2014-2016 Student Handbook

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Authorized by the
Alabama Community College System Board of Trustees

Approved by the
Alabama Community College System

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Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane, Decatur, GA 30033
(404) 679-4500

The College reserves the right to make changes as required in policies and other rules and regulations affecting students, as determined by the College and approved by the Alabama Community College System. These changes will govern all enrolled.
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J.F. Drake State Community and Technical College Student Handbook, published by the Dean of Student Support Services Office, is intended to provide important information about college life. These materials represent a long tradition and will assist you in participating as an active member of our campus community.
STUDENT SUPPORT SERVICES

- Admissions
- Assessment/Testing Center
- Career Placement
- Counseling
- Financial Aid
- Outreach
- TRiO Services

MISSION STATEMENT AND GOALS

The mission of the Student Support Services is to provide a nurturing environment, support services, and extracurricular activities which serve to enrich the students’ learning experience and assist them in achieving their goals.

The Student Support Services staff is committed to providing comprehensive services for prospective, current, and graduating students making the transition from the education to the work environment.

To achieve this purpose, the goals of the Student Support Services Directorate are as follows:

- Provide pre-enrollment counseling and assessment that assists students in identifying their interests and abilities;
- Provide an orientation program that assists students in transitioning to the College and that enhances their opportunities for personal, educational, and career success;
- Provide convenient admission and registration services that facilitate access to the College;
- Provide accurate, current, and expedient financial assistance counseling and services in a manner that protects the dignity of the student;
- Provide counseling suitable to the needs of students and a referral service for students whose needs require attention outside of the College;
- Provide tutorial services, career information, and job placement assistance;
- Provide opportunities for students to participate in leadership and cultural experiences as a supplement to their educational experience.

THE DRAKE STATE EXPERIENCE: NEW STUDENT ORIENTATION

A New Student Orientation Program is offered each semester during registration to formally introduce students to members of the faculty, staff, and administration.

Drake State also offers mandatory orientation classes to assist students in their transition into college life. Through orientation classes, students are introduced to the policies and procedures of the College as well as other valuable information. Students also participate in the WorkKeys™ Assessment program as a part of their orientation experience. Orientation classes are offered in the traditional setting and online.

ADMISSIONS

ADMISSIONS POLICY STATEMENT

It is the official policy of J.F. Drake State Community and Technical College to admit all students who meet the established admission criteria. No person shall be denied the benefits of or subjected to discrimination in any program activity, or employment on the basis of gender, race, color, disability, religion, national origin, age or ethnic group. The Office
of Admissions is the first stop for students who desire to enter the college.

ACADEMIC TRANSCRIPTS POLICY

The transcript policy of the College includes the following:

1. In compliance with the Family Educational Rights Privacy Act (FERPA), the College does not release transcripts of a student’s work except upon the student’s written and signed request.

2. Official transcripts are sent to institutions, companies, agencies, etc. after the student’s written and signed request is received by the Admissions Office. The College honors FAX requests for sending official transcripts to third parties; however, transcripts will not be faxed to an individual or a receiving institution.

3. Official transcripts will be accepted when delivered “by hand”. The transcript must be official and in a sealed envelope with the seal unbroken. The College reserves the right to deny hand delivered transcripts if the seal is broken.

4. Official transcripts not released specifically to institutions, companies, agencies, etc. will be stamped “ISSUED TO STUDENT.” Students should be aware that the receiving party has the right to decline the transcript stamped “ISSUED TO STUDENT.”

5. Transcript requests will be processed in the order in which they are received. Requests should be made at least one week before the transcripts are needed. Processing times will be longer at the start and end of each term.

6. All transcripts issued are free. Transcripts will not be issued for persons who have financial obligations to the College.

7. Send transcript requests to the following:
   The Office of Admissions
   J.F. Drake State Community and Technical College
   3421 Meridian Street, North
   Huntsville, Alabama 35811

Names, dates of attendance, social security number, and address to which the transcript is to be sent are to be included in the request.

NOTE: Students with name changes should include ALL former names.

8. The Admissions Office does not issue or reproduce transcripts from other institutions. Request for transcripts or work taken at other institutions must be directed to the institution concerned.

ADMISSION SCHEDULE

Students are admitted at the beginning of each of the three academic semesters in all programs. The Fall Semester begins in August, the Spring Semester in January and the Summer Semester in May. All new students should check the Admissions Office for specific dates since they vary from year to year. New students must submit all applications and credentials for admissions to the Office of Admissions, at least three (3) weeks prior to the registration date.

REGISTRATION SCHEDULE

Registration is scheduled for the beginning of each semester. Late registration is scheduled immediately following the registration period. Students registering during late registration must pay a late fee of $25.00, in addition to all other fees.

ASSESSMENT/TESTING CENTER

Assessment Testing

Each student who enrolls for more than seven semester credit hours or fourteen weekly contact hours per semester/term is required to take the COMPASS computerized assessment instrument and placed at the appropriate developmental level as indicated by the assessment results. However, the College encourages all students to complete the assessment test for appropriate placement. The College provides appropriate developmental
courses and other support to assist students who have deficiencies.

**COMPASS RETEST POLICY**

Students will be allowed to retake the placement test one (1) time. Scores will be valid for a period of three (3) years before expiring. Retakes will cost $8 per section, payable in the Business Office. In order to take the test, the receipt must be brought to the Testing Center on the date of test.

