

STUDENT HANDBOOK



2015-2016
SNEAD STATE
STUDENT HANDBOOK



Table of Contents

A. Welcome to SSCC	
• Message from the President.....	2
• Message from the Vice President for Student Services	2
B. Academic Calendar	3
Top 10 Tips for Success.....	6
C. FYI	
• Snead State on the Web.....	7
• Student Success and Career Center	7
• Academic Success Center	7
• College Facilities	8
• Campus Security.....	9
• Awards/Recognitions	10
• Distance Education.....	11
• ADA/Disability Services	11
Top 10 Things You Need to Know	13
D. Now That You're a Parson	
• Where to Go For Assistance.....	14
• Student Resources.....	17
• Student Life.....	18
• mySnead.....	22
• DegreeWorks	22
• Student E-mail.....	22
• How Will I Know....	23
• Finish What You Start	24
Top 10 Reasons to Earn an Associate Degree	25
E. Two-Year Plan	26
F. Students' Rights and Responsibilities	
• College Policies/Regulations	29
• Student Policies	32
• Grievance Procedures.....	41
• Campus SaVE.....	46
G. Campus Map.....	Inside Back Cover

Welcome to Snead State

Welcome from the President



Dr. Robert
J. Exley
President

Welcome to Snead State Community College, where our mission is to educate men and women to lead responsible and productive lives.

Snead State is unique because of its rich heritage. Snead State is the oldest two-year college in the State of Alabama to offer an Associate Degree program. The College was founded in 1898 and was built upon a commitment to excellence in education. That commitment continues today.

Our students demonstrate the potential to be motivators, leaders, and world-changers. They come to Snead State searching for knowledge and support to pursue the career and life plans they have chosen. We are ready and willing to equip them to be successful and productive members of the workforce.

Snead State is the place for you! Thank you for joining us in preparing you for the future you have always dreamed of.

Welcome from Student Services



Mr. Jason
Cannon
Vice President,
Student Services

Snead State offers a complete college experience. We seek to challenge you academically, socially, physically, and emotionally by providing new experiences.

We want our students to appreciate the quality education available through the curriculum but also to experience new opportunities to create memories and friendships. It is important for our students to know they are a critical part of the Snead State tradition, and we want them to use their talents and skills to make a difference on our campus and in the community.

We are committed to offering assistance to you to finish what you start. We want to arm you with an Associate Degree and send you out to your next course in life as an enlightened and empowered individual.

The Student Handbook is one resource to prepare you for your time as a Snead State student. The information provided here will help to make your time at Snead State an investment well made.

Welcome to Snead State! We hope you're ready to discover your potential and achieve success.



2015-2016 Academic Calendar

FALL SEMESTER 2015

Aug. 17-Dec. 11

July 16-22..... Parson Days
 Required for First-Time Students; By Appointment Only

July 8..... Registration Opens/Returning Students
 Students must have completed 12 hours prior to summer 2015

July 16..... Registration Opens/First-Time Students

July 20..... Fee Assessment Begins

July 30..... Schedule Drop for Non-Payment

Aug. 6-Oct. 26..... Financial Aid Bookstore Charges

Aug. 10-11 *Professional Development

Aug. 12 *Faculty Duty Days

Aug. 13 Dormitory Opens

Aug. 16 Schedule Drop for Non-Payment

Aug. 17 Classes Begin

Aug. 20 Last Day to Register or Add a Class

Aug. 31 Pell Grant Check Release

Sept. 7..... *Labor Day Holiday

Oct. 21..... 60% Day of the Term

Nov. 11 *Veterans Day Holiday

Nov. 23 Last Day to Withdraw from a Class

Nov. 23-24..... *Professional Development

Nov. 25-27..... *Thanksgiving Holidays

Dec. 4 Last Class Day

Dec. 7-11..... Final Examinations

Dec. 14 Dormitory Closes

Dec. 14-16..... *Faculty Duty Days

FALL MINI I TERM 2015

Aug. 17-Oct. 6

July 8..... Registration Opens/Returning Students

July 16..... Registration Opens/First-Time Students

July 20..... Fee Assessment Begins

July 30..... Schedule Drop for Non-Payment

Aug. 10-11 **Professional Development

Aug. 12 *Faculty Duty Days

Aug. 13 Dormitory Opens

Aug. 16 Schedule Drop for Non-Payment

Aug. 17 Classes Begin

Aug. 18 Last Day to Register or Add a Mini I Class

Aug. 31 Pell Grant Check Release

Sept. 7..... *Labor Day Holiday

Sept. 17..... 60% Day of the Term

Sept. 28..... Last Day to Withdraw from a Mini I Class

Oct. 5..... Last Class Day

Oct. 6..... Final Examinations

FALL MINI II TERM 2015

Oct. 8-Dec. 11

July 8..... Registration Opens/Returning Students

July 16..... Registration Opens/First-Time Students

July 20..... Fee Assessment Begins

July 30, Aug. 16 Schedule Drop for Non-Payment

Oct. 6..... Dormitory Opens for Mini II Students

Oct. 8..... Classes Begin

Oct. 12..... Last Day to Register or Add a Mini II Class

Oct. 22..... Pell Grant Check Release

Nov. 11 *Veterans Day Holiday

Nov. 11 60% Day of the Term

Nov. 23 Last Day to Withdraw from a Mini II Class

Nov. 23-24..... **Professional Development

Nov. 25-27..... *Thanksgiving Holidays

Dec. 3 Last Class Day

Dec. 7-11..... Final Examinations

Dec. 14 Dormitory Closes

Dec. 14-16..... **Faculty Duty Days

* No classes will be held. No food service.



2015-2016 Academic Calendar

SPRING SEMESTER 2016

Jan. 11-May 5

Oct. 19 Advisement Begins
 Nov. 9 Registration Opens
 Nov. 23 Fee Assessment Begins
 Dec. 10 Schedule Drop for Non-Payment
 Dec. 31-March 22 Financial Aid Bookstore Charges
 Jan. 4 *Professional Development
 Jan. 5-6 *Faculty Duty Days
 Jan. 7 Dormitory Opens
 Jan. 10 Schedule Drop for Non-Payment
 Jan. 11 Classes Begin
 Jan. 14 Last Day to Register or Add a Class
 Jan. 18 *Martin Luther King/Robert E. Lee Holiday
 Jan. 25 Pell Grant Check Release
 March 15 60% Day of the Term
 March 21-25 *Spring Break
 April 21 Last Day to Withdraw from a Class
 April 28 Last Class Day
 April 29-May 5 Final Examinations
 May 5 Commencement
 May 6 Dormitory Closes
 May 6-11 *Faculty Duty Days

SPRING MINI I TERM 2016

Jan. 11-Mar. 1

Oct. 19 Advisement Begins
 Nov. 9 Registration Opens
 Nov. 23 Fee Assessment Begins
 Dec. 10 Schedule Drop for Non-Payment
 Jan. 4 *Professional Development
 Jan. 5-6 *Faculty Duty Days
 Jan. 7 Dormitory Opens
 Jan. 10 Schedule Drop for Non-Payment
 Jan. 11 Classes Begin
 Jan. 12 Last Day to Register or Add a Mini I Class
 Jan. 18 *Martin Luther King/Robert E. Lee Holiday
 Jan. 25 Pell Grant Check Release
 Feb. 11 60% Day of the Term
 Feb. 22 Last Day to Withdraw from a Mini I Class
 Feb. 29 Last Class Day
 March 1 Final Examinations

SPRING MINI II TERM 2016

March 7-May 5

Oct. 19 Advisement Begins
 Nov. 9 Registration Opens
 Nov. 23 Fee Assessment Begins
 Dec. 10, Jan. 10 Schedule Drop for Non-Payment
 March 3 Dormitory Opens for Mini II Students
 March 7 Classes Begin
 March 8 Last Day to Register or Add a Mini II Class
 March 21 Pell Grant Check Release
 March 21-25 *Spring Break
 April 7 60% Day of the Term
 April 21 Last Day to Withdraw from a Mini II Class
 April 28 Last Class Day
 April 30-May 5 Final Examinations
 May 5 Commencement
 May 6 Dormitory Closes
 May 6-11 *Faculty Duty Days

** No classes will be held. No food service.*



2015-2016 Academic Calendar

SUMMER SEMESTER 2016

May 31-Aug. 9

March 23 Advisement Begins
 April 13Registration Opens
 April 25 Fee Assessment Begins
 May 12..... Schedule Drop for Non-Payment
 May 20-July 21 Financial Aid Bookstore Charges
 May 25..... *Faculty Duty Day
 May 26..... Dormitory Opens
 May 30..... *Memorial Day Holiday
 May 30..... Schedule Drop for Non-Payment
 May 31..... Classes Begin
 June 1..... Last Day to Register or Add a Class
 June 14 Pell Grant Check Release
 July 4..... *Independence Day Holiday
 July 13.....60% Day of the Term
 July 29..... Last Day to Withdraw from a Class
 Aug. 5 Last Class Day
 Aug. 8-9..... Final Examinations
 Aug. 10 Dormitory Closes
 Aug. 10 *Faculty Duty Day

SUMMER MINI I TERM 2016

May 31-June 30

March 23 Advisement Begins
 April 13Registration Opens
 April 25 Fee Assessment Begins
 May 12..... Schedule Drop for Non-Payment
 May 25..... *Faculty Duty Day
 May 26..... Dormitory Opens
 May 30..... Schedule Drop for Non-Payment
 May 30..... **Memorial Day Holiday
 May 31..... Classes Begin
 June 1..... Last Day to Register or Add a Mini I Class
 June 14 Pell Grant Check Release
 June 1960% Day of the Term
 June 22 Last Day to Withdraw from a Mini I Class
 June 29 Last Class Day
 June 30 Final Examinations

SUMMER MINI II TERM 2016

July 6-Aug. 9

March 23 Advisement Begins
 April 13Registration Opens
 April 25 Fee Assessment Begins
 May 12, 30 Schedule Drop for Non-Payment
 June 30 Dormitory Opens for Mini II Students
 July 4..... *Independence Day Holiday
 July 6..... Classes Begin
 July 7..... Last Day to Register or Add a Mini II Class
 July 20..... Pell Grant Check Release
 July 27.....60% Day of the Term
 July 29..... Last Day to Withdraw from a Mini II Class
 Aug. 4 Last Class Day
 Aug. 8-9..... Final Examinations
 Aug. 10 Dormitory Closes

* No classes will be held. No food service.

