satisfies the Dean that the respective problem will be resolved within a time frame acceptable to the Dean, or if the Dean determines for any other appropriate reason that the intended action should

be rescinded or modified, the Dean may withdraw or modify the action. The Dean or his/her designee will give written notice to the student and the Admissions Office of such a decision or modification. The Dean may also base such a decision or modification on conditions that the student meets certain stated requirements and, in such cases, the Dean may reimpose the action if the student does not meet stated conditions.

Students' right to know

CVCC students and prospective students have the right to review certain relevant information concerning CVCC's graduation rates and any instance(s) of on-campus criminal activity. Information related to CVCC graduation rates is available through the Admissions Office. Information obtained and retained under the Federal Crime Awareness and Campus Security Act of 1990 may be obtained from the CVCC website under Consumer Information.

Student code of conduct

Substance abuse

Drugs

Manufacturing, distributing, dispensing, possessing, or using controlled substances is prohibited by CVCC on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by or on behalf of CVCC. A "controlled substance" shall include any substance defined as a controlled substance under applicable federal or state law.

Alcohol

Manufacturing, distributing, dispensing, possessing, or using alcoholic beverages is prohibited by CVCC on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by or on behalf of CVCC.

Intoxication

Students are prohibited by CVCC from being in a state of alcohol or drug intoxication on any property owned, leased, or controlled by CVCC, or during any activity conducted, sponsored, or authorized by CVCC. A student who is deemed by a CVCC official or security officer to be intoxicated will be moved from campus immediately or, if off-campus, from the respective site or College activity.

Awareness effort

CVCC endeavors to inform its students and employees of the dangers of drug and alcohol abuse. Specific information about the College's substance abuse policies and the availability of substance abuse counseling, rehabilitation, and assistance is available through the Office of the Dean of Student Services, as well as the publication of the Alabama Department of Postsecondary Education entitled Drug and Alcohol Abuse Prevention Program. This publication discusses law enforcement and legal sanctions regarding the unlawful use, possession, or distribution of alcoholic beverages and illicit drugs. It also lists sources of assistance for persons who are in need of counseling or other substance-abuse-related services, including national toll-free hotlines.

Tobacco

The use of tobacco products is prohibited on campus.

Enforcement

An employee, student, or visitor who engages in behavior prohibited by any of the above-stated substance abuse policies are subject to removal from campus and/or disciplinary action. In addition, anyone who violates a policy in a manner that is also a violation of state or federal law or a local ordinance will be referred to law enforcement officials for arrest and disposition.

Harassment

CVCC is committed to ensuring an environment for employees and students that is fair, humane, and respectful, and that supports and rewards performance based on appropriate considerations such as ability, effort, and productivity. Therefore, it is the policy of CVCC that no person shall be rewarded, punished, or discriminated against on the basis of gender, race, color, national origin, religion, age, disability, or handicap. For the purposes of this policy, harassment is defined as “language, behavior, or other activity which has the intent or effect of unduly demeaning, embarrassing, or discomfoting any person, or creating an environment which is unduly demeaning, embarrassing, or discomfoting to any person or persons of reasonable sensitivity.”

Sexual harassment

For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other 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 academic success, or
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting the person submitting to or rejecting such conduct, or
3. Such conduct has the purpose or effect of unreasonably interfering with a person’s work or academic performance or creating an intimidating, hostile, or offensive work, academic, or living environment, or
4. Such conduct denies limits, provides different, or conditions the provision of, aid, compensation benefits or services provided to students or employees by CVCC.

Reporting harassment

Any person who is the victim of, or who is aware of, any harassment prohibited by this policy should report such harassment to the College Grievance Officer, Ms. Cynthia Floyd, 334-

291-4905/Student Grievance Officer, Ms. Vickie Williams, 334-214-4803. Reports of a sensitive nature will be investigated and resolved in such a manner as to best protect the privacy of all victims and witnesses to the fullest extent possible under the circumstances.

Dress and appearance

CVCC students are expected to dress appropriately at all times, including complying with attire standards for special functions. CVCC reserves the right to require students to adjust their attire when it is deemed to be disruptive to the learning process or the order of the College.

Children on campus

Minor children of students are not permitted in classrooms or laboratories at any time. If children accompany students during registration or other business on campus, the children must be properly supervised at all times. Children under the age of 16 are not allowed in the Learning Resource Center unless accompanied by an adult (18 or older) who is conducting business there. Children in the LRC are not allowed to be present in a classroom during a class and must remain with the adult and be properly supervised at all times. College employees are responsible for enforcing this policy. Students violating this policy will be required to take immediate measures to comply with this policy.