**Interpretation of placement scores**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Score</th>
<th>Course Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Algebra</td>
<td>1-53</td>
<td>MTH 090</td>
</tr>
<tr>
<td></td>
<td>54-100</td>
<td>Degree</td>
</tr>
<tr>
<td></td>
<td>54-100</td>
<td>Certificate or Diploma: MTH 116</td>
</tr>
<tr>
<td>Algebra</td>
<td>1-45</td>
<td>Degree: MTH 098</td>
</tr>
<tr>
<td></td>
<td>46-71</td>
<td>MTH 100</td>
</tr>
<tr>
<td></td>
<td>72-100</td>
<td>MTH 112 or MTH 110 (non-science majors)</td>
</tr>
<tr>
<td></td>
<td>1-45</td>
<td>MTH116</td>
</tr>
<tr>
<td></td>
<td>46-100</td>
<td>Certificate/Diploma</td>
</tr>
<tr>
<td>College Algebra</td>
<td>1-42</td>
<td>MTH 100</td>
</tr>
<tr>
<td></td>
<td>43-63</td>
<td>Degree: MTH112</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certificate or Diploma: College Math as required by program</td>
</tr>
<tr>
<td></td>
<td>64-100</td>
<td>Degree: MTH113</td>
</tr>
<tr>
<td></td>
<td>1-100</td>
<td>Certificate or Diploma: College Math as required by program</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>1-100</td>
<td>MTH 113</td>
</tr>
<tr>
<td></td>
<td>1-100</td>
<td>Certificate or Diploma: College Math as required by program</td>
</tr>
<tr>
<td>Reading</td>
<td>1-74</td>
<td>RDG 085</td>
</tr>
<tr>
<td></td>
<td>75-80</td>
<td>RDG114 strongly recommended but not required.</td>
</tr>
<tr>
<td></td>
<td>81-100</td>
<td>Comprehension on a</td>
</tr>
</tbody>
</table>

**ABILITY TO BENEFIT**

A student who does not have a high school diploma or its recognized equivalent (GED) can be classified as an ATB student. As specified by the U.S. Department of Education, the minimum passing scores for COMPASS Writing Skills, Reading, and Pre-algebra/Numerical Skills and ESL Reading, ESL Grammar/Usage, and ESL Listening are listed in the Federal Register, Vol. 71, No. 97, Friday, May 19, 2006, which is available at www.federalregister.gov. The minimum passing scores are also available on the COMPASS website at www.act.org/compass.

**Ability to Benefit COMPASS Retest Policy**

NOTE: To be eligible for ATB status, an examinee must achieve or exceed all three required COMPASS passing scores (i.e., Writing Skills, Reading, and Pre-algebra/Numerical Skills) in a single administration. Passing scores from one administration cannot be combined with passing scores from another administration. If the examinee does not meet the required passing scores, the examinee must retake all three tests in a new testing session and pass all three areas in that new session.

COMPASS/ESL retesting must fall within the following guidelines:

1. Students will be allowed to retake the placement test one (1) time. Retakes will cost $8 per section, payable to the Business Office. To take the test, the receipt must be brought to the Testing Center on the date of the test;
2. Under no circumstances should a retest be given on the same day as the original test;

3. An examinee may take no more than three COMPASS/ESL placement test experiences in a 30-day period. Example: An examinee testing on August 1st may not be retested for a fourth time until August 31st or later; and

4. Scores will be valid for a period of three (3) years before expiring.

CAREER PLACEMENT ASSISTANCE

Career Placement involves aiding the student in transitioning from the community college to the next educational or career objective. Attention is focused on assisting the student in choosing the senior college to which he/she plans to transfer and in meeting the requirements for that college. Although the College does not consider its function to be that of a public employment service, it is prepared to render placement service within the limitations of its purpose and resources.

Local, state and national job announcements are posted on the Job Announcement Bulletin Board located in Building 700. Students registered in part-time or full-time work should register with the Placement Office. Registration forms may be obtained from the Placement Office. Completed registration forms along with an updated resume remain on file for one year or until the student is employed. Students must update application after the one-year period. For more information about Placement Assistance contact the Career Placement Coordinator.

COUNSELING AND TUTORIAL SERVICES

The counseling program at the College is conducted through a series of optional counseling sessions available on an “as needed” basis. The sessions are designed to ensure that all students have sufficient contact with a counselor to make their progress through the instructional program successful.

The goal of the counseling program is to help students identify and progress through a set of educational opportunities relevant to individual aptitudes, knowledge, skills and interests and offer incentives commensurate with each student’s motivation and achievement.

The objectives of counseling and tutoring services are as follows:

- To challenge students to become introspective;
- To encourage students to make rewarding decisions;
- To help students develop positive self-images;
- To inspire in students a desire to maximize their potential, as rapidly as possible, in the process of reaching their educational or lifelong goals;
- To urge students to make decisions that will capitalize on their assets
- To help students cope with reality;
- To guide students in their vocational choices and adjustments;
- To assist students with academic problems; and
- To counsel students concerning personal problems.

Counseling and Advising Centers

J.F. Drake State Community and Technical College provides academic counseling to assist students in the following areas:

- Program planning
- Transfer information
- Course scheduling
- Placement testing

While the instructor serves as the students’ primary advisor, supplemental services are available.

It is the policy and practice of J.F. Drake State Community and Technical College to ensure
public accommodations and services, equal employment of goods, facilities, privileges, and advantages to all disabled individuals. The College will work with the Division of Rehabilitation Services and the Alabama Department of Education to provide special equipment necessary to ensure a satisfactory learning and working environment. It is the responsibility of the student to inform the College Counselor of any special needs and/or if a disability exists.

**ACADEMIC ADVISEMENT**

Potential students are encouraged to meet with the college counselor and various program leaders prior to deciding on a particular program of study. For students who are undecided about an area of interest, Drake’s Career Center has a large assortment of media on various careers. Once a student decides on a program of study, the leader of the chosen program becomes the student’s academic advisor.

**TRIO SERVICES**

The College is a recipient of the U.S. Department of Education to provide Student Support Services (SSS) Program for first-generation, low-income students, and students with disabilities. Enrollment in this program is limited. Entry into the program is competitively determined. Interested students should contact the Office of TRiO to determine eligibility for the program.

**FINANCIAL AID GUIDELINES**

Students are required to pay tuition and fees in full before the first day of class. Students eligible for Title IV Student Financial Aid, grants and scholarships must pay their remaining amount due after aid has been applied, in order to complete their registration. Students may enroll with written authorization from sponsoring agencies. If the third-party sponsor rejects submitted charges, the student will be required to pay any outstanding balance or be subject to removal from classes. Students who add courses during the drop/add period must pay any additional balance due at the time the courses are added or be subject to removal from classes. Please refer to the Catalog for a comprehensive Financial Aid section.