SSCC Top 10

Tips for Success

1. Check your student e-mail account regularly (at least once a day).

You will receive official notices and communication regarding classes, financial aid, registration, etc., through your student e-mail account.

2. Go to class.

Every class is valuable, and attendance goes a long way to helping you understand the material, to helping you learn and to helping you find success.

3. Know your syllabus.

At the beginning of each semester, you'll receive a syllabus that will outline the objectives of the class, give you a timeline of assignments and exams, and provide other valuable information.

4. Manage your time wisely.

Set up a schedule that will allow you to devote an appropriate amount of time to your coursework (studying, completing assignments, etc.) while you are juggling your other responsibilities, such as work, family, or extracurricular activities. Avoid over-scheduling yourself.

5. Get to know your instructors.

Our faculty want you to be successful in their classes. If you find that you are having difficulty with an assignment or the material reviewed in class, schedule an appointment with your instructor or go by your instructor's office during the office hours.

6. Get to know your academic advisor.

As you plan your course schedule each semester, your advisor can aid you in determining which classes will better prepare you for your future.

7. Develop a two-year plan of your classes.

Developing a two-year plan will help you understand the number of credit hours you must take each semester to earn your Associate Degree in a timely manner. You may need to adjust your two-year plan as your goals change (such as changing your major and choosing a different transfer school), so review your plan regularly. For sample worksheets to develop your plan according to your course of study, see Pages 26-28.

8. Get involved.

There are a number of programs, clubs, and organizations with which students can get involved outside of the classroom. Extracurricular activities can add to the college experience through the development of relationships and through leadership opportunities.

9. Connect with the Student Success & Career Center and the Academic Success Center.

The Student Success & Career Center and the Academic Success Center (ASC) offers a variety of services - from tutoring to career coaching - to equip students with the tools to be successful at Snead and with their future endeavors. Regular workshops are held in the ASC to help students be successful in and out of the classroom.

10. Know we are here to help you find success!

Having difficulty with a class? Unsure of a course of study? Unsure of what you'll need to transfer? Our faculty and staff are here to help!

FYI (For Your Information)

SNEAD STATE ON THE WEB

Snead State Community College utilizes the Internet to provide useful, valuable information to students while informing them of the latest news and events.

The College website, www.snead.edu, is the primary source for information. Across the top of the home page are links most commonly used by current students, such as Campus Directory, mySnead, Blackboard, and student webmail. Take time to familiarize yourself with the website.

Snead State also utilizes social media outlets that help students stay up-to-date with campus activities, deadlines, information, and pictures from events. Students are able to keep up with the College primarily through Facebook, Twitter, and Instagram. Links to all of the College's official social media sites are located at the bottom of the home page at www.snead.edu.

You're welcome to follow our most commonly used sites at:

- facebook.com/sneadstatecc
- twitter.com/sneadstatecc
- instagram.com/sneadstatecc

STUDENT SUCCESS AND CAREER CENTER

Snead State Community College is dedicated to the enrichment and success of our students. As a representation of Snead State's commitment to that success, we have created the Student Success and Career Center.

The Student Success and Career Center is a place where students can come and receive everything that they might need to do in order to attend College, as well as offering a space to provide exceptional student service to enrolled students. The Student Success and Career Center is located in the McCain Center and has many departments represented inside: Admissions, Records, Campus Engagement, Financial Aid, Testing, and the Business Office. In addition to these, many services are available to students at the Student Success and Career Center. These services include access to multiple computer labs and general intake advising.

The Student Success and Career Center is staffed with a help desk to guide individuals in their pursuit for information and/or assistance. The center has a large open area that is used for multiple events; including speakers, club meetings, study hall, receptions, and workshops. Success is the responsibility of the Student, but the Student Success and Career Center is available to provide the support necessary to achieve that goal.

ACADEMIC SUCCESS CENTER

The Academic Success Center (ASC) is part of Snead State Community College's desire to create an atmosphere where every student feels connected to the College, understands that the purpose is to help them graduate, and has available services to help them progress towards graduation.

The Academic Success Center provides academic support services free of charge to all Snead State Community College students. Individualized tutoring is available. In addition to individualized tutoring, the ASC also offers on-line tutoring, group tutoring, career exploration software, and Student Success Workshops on topics such as Study Skills, Time Management, Note Taking, Resume Building, Blackboard Navigation, etc.

Programs and services offered through the ASC provide students with the individual and group opportunities needed to become successful, active learners and assist students in developing independent learning techniques that will contribute to their academic and personal growth. Located behind the baseball field in the former Cosmetology building, the Academic Success Center is well equipped with a computer lab, individualized tutoring space, small and large group tutoring space, and space to simply relax and study on your own.

FYI (For Your Information)

COLLEGE FACILITIES

The Snead State campus, one of the older and more attractive campuses in the State, is located on approximately forty-three acres, two blocks west of the main business section of the city of Boaz, Alabama. On this plot are nineteen major buildings, athletic facilities, a cafeteria and an annex. A gazebo, lawns, shrubbery, and wooded groves are interspersed.

- **The Academic Success Center** was renovated in 2014 to house tutoring for students. With a purpose to help students graduate, the ASC provides academic support services, such as tutoring.
- **The Robert B. Aderholt Health Science Center** is located on the north side of the campus across the street from the Bevill Center and houses SSCC's nursing program.
- **The Administration Building**, located on Walnut Street, houses classrooms, Fielder Auditorium, a cyber library, a Heritage Room, commons room, and administrative offices. The mathematics faculty also has offices in this building.
- **The Alumni House** is located on West Mann Avenue and houses the offices of Public Relations/Marketing/Alumni Affairs.
- **The Arab Instructional Site** is located at 261 S. Main Street in Arab. Various courses from academic/technical departments are offered at the site each semester. Courses offered at the instructional site meet the same academic requirements as on-campus courses. This site offers a convenience to SSCC students who live in the western part of the service area.
- **The Art Annex** adjoins the cafeteria and houses art classrooms and ceramics laboratories.
- **The Tom Bevill Continuing Education Center**, completed in the fall of 1992, is used for cultural, educational, and entertainment events. The facility encompasses almost 50,000 square feet and houses meeting rooms and a state-of-the-art auditorium. It is located on Usry Avenue.
- **The Cafeteria** is located on Elder Street and is open for students and the community.
- **The Chalmers L. Weather's Business Building** houses a small auditorium, faculty offices, and five class/laboratory rooms used for business classes. The Business Building is located beside the Bevill Center on Usry Avenue.
- **The Claude M. Elrod Science Building** is one of the premier state-of-the-art science facilities in the State. The Science Building contains three floors of classrooms, offices and a lecture hall. It is located on Walnut Street.
- **Conway Boatman Hall** is a two-story complex located on the corner of Walnut Street and Mann Avenue that was formerly the President's home.
- **Elder Hall**, located on West Mann Avenue, serves as the student resident facility.
- **The Elrod Hospitality Center**, located on Mann Avenue, serves as the home of the President.
- **The Lady Parsons Softball Field** was constructed in 2011 and is located on College Street next to the baseball field.
- **The Maintenance Building**, which is located on the north side of the campus, houses the Operations and Maintenance Department.
- **The Glenn L. Maze Music Building**, which is acoustically treated and well-equipped, contains six teaching studios, two classrooms, three rehearsal rooms, and six sound module practice rooms. The building is located behind the cafeteria and faces Elder Street.
- **The Virgil B. McCain Student Success and Career Center** once served as a library but now houses critical functions to aid students. The building has two floors with the Information Technology and Business Offices located on the bottom floor. The top floor houses the Student Services Office, the Office of the Vice President for Student Services, the Office of Campus Engagement, Testing Office, and offices for Recruiting/Retention.

FYI (For Your Information)

- **The Norton Social Sciences Building** once served as the library and a museum to house the history of Snead State and the surrounding area. The renovated building reopened in 2010 to house classrooms and offices of the Social Sciences Division. It is located at the corner of Elder and College Streets.
- **The William H. Osborn English Building** is a Georgian style instructional building completed in the spring 1988. It contains faculty offices, a computer lab and four classrooms. It is located on College Avenue in front of the cafeteria.
- **The Emmett Plunkett Baseball Field** is located on College Street beside the softball field.
- **The Emmett Plunkett-Lurleen B. Wallace Gymnasium** is used for varsity basketball and volleyball, intramural sports and physical education activities and classes.
- **The Joe Starnes Memorial Chapel** is used for College religious activities and has, on several occasions, been the scene of weddings. It is located inside the cafeteria.
- **The Student Union Building** contains the TRiO Upward Bound and Student Support Services Offices as well as meeting and classroom space. A cafe-type area in the SUB is used for special events or fundraisers. The main area contains recreational games, vending machines, and televisions for student use. It serves as a general gathering area for students. It is located between the Administration Building and the gym.
- **The Technology Center** provides modern laboratories in computer graphics, electronics, engineering technology, office administration, and computer science. It is located beside the Bevill Center.
- **The Tennis Courts** are located beside the Maintenance Building, next to the parking lot for the McCain Student Success and Career Center.

CAMPUS SECURITY

Snead State Community College has security personnel who routinely patrol the campus and are accessible to students, faculty/staff, and members of the public who spend time on campus.

Security personnel conduct routine duties such as building security checks, lighting checks, student welfare checks, and communicate security concerns to students and College personnel as needed. The Office of Security is happy to provide escorts for staff/faculty and students as requested and as deemed appropriate.