Telephone use and emergency messages

Students are permitted to use faculty and staff telephones only in emergency situations. College employees will not accept messages for, or deliver messages to, any student except in emergency situations such as illness in the student's family, death, accident, etc.

Protection of personal property

CVCC is not be responsible for the protection of students' personal property. Students should always keep purses, book bags, etc., in their possession, in a locked vehicle or other secure place. CVCC recommends locking valuables in vehicle trunks. Lost items should be reported to, and found items should be taken to, the campus Security Office.

Use of computer resources

CVCC makes on-campus computer resources available to its students. The College encourages use of the Internet and e-mail to make communication more efficient and effective.

Internet service and e-mail are College property. Their purpose is to facilitate College programs, services, and activities with resources that provide laboratory experience for approved courses, support for academic programs, and support for authorized research.

Acceptable uses of the Internet and e-mail

The CVCC Acceptable Use Policy is established to maximize availability and fair access to the College's Internet and e-mail resources.

The College-provided Internet and e-mail access is intended to support education; research; local, state, or national government affairs; economic development; and public service related to College supported activities.

Alabama Research and Education Network

The Alabama Research and Education Network (AREN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). Access to the Internet at CVCC is provided through an Alabama Supercomputer Authority (ASA) statewide contract with a regional network provider. Use of Internet access at the College must be consistent with ASA's primary goals and its acceptable use policy. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

Software

To prevent computer viruses from being transmitted through the College's e-mail/Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

Security

All messages created, sent, or retrieved over the College's email/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/Internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on AREN for potential violations of its policies.

Unacceptable uses of the Internet and e-mail at CVCC

It is not acceptable to use the College's resources to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, disruption by unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network.

The College Internet and e-mail access may not be used for any illegal purpose. College resources may not be used for transmitting, retrieving, or storing any communications of a discriminatory or harassing nature, or materials that are obscene or pornographic in nature. Specific prohibitions on the use of the College's Internet and e-mail system include, but are not limited to, the following:

1. Unauthorized use of a computer. Users must be currently enrolled in a class requiring the use of a computer or have written permission from the appropriate College official.
2. Inspection and/or modification of data or programs that were not specifically assigned to, owned by, or created by the modifier.
3. Use of another's account number without permission.
4. Interference, electronically or otherwise, with other users of the computers.
5. Unauthorized use of computer resources for personal gain.
6. Use of another's programs or data without permission.
7. Viewing, printing, or transmitting obscene, sexually suggestive, vulgar, or offensive messages on Web sites.
8. Unnecessary use (waste) of computing supplies.
9. Physical abuse of hardware.
10. Harassment of any kind.
11. Transmitting messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual preference.
12. Transmitting messages with abusive, profane, or offensive language.
13. Using computer resources for any purpose that is illegal or against College policy, or contrary to the College's best interest.
14. Using computer resources to participate in Internet games, contests, or chat rooms.

15. Transmitting e-mail or other electronic communications that hides or misrepresents the identity of the sender.
16. **Violation of copyright(s):** Copyrighted materials may not be transmitted by individuals using the College’s email/Internet system. Users may not copy, retrieve, modify, or forward copyrighted or licensed materials, except with the owner’s permission, or as a single copy for reference only.

Violations of these policies will be reported to the appropriate Dean for disciplinary action.

Violations

Users who abuse the privilege of College-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any illegal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN.

Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered “not acceptable.”

Chattahoochee Valley Community College is not liable for injury, damage, or expense arising from any sites or materials accessed through use of its Internet/e-mail system.

Student misconduct

A student is subject to disciplinary action by the College, up to and including permanent expulsion, for misconduct on property owned or controlled by the College; off campus at any function that is authorized, sponsored, or conducted by the College; or in parking lots adjacent to areas or buildings where College functions are being conducted. Misconduct includes committing, or the attempting to commit, any of the following offenses:

1. Any form of dishonesty, including cheating, plagiarism, or furnishing false information to the College. (More information about academic misconduct is on page 239.)
2. Forgery, alteration, or misuse of College documents, records, or identification.
3. Intoxication from, or the use, display or possession of alcoholic beverages or any controlled substance (drug), unless the student has a valid prescription for the use of the controlled substance.
4. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers on duty may possess firearms on campus.
5. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid College properties. This offense also includes in-class behavior that unduly disrupts the order of a class.
6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes, but is not limited to, using verbal or symbolic expressions that would tend to be reasonably interpreted as insulting to one’s race, gender, religion, age, national origin, or disability.