**Tuition Refund**

The Business Office will begin processing student refunds for all students who do not receive any type of student financial aid 7 days after students with financial aid refunds are issued. Remaining balance checks for students eligible for student financial aid will be disbursed 14 days after the published disbursement date listed on your student self-service account for students who have met the attendance requirements. Students who register late will receive their balance checks subsequently. Please refer to the Catalog for a more complete statement related to refunds.

**S.C. O’NEAL, SR. LIBRARY AND TECHNOLOGY CENTER**

**GENERAL INFORMATION**

The S.C. O’Neal, Sr. Library and Technology Center is a multifaceted complex located at the heart of the campus. The goal of the Center is
to create a wholesome learning environment through the use of a variety of print, electronic, and audiovisual resources and equipment.

Resources and Services

The Library houses a variety of resource materials which support the instructional programs at J.F. Drake State Community and Technical College. The collection consists of books, industrial manuals, periodicals, newspapers, software programs, electronic collections and a variety of audiovisual materials and equipment for use on an individual or group basis. Other resources include the vertical file, Black collections, plus much more.

The Library’s services consist of access to the Internet, the Alabama Virtual library, ProQuest, photocopying/fax, laminating and much more.

Personal Computers

Two open labs are provided in the library for individual use. Students are asked to adhere to the Computer Usage Policy of the College. All students are required to sign the Computer Log before using all personal computers. As a reminder, priority is given to academic/instructional assignments versus recreational activities.

The Alabama Virtual Library (AVL)

The Alabama Virtual Library (www.avl.lib.al.us) provides all citizens of the State of Alabama with on-line access to essential library and information resources. The Alabama Virtual Library can be accessed from all computer labs on campus having Internet connections and also from the campus website (www.drakestate.edu) using the Library link. The Library is the point of contact for students to register for home access to the Alabama Virtual Library. All students who own personal computers are encouraged to request an AVL card from the Reference Desk, located on the first floor of the Library.

ProQuest Newstand Database

ProQuest Newstand Database Searching is a combination of periodical retrieval software and quality information available via the Internet. ProQuest is available on the campus in any lab with internet connectivity. ProQuest (proquest.com/login) can be accessed through the library’s web page at www.drakestate.edu.

Circulation of Materials

Students with current identification cards may borrow up to ten (10) resources (books and audio-visual materials) from the Library for a period of thirty (30) days. Resources are renewable provided holds have not been placed on any circulating items. Delinquent materials incur fines at a rate of 10 cents per day.

Reciprocal Usage Agreements

J.F. Drake State Community and Technical College faculty, staff, and students with proper identification may borrow resources and use the services available through the J.F. Drake Memorial Learning Resources Center, Alabama A & M University. Through this reciprocal agreement, two (2) books may be borrowed at any one time.

Practical Nursing students may also use the University of Alabama in Huntsville (UAH) primary medical Library facility near Huntsville Hospital.

Hours of Operation

The library staff, upon request, provides instruction, orientation and personal assistance during regular operational hours as follows:

- Monday – Thursday: 7:30 a.m. to 7:00 p.m.
- Friday: 7:30 a.m. to 11:30 a.m.
- Weekends: Closed

The hours may vary when classes are not in session and on holidays.

If you have questions, email directly to library@drakestate.edu or call 256-551-5207.

LIBRARY USER BEHAVIOR POLICY

All visitors of the S.C. O’Neal, Sr. Library and Technology Center are expected to follow J.F. Drake State Community and Technical College’s Student Code of Conduct. All visitors
Library users are expected to keep noise levels low. Groups working on projects are encouraged to utilize the group study room to engage in discussion without disturbing others in the library;

2. All behavior that disturbs or endangers other library users or staff is prohibited. This includes loud noises, misuse of library materials or facilities, or verbal or physical harassment;

3. Cell phones MUST be turned off or muted. ALL cell phone conversations must be held outside the library;

4. ABSOLUTELY NO FOOD OR DRINK IS PERMITTED IN THE LIBRARY;

5. ABSOLUTELY NO TOBACCO USE IS ALLOWED INSIDE OR OUTSIDE THE LIBRARY;

6. Library users are expected to follow the instructions of the library staff;

7. Children 18 years of age and under must be accompanied by an adult AT ALL TIMES, unless they are high school students participating in the College’s Dual Enrollment program. Children should NEVER be left unattended and are expected to comply with all library policies. Students may not leave their children in the library unattended while they are in class. The library staff is not responsible for the care of children or for supervising their use of library materials or facilities. That is the responsibility of the accompanying adult;

8. Library materials must not be damaged in any way; and

9. Personal belongings should not be left unattended. The library is not responsible for lost or stolen items. Items that are found will be held at the circulation desk until the first day of each month then disposed of if they are not claimed.

Failure to comply with ANY of the rules listed above or J. F. Drake State Community and Technical College’s Code of Conduct may result in the following consequences:

• Disciplinary action by J.F. Drake State Community and Technical College
• Expulsion from the building
• Legal action, where applicable
• Loss of access

J.F. Drake State Community and Technical College and the S.C. O’Neal, Sr. Library and Technology Center staff reserve the right to change and/or update this policy at any time.

Borrowing Privileges

The S.C. O’Neal, Sr. Library and Technology Center has reciprocal lending agreements with Alabama A & M University, Calhoun Community College, Oakwood University and the University of Alabama in Huntsville. Students enrolled at these institutions are allowed to check out five items by providing a valid student ID and a current address and phone number.

Other community members who wish to check out library materials may request a community user account. To open an account, community members must pay a $20 fee and provide a picture ID, proof of address and two phone numbers. The account is valid for two years and membership is renewable. Community users may have two items on loan at one time.