The Snead State Community College Office of Security works closely with the Boaz Police Department to share relevant information concerning campus activities, complaints, and potential security concerns.

Snead State Community College Security Personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. They have the authority to issue parking citations to students, faculty, visitors and staff. Criminal incidents and/or motor vehicle accidents are referred to the local police who have jurisdiction on campus for report purposes.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the local police department by calling 256-593-6812, or 911 for emergencies, and Security personnel by calling 256-840-4167 (office), or 256-264-5060 (cell).

FYI (For Your Information)

AWARDS AND RECOGNITIONS

Snead State Community College recognizes student achievement and awards student successes throughout the year. Each spring, the College hosts an Awards Day ceremony, during which the academic divisions, campus departments, clubs and organizations present student awards. Other colleges and universities who award scholarships to Snead students are also invited to attend to make formal presentations.

In addition to the awards given during Awards Day, Snead State also has the following annual recognitions of students:

- **Civitan Award:** The Boaz Civitan Club Award is presented annually to the “Best All-Around Student” of the graduating class of Snead State Community College. To be eligible for this award, the student must have attended Snead State Community College for at least three (3) semesters and attained a minimum cumulative academic average of 3.0. In addition, the student should have participated in extracurricular and community activities. The student is elected by a vote of the faculty from a list of eligible graduates who are participating in graduation ceremonies.
- **James B. Allen Award:** This award is presented annually to the “Outstanding Student” of the graduating class of Snead State Community College. This award is given in loving memory of United States Senator James B. Allen and Jack L. Ray, Chairman and CEO, The Exchange Bank of Alabama. To be eligible for this award, the student must have exhibited outstanding qualities of leadership and service, attained a minimum cumulative academic average of 3.5, and attended Snead State for a minimum of three (3) semesters. The student is elected by a vote of the faculty of Snead State from a list of eligible graduates who are participating in the graduation ceremonies.
- **President’s Award:** This award is presented annually to the full-time sophomore student with the highest grade point average on the greatest number of credit hours completed at Snead State Community College.
- **Dean’s Award:** This award is presented annually to the full-time freshman student with the highest grade point average on the greatest number of hours (between 24 and 32) earned at Snead State Community College.
- **Who’s Who Among Students in American Universities and Colleges:** Each fall semester faculty select second-year students who meet these qualifications: scholarship, citizenship, participation, leadership in academic and extracurricular activities, and general promise of future usefulness to society.
- **All-Alabama Academic Team:** Two Snead State Community College students are selected annually by a committee to be part of the All-Alabama Academic Team. To be eligible, students must possess a minimum GPA of 3.25, be involved in campus activities, and have completed a minimum of 12 semester hours at Snead State Community College. This event is sponsored by the Alabama Community College System and Phi Theta Kappa Honor Society.

FYI (For Your Information)

DISTANCE EDUCATION

Through distance education, Snead State Community College is teaching beyond its campus into homes and workplaces to help students overcome the obstacles of time, geography, career, and family commitments. The distance education courses are based on the same instructional outcomes and objectives as on-campus courses. These courses have been developed using technologies to aid in student-teacher interaction and enhance learning experiences. A majority of on-campus courses have the ability to provide content via the Internet.

Blackboard (Online) Courses – Blackboard courses offer online instruction delivered through the World Wide Web directly to the student's home or corporate desktop. Students receive instruction, interact with instructors, and complete assignments and exams via the Internet. Not all courses are suitable for an online format. Certain online courses require on-campus meetings and/or examinations. Students should check the course schedule to determine whether on-campus meetings are required.

Students register for distance education courses during the regularly scheduled registration period.

To login to the Blackboard system, students may follow the following steps:

- Your User ID is your "S" number.
- Your default password is your date of birth in the format mmddyy.
- You are encouraged to change your password upon your first log in.

If you experience Blackboard technical issues, you can contact DL@snead.edu by email. Please include your full name, S number, and date of birth, along with a brief description of the issue.

ADA/DISABILITY SERVICES

Snead State Community College is committed to providing programs and services accessible to students with disabilities. The Alabama Community College System provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Contact the Director of Testing Office located on the top floor of the McCain Student Success and Career Center for more information. You must present documentation of disability to receive ADA services.

What is a disability?

Under the Americans with Disabilities Act of 1990 (ADA) a disability is defined as a "mental or physical impairment which substantially limits one or more major life activities." Walking, eating, talking, breathing, writing, listening, and learning are examples of major life activities. If you have a documented physical or mental impairment, you may be entitled to certain accommodations and/or academic adjustments under the ADA. (<http://www.accs.edu/student-services.aspx>)

What does "substantially limited" mean?

A person can be substantially limited in performing a major life activity if they are:

- unable to perform the major life activity, or
- significantly restricted as to the condition, manner, or duration under which the activity can be performed when compared to the average person or most people. (<http://www.accs.edu/student-services.aspx>)

Documentation Required

Request for documentation forms are available at www.snead.edu for the following conditions:

- Attention Deficit Hyperactivity Disorder
- Learning Disability
- Mobility, Sensory, and/or Systemic Disorder
- Psychiatric Disabilities
- Traumatic Brain Injury



FYI (For Your Information)

After your completed documentation is received, you will meet individually with the ADA Coordinator to discuss your accommodations. ADA services are not retroactive; therefore, students are advised to register with ADA coordinator before they begin classes.

To ensure that ADA services are continued, it is the student's responsibility to contact the ADA coordinator at the beginning of each semester. ADA does not provide financial aid, attendant (personal) care, transportation services, or tutoring.

For more information about ADA services, please contact Lesley Kubik at ada@snead.edu or (256) 840-4219.

SSCC Top 10

Things You Need To Know

- 1. To complete your Associate Degree in a timely fashion, it is recommended that you take 15 credit hours per semester.**

Students must take a minimum of 12 credit hours to be considered full-time. However, since a majority of Snead classes are 3 credit hours each, taking the minimum amount of credit hours could extend your time at Snead beyond the typical two years.

- 2. Earning an Associate Degree could earn you more money than just having a high school diploma.**

Students armed with an Associate Degree can expect to earn as much as \$8,000 more per year and about \$400,000 more in a lifetime than a high school graduate.

- 3. Many activities or club meetings will occur during “break.”**

If you hear someone refer to an event or meeting happening at “break,” they are referring to the 10:30-11 a.m. time period set aside for activities Monday through Thursday.

- 4. Being an SSCC student makes you a “Parson.”**

The College mascot is the Parson, a holy person who teaches independently of a larger organization. The student cheering section at athletic events is referred to as the “Parson Pit.”

- 5. Though parking is available close to many of the academic buildings, you might consider parking in one location and walking to your classes.**

The Boaz campus is condensed enough where students could easily walk from building to building to their classes. If students drive from building to building between classes, not every student will be able to find a “close” parking spot at the time he or she wants it, and the increase in traffic flow may create a delay in reaching your class on time.

- 6. Snead State offers two mini-terms during each full semester.**

A regular semester lasts approximately 16 weeks, and a mini-term lasts about 8 weeks. Typically, full semester classes meet twice a week while mini-term classes meet each day. It is recommended students only take 1-2 classes during a mini-term because of the amount of material covered in a smaller time frame.

- 7. Your photo student ID badge may be used to gain FREE admission to Snead athletic events, fine arts events, and other student events.**

Some local businesses also provide student discounts when students present their Student IDs.

- 8. Snead is over 100 years old!**

The College was founded in 1898 as a seminary school and is named for businessman John H. Snead, who made contributions of land, money and leadership to the school.

- 9. Ninety percent of classrooms are completely wireless, and hotspots are available in most buildings on campus.**

Computer labs are also available for student use in the Student Success and Career Center, the SUB and some classroom buildings. Laptops are available for student use at the Career Center.

- 10. You can join the Alumni Association BEFORE you graduate.**

Current Snead students can join for half the cost - \$5 for an annual membership and \$50 for a lifetime membership.



Now That You're a Snead Parson

WHERE TO GO FOR ASSISTANCE

- Academic Advising..... Faculty Offices
- Adding/Withdrawing from Class Student Services Office, McCain Building, Top Floor
- Admissions..... McCain Building, Top Floor
- Alcohol and Drug Prevention Vice President for Student Services, Student Success and Career Center, McCain Building, Top Floor
- Alumni Affairs..... Alumni House
- Athletics
 - Athletic Director ...McCain Building, Bottom Floor
 - Men's Basketball Coach Gym
 - Women's Basketball Coach Gym
 - Women's Volleyball Coach.....Off Campus
 - Women's Softball Coach..... Gym
 - Men's Baseball CoachOff Campus
 - Women's Tennis..... See Athletic Director
 - Dance Team Coach.....Off Campus
 - Cheer CoachOff Campus
- Auditing a Course.....Student Services Office, McCain Building, Top Floor
- Bevill Center Coordinator Bevill Center, Top Floor
- Blackboard Assistance.....Cyber Library, Administration Building, First Floor
- Books/Supplies Bookstore, Boaz Outlet Center
- Business Faculty Weathers Business Building
- Campus Security Elder Hall Dorm
- Change of AddressStudent Services Office, McCain Building, Top Floor
- Change of Major..... Student Success and Career Center, McCain Building, Top Floor
- Child Development Faculty.....Norton Social Sciences Building
- Clubs/Organizations..... Director of Campus Engagement, McCain Building, Top Floor
- Community Resources.....Student Success and Career Center, McCain Building, Top Floor
- Computer Science Faculty Technology Center
- Disability Services..... ADA Coordinator, Student Success and Career Center, McCain Building, Top Floor
- Electronic Engineering Faculty..... Technology Center
- English FacultyEnglish Building
- Fees . Business Office, McCain Building, Bottom Floor
- Financial Assistance.....Financial Aid Office, McCain Building, Top Floor
- Fines..... Business Office, McCain Building, Bottom Floor
- Forming a Club Director of Campus Engagement, McCain Building, Top Floor
- Grades.....Student Services Office, McCain Building, Top Floor
- Graduation.....Student Services Office, McCain Building, Top Floor
- GrantsStudent Services Office, McCain Building, Top Floor
- Grievances..... Vice President for Student Services, McCain Building, Top Floor
- Health/P.E. Faculty..... Gym
- Housing Secretary to the Vice President for Student Services, McCain Building, Top Floor
- Intake Advising Student Success and Career Center, McCain Building, Top Floor
- Intramurals Women's Basketball Coach, Gym