7. Participation in any form of gambling.
8. Unauthorized entry to College facilities.
9. Unauthorized possession of a key to College facilities.
10. Unauthorized interference with the use of or access to a College facility.
11. Failure to promptly comply with directions of College officials or law enforcement officers acting in performance of their duties as such officials and officers.
12. Violation of any College policy or regulation as published or referred to in the College Catalog/Student Handbook, including, but not limited to, those governing the time, place, and manner of public expression; registration of student organizations; use or parking of motor vehicles on the campus; and use of College computer resources.
13. Violation of any federal, state, or local law or ordinance.

Academic misconduct

Academic misconduct is defined as:

1. Cheating on an exercise, test, or examination to meet course requirements. Cheating also includes the use of unauthorized aids in any form.
2. Plagiarism on an assignment paper, theme, report, or other material submitted to meet course requirements. Plagiarism is defined as incorporating into one's work the work of another without indicating the source from which the work was obtained.

In an instance of academic misconduct, a student may:

1. Be required to retake an examination, or resubmit an assignment on which the instructor has determined that academic misconduct occurred, or
2. Receive an "F" on the given exam or assignment, or
3. Receive an "F" for the course.

Whether or not academic misconduct occurred, and what classroom sanctions will be applied, are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the Dean of Instruction through the grade appeal process. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed.

Students who receive classroom sanctions for academic misconduct may also be subject to disciplinary action by the Dean if the misconduct also violates the CVCC Code of Conduct and is reported by the instructor for such disciplinary action.

Disciplinary procedures

College disciplinary procedures assure the student's right to procedural and substantive due process and to safeguard personal and confidential information concerning the student. In the interest of student welfare and confidentiality, procedures and rules have been developed to assure fair hearing and appeal. These procedures may differ from court procedures.

The Dean of Student Services confers with involved parties to make disciplinary decisions at the administrative level and refers appropriate appeals to the College Disciplinary Committee for an appeal hearing. The Dean of Student Services coordinates disciplinary procedures and maintains appropriate records of student conduct and disciplinary actions.

To initiate a disciplinary review, alleged violations of College regulations must be filed in writing with the Dean of Student Services. Any student, faculty member, or staff member may register a complaint with the Dean of Student Services. The Dean of Student Services will then inform the accused in writing, will request a conference, and will deliver a decision to the student regarding the case in question. The decision will be one of the following:

1. Find the accused not guilty and dismiss the case.
2. Refer the student to a counselor for additional services.
3. Find the student guilty as charged and apply the appropriate penalty stated under “Disciplinary Actions.”
4. Refer the case directly to the College Disciplinary Committee for a hearing.

When informing the student of the decision, the Dean of Student Services will also explain the student’s right to appeal the case to the Disciplinary Committee. If the student wishes to appeal the case, he/she must give a written request, stating the reason(s) for the appeal, to the Dean of Student Services within 48 hours. The Dean of Student Services will then have 48 hours to refer the case to the Disciplinary Committee along with his/her recommendation for disciplinary action. The Committee will conduct a hearing under the guidelines in “Hearing Procedures,” and will submit its decision in writing to the Dean of Student Services, who will notify the student.

Disciplinary Committee

Recognizing the right of students to be protected by due process in all matters of a disciplinary nature, the College assures this through the action of the College Disciplinary Committee.

The Disciplinary Committee is composed of three faculty members (one of whom serves as chairperson), the Student Government Association President, and one nonfaculty staff member.

The purposes of the Disciplinary Committee are as follows:

1. To hear charges and evidence concerning alleged student misconduct and disciplinary action to be taken in cases appealed by students and referred to the Committee by the Dean of Student Services.
2. To review and make recommendations to the Dean of Student Services on student disciplinary policies and procedures.

Hearing procedures

Disciplinary Committee hearings will be private, confidential, limited to persons officially involved. Persons present will include Disciplinary Committee members, the Dean of Student Services or his/her designee, the student who is the subject of the hearing and his/her advisor, appropriate staff members, a recorder, and witnesses for both parties. Witnesses will be present only when giving testimony.

The student has the right to have one advisor, who may be (but does not have to be) an attorney, present during the hearing. The advisor may not address the hearing to give evidence on behalf of the student. However, in answering or asking questions, the student may seek advice from the advisor before proceeding. Minutes of the proceedings will be recorded. Minutes will be filed in the office of the Dean of Student Services and will be kept confidential. The order of the hearing will be:

1. Opening remarks by the Chair of Disciplinary Committee.
2. Review of charges and action taken by the Dean of Student Services.