Children wishing to borrow material must have a parent or guardian check out the material for them. The material will be checked out in the parent or guardian’s name. The parent or guardian assumes all responsibility for the material including fines and replacements costs if the material is lost. Fines are 10 cents per day for each overdue item.
Student Policies, Procedures, and General Campus Information

ACADEMIC FREEDOM

The Alabama Community College System supports academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing discipline related subjects. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent the institution from taking proper efforts to assure the best possible instruction for all students in accordance with the admission and objectives of the institution.

ANNUAL NOTIFICATION OF FERPA RIGHTS

J.F. Drake State Community and Technical College is required by the provisions of the Family Educational Rights and Privacy Act (FERPA) to provide students annual notification of their FERPA rights. Students will be notified by publication of the regulations in the college catalog/student handbook.

Family Educational Rights and Privacy Act Notice

NOTICE: Under the Federal Family Educational Privacy Rights Act, 20 U.S.C. 123g, J.F. Drake State Community and Technical College may disclose certain student information as “directory information.” Directory information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students, as well as information about the student’s participation in officially recognized activities and sports, the weight and height of members of athletic teams, the dates of attendance by students, degrees and awards and the most recent previous educational agency or institution attended by a respective student. If any student has an objection to any of the aforementioned information being released during any given semester or academic year, the student should notify the Registrar, in person or in writing, during the first three weeks of the respective semester or academic year.

Directory Information

The following categories of information with respect to each student have been designated by the College as directory information which may be made available to the public, absent a student’s request that any such information should not be released without the student’s prior consent:

1. Student’s name, address, telephone number;
2. Dates of attendance;
3. Educational agencies or institutions most recently attended by the student;
4. Program of study, degree desired and classification;
5. Participation in officially recognized activities, clubs, and organizations;
6. Degrees and awards received;
7. Enrollment status; and
8. Photographs.

If any student has an objection to any of the aforementioned information being released during any given semester or academic year, the student should notify the Registrar, in person or in writing, during the first three weeks of the respective semester or academic year.

Disclaimer: This policy statement is subject to change by any additional federal regulations or court decision that may modify and/or negate any portion of these regulations. This statement of policy will be published in the future in appropriate College publications.

CHANGE OF MAJOR

A student who wishes to change to another program of study must obtain permission from the College Counselor. A change of major form must be completed and submitted to the Admissions Office in order to facilitate the change. Students may change programs during the drop-add period or at the beginning of the next semester.

EXITING STUDENT FOLLOW-UP

Once a student exits J.F. Drake State Community and Technical College, the institution may collect and retain information pertaining to student employment. Questionnaires are sent directly to the former student, and students are asked to cooperate in this endeavor by accurately completing the questionnaire and returning it in an expedient manner. The information collected on an individual basis is kept confidential.

DRAKE STATE ONLINE BOOKSTORE

Students may purchase required books and supplies from the Online College Bookstore located on Drake State website. Books and supplies may be purchased with available student financial aid and other sponsored funds during the initial part of each term. The Drake State Online Bookstore also stocks merchandise with College name and seal, and a variety of basic supplies.

Students who purchased books from the Drake State Online Bookstore will have an opportunity to sell back books to our Online Bookstore when buybacks are applicable. For more information please visit drakestate.tbconcourse.com.

STUDENT IDENTIFICATION CARDS

All students are issued ID cards during their first semester of enrollment. Students are encouraged to carry their ID card at all times. There is a $5.00 fee for replacement cards.

STARFISH EARLY ALERT

Drake State has adopted Starfish Early Alert as its new early warning system tool. Starfish, part of the college’s retention initiative, aims to identify at-risk students as quickly as possible and promptly direct them to the support services that can help them succeed. The process is supported by Starfish Retention Solutions and is accessible through the Blackboard module. Starfish provides faculty, academic advisors, tutors, and program directors with a convenient way to follow and support student.

OFFICIAL RECOGNITION OF CAMPUS ORGANIZATIONS

Procedures for Obtaining Official Recognition
Chartering

The College encourages extracurricular activities that develop individual initiative, group leadership, and cooperation. Student organizations and activities must be faculty and/or staff sponsored and must be approved by the College President.
Any group wishing to organize on campus must receive permission from the Dean of Student Support Services and the President by submitting a written request for approval.

The following information should be included in the written request:

1. The name of organization;
2. A statement of purpose of the organization;
3. The membership eligibility requirements;
4. A list of officers by title and the specific function of each office;
5. A statement of terms of the officers and the time and method of election;
6. Proposed meeting schedule;
7. A statement of membership dues, including the amount and frequency of payment and provision for the disposition of any funds in the event of dissolution of the organization; and
8. Names and titles of club advisor(s).

Temporary Recognition
Temporary recognition may be given to organizations upon the completion, submission, and approval of the above stated information. The organization must submit an official charter within one semester.

Review and Approval
A copy of the proposed constitution must be submitted to the Dean of Student Support Services for suggestions, recommendations, and approval. A written appeal may be made in the event that official recognition is withheld. The President of the College will make the final decision. A group may not sponsor activities during the time that its application for recognition is being considered or an appeal is being made.

After receiving approval, any changes in advisors, or any amendment affecting the nature or purpose of the organization as originally stated must be approved by the Dean of Student Support Services.

STUDENT ORGANIZATIONS

Student Government Association
The Student Government Association (SGA) is composed of officers or representatives from each instructional department. The President appoints advisors from the instructional and administrative support staff. The SGA addresses the following goals:

1. Contributing to the advancement and improvement of the school;
2. Fostering faculty/student relationships and understanding;
3. Assisting in the promotion of closer ties between the school and the community; and
4. Providing a constructive forum for deriving orderly, logical, practical and mutually agreeable solutions to problems which may arise involving both the student body and the school staff.

SkillsUSA
SkillsUSA is a coeducational organization designed to serve the needs of the students who are pursuing studies in trade, industrial and technical education. Club activities planned, initiated, and conducted by members of SkillsUSA aims to develop students’ social and leadership abilities, as well as their professional, technical and academic skills.
SkillsUSA offers prestige and recognition through a national program of awards and contests. As a member of the J.F. Drake State Community and Technical College family, you have a personal invitation to join. Ask your instructor how you may become an active member.