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- Job Placement..... Academic Success Center
- Library Services.....Administration Building, Bottom Floor
- Loans.....Financial Aid Office, McCain Building, Top Floor
- Lost and Found Student Success and Career Center, McCain Building, Top Floor
- Mailboxes Secretary to the Vice President for Student Services, McCain Building, Top Floor
- Math Faculty Administration Building, Top Floor
- Meal Tickets..... Secretary to the Vice President for Student Services, McCain Building, Top Floor
- Music Faculty Music Building
- Nursing Faculty Health Science Center
- Office Administration Faculty..... Business Building
- Orientation Director of Campus Engagement, Student Success and Career Center, McCain Building, Top Floor
- Parking Permits..... McCain Building, Top Floor
- Placement Tests Coordinator of Testing, McCain Building, Bottom Floor
- Probation.....Student Services Office, McCain Building, Top Floor
- Programs of Study.....Student Services Office, McCain Building, Top Floor
- Ready to Work Program .. Bevill Center, Bottom Floor
- Refunds Business Office, McCain Building, Bottom Floor
- Registration.....Student Services Office, McCain Building, Top Floor
- Reserving School Facilities Student Success and Career Center, McCain Building, Top Floor
- Residence Hall..... McCain Building, Top Floor
- Schedule Student Services Office, McCain Building, Top Floor
- Science Faculty Science Building, Top Floor
- Scholarships Financial Aid Office, McCain Building, Top Floor
- Social Functions Director of Campus Engagement, McCain Building, Top Floor
- Social Sciences Faculty ... Norton Social Sciences Building
- Speech Faculty Bevill Center, Top Floor
- Student Government Director of Campus Engagement, McCain Building, Top Floor
- Student IDs Student Success and Career Center, McCain Building, Top Floor
- Student Support Services TRiO Office, Student Union Building
- Suspension Student Services Office, McCain Building, Top Floor
- Testing
 - ACT..... Bevill Center, Bottom Floor
 - GED Student Success and Career Center, McCain Building, Bottom Floor
- Transcripts Student Services Office, McCain Building, Top Floor
- Transferring Courses..... Student Services Office, McCain Building, Top Floor
- Tuition Business Office, McCain Building, Bottom Floor
- Tutoring..... TRiO Office, SUB, or Academic Success Center
- Veteran's Affairs..... Student Services Office, McCain Building, Top Floor



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- Withdrawal from School..... Student Services Office, McCain Building, Top Floor
- Workforce Development..... Bevill Center, Bottom Floor
- Work-Study ProgramFinancial Aid Office, McCain Building, Top Floor

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STUDENT RESOURCES

- **New Student Orientation:** New student orientation, called Parson Days, provides students with an introduction to college life at Snead State Community College and prepares students to adequately plan their course schedules while they are a student. Parson Days introduces students to the services provided by the College to assist him/her in being a successful student. An emphasis is placed on the College Completion Campaign and the Complete College Experience. Students who are unable to attend Parson Days may communicate with an intake advisor via telephone or e-mail correspondence.
- **Library Services:** Library services are located in the Administration Building. The primary purpose of Snead State's Learning Resources is to provide academic library and media services to support the educational programs of the college and to maintain an organized and readily accessible collection of materials and equipment to support the needs of its users. Students can access the learning resources through Snead's website at www.snead.edu/library or by going by the Library Monday-Thursday from 7:30 a.m. until 4:30 p.m. and Friday from 7:30 a.m. until noon.

Library services available to students include more than 70,000 ebooks and online resources, computers with Internet access and laptops with WiFi access available for student use within the cyber library, study space for individuals or study groups, and a study room with PowerPoint capabilities that may be reserved and used by students.
- **Bookstore:** The Snead State Bookstore is operated by Barnes and Noble College. Located in the Boaz Outlet Center, the bookstore provides textbooks and resources materials, school supplies, electronics, Snead Wear, a collection of books and movies, and more. Through the bookstore, students have many options in regard to their textbooks: etextbooks, textbook rental, new or used textbooks, and more. Contact the Bookstore at (256) 593-1861.
- **Cafeteria:** The Snead State Cafeteria serves meals to students, employees, and members of the community. The cafeteria is open for lunch from 10:30 a.m. until 1:30 p.m. Monday through Friday and from 10:30 a.m. until 2 p.m. on Sunday. The cafeteria is closed on Saturday. The cafeteria is located at 101 Elder Street, Boaz, AL 35957.
- **TRiO Student Support Services:** Funded by the United States Department of Education and hosted by Snead State Community College, the TRiO Student Support Services Program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next. Services available to active participants of the TRiO Student Support Services Program include tutoring, Lending Resource Library, laptop computer loan program, grant aid scholarships, printer and copier service, university and cultural events, EAP (Educational Action Plan), academic advising, workshops, mentoring, and transfer assistance.
- **Community Resources:** Snead State Community College recognizes that students may experience external obstacles that may interfere with educational goals. Students may dial 211 for assistance. Sponsored by the United Way of Marshall County, 2-1-1 is an easy-to-remember, free-to-the-user phone number linking people with the health and human services they need through a referral process. Students experiencing personal crisis may also call 1-800-273-TALK. Additional resources are available by contacting the Office of the Vice President for Student Services.
- **Job Placement and Career Services:** Snead State Community College employs

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a Career Coach that assists students in developing career plans and portfolios as well as shares information on career pathways. Assistance in writing resumes or job interviewing skills is also available. The Career Coach is located on the top floor in the McCain Student Success and Career Center. Job postings sent to the College by local businesses and industry are posted in the Student Success and Career Center and the Student Union Building (SUB). In addition, job announcements are routinely forwarded to all students via their Snead student e-mail accounts. A Career Expo is hosted by the Snead State Workforce Development Department each April, and students are encouraged to attend and participate.

- **Tutoring:** In addition to the tutoring services available to qualified students through the TRiO Student Support Services program, the Academic Success Center provides academic support service free of charge to students. In addition to individual tutoring, the ASC also offers online tutoring and group tutoring. Contact the ASC at (256) 840-4151 or go by its location beside the Weathers Business Building.
- **Health Services/First Aid:** Students needing emergency medical treatment while on campus should contact a member of the administration or a faculty member. A student suspected of being seriously ill or injured (broken bones, unconsciousness, etc.) will be sent by ambulance to Marshall Medical Center South. The expense of transportation, hospitalization, or emergency treatment will be borne by the student.
- **Student Insurance:** The College makes available to students information about an accident and sickness medical expense plan. Information may be obtained from Office of the Vice President for Student Services. It is recommended that students make arrangements for insurance coverage.
- **Voter Registration:** Snead State Community College encourages eligible students to register

to vote and exercise their right to have a voice in democracy. Information may be obtained at www.sos.state.al.us. Voter registration forms are also available in the Student Success and Career Center.

STUDENT LIFE

- **Housing:** Snead State provides campus housing for students. Snead students living away from home are encouraged to live on campus. Residence life can be a rewarding and educational experience. Lifelong friendships frequently begin among dormitory residents. Independence is fostered at the same time dependence upon others is being taught. Habits of health, cleanliness, study, and social living are established. It requires, however, a give-and-take attitude, a strong respect of the rights of others, a thorough knowledge of the rules required when people live together in close quarters, and a cooperative attitude that works for the general good of all residents. Residents must furnish their own light bulbs, bed linens, blankets, pillows, toiletry articles, and lamps. Each room has a desk, chair, bed, mattress, and individual closets. The rooms have individual heating and air-conditioning units. A room inventory record is made prior to the student's occupying the room. This record is signed by the student and should note any missing or damaged items. Residents will be held liable for willfully changing locks or damaging College property including the windows, doors and/or contents of the rooms. Repairs or replacements required will be charged to the resident or responsible party. An application for housing and a copy of the Resident Housing Handbook are available on the College's website, www.snead.edu.
- **Athletics:** Snead State has a tradition of athletic excellence. The Parsons compete in Division I of the Alabama Community College Conference and the National Junior College Athletic Association. Several athletes have continued to play past Snead State and onto university and professional levels. Snead State

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coaches are not only the top in their sports, but they also take pride in the academic success of their athletes. Special tutoring and study halls are available for all athletes to ensure excellence in academics and athletics. Athletic facilities include the Plunkett-Wallace Gymnasium, the tennis courts, the Emmett Plunkett Baseball Field, and the new Lady Parsons Softball Field, constructed and opened in 2011. Snead State offers the following athletic programs: Men's and Women's Basketball, Women's Volleyball, Women's Tennis, Men's Baseball, Women's Softball, Women's Dance Team and co-ed Cheerleading Squad. Scholarships are available for these programs. Snead State students receive free admission to all athletic games with their valid student IDs. For the latest Snead State athletic schedules, visit www.snead.edu.

- **Intramural Sports:** The Intramural Sports Program is an essential component to the overall mission of SSCC. The primary goal is to support the total development and well-being of our students, faculty and staff with a wide range of opportunities to help foster personal, educational, ethical and physical development. The intramural program is committed to offering safe and quality programs to the SSCC community. To participate in any of the Intramural programs, students must complete the entry form and waiver available online at www.snead.edu and submit it to Coach Jarrod Plummer by e-mail at jplummer@snead.edu or in person. Coach Plummer's office is located inside the gymnasium. If you are interested in working with the Intramural program, fill out the student worker application and submit it to Coach Jarrod Plummer.
- **Parking Permits/Student ID:** Students are required to have a valid Student ID when they enroll at Snead State. The Student IDs may be used to gain free admission to athletic events, fine arts events, and any other student activity sponsored by Snead State. Some local businesses also provide discounts to students when they present the photo ID as proof of

enrollment. Parking permits are also required for students attending on-campus classes. Student IDs and parking permits may be obtained at the McCain Student Success and Career Center, located at 102 Elder Street on the Boaz campus.