3. Opening statement by the Dean of Student Services his/her designee (not more than ten minutes).
4. Opening statement by the accused student (not more than ten minutes).
5. Presentations of evidence by parties, including testimony and questioning of witnesses.
Witnesses for the College will present testimony first. Both parties to the action and the members of the Disciplinary Committee have the right to question witnesses. Following the testimony of all College witnesses, the student may call his/her witnesses.
6. Closing statement by the student.
7. Closing statement by the Dean of Student Services or his/her designee.
8. The Disciplinary Committee will conduct its deliberation in a closed and confidential session and, after reaching a decision, orally inform the parties of the decision. Each party will subsequently be provided a written summary of the findings of the Committee.

The Disciplinary Committee will determine the total time to be allotted for the hearing and may limit the time for any or all aspects of the hearing.

Disciplinary actions

The following disciplinary actions will be administered according to the severity of the infraction as determined by the Dean of Student Services and/or the Disciplinary Committee:

Disciplinary Reprimand. This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.

Disciplinary Probation. This is designated to encourage and require a student to cease and desist from violating College regulations. Students on probation are notified in writing that any further misconduct will lead to more severe action. The duration of Disciplinary Probation will be for the remainder of the existing semester and for all of the following semester of attendance.

Disciplinary Suspension. This excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission.

Class Suspension. A student may be suspended from attending one or more courses for misconduct. Course suspensions are for the remainder of the term, and the student will be assigned a letter grade of “F” for each course from which he/she is suspended.

Library Suspension. A student may be suspended from using the library for misconduct in the library. Library suspension will be for the remainder of the term.

Disciplinary Expulsion. This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are guilty of chronic misbehavior or a major misconduct. The College reserves the right, but has no duty, to lift prohibition against re-enrollment if the student submits a written application for readmission showing that the he/she has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.

Payment of Damages. Charges will be assessed against students for the amount necessary to repair damage caused by their misconduct.

Automatic suspension or expulsion

The following offenses will merit automatic disciplinary suspension or expulsion from the College:

1. Intoxication from, or the use, display, or possession of alcoholic beverages or any controlled substance (drug) on any area of the CVCC campus. (This includes the presence of empty or full alcoholic-beverage containers.)
2. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers while on the CVCC campus.
3. Theft of or intentional damage to property of the College or to the property of any member of the College community or visitor to the College campus.
4. Intentional misuse of College fire alarm or fire-fighting equipment.
5. Actual or threatened physical abuse of a person, including hazing, or any other act that endangers the health or safety of that person.
6. Use, possession, sale, or distribution of any controlled substance (drug), as outlined by the statutes of the State of Alabama, except as expressly prescribed by a physician.

Disciplinary suspension or expulsion will not result in a notation on a student's permanent record. However, a notice that a student is currently on suspension or expulsion and ineligible to return to CVCC until a certain date will be attached to the student's file. If the student becomes eligible to return, the notice will be removed.

Complaints and grievances

The College promotes open exchange of ideas among all members of the CVCC community, including students, faculty, staff, and administration. An environment conducive to open exchange of ideas is essential to intellectual growth and positive change. However, CVCC recognizes that, at times, people may have differences that they are unable or unwilling to resolve themselves.

The procedures described below are available to a CVCC student only after the student has made every reasonable attempt to resolve his/her problem with the appropriate College official or representative. In the case of a student who has made a good-faith effort to resolve a problem and who has been unable to resolve the matter informally, CVCC offers the following grievance procedure as the appropriate course of action for settling disputes and resolving problems. The name and institutional address and phone number of College officials referred to herein may be obtained from the Office of Student Development.

This grievance procedure is not intended to be used by a student with a complaint about a strictly academic matter, such as grades, work assignments, quality of instruction, fairness of examinations, etc. A CVCC student who wishes to make a complaint about a strictly academic matter should do so using the CVCC grade appeal procedure (see p. 247). A complaint by a student relating to a disability should be reported to the College ADA Coordinator. Other types of complaints should be reported to the Dean of Student Services. If the complaint is about a specific occurrence, the complaint must be made within 10 business days after the occurrence or after the student becomes aware of the occurrence.