**National Technical Honor Society**

The National Technical Honor Society (NTHS) is a non-profit, honor organization for outstanding students enrolled in occupational, vocational or technical programs.

- The NTHS purpose is to promote service, leadership, honesty, career development and skilled workmanship;
- To reward student achievement;
- To encourage and assist student education and career goal setting;
- To promote stronger linkage between local vocational technical institutions and business and industry; and
- To promote the image of vocational technical education in America.

Every student is a potential candidate providing he/she meets the local membership standards and the general merit qualifications set forth in the NTHS Constitution.

**Future Business Leaders of America-Phi Beta Lambda**

Phi Beta Lambda is a nonprofit educational association made up of students pursuing careers in business and/or business-related careers. The purpose of the association is to unite business and education together in a positive working relationship. There are two competitions annually: state and national. Members compete in accounting, word processing, business principles, computer applications, impromptu speaking, job interviewing, networking design, networking concepts, and parliamentary procedures.

**International Association of Administrative Professionals**

The International Association of Administrative Professionals (IAAP) is a professional organization that works in partnership with employers to promote professional excellence. IAAP’s objective is to elevate the standards of all administrative professionals and to promote their working relationships with management through continuing education, authorized programs, and publications.

**Electronics Technicians Association, International, Inc.**

Electronics Technicians Association, International, Inc. (ETA) is a not-for-profit, worldwide professional association founded by electronics technicians servicing dealers in 1978. The organization is made up of certified professionals in all electronics-related fields including fiber optics, customer service, biomedical computer and computer networking, telecommunications, wireless communications, consumer electronics, audio/video distribution, avionics, industrial electronics, radar and satellite. ETA's goal is to promote excellence in electronics through certification.

**Drake State Technical College Amateur Radio Club**

The Drake State Community and Technical College Amateur Radio Club (DSCTC-ARC) has as its purpose promotion of experimentation in electronics communication through the Amateur Radio Art. Members benefit since the organization encourages the development of advanced technical skills, provides community service through the volunteering of communication assistance to disaster relief agencies and to other civic organizations.

**COMPUTER CRIME ACT**

The provisions of the Alabama Computer Crime Act are applicable at J.F. Drake State Community and Technical College. This act provides for criminal prosecution of any person(s) who knowingly, willingly, and without authorization destroys or manipulates intellectual property.
INTERNET ACCEPTABLE USE POLICY

Acceptable Use of Provided Access to Electronic Information, Services, and Networks

In making decisions regarding student access to the Internet, J.F. Drake State Community and Technical College is proud to offer Internet access to all students. This is a privilege provided for the student, a privilege which must not be abused. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.

The College expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing College-provided Internet access must first have the permission of J.F. Drake State Community and Technical College’s professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the college. The same general rules for behavior and communications apply.

The purpose of College-provided Internet access is to facilitate communications supporting research and education. To remain eligible as users, students’ use must be in support of and consistent with the educational objectives of J.F. Drake State Community and Technical College. **Access is a privilege, not a right. Access entails responsibility.**

Users should not expect that files stored on school-based computers would always be private. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. To transmit obscene, abusive, or sexually explicit language;
3. To access, upload, download, or distribute any music files;
4. To violate any local, state, or federal statute;
5. To vandalize, damage, or disable the property of another individual or organization;
6. To access another individual's materials, information, or files without permission; and
7. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of college policy and rules may result in loss of College-provided access to Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

J.F. Drake State Community and Technical College makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The College will not be responsible for any damages users suffer, including -- but not limited to -- loss of data resulting from delays, interruptions in service or loss of service. The College will not be responsible for the accuracy, nature, or quality of the content available through Internet access. Users should not expect that files stored on school-based computers would always be private. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.
of information gathered through College-provided Internet access.

The College will not be responsible for unauthorized financial obligations resulting from College provided access to the Internet.

**COMPUTER ACCEPTABLE USE POLICY**

This policy defines acceptable uses of computer hardware, software, networks, communication lines, Internet access, and Email transmissions, herein referred to as Systems. Violations of this policy may result in restricted use of Systems and/or disciplinary action.

Systems are provided for business and educational purposes only, and users are encouraged to utilize this technology as a tool to efficiently perform their job tasks. Systems are owned by the College and subject to access by staff for maintenance, repair, updating, or monitoring. Documents, spreadsheets, databases, and Email transmissions on any System may be subject to examination at any time. Users must comply with all federal, state, or local laws and regulations, and applicable policies of accessed networks, such as the Alabama Research and Education Network.

In determining the appropriate use of Systems, one should compare its use to the proper use of other equipment, for example the use of the telephone systems. As with any excess use of the telephone, excess personal use of Systems including Email and Internet access is not allowed, and will be appropriately addressed by management. Email transmission to J.F. Drake State Community and Technical College personnel and students should follow the same etiquette and rules as telephone traffic.

Users must respect the privacy and usage privileges of other users and must not access, modify, or delete any files or data without the permission of the owner or creator of such files. Users should not install any software, make modifications to the configurations of, install new components, or in any way modify the Systems without the approval of the Information Technology Department and President of the College. Installation of software without adhering to established copyright laws for that product is strictly prohibited. At NO time should the Systems be used to sell items for personal gain, solicit income, win contests, view pornography, gamble, play computer games, transfer copyrighted materials, engage in any illegal activity, or engage in threatening or mischievous activity.

Users will utilize passwords, log off and shutdown PCs overnight, and perform other measures as defined by the College Information Technology Department to insure adequate security of Systems and data.

**DRAKE E-MAIL ACCEPTABLE USE POLICY**

J.F. Drake State Community and Technical College has implemented Drake State Student E-Mail Accounts as its official way of communicating important updates to students around the campus.