- **Student Clubs and Organizations:** Snead State Community College encourages students to be active outside of the classroom in order to have a complete college experience. Snead State offers the following clubs and organizations to students:
 1. **Ambassadors:** The Snead State Ambassadors is a service organization that assists school groups with projects that require contact with off-campus visitors. The Ambassadors, a vital part of Snead State's activity program, assist with such events as Counselors Day, High School Scholars Bowl, campus tours, Commencement, and College Day. Membership is limited to those selected by a screening process. Ambassadors must maintain a 2.0 cumulative grade point average, and their conduct must be above reproach.
 2. **College Bowl:** The College Bowl team of Snead State Community College competes in the academic-type contests held among various community, junior, and senior colleges each year. Team members are selected through a competitive screening process in the fall semester. Snead State's College Bowl teams have enjoyed wide success and in the past were State Champions in the Alabama Junior College contest.
 3. **Digital Media Club:** The Digital Media Club is a group of students, faculty and staff who have an interest in web design, digital photography, video production, video game design, Web 2.0, audio recording and other digital media. The club meetings consist of

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hands-on workshops, field trips and guest speakers.

4. **Environmental Sciences Club:** Students interested in the fields of science are encouraged to join this organization. Its purpose is to foster a greater appreciation for service, jobs, and opportunities within science. Membership is open to all SSCC students who have an interest in environmental sciences.
5. **Fellowship of Christian Athletes (FCA):** FCA's purpose, at its absolute core, is to combine people's passion for sports with their passion for Christ and teach them that those two worlds don't have to be separate. FCA wants to give meaning to the athletic nature that all of us are born with and use it for something that stretches beyond sports. Every student at Snead State Community College is welcome to join the FCA.
6. **Gay-Straight Alliance:** The purpose of the Gay-Straight Alliance is to recognize the differences in students by acceptance and non-judgmental behavior and to promote tolerance within the campus environment. The club is made up of diverse and accepting students who form together to provide a place for everyone. The membership is open to all students no matter what race, ethnicity, sexual orientation, political affiliation, or socioeconomic class.
7. **History@Snead:** The purpose of History@Snead is to promote the historical significance of western culture and its impact on our life today. The club will participate in activities that will expand and explore historic ideals and will include trips to historic sites and of historic significance. History@Snead is open to all students of Snead State Community College.
8. **Pan Latino Student Organization:** The Pan Latino Student Organization was established in 2009. The goals of the organization are vested in community service, learning about the diverse cultures that make up the Pan Latino experience, and encouraging our Latino/Latina students toward academic and personal success in their endeavors.
9. **Parson Pit:** The purpose of the Parson Pit is to serve as Snead States' athletic fan base. Parson Pit members attend all home athletic events to exhibit student support and school spirit. Membership is open to all students at Snead State.
10. **Phi Beta Lambda (PBL):** Students interested in the fields of business and economics are encouraged to join this club. The purposes of this organization are to develop competent, aggressive business leadership and to create more interest and understanding in the intelligent choice of business occupations. Membership in PBL is unified on the local, state, and national levels and is not available separately.
11. **Phi Theta Kappa (PTK):** The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa attempts to provide opportunity for the development of leadership and service and for stimulation of interest in continuing academic excellence. To be eligible for membership in the Theta Iota chapter, a student must have completed at least 12 semester hours and must have earned a cumulative grade point average of at least 3.5. Remedial courses or courses below 100 level are excluded when number of hours and grade point average are determined. Induction is held during the fall and spring semesters.
12. **Sigma Kappa Delta:** Sigma Kappa Delta was chartered at Snead State Community College in 2012 as the Iota Epsilon Chapter. The purpose of the local chapter is to reward and encourage outstanding student

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achievement in language and literature. Students may have opportunities in an informal setting to talk about creative writing and modern fiction, meet famous writers, submit writing for publication, pursue scholarships, and possibly even attend special events that promote literature and writing. Being a member also adds distinction to a student's resume.

The group has meetings or programs about once a month. Requirements for membership include completion of 12 hours of transferable college credit with a 3.30 or better average, including a B or better in all English courses. Members do NOT have to be English majors.

13. **Snead Campus Ministry:** The purpose of the SCM is to bring people into a dynamic, lifelong relationship with God through practices of fellowship, commitment to Snead State and the community. Membership is open to all enrolled SSCC students without payment of dues.
14. **Snead State Art Guild:** The purpose of the Snead State Art Guild is to promote the fine arts among the Snead State student body and the surrounding community. This undertaking includes the encouragement of individual artistic endeavors, participation in the fine arts, and a general appreciation of the arts in an atmosphere that promotes friendship and cooperation among the student body and faculty. All persons registered at Snead State Community College are eligible for membership in this organization.
15. **Snead State Collegiate Chapter of the MENC: The National Association for Music Education (CMENC):** The purposes of CMENC are to make available to members opportunities for professional development, to acquaint students with privileges and responsibilities of the music education profession, and to provide all members with the opportunity to become

acquainted with leaders in the music education profession through participation in various activities planned by the chapter, the state music educators association, and the National Association for Music Education. The organization will also assist the College in various projects throughout the year and provide members the opportunity to have contact with collegiate members from other schools. Membership is open to any student enrolled at Snead State Community College who is interested in teaching music and who is not employed full-time in the field of music education.

16. **Snead State College Democrats:** The Snead State College Democrats provide a political forum for all Democrats at SSCC and encourages the development of an intelligent, dynamic, and cooperative group. The membership is open to all students of Snead State Community College.
17. **Snead State College Republicans:** The Snead State College Republicans are affiliated with the College Republican Federation of Alabama and the College Republican National Committee. The organization provides a political forum for all Republicans at SSCC and encourages the development of an intelligent, dynamic, and cooperative group. The membership is open to all students of Snead State Community College.
18. **Student Government Association:** The Student Government Association (SGA) is the voice of students at Snead State Community College. Its purpose is to promote the general welfare of students, to cultivate friendship and cooperation among the students and faculty, and to encourage participation in individual and group responsibilities in a democratic atmosphere. All persons registered at Snead State Community College may be members of this organization and are encouraged to take an active part in its function.

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19. **Student Nurses' Association:** The purpose of the Student Nurses' Association is to organize, represent and mentor students preparing for initial licensure as registered nurses, to promote development of skills needed to be responsible and accountable members of the nursing profession, and to advocate high quality health care. Students who are actively enrolled in the Snead State Nursing Program, as well as those enrolled in baccalaureate completion programs, are encouraged to join the Student Nurses' Association as well as The National Student Nurses' Association (NSNA). Involvement in the NSNA prepares students for involvement in professional associations upon graduation. Students who join the Snead State Nurses' Association are enabled to make professional contacts, have the opportunity to network with people who can impact the nursing profession and give the student access to new opportunities, friends, jobs, and information.

my\$NEAD

The mySnead system is a multi-purpose system that students will use throughout their time at Snead State. Once the admission process is complete, students will receive their login information for mySnead. They can use their login information to access the following functions:

- Contact Information for Students
- Admissions
- Registration (including adding or withdrawing from a class and class schedule)
- Grades
- Transcripts
- DegreeWorks
- Financial Aid
- Tuition Payments

DEGREEWORKS

DegreeWorks is a web-based tool that aids students to monitor their academic progress toward degree completion. It may be used for course planning and registration guidance. Students may use DegreeWorks to find out courses remaining to satisfy degree requirements. Advisors can assist students in learning how to use DegreeWorks and how to best utilize the tool.

Student E-mail

At Snead State Community College, every student is assigned a student e-mail account. SSCC uses this for all official communications with students. The accounts are assigned using the SSCC student number, which is referred to as an "S" number. This becomes the User Name for the account. Student e-mail is hosted and powered by Google's e-mail service, Gmail. This allows students to use the other services provided by Google, such as the Calendar and the cloud storage feature drive. Student e-mail is accessible from the main page of the Snead State Community College website.

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HOW WILL I KNOW

Snead State has a variety of ways to notify students of specific announcements, emergency situations, or school closings/cancellations.

The College has a CAMPUS ALERT SYSTEM in place. The Campus Alert System is set to distribute prepared messages in one or more than one of the following ways, as designated by the student: e-mail (to one or multiple accounts), home or cell phone (to one or multiple numbers), and text message (to one or multiple numbers). The messages will inform you of the pertinent information in regard to closing: day, time of closing, time of reopening, which classes it affects, etc.

Students will have an opportunity to provide phone numbers and/or e-mail addresses as methods of contact for them in the event of emergency situations or school closings/cancellations. The notification system utilizes automated phone messages, text messages and e-mails to contact students.

Announcements are also regularly posted to the College's website (www.snead.edu), Facebook page (facebook.com/sneadstatecc), and Twitter account (twitter.com/sneadstatecc). Students who do not have social media accounts can still access the College's social media sites by using the URL addresses, but they will not be able to post any questions or send messages without a personal account.

The website and social media sites are **not** monitored 24 hours a day, but any questions posted to the sites will be addressed in a timely manner.

The College also has monitors placed at most buildings on the Boaz campus. Announcements and other information are posted on the monitors for students' information.

- **Severe or Inclement Weather:** The College also utilizes local media outlets to inform students of any school closings/cancellations due to severe or inclement weather. Those outlets include:

1. WAFN-WRAB, Arab
2. WAVU-WQSB, Albertville

3. WBSA, Boaz
4. WAAX-WKXX, Gadsden
5. WGSV-WTWX, Guntersville
6. WCRL-WKLD, Oneonta
7. Channel 33/40 and Channel 13, Birmingham
8. Channel 19, Channel 31, and Channel 48, Huntsville

Unless closing information is provided through the methods outlined above, the College will resume its regular daily schedule as normal.