A student with a complaint must begin his/her attempt to resolve the situation by bringing it to the attention of the appropriate College official or representative as stated above. If a discussion between the student and the respective College official or representative results in a determination that the complaint is valid and can be resolved immediately, the College official or representative will take appropriate action to resolve the complaint. If the matter at issue involves an allegation of physical abuse or racial, sexual, or other discrimination or harassment, or if the complaint relates to a disability, or if the complaint relates to a matter involving theft or any other act of dishonesty, the respective College official will submit a written report within 10 business days of filing the complaint to the College Grievance Officer describing the complaint and how it was resolved, or how it will be resolved through a “plan of resolution.”

Grievance procedure

If a student’s complaint cannot be resolved in the manner described above, such an unresolved complaint shall be termed a “grievance.” 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 of the complaint within 10 business days after the complaint’s submission, has the right to file, within the following 10 business days, with the College Grievance Officer a written statement detailing the grievance. The written grievance statement will be filed using Grievance Form A, which will be provided by the Grievance Officer and must include the following information:

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

The grievance statement will also contain any other information relevant to the grievance that the Grievant wants to be considered by the Grievance Officer. If the grievance involves a claim of discrimination based on sex, race, national origin, religion, age, handicap, or disability, the complaining party should state specifically the nature of the discrimination and reference any statute, regulation, or policy that the Grievant believes to have been violated. The Grievant will file any grievance involving alleged discrimination within 45 calendar days of the occurrence of the alleged discriminatory act or the date on which the Grievant became aware that the alleged discriminatory act took place. This deadline is in addition to all other applicable reporting deadlines.

The College will have 30 calendar days from the date of receipt by the College Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A will be used to report the grievance and hearing findings.

Investigation process

The Grievance Officer, either personally or with the assistance of other person(s) the President may designate, will conduct a factual investigation of the grievance allegations and research each applicable statute, regulation, and/or policy. The College Grievance Officer will determine, after completion of the investigation, whether or not evidence is substantial to support the grievance. The factual findings in the investigation and the conclusion of the grievance officer will be stated in the written report, which will be submitted to the Grievant and to the party or parties against whom the complaint was made (the “Respondent or Respondents”)

and will be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties may file written objections to any of the factual findings, and, if a hearing takes place, to make their objections part of the hearing records. Publications or verified photocopies containing relevant statutes, regulations, and policies will also be prepared by the Grievance Officer for the grievance record. If the Grievance Officer finds the grievance is supported by substantial evidence, he/she will make a recommendation in the report as to how the grievance should be resolved. When the Grievant receives the Grievance Officer's report, the Grievant and Respondent(s) will have three business days to notify the Grievance Officer whether or not the Grievant or Respondent(s) demand(s) a hearing on the grievance. The failure by the Grievant or Respondent(s), respectively, to request a hearing by the end of the third business day will constitute a waiver of the hearing. The College Grievance Officer may, nevertheless, at his or her discretion, schedule a hearing on the grievance if it would be in the best interest of the College. If no hearing is conducted, the Grievance Officer's report will be filed with the President, with a copy to be provided to the Grievant and each Respondent.

Hearing process

If the College Grievance Officer schedules a hearing, the President will designate a qualified, three-person committee to conduct the grievance hearing. The hearing committee members will generally be employees of CVCC. However, the President has the discretion to select persons other than CVCC employees to serve as committee members. The committee will notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least 72 hours before the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and will not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent(s) will be read the grievance statement. After the grievance is read into the record, the Grievant may present oral testimony and offer other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent will then be given the opportunity to present oral testimony and offer other evidence as he/she deems appropriate to the Respondent's defense against the charges. If the College or the administration of the College at large is the party against whom the grievance is filed, the President will designate a representative to appear at the hearing on behalf of the College.

A party to a grievance hearing has the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative. However, the respective representative may act in an advisory role only and may not address the hearing body or question witnesses. If the College or its administration at large is the Respondent, the College representative may not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative.

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

Rules of evidence

The hearing committee will inform the participants of the rules relating to the admissibility of evidence. The hearing will be similar to, but less stringent than, those that apply to civil trials in the courts of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information, such as personal medical information or attorney-client communications, will be excluded. However,

hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing committee chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the hearing committee chairperson will have the authority to rule on the admissibility of the evidence, and this ruling will be final and binding on the parties.

Report of findings and conclusions

Within five working days following the hearing, a written report will be given to the College Grievance Officer (with a copy to the President, the Grievant, and each Respondent) of the findings of the chairperson of the hearing committee. The report will 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. Recommendation(s) arising from the grievance and the hearing thereon.