To uphold the quality and reputation of your Drake State E-Mail Account, your use of Drake State E-Mail is subject to these program policies. If you are found to be in violation of these policies at any time, as determined by J.F. Drake State Community and Technical College in its sole discretion, the College may warn you or suspend or terminate your account and take any appropriate legal action.

The use of Drake State E-Mail is a privilege, not a right, and the College maintains the right to limit access. Drake State Student E-Mail is NOT guaranteed to be private. The College has the right to monitor and track Drake State E-Mail usage and access information stored in any user directory. The College may deny, revoke, or suspend specific user accounts.

**Acceptable Use**

It is acceptable to use Drake State E-Mail for purposes relating directly to education,
research, professional development, personal communications, and growth.

**Unacceptable Use**

It is not acceptable to use Drake State E-Mail in such a way as to interfere with or disrupt network users, services, or equipment. Drake State E-Mail resources may not be used in the following manner.

- To generate or facilitate unsolicited commercial email ("spam"). Such activity includes, but is not limited to:
  - Sending email in violation of the CAN-SPAM Act or any other applicable antispam law;
  - Imitating or impersonating another person;
  - Sending emails to users who have requested to be removed from a mailing list;
  - Selling, exchanging or distributing to a third party the email addresses of any person without such person’s knowledge and continued consent to such disclosure;
  - Distributing unsolicited emails to significant numbers of email addresses belonging to individuals and/or entities with whom you have no preexisting relationship;
- To send, upload, distribute or disseminate or offer to do the same with respect to any unlawful, defamatory, harassing, abusive, fraudulent, infringing, obscene, or otherwise objectionable content;
- To intentionally distribute viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of destructive or deceptive nature;
- To conduct or forward pyramid schemes and the like;
- To transmit content that may be harmful to minors;
- To impersonate another person (via the use of an email address or otherwise) or otherwise misrepresent yourself or the source of any email;
- To illegally transmit another’s intellectual property or other proprietary information without such owner’s or licensor’s permission;
- To use Drake State E-Mail to violate the legal rights (such as rights of privacy and publicity) of others;
- To promote or encourage illegal activity;
- To interfere with other Drake State E-Mail users’ enjoyment of the service;
- To conduct commercial activities and other activities conducted for personal gain;
- To promote religious or political causes or to promote fundraising or lobbying;
- Solicitations not approved by the College;
- Vandalism and mischief that incapacitates or destroys College resources and/or violates federal and/or state laws;
- Violating software copyrights and usage licensing agreements; and
- Violating any federal, state, or local law/regulation, or College policy/procedure.

**INTELLECTUAL PROPERTY RIGHTS**

A student has the right to trademark or copyright any literary material and to patent any inventions unless duties of the courses enrolled in, or the College, charges the student with, or includes, the duty of producing material for the College to copyright or trademark, or to develop an invention for the College to patent. A student is entitled to all profits earned from copyrighted or trademarked materials or patented inventions developed exclusively on the student’s time and without the use of College funds, materials, or facilities. Copyrighted or trademarked material or patented inventions developed totally or
partially on College time with the use of College materials or facilities or with College funding shall be owned by the College.

STUDENT CODE OF CONDUCT

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

The conduct of each student and organization is to conform with the standards of common decency, with respect being given to the rights and property of others. The Student Code of Conduct is applicable to conduct which occurs on the College premises or which occurs while participating in official College sanctioned activities. A student may be disciplined and may be found in violation of the Student Code of Conduct for the following:

• Dishonesty, cheating, forgery, plagiarism, misrepresentation, or alteration of College documents, records, or identification;

• Disruptive or disorderly conduct including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid;

• Disorderly conduct which interferes with the rights and opportunities of those who attend the College for the explicit purpose for which the college exists;

• Profanity and/or obscene language or conduct;

• Threats (verbal or written); physical abuse, intimidation, and physical or mental harassment;

• Harassment, intimidation, physical assault or sexual assault;

• Possession while on College-owned or controlled property of firearms, explosives or other dangerous instruments/devices;

• Possession, sale, or consumption of alcoholic beverages or controlled substances on College property or at a College or student sponsored event; being under the influence of alcoholic beverages or controlled substances on College property or at a student or College sponsored event;

• Theft, accessory of theft, or being in possession of stolen property;

• Trespassing or unauthorized entry;

• Lewd, obscene, licentious, indecent or inappropriate dress;

• Improper use of the internet or other computer technology made available for student use;

• Violation of written College rules, policies, and regulations;

• Violation of the College Computer Usage and Internet Acceptable Use Policies; and

• Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;

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

J.F. Drake State Community and Technical College is committed to assuring that its employees and students work and learn in an environment free from discrimination and/or sexual harassment.

Discrimination means making a difference in treatment in any service, program, course or facility for Drake State on the basis of race, color, creed, gender, religion, sex, national origin, disability, ancestry, age, sexual
orientation, pregnancy, marital status, or parental status.

**Harassment** means the use of verbal or physical conduct which does the following:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive academic or employment environment;
2. Has the purpose or effect of unreasonable interference with an individual’s academic or employment performance;
3. Otherwise adversely affects academic or employment progress. The term “harassment” encompasses “sexual harassment,” which means unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome requests for sexual favors, and other verbal or physical conduct of a sexual nature (including, but not limited to, the deliberate repeated making of unsolicited gestures or comments, or the deliberate or repeated display of sexually graphic materials, which are not necessary for educational purposes), when the following conditions exist:
   1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s status as a student or employee;
   2. Submission to or rejection of such conduct by an individual is used as a basis for enrollment, rating, or grading of a student or employee;
   3. Such conduct has the purpose or effect of substantially interfering with an individual’s academic or work progress, or creating an intimidating, hostile, or offensive academic or work environment.