Do not assume that if the local K-12 school system is closed, that Snead State will be closed as well. The local K-12 schools have factors to consider when closing school that do not affect Snead State, such as the condition of bus routes. Therefore, there may be occasions when the College is holding class with the local schools are closed.

If you have to miss class due to inclement weather or if you cannot access your online class due to power or Internet outages, contact your instructor as soon as you possibly can. Instructors are affected by power/internet outages or inclement weather the same as students, so keep this in mind if you do not receive a response from your instructor right away. They will contact you as soon as they are able, and they will work with students on any work or exams missed within reason due to these circumstances.

- **Fire and/or Other Emergencies:** In case of fire or other emergencies, all personnel should evacuate all buildings. College officials will be in front of the Administration Building to give current information. Any person who detects a threatening fire or other danger should call 911 and notify the switchboard operator or other College personnel.

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FINISH WHAT YOU START

Finish what you start. It's a concept adopted by Snead State Community College, but what does it actually mean? Why is it important?

Snead State was the first two-year college in Alabama to sign on to the College Completion Agenda, which is an initiative to increase the number of graduates receiving their Associate Degree.

Armed with an Associate Degree or certificate, students can expect to earn as much as \$8,000 more per year and about \$400,000 in a lifetime than a high school graduate, according to U.S. Census Bureau data. Having the two-year degree will also give students an advantage over high school graduates when seeking employment, and unemployment of Associate-Degree holders is typically 30 percent lower than that of high school graduates.

So as you register for classes and plan what classes to take each semester, keep your eye on the finish line - earn your Associate Degree!

- Graduation: A student shall be awarded the Associate in Science or Associate in Applied Science degrees upon satisfactory completion of the requirements of the specific program as specified by Snead State Community College and the State Board of Education.

A student must:

- Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
- Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in developmental courses. A course may be counted only once for purposes of meeting graduation requirements.
- Complete at least 25 percent of semester credit hours at Snead State Community College.
- Meet all requirements for graduation listed in the student's course catalog plan. Stu-

dents who petition to receive an award after last attending Snead State for more than one academic year must meet all requirements in effect at the time of graduation.

- Submit a formal application for graduation.
- Fulfill all financial obligations to the College.
- Clear all requirements in the Student Services Office.

● **Graduation Honors for Degrees**

Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

1. Graduation with Highest Honors (or Summa Cum Laude) - 3.90 to 4.00 GPA
2. Graduation with High Honors (or Magna Cum Laude)- 3.70 to 3.89 GPA
3. Graduation with Honors (or Cum Laude)- 3.50 to 3.69 GPA

● **Graduation Honors for Other Formal Awards (Certificate)**

1. Graduation with Distinction - 3.50 to 4.00 GPA

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In addition, in order to be eligible for a graduation honor, a student in a degree program must have completed a minimum of 32 semester credit hours at Snead State Community College. A student in a certificate program must have completed a minimum of one-half the semester credit hours required in the certificate program at Snead State Community College.

SSCC Top 10

Reasons to Earn An Associate Degree

1. You'll earn more!

Students who complete their Associate Degree or certificate can expect to earn as much as \$8,000 more per year and about \$400,000 more in a lifetime than a high school graduate.

2. You'll be prepared!

People change jobs up to 10 times in their working lives – and when you are job-hunting, a college credential will always give you an edge.

3. Credential holders also are more likely to retain jobs.

Unemployment for community college graduates is typically 30 percent lower than for high school grads.

4. You'll encounter fewer barriers to transfer!

Many state college systems have articulation agreements that guarantee transfer of community college credits when Associate Degree students enter state universities. You'll save time and money by not having to repeat courses or take courses you did not know you needed.

5. You'll have the personal satisfaction of reaching your educational goal!

And you will have something tangible to show for it – something valued by employers, scholarship officials and transfer recruiters.

6. You'll help reverse a national trend in the declining number of college graduates.

You'll also open doors for your children. Children of college graduates are more likely to graduate themselves.

7. You and your family's health will improve.

Research links greater educational attainment to longer life, healthful eating, exercising and avoiding risk factors. Better educated people are quicker to change behaviors in response to new evidence. Better educated people have higher incomes, making them more likely to have health insurance and live in safer neighborhoods with better access to recreational facilities and grocery stores.

8. You will be more likely to promote environmental sustainability.

9. You'll be more likely to volunteer, vote, contribute to charity, serve on boards and run for office.

10. You'll be an educated, prepared and higher-paid employee.

You will be providing support for federal, state and local governments and helping the national workforce be competitive and productive in the global economy.

Two-Year Plan Worksheet

Sample Two Year Schedule

For Transfer and Associate in Science Degree Students

Fall Year I

*English 101
**Math 110 or 112
History
Fine Arts Elective
Lab Science

Spring Year I

English 102
Lab Science
Social Behavioral Science Elective
Humanities Elective
Area V Elective

Summer Year I (Optional)

Fall Year II

Literature
Social Behavioral Science Elective
Area V Elective
Area V Elective
Area V Elective

Spring Year II

Humanities Elective
Social Behavioral Science Elective
Area V Elective
Area V Elective
Area V Elective

This plan is intended to be a guide only. The order in which you take courses will be altered by availability of courses each term and specific courses you may need that are unique to your degree plan.

*Prerequisite courses for ENG 101 include: RDG 085 and/or ENG 093. Placement is determined by ACT, SAT or COMPASS scores. Additional terms may be needed to complete prerequisite courses.

**Prerequisite math courses for MTH 110 or 112 include: MTH 091, MTH 098, and MTH 100. Placement is determined by ACT, SAT or COMPASS scores. Additional terms may be needed to complete prerequisite courses.

Two-Year Plan Worksheet

For Transfer and Associate in Science Degree Students

YOUR Two Year Schedule

Using your degree plan and STARS guide, you can use this page to create your own two-year plan. This personalized plan can assist you in determining which courses you need to take each term to complete your degree at Snead State.

Fall Year I

Spring Year I

Summer Year I (Optional)

Fall Year II

Spring Year II



Two-Year Plan Worksheet

For Associate in Applied Science Students

Following the degree plan outlined in the Snead State Community College Catalog in addition to consulting a faculty advisor, you can use the preceding page to create your own two-year plan for the appropriate course of study in your chosen Career Technical or Health Science field. This personalized plan can assist you in determining which courses you need to take each term to complete your degree at Snead State.

It is important for students enrolled in Associate in Applied Sciences programs (Applied Business, Child Development, Computer Science Technology, Electronic Engineering Technology, Office Administration, and Associate Degree Nursing) to meet with a faculty advisor in the specific field of study. Many of the courses in these programs are cohort-driven and only offered once per year.

Students' Rights & Responsibilities

COLLEGE POLICIES AND REGULATIONS

• **Academic Advising Policy**

Snead State Community College recognizes academic advising as an essential part of the educational process and an important component in college completion. The primary focus of academic advising at SSCC is to facilitate the student's establishment and pursuit of realistic academic and career goals by providing the student with accurate information and guidance to support him/her in the decision making process. Academic Advising is designed to assist students in recognizing and accepting responsibility for their own choices about their educational program. It is not meant to replace or supersede the student's right to choose. Advisors offer suggestions and information to assist students in making informed decisions.

To be truly effective, academic advising must be taken seriously by students, advisors, and the College with an understanding that advising is more than the completion of a simple clerical function. Effective academic advising requires an open environment in which the advisor is concerned about the student's welfare in relation to his/her pursuit of academic and career goals. In addition to establishing an educational or career plan, academic advising assists students with evaluation and reevaluation of continued progress toward said goals.

Snead State Community College has established that the College, advisor, and students have individual responsibilities with regards to the advising process and these must be fulfilled if students are to receive the full benefit of an effective academic advising process. Academic advising is an ongoing, continuously evolving process.

• Responsibilities of the Student

1. Ensure that all academic records from other educational Colleges have been sent to Snead State.
2. Know the academic advisor's identity, office location, office telephone number, and office hours. The student must also be aware of which advising group he/she fits and where

that advising group may be found.

3. Schedule an advising appointment at least once per term with the advisor apart from the scheduling/registration process.
4. Keep appointments. If the student is unable to keep an appointment, it is the student's responsibility to notify the advisor as soon as possible before the actual appointment time. The student should reschedule a new appointment.
5. Discuss academic and career goals with the academic advisor.
6. Develop educational and career goals.
7. Be aware of College policies and procedures, program requirements, and graduation requirements of both SSCC and the intended transfer institution.
8. Complete, print, and keep a copy of the STARS Guide or Degree Plan appropriate for the student's intended major. If the student changes his/her program of study, it is the student's responsibility to obtain a new STARS Guide or Degree Plan for the new program.
9. Be prepared for the advising appointment for the scheduling of classes before meeting with the advisor. Study the class schedule, know courses needed, have a list of alternatives, know which courses are offered at convenient times he/she can attend, and have a list of any questions for the advisor. The advisor is there to assist the student and offer advice and guidance.
10. Accept responsibility for academic choices. The advisor may discuss options with the student, but the student must make the decision.
11. Maintain personal records of academic activities and progress.
12. Seek help from advisors when needed. Consult with the faculty advisor or a general advisor in the Student Success and Career Center when not certain of the best academ-

Students' Rights & Responsibilities

ic action and before making changes in the program of study. Academic Advising is a continuous process that spans the entirety of a student's stay at the College, not just when selecting courses.