Resolution of grievance

If the hearing officer/committee finds that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer will notify the Grievant of any appeal that may be available to the Grievant. If the finding is that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer will 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. Without a mutual resolution within a reasonable amount of time, the President will impose a resolution of the grievance that will be final and binding, except when the decision may be subject to an appeal to the Chancellor, as discussed below.

Appeal

If the grievance does not involve a claim of illegal discrimination or a claim relating to a disability, the findings of the Hearing Committee will be final and not appealable. If the grievance involves a claim of illegal discrimination or a claim relating to a disability, the Grievant and each Respondent shall have the right to appeal the decision of the Hearing Committee to the President of CVCC, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer and the President within 15 calendar days following the party's receipt of the hearing report.
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), or recommendation(s) of the hearing committee.

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 is considered waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.

President's review

If an appeal is accepted by the President, the President will have 30 calendar days from receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appeal hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President has the authority to (1) affirm, (2) reverse, or (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the Hearing Committee. The President's report will be delivered to the Hearing Committee members, Grievant, and the Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

Appeal to the Chancellor

Except in cases involving a claim alleging a violation of Title IX of the Civil Rights Act of 1964, as amended, the President's findings and conclusions will not be appealable. However, pursuant to applicable State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Community College System for a review of the President's decision and the findings arising from the College grievance hearing. A Grievant who has grounds for appealing the findings of the President by the Chancellor may do so by:

1. Filing a notice of appeal, using Grievance Form C, to the Chancellor and the President of CVCC within 15 calendar days following the Grievant's receipt of the report of the President's findings; and
2. Specifying in the notice of appeal clear and specific objections(s) to the finding(s), conclusion(s), or recommendation(s) affirmed by the President.

If the appeal is not filed with the Chancellor by the close of business on the fifteenth day following the Grievant's receipt of the President's report, the Grievant's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the President's report, it will be denied by the Chancellor.

Review by the Chancellor

If an appeal is accepted by the Chancellor, the Chancellor will have 30 calendar days from receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the agreement, to review the report of the President and the Hearing Committee, to hold an appeal hearing (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor has the authority to (1) affirm, (2) reverse, or, (3) affirm in part or reverse in part the findings, conclusions, and recommendations of the President and/ or Hearing Committee. The report of the Chancellor will be delivered to the Grievant and the Respondent(s) by personal service or certified mail, return receipt requested, to the respective home addresses of the parties. The report of the Chancellor will not be further appealable except as allowed by the policies of the State Board of Education. However, the Grievant will not be precluded from filing a grievance with an appropriate court or administrative agency.

General rule on filing deadlines

If the last date for filing a document under this procedure falls on a Saturday, Sunday, or legal holiday, the date of the first business day following the respective Saturday, Sunday, or legal holiday shall be considered the deadline date.

Grade appeal procedure

It is the policy of CVCC that a student should have an opportunity to appeal any grade that he/she believes does not accurately and fairly represent the nature of the classwork the student has performed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade he/she received for an examination, a written/ oral presentation, a project, or other required classroom activity, is inaccurate or unfair. A student must make the initial grade inquiry within seven calendar days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a seven-calendar day increment after the respective decision is received by the student. If a student does not meet the deadline for appealing a grade, the right to appeal will be waived. For grades on final examinations or grades that represent the final grade for the course, the initial seven-day period will begin on the first class day of the next academic term. In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures:

The student will begin by stating either orally or in writing to the instructor that the grade in question is either inaccurate, unfair, or both, and include the justification for appeal. If the student and the instructor cannot successfully resolve the student's concern, the student may then contact the Chair of that instructor's division or program. The student shall appeal to the Division Chair by submitting the appropriate form stating his/her concern regarding the grade, and describing the prior discussion with the instructor. (If the instructor issuing the grade is the Chair of the respective division or program, the student may appeal directly to the Chief Academic Officer [CAO] or his designee.) The Division Chair will review the student's grade issue. The Chairperson has the authority to call in the instructor, to ask for the assistance of another CVCC instructor, or seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student may appeal to the CAO. The instructor also has the right to appeal a decision of the Division Chair to the CAO. Appeal information must be submitted on the proper form and must contain the following:

1. Name and course number of the grade under appeal.
2. Names of the student and the instructor.
3. The term, day(s) of the week, and time of day that the course was taken.
4. A concise description of the student's complaint and narrative explanation of why he/she thinks that the grade was unfair, inaccurate, or both.
5. The date that the student first took the appeal to the instructor.
6. A summary of the result of the student's appeal to the instructor.
7. The date that the student took the appeal to the Division Chair.
8. A summary of the result of the student's appeal to the Division Chair.