**NONDISCRIMINATION POLICY STATEMENT**

The following policy reflects J.F. Drake State Community and Technical College’s commitment to equal opportunities in education and employment:

*No person shall be denied employment, excluded from partaking in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of gender, race, color, disability, religion, national origin, age or ethnic group.*

J.F. Drake State Community and Technical College complies with nondiscriminatory regulations under Title VII of the Civil Rights Act of 1964, Title IX Educational Amendment of 1972, which prohibits discrimination based on sex; Title IX, Section 106.8 , which prohibits sexual harassment; Section 504 of the Rehabilitation Act of 1973, which prohibits violations of the rights of the disabled; and Title VI, which prohibits discrimination based on race, color, or national origin, and the Americans with Disabilities Act (ADA) of 1990, covering policies for public accommodations for disabled individuals.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX, Section 504, may contact the college’s Title IX and Age Discrimination Act Coordinator, the Dean of Student Support Services, at 256.551.3114 or the Section 504 (ADA) and Title II Coordinator, the College Counselor, at 256.551.1710.

**HARASSMENT POLICY**

It is the policy of J.F. Drake State Community and Technical College to provide students an academic atmosphere free of harassment, including sexual harassment. Sexual harassment is a form of sex discrimination. A common form
of sexual harassment is the inappropriate introduction of sexual activities or comments into the workplace or learning environment. While sexual harassment may involve relationships among equals, it often involves relationships of unequal power, giving rise to elements of coercion centered on sexual activity for opportunities of benefit such as improved job or academic status.

Each employee of the College is responsible for the enforcement of this policy and for setting an example with respect to conduct. The exploitation of institutional, academic, or supervisory authority to sexually harass students, faculty, or staff is a form of illegal sex based discrimination. Violation of this policy is a violation of Title IX of the Education Rights Act of 1972 and of Title VII of the Civil Rights Act of 1964. Further, violation of this policy can lead to suspension or termination of employment or student status, liability for J.F. Drake State Community and Technical College and civil or criminal liability for the harassing employee. Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX, Section 504, may contact the college’s Title IX and Age Discrimination Act Coordinator at 256.551.3114 (students) or the Section 504 (ADA) and Title II Coordinator at 256.551.1710 (students). Faculty and staff should contact Human Resources.

STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

J.F. Drake State Community and Technical College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, J.F. Drake State Community and Technical College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate.

For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to reprimand, suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately refrain from such behavior and/or leave the premises. If any employee, student, or visitor engages in any behavior prohibited by this policy (which is also a violation of Federal, State, or local law or ordinance), that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

Due Process of Student Disciplinary Cases
J.F. Drake State Community and Technical College is committed to ensuring an environment for all employees and students, which is fair, humane, and respectful. The College assures each student that no action will be taken on grounds that are not supported by academic policies and procedures. Emphasis will be placed upon achieving an equitable resolution to problems rather than seeking to emphasize guilt or punishment. Students are guaranteed procedural due process in situations involving severe disciplinary problems. The following procedures will be followed:

Procedure for Bringing Charges
1. Any student, faculty member or administrator may file a charge in writing against a student for misconduct. The charge is to be filed with the Dean of Student Support Services.
2. The complainant must file with the Dean of Student Support Services within thirty (30) calendar days following the date of the alleged violation(s). Upon receipt of the charge, the Director will provide the
student with a written statement of the charges and determine the course of action regarding the accusations. During this stage, the accused may admit to the charge and waive the right to the Hearing Board, and disciplinary action will be determined by the Dean of Student Support Services.

3. If disciplinary proceedings appear warranted, the Dean of Student Support Services will set a date, time and place for the hearing, and the accused will be informed by written notice at least two (2) days before the hearing. Anytime up until the day of the hearing, the accused may waive the right to a hearing, admit the charge and have the punishment be decided by the Dean of Student Support Services. Under such circumstances, the accused will be informed of the disciplinary action within five (5) days.

4. Any student whose presence poses a possible danger to persons or property of the College or an ongoing threat of disrupting the academic process may be removed from the campus immediately.

5. Written notification of the date, time, and place of the hearing shall be sent to the student within five days of a complaint being filed.

6. A Disciplinary Committee comprised of the Dean of Student Support Services, faculty, staff and a student representative will be selected to hear each disciplinary case.

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

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

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

**GRIEVANCE AND APPEAL POLICY**

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

**Initial Steps to Resolve a Complaint**
Any student enrolled at J. F. Drake State Community and Technical College who wishes to make a complaint about an academic matter shall report that matter in writing to the Dean of Instruction. Other types of complaints shall be reported to the Dean of Student Support.
Services. If the complaint involves a specific occurrence, the complaint shall be made within ten (10) working days of the occurrence.

If, after discussion between the student and the respective college official, it is determined that the complaint can be resolved immediately, the college official will take action to resolve the complaint and will submit a report within ten working days of the filing of the complaint to the President and other appropriate college officials, detailing both the complaint and its resolution.

GRIEVANCE PROCEDURES

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

- Date the original complaint was reported;
- Name of the person to whom the original complaint was reported;
- Detailed facts of the complaint;
- Proposed action to be taken by the receiving official to resolve the complaint;
- Specific objection(s) to the proposed plan of resolve.

The grievance statement may also contain other information relevant to the grievance that the complainant wants considered. If the complainant fails to file notice of appeal by 4:30 pm on the 15th calendar day following having received the plan of resolution, the right to further appeal is forfeited.

Investigation Procedures

The Grievance Officer, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance and shall research the applicable statute, regulations or policy, if any. The factual findings from the investigation by the Grievance Officer shall be stated in a written report. The report will be submitted to the complainant and to the party against whom the complaint was made, the “Respondent,” and shall be made a part of the hearing record, if a hearing is requested by the complainant.

ALABAMA’S TWO-YEAR INSTITUTION OF HIGHER EDUCATION-STUDENT COMPLAINT PROCESS

In 2015, the Alabama Legislature vested oversight of the state’s public two-year institutions of higher education (known as the Alabama Community College System (ACCS)) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System’s Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

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

a) If, after exhausting all available institutional processes, a student’s complaint remains unresolved, the student may appeal to the Alabama Community College System using the System’s official Student Complaint Form, which is contained in this document and also available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

**Alabama Community College System**

Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130

b) The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.

d) The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.