13. Prior to attending classes, verify that the class schedule is accurate.
- Responsibilities of the Advisor
 1. Be accessible to students.
 2. Be aware of advisee's educational and career goals, and assist in formulation and clarification of these goals.
 3. Guide students in obtaining accurate information about transfer institutions.
 4. Provide students with information about alternatives, limitations, and possible long and short range consequences of academic choices.
 5. Refer students to appropriate college services or off-campus agencies.
 6. Strongly encourage students to obtain a STARS Guide for their intended course of study.
 7. Schedule appointments to ensure adequate time is provided for discussion of each advisee's progress.
 8. Assist students in making long range plans concerning courses to be scheduled.
 9. Focus on what courses should be taken and be prepared to provide reasons why a particular course is needed.
 10. Verify the accuracy of the class schedule prior to registration.
 - Responsibilities of the College
 1. Provide advisors with accurate and complete information on College policies and procedures, programs of study requirements, and courses of instruction.
 2. Provide advisors with all student data needed, accurate transcripts, and evaluation of transfer credit.
 3. Provide advisors with forms and reference materials needed in the advising process.
 4. Assign advisors and inform students of the identity, office location, telephone numbers, and e-mail addresses of advisors.
 5. Provide new students with an orientation to the College.
 6. Administer placement tests to new students upon admission, including partial batteries of tests to transfer students when needed.
 7. Provide advising services to students with special needs, particularly those students covered by the Americans with Disabilities Act (ADA).
 8. Conduct advising orientation for new advisors and workshops for training and updating all advisors periodically.
- 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.
 - **Grade Appeal Process**

Students may contest a grade for up to 30 days from the last day of the term in which the course was taken. For the purposes of this policy, the "last day of the semester" is the last day on which final exams are scheduled for the Fall, Spring, or Summer term in which the course was taken. Mini-term classes are treated as full-term classes for the purpose of this policy.

Students who believe their grade is incorrect may ask the instructor to recalculate their grade. If the given grade is found to be in error, the instructor will submit a change-of-grade form. Situations where the grade was calculated wrong are not technically appeals.

If a student believes a grade to be unfair, the student should first contact the instructor and share

Students' Rights & Responsibilities

that concern. If the student is not satisfied with the instructor's response, the student may bring the matter to the Division Director for that division. If the student is not satisfied after discussing the matter with the Division Director, the student may file a formal grade appeal, but the appeal must be filed prior to the midpoint of the next semester, including summer. The appeal will be heard by the Grade Appeal Committee during the semester when the appeal is filed.

The only grounds for appeal are:

- The student's grade is based on factors other than performance in the course and/or adherence to course requirements.
- The instructor placed more demanding standards on one student than others in the same section of the course.

A Grade Appeal Committee will be appointed to hear grade appeals on an as-needed basis. The committee:

- Three full-time faculty members – One from the General Studies (transfer) program, one from a Career/Technical Program, and a third instructor preferably from the academic discipline involved in the appeal (if possible).
- One representative from Student Services
- One student representative chosen from the Student Government Association

The formal grade appeals process is as follows:

- The student submits the grade appeal form and includes a written description of the grounds for the appeal, which must be based on the criteria above.
- The instructor may submit a written response to the student's claims.
- The burden of proof lies with the student.
- A majority vote of the committee will determine whether the assigned grade should stand or should be changed.
- In the event that the committee decision is that the grade should be changed, the instructor will be notified of the decision and

the committee will work with the instructor to determine the student's new grade.

- The committee's findings will be filed in the office of the Chief Academic Officer.
- The decision of the committee shall be final.

• **Drug and Alcohol Free Campus**

As required by Section 22 of the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Snead State Community College is designated as a drug and alcohol free campus and will comply with all the provisions of Public Law 101-226.

• **Tobacco Free Policy**

Effective January 2, 2013, Snead State Community College is a tobacco free campus. Smoking and use of tobacco products will not be permitted anywhere on campus. This tobacco-free policy includes instructional sites, centers, campus buildings, sidewalks, grounds, parking lots, building entrances, common areas, and college-owned vehicles.

Why a "smoke-free/tobacco-free" Campus? Snead State Community College is committed to providing a safe, healthy, and clean environment for its employees, students, community members, and visitors. The College has an obligation to provide a safe, healthy, and clean learning and working environment. Second-hand smoke can be the cause of asthma attacks, lung cancer, cardiovascular and other lung diseases. Every student, employee and visitor to our campus has the right to breathe clean air and not be exposed to the harmful effects of smoke and tobacco. Likewise, tobacco excrement such as smokeless tobacco receptacles ("spittoons") are a blemish on the campus and will not be tolerated on the grounds or in buildings.

What do we consider "tobacco"? A "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product (to include electronic or otherwise "smokeless" cigarettes), as well as smokeless, leaf, or "spit" tobacco products (often

Students' Rights & Responsibilities

known as dip, chew, or snuff, in any form).

Where can I smoke or use tobacco products? As stated, smoking or the use of any tobacco product is prohibited on campus grounds, to include buildings, grounds, parking lots, and breezeways. There ARE NO AUTHORIZED areas designated for the use of tobacco on campus.

Can I smoke in my car? The use of tobacco is prohibited on ALL property owned by Snead State Community College.

Caught Smoking or Using Tobacco on Campus? Achieving a tobacco-free environment requires time and patience. Snead State Community College believes self-enforcement is an effective way to change this behavior and its perception by students, faculty, staff and visitors on campus. It is the intent of Snead State Community College to emphasize the value of such a policy and to encourage all individuals to cooperatively work together in implementing and complying with this policy. Any staff member on this campus may and should enforce, notify, and raise awareness of this campus policy. The College appreciates and expects full compliance. If any violator should seek to circumvent this policy, additional consequences (to potentially include fines and disciplinary measures) may result.

• **Campus Crime Statistics Report**

Snead State Community College is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The Campus Crime and Security Survey as required by the United States Department of Education is available at <http://ope.ed.gov/security>. Information concerning security at Snead State is available at http://www.snead.edu/about_us/college_departments/security.aspx on the College website. The annual report is made available via hard copy and electronic format. Persons desiring a printed copy of the annual report may contact the Office of Campus Security located in Elder Hall or by calling 256-840-4167.

STUDENT POLICIES

• **Student Right-To-Know**

The federal Student Right-to-Know (SRK) Act requires colleges to calculate and disclose the graduation and transfer rates for first-time college students who enroll in the fall term as full-time, degree seeking students. The rates must be calculated after three years from initial entry. This information may be found on the College website in the Consumer Information section. Alternatively, students may receive a printed copy upon request to the Office of the Vice President for Student Services.

• **Transcript Policy**

In accordance with the provisions of Public Law 93-380, the Family Educational Rights and Privacy Act (also known as the Buckley Amendment), the Office of Student Services will release a transcript of a student's academic record only upon written request of the student. The request for the transcript release must bear the signature of the student along with the identifying information. Official transcripts are not issued to the student but to the college, official, or agency listed on the request. Unofficial Snead State Community College transcripts, which are stamped "Student Copy," may be released to a student upon written request. A student may view and print an unofficial transcript by accessing the College website at www.snead.edu. Under the Current Student menu, select the mySnead option. Login to the secure site by entering your S number and PIN. Select the Student tab. Select the Student Records tab. Click on View Academic Transcript. Your S number is assigned to you by the College once your admittance application has been processed. Your PIN is your birthday in this format: "MMDDYY."

• Facsimile (FAX) Transmission of Records

The Office of Student Services will accept transcript requests by fax. Students wishing to send transcript requests by fax must furnish the following information:

1. full name and any previous names under which enrolled
2. social security number

Students' Rights & Responsibilities

3. date of birth
4. approximate dates of attendance
5. school or organization where transcript is to be forwarded
6. daytime phone number
7. copy of driver's license
8. signature

The fax number is 256.593.7180.

The Office of Student Services will honor requests to fax transcripts to other colleges provided a written request by the student is on file (a parent may not request the information). Telephone requests are not honored. A student should be aware that the receiving college has the right to decline faxed transcripts. Please be sure to provide the correct fax number when completing the request.

Snead State Community College will accept a faxed transcript only as an unofficial working document pending the receipt of an official transcript with the seal imprint and registrar's signature from the forwarding college. All faxed transcripts must come from the home institution and state on the cover page that "an official transcript is being mailed."

- Transcript requests will not be honored for any student who has outstanding academic or financial obligations in any of the area of the College.
- Any student who withdraws from the College must have completed all admission credentials and have cleared all financial or other obligations in all of the administrative offices before being entitled to an academic transcript.
- Transcripts requests will be processed within 48 hours of the request (except during weekends and holidays). It is the student's responsibility to request the transcript in advance. We cannot provide students with transcripts at the time the request is made to the Office of Student Services.

• **Class Attendance Policy**

Class attendance is considered an integral part of the educational process at Snead State Community College. The College maintains the philosophy that a student's academic success has a direct correlation to class attendance. A student is expected to attend, as well as, be on time for all class meetings.

Class attendance policies are determined by each instructional division of the College. Individual faculty members will abide by the attendance policy of their division and will make decisions regarding absences. Faculty members will insure that the divisional attendance policy is included in the course syllabus for each of their classes.

If there are questions about the policy, a student should first talk with their individual instructor. The Division Director will make the final decision about any questions or concerns regarding the attendance policy for classes that fall within their division.

• **Student Intellectual Property Rights**

Snead State students often do creative work as a part of normal coursework. In such cases, all rights to those works are the property of the student and not Snead State. This is outlined in the College's Intellectual Property Rights Policy. Below is the portion of the policy that applies to students:

- The copyright of any works created as part of a course assignment (essays, poetry, musical composition, etc.) remains with the students.
- Students have the right to take class notes and otherwise copy course material for personal use. However, notes and other course materials shall not be used for commercial purposes (e.g. selling exams). The use of course materials for commercial purposes is considered Academic Dishonesty.

Students' Rights & Responsibilities

• **Academic Integrity Policy**

Students of Snead State Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. SSCC strives to provide students with the knowledge, skills, judgment, and wisdom they need to function in society as educated adults. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student and to Snead State. All members of the Snead State Community College community, students, faculty, and staff, share the responsibility and authority to challenge and make known acts of academic dishonesty. Further, students, faculty and staff should ensure that policies regarding academic integrity are clearly outlined in course materials, including course syllabi.