In addition to the above information, the student and/or instructor should include a photocopy of documents that the student and/or the instructor believes would assist the CAO in reviewing the grade appeal. The CAO will review the appeal, schedule a meeting with the student and the instructor, and deliver a written report within 14 calendar days after the CAO's receipt of all of the appeal information. The CAO has the authority to consult with the instructor, the Division Chair, or other persons who have expertise in the subject area. When the CAO has completed the review of the grade appeal, a written report describing his/her findings and conclusions will be provided to the student, instructor, and Division Chair.

If the CAO determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the CAO, to render final rulings on grade appeals. Therefore, the decision of the CAO will be final and not subject to further appeal.

Note: The same general process may be used by a student who wishes to express a concern about the fairness and appropriateness of other strictly academic matters. In reviewing appeals regarding matters other than grades, the CAO will provide a memorandum of the findings, conclusions, recommendations, and/or directives regarding the matter under appeal, to the student, instructor, and Division Chair.

Emergency procedures

Fire

In the event of a fire, the person detecting the fire should activate the fire alarm, which activates a continuous horn blast. College personnel who become aware of a fire or fire alarm are to immediately notify the ranking College official at the time by calling the campus switchboard or, during evening hours, the administrator on duty. Persons in the area of the fire should take precautions in the use of fire extinguishers and should not take unnecessary risks.

In the event of a fire in or near a College building, everyone inside the building must evacuate the building and remain at least three-hundred feet away from the building until the fire department provides clearance for re-entry. Elevators are not to be used by anyone during evacuation. Instructors are expected to provide leadership to students in their prospective classes and to provide assistance to students with physical disabilities or difficulties. Each instructor will make sure that all of his/her students are out of the respective building and notify the fire department if anyone is missing.

The Phenix City Fire Department should be phoned immediately when fire or suspicious smoke is detected on campus. The fire department may be reached by dialing 911. College officials will be responsible for assuring that all access roads are kept open for emergency vehicles.

College employees are responsible for using proper procedures to avoid or minimize a fire. Among the steps to be taken are the proper use and storage of flammable materials away from heat, reporting faulty electrical equipment or cords to the maintenance department, and learning the location and proper use of College fire extinguishers.

Bomb threat

A bomb threat may be received by various means, but will usually be received by telephone. In the event of a bomb threat, the person receiving the threat should immediately notify the switchboard operator, who will notify the President, Deans, or other administrator on duty, who will call the Phenix City Police Department (334-298-0611) and the Russell County Sheriff's Office (334-298-6535).

Serious injury or illness

If a person becomes seriously injured or sick, a faculty or staff person should contact the CVCC switchboard operator to call for emergency medical services and/or transportation to a local medical facility. Responsibility for cost of medical services, and transportation to medical services is that of the student and/or his/her parents or guardian. If first aid is requested by the injured person, first aid supplies are available upon request from the Office of Student Services.

Accident/incident report

If an accident or injury occurs on campus, or at a College event, the persons involved should complete an “Accident/Incident Form.”

Civil disturbance

A civil disturbance is any set of circumstances that in the judgment of the administration is, or is likely to cause, a disruption of normal college activities and would potentially jeopardize the safety of students, faculty, or staff.

Hazardous weather

When weather conditions are sufficiently hazardous to warrant the limitation of activities at CVCC, students and employees will be advised by radio announcements and given instructions as to the status of CVCC operations. Only under emergency or threatening conditions will the College be closed during normal operating hours.

Emergency Notification System

Please refer all callers to the website for official announcements in reference to campus closures. If there is a need to close the campus, we will activate the Emergency Notification System and let everyone know at the same time.

Tornadoes

When notified by college personnel, building occupants should go immediately to designated shelters. Employees and students should stay away from glassed areas. They should sit on a floor with their backs to a wall and cover their heads with their arms.

Automobile accident

In the event that a student is involved in or is witness to an automobile accident on campus, he/she should proceed as follows:

1. Assess the accident for needed medical assistance.
2. Notify security, an administrator, instructor, or other CVCC staff person who will then call for an ambulance (911) and/or law enforcement officials.

Emergency Response Information

The Emergency Response signage is located in all classrooms, labs, public areas around campus and on college’s website.

Campus crime statistics

The information contained in this disclosure document is provided by Chattahoochee Valley Community College in compliance with the Student Right-to-Know and Campus Security Act, Public law 101-542, as amended by the Higher Education Technical Amendments Public Law 102-26 and the Campus Sexual Assault Victims Bill of Rights as included in the Higher Education Amendments of 1992. Inquiries concerning the information contained in this disclosure should be directed to the Director of Facilities and Maintenance, Chattahoochee Valley Community College, 2602 College Drive, Phenix City, Alabama 36869, (334) 291-4900.