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

f) The System Office will monitor the institution’s compliance to ensure the completion of any required corrective action.
GENERAL POLICIES

ELECTRONIC DEVICE USE

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

TOBACCO-FREE POLICY

Drake State is now a 100% Tobacco Free Campus. Smoking is not permitted on campus grounds! Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine and tickets will be issued by a campus police officer for violations of Drake State’s tobacco-free policy.

CAMPUS POSTING/ANNOUNCEMENTS

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

Students are encouraged to check their Drake State E-mail account frequently for important campus announcements.

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

DRUG-FREE SCHOOLS AND CAMPUSES

In compliance with Section 22, of Public Law 101-226, entitled “Drug Free Schools and Campuses,” J.F. Drake State Community and Technical College hereby gives notice of the institution’s policy to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The basic elements of the policy are listed below:

1. A statement prohibiting the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol by employees or students on J.F. Drake State Community and Technical College property or at any activity conducted, sponsored, or authorized by or on behalf of J.F. Drake State Community and Technical College;

2. A description of the applicable legal sanctions under local, state, or Federal law for the unlawful possession or distribution of illicit drugs and abuse of alcohol;

3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;

4. A description of the drug and alcohol counseling, treatment, or rehabilitation or
reentry programs that are available to employees and students;

5. A clear statement of the sanctions which the institution will impose against employees and students who violate the policy;

6. A biennial review by the institution of its program in an effort to: (a) determine its effectiveness and implement changes to the program if they are needed, and (b) ensure that the sanctions required by item No. 5 above are consistently enforced; and

7. A copy of the Drug and Alcohol Abuse Prevention Policy/Program referred to in this statement is available from the Office of the Dean of Student Support Services Office.

CAMPUS SAFETY

SAFETY PROCEDURES

1. Smoking or the use of tobacco products is not permitted anywhere on campus or the downtown instructional site;

2. The practice of safety is an integral part of the institution’s educational program. Students are required to purchase and use safety protective coverings as required by their department;

3. The college has published procedures for fires, bomb threats and extreme weather lockdown. Each of these procedures requires certain behavior on the part of each student. All students should be familiar with the procedures for these emergency situations;

4. All accidents, injuries and serious illness occurring on campus should be immediately reported to the instructor and the Dean of Operations. Written documentation is required for all accidents/injuries. Forms may be obtained from the instructor or the Dean of Operations;

5. Evacuation routes are posted in each classroom, office and other specified areas; and

6. Intercom instructions will advise students of what to do in emergency situations.

FIRST AID

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

Inclement Weather

All class cancellations or College closings due to inclement weather will be announced through the media. Notices will be carried on the following radio and television stations: WAFF48, WAAY-31, WHNT-19, WEUP, STG Media, WAHR, WLOR, WRRT, WZYP, and WDRM.

Please note: Day classes include all classes held during the 8:00 AM-4:00 PM period. Evening classes are defined as all classes meeting any time after 4:00 PM until the College closes at the end of the evening session.

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

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

VIOLENCE AGAINST WOMEN ACT (VAWA)

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

VAWA requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus; guarantee victims enhanced rights; provide for Standards in institutional conduct proceedings; and provide campus community-wide prevention educational programming. In compliance with VAWA and Clery, Drake State has processes in place to actively collect and share data on violent incidents, and we regularly offer sexual assault, domestic violence, dating violence and stalking prevention workshops. For more information contact the Dean of Student Support Services, Dean of Operations or the Counseling Office for details.

ANNUAL SAFETY REPORT

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

RULES OF THE ROAD–CAMPUS PARKING & DRIVING SAFETY

This information has been developed to provide details regarding rules and requirements for operating vehicles on the campus of J.F. Drake State Community and Technical College. The information provided is designed to assist faculty, staff, students, and visitors in providing a safe, secure, and orderly method of parking and operating vehicles on the campus.

- **Vehicle (Campus) Registration** - All vehicles owned or regularly used on campus by faculty, staff, and students are required to be registered with the Business Office. Each person seeking to register his or her vehicle(s) is required to provide a valid driver’s license, current vehicle registration (tag and tax receipt), and proof of insurance. All vehicles in the State of Alabama are required to have liability insurance.

- **Vehicle Decal** – Upon completion of the vehicle registration, a J.F. Drake State Community and Technical College parking decal (hangtag) will be issued. The parking decal must be displayed in the vehicle while it is in use (operating or parking) on the campus. Visitors are not required to have a parking decal.

- **Parking Enforcement** – All vehicles are required to be parked in the assigned parking zones. Parking areas for faculty, staff, and visitors are indicated by designated markers. All other areas are available throughout the campus for student parking. Vehicles in violation of parking in designated zones will be towed at owner’s expense.

- **Speed Limit** – The posted speed limit on the campus of J.F. Drake State Community and Technical College is 15 MPH.

- **Loud Music** – Music played from your vehicle should not be heard over 25 feet away from the vehicle.
• **Security** – All regulations regarding loud music, parking, speeding, and other moving violations will be enforced by campus security. Violators (individuals who excessively violate the rules or who operate vehicles in a manner which compromises the safety of others) will forfeit their driving privileges on campus.

• **Contact Information** – For information regarding vehicle (campus) registration and parking decals, contact the Business Office at 256-551-3100. Information regarding Enforcement-related issues should be directed to campus security at 256-551-5223. Questions or concerns pertaining to enforcement issues can also be directed to the Dean of Operations.

**ALABAMA GUN LAW**

The Gun Free Schools Act of 1994 and the Alabama Community College Board of Trustees Policy Number 511.01 issued December 1994 prohibits firearms on campus or any other facility operated by the College or Alabama Community College System institutions. Any violation of this policy can result in the referral to law enforcement officials for arrest or prosecution. J.F. Drake State Community and Technical College has “Zero Tolerance” for weapons of any kind on its campus, whether student, faculty, staff or visitors (other than law enforcement officers legally authorized to carry such weapons and acting in the performance of their duties or an instructional program in which firearms are required equipment.)