Disclosure of campus crime statistics

CVCC is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The required disclosure information is contained in the Catalog and Student Handbook.

The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act.

Definitions of crimes that must be reported as defined by the National Association of College and University Attorneys College Law Digest are:

Murder: the willful (non-negligent) killing of one human being by another.

Forcible and nonforcible sexual offenses: a forcible sex offense is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, and includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Nonforcible sex offenses are acts of unlawful, nonforcible sexual intercourse and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category.

Robbery: the taking of, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person or persons by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Aggravated assault: an unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. Note that an unsuccessful attempt to commit murder would be classified as an aggravated assault.

Burglary (breaking and entering): the unlawful entry into a building or other structure with the intent to commit a felony or a theft. Note that forced entry is not a required element of the offense; so long as the entry is unlawful (constituting a trespass) it may be accomplished via an unlocked door or window. Included are unsuccessful attempts where force is employed, or where a perpetrator is frightened off while entering an unlocked door or window.

Motor vehicle theft: the theft or attempted theft of a motor vehicle.

Crime statistics for reporting period:	2009	2010	2011
<i>Number of incidents classified as murder</i>	0	0	0
Sex offenses			
1. Number of forcible offenses	0	0	0
2. Number of nonforcible offenses	0	0	0
3. Total of 1 and 2	0	0	0
Robbery			
1. Number of robberies involving the use of a weapon	0	0	0

Crime statistics for reporting period:	2009	2010	2011
2. Number of robberies involving force or threat	0	0	0
3. Total of 1 and 2	0	0	0
Aggravated assault			
1. Number of attempted aggravated assaults	0	0	0
2. Number of other aggravated assaults	0	0	0
3. Total of 1 and 2	0	0	0
Burglary			
1. Number of burglaries of occupied dwelling places	0	0	0
2. Number of burglaries of unoccupied dwelling places	0	0	0
3. Number of other burglaries	0	0	0
4. Total of 1, 2, and 3	0	0	0
Motor vehicle theft			
1. Number of automobile thefts	0	0	0
2. Number of other vehicle thefts	0	0	0
3. Total of 1 and 2	0	0	0
Manslaughter			
	0	0	0
Arson			
	0	0	0
Hate crimes			
1. Race	0	0	0
2. Gender	0	0	0
3. Religion	0	0	0
4. Sexual Orientation	0	0	0
5. Ethnicity	0	0	0
6. Disability	0	0	0
7. Total of 1-6	0	0	0

Arrest statistics relating to alcohol, drugs, and weapons

For compliance with the Campus Security Act, institutions must also report the numbers of arrests for liquor law violations, drug abuse violations, and weapons possession.

Definitions of crimes for which arrests must be reported also as defined by the *National Association of College and Universities Attorneys College Law Digest* are:

Liquor violations: Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages (with the exception of “driving under the influence” or “drunkenness”).

Drug violations: Violations of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use.

Weapons violations: Violations of laws prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Motor vehicle theft: The theft or attempted theft of a motor vehicle.

Crime statistics for reporting period:	2009	2010	2011
Liquor violations			
1. Number of arrests for illegal possession of alcoholic beverages	0	0	0
2. Number of arrests for illegal sale or distribution of alcoholic beverages	0	0	0
3. Number of arrests for public intoxication	0	0	0
4. Total of 1, 2 and 3			
Drug violations			
1. Number of arrests for illegal possession of a drug or controlled substance	0	0	0
2. Number of arrests for sale or distribution of illegal drugs or controlled substances	0	0	0
3. Number of arrests for possession, sale, or distribution of illegal drug paraphernalia	0	0	0
4. Total of 1, 2, and 3			
Weapons violations			
1. Number of arrests for illegal possession or control of a firearm	0	0	0
2. Number of arrests for illegal possession of explosives	0	0	0
3. Number of arrests for possession of weapons other than firearms and explosives	0	0	0
4. Total of 1, 2, and 3	0	0	0

Possession, use, and sale of alcoholic beverages and illegal drugs

College policies on possession, use, and sale of alcoholic beverages and illegal drugs are found in the *College Operations and Policy Manual* and the *Catalog and Student Handbook*.

Student handbook disclaimer

Failure to read the *Student Handbook* does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the *Student Handbook* are subject to change without prior notice.