Guidelines for Academic Integrity

Students assume full responsibility for the content and integrity of the coursework they submit. The following are guidelines to assist students in observing academic integrity:

- Students must do their own work and submit only their own work on examinations, reports, and projects, unless otherwise permitted by the instructor. Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. However, students must not collaborate or cooperate with other students on graded assignments, examinations, or other academic exercises unless clearly directed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking or during examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.
- Students taking courses that have an off-campus

component (internships, observations, clinical placements, etc.) must follow all guidelines and expectations of the hosting site in addition to any course requirements related to the placement.

Forms of Academic Dishonesty

Note: Snead State Community College recognizes that when students make a good faith attempt to credit sources, some mistakes in citation format or use of quotations should be viewed as errors in form and mechanics rather than true plagiarism.

Actions constituting violations of academic integrity include, but are not limited to, the following:

- **Cheating:** intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating include, but are not limited to:
 1. Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
 2. Using a calculator, computer or other materials when not authorized by the instructor.
 3. Collaborating with another student or students during an academic exercise without the consent of the instructor.
- **Fabrication:** intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Multiple Submissions:** submission of academic work for which academic credit has already been earned (i.e. submitting the same essay in two different classes) and when such submission is made without authorization from the instructor.
- **Plagiarism:** intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. The following are considered to be forms of plagiarism:
 1. Word-for-word copying of another person's ideas or words.

Students' Rights & Responsibilities

2. Interspersing one's own words within a document while, in essence, copying another's work.
3. Rewriting another's work, yet still using the original author's fundamental idea or theory without giving credit to the original author using a proper citation.
4. Inventing or counterfeiting sources.
5. Submission of another's work as one's own.
6. Neglecting quotation marks on material that is otherwise acknowledged.

● **Misuse Of Academic Materials:** the misuse of academic materials includes, but is not limited to, the following:

1. Stealing or destroying college or library reference materials, or computer equipment and/or programs.
2. Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
3. Receiving assistance in locating or using sources of information in an assignment, when such assistance has been forbidden by the instructor.
4. Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
5. Unauthorized alteration, forgery, or falsification of academic records.
6. Unauthorized sale or purchase of examinations, papers, projects or assignments.

● **Complicity In Academic Dishonesty Or Facilitating Academic Dishonesty:** intentionally or knowingly helping or attempting to help another to violate any provision of this policy or otherwise contributing to another's acts of academic dishonesty.

● **Misconduct at off-campus placements:** Any issues related to an off-campus placement (e.g., clinical placements, observations, or internships) may be considered violations of the

academic integrity policy. These include disruptive behavior, tardiness, or failure to abide by any expectations of the hosting site.

Academic Dishonesty Documentation

- The faculty member observing or investigating the apparent act of academic dishonesty documents the commission of the act, by writing down the time, date, place, and a description of the act.
- The faculty member collects evidence, often by photocopying the plagiarized assignment and creating a paper trail of all that occurs after the alleged act of academic dishonesty. The evidence may include various samples of the student's work showing a radical disparity in style or ability. The evidence may also include data from the learning management system (Blackboard) or other technology platforms used by the college (e.g., SafeAssign).
- The faculty member provides the student an opportunity to explain the incident.
- The faculty member explains to the student the procedures and penalties for academic dishonesty and gives the student a copy of this Academic Integrity Policy.
- The faculty member may resolve the matter by determining an appropriate course of action, which may include a written warning, a grade of "F" on an assignment, project, or examination, or no further action.
- Faculty must report all violations of academic integrity and the course of action taken to the Chief Academic Officer.
- If the accused student contests the faculty member's decision, a meeting with the division director may be requested to informally resolve this matter.
- If this matter cannot be resolved with the division director; or if the student contests the decision made in consultation with the division director; or if the faculty member wishes to initiate further action beyond a failing grade on the assignment(s) in question (e.g. assign a lower

Students' Rights & Responsibilities

grade or a grade of “F” for the course or recommend academic program dismissal based solely on academic dishonesty), the student is entitled to a Disciplinary Committee hearing.

Penalties for Academic Dishonesty

If a student is found responsible for violating academic integrity policies, any one or a combination of the following penalties may be imposed by the faculty member, or by the faculty member and his/her supervisor:

- Verbal or written warning.
- The student would repeat an assignment, project, or examination under specified conditions.
- A grade of “F” for the assignment, project, or examination.
- A lower grade or a grade of “F” for the course, if the academic misconduct is particularly serious (not limited to a single assignment, misconduct at a clinical placement, etc.). In the event a numerical grade is required, the instructor should also assign an appropriate numerical grade for the assigned letter grade.

Any violations of the Academic Integrity Policy that are found to be serious enough to warrant a lower or failing course grade may also be considered disciplinary violations. Students found to be guilty of such violations may be subject to additional penalties by the Chief Academic Officer. Any penalties assigned by the Chief Academic Officer will be recorded in the student’s discipline records, which are maintained by the Vice President for Student Services. The Chief Academic Officer or designee may also issue the following disciplinary sanctions:

- Disciplinary written warning to the student.
- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.
- Suspension from Snead State Community College for a definite period of time.

- Expulsion from Snead State Community College.
- Other disciplinary action as deemed appropriate may include, but is not limited to: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities

Student Due Process: Appeals Procedure

A Disciplinary Committee hearing may be requested by a student who contests the decision made by the faculty member (in consultation with the division director) OR by the faculty member who wishes to initiate further action or cannot resolve the matter as specified above.

- A student request for Disciplinary Committee hearing: the student requesting the hearing must submit a Request for Disciplinary Committee Hearing to the office of the Chief Academic Officer within ten (10) days of the notification of academic dishonesty decision by faculty or division director.
- A faculty request for Disciplinary Committee hearing: The faculty member must report the incident and provide evidence to the Chief Academic Officer within ten (10) working days of the alleged act of academic dishonesty or within ten (10) days of meeting with a division director.

Within ten (10) working days of receiving a request for Disciplinary Committee hearing, the Chief Academic Officer or designee will notify all parties in writing of the date, time and location of the Disciplinary Committee hearing.

The Disciplinary Committee shall be appointed by the Chief Academic Officer ad hoc as cases arise rather than be a standing committee. The committee will be comprised of:

- Three appointed faculty members
- Two appointed student services representatives
- Vice President of SGA
- In addition to the above Disciplinary Committee members, the faculty member who made the allegation shall also be invited to attend.

Students' Rights & Responsibilities

At the Disciplinary Committee hearing, both the faculty member and the student will have the opportunity to hear the charges and present his/her side of the case. The student may bring an advisor, who may advise and support the student but may not present the case. If the student misses the hearing, the Disciplinary Committee may proceed with the process to completion.

Following the Disciplinary Committee hearing, members shall make a recommendation for action to the Chief Academic Officer. This recommendation shall be in writing within five (5) working days of the Disciplinary Committee hearing. The Chief Academic Officer will determine if the action recommended by the Disciplinary Committee is appropriate, and will issue a final decision.

The Chief Academic Officer may issue the following disciplinary sanctions:

- Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the College.
- Suspension from Snead State Community College for a definite period of time.
- Expulsion from Snead State Community College.
- Other disciplinary action as deemed appropriate may include: referral to support services and/or programs; assignment of written apology or essay; participation in community service activities.

Within ten (10) working days of the hearing, the Chief Academic Officer will issue written notification of the decision to the student, faculty member, and division director. A copy of the decision will be sent to the Vice President for Student Services.

For questions or comments regarding the contents or procedures of this policy, please contact the office of the Chief Academic Officer at Snead State Community College.

• **Student Discipline**

Student Job Description

Becoming a successful student is very much like mastering a new job. In order to excel, it is necessary to know what is expected of you.

- Read and understand the Snead State Catalog and Student Handbook.
- Read, understand, and follow the syllabus for each course.
- Become familiar with the College calendar and all semester deadlines.
- Regularly check your student e-mail account for important messages.
- Meet with your advisor regularly.
- Schedule classes so that the most effective learning can occur.
- Allow adequate study time per week for each course.
- Show satisfactory academic progress.
- Be proactive and be an active participant in your own education.
- Be familiar with and make use of Snead's library services.
- Develop a plan for increasing listening skills and improving study habits.
- Work collaboratively with other students.
- Attend all class sessions and be on time.
- Communicate regularly with your instructors.
- Turn in assignments on time and actively participate in class.
- Complete work without cheating or committing plagiarism.
- Exhibit respectful behavior at all times.

Student Conduct

Snead State Community College's standard of conduct is congruent with what is normally expected of persons enrolled in a college. Any student proving unwilling to cooperate with the established policies of the College may be required to withdraw

Students' Rights & Responsibilities

from the College. A student, upon registration at Snead State Community College, agrees to conform to the rules and regulations of the College. A person, upon becoming a student, forfeits no constitutional rights and in no way abrogates responsibility as a citizen to obey all public laws. The student is subject to disciplinary action by the College upon violation of any part of the Discipline Code.

Areas of Disciplinary Concern

A student may be referred to the Vice President for Student Services for possible disciplinary action for conduct that takes place on the college campus, in and around all College buildings, and at College-sponsored activities away from the campus if the following conduct takes place:

- knowingly publishing or circulating false information that is damaging;
- threatening and/or committing physical violence against another person;
- unauthorized entry into rooms, offices, buildings, dormitory, or other College property;
- vandalism, malicious destruction, damage, or misuse of public or private property;
- theft, larceny, or embezzlement of the property of another person or the College;
- intentional disruption of or interference with scheduled college activities;
- disorderly, lewd, or indecent behavior;
- obscene language;
- illegal manufacture, sale, possession, or use of narcotics or other nonprescription drugs;
- public intoxication or illegal possession of alcoholic beverages;
- failure to comply with the official and proper regulation or order of a duly designated, identified authority, agent, or agency;
- unlawful assembly;
- having members of the opposite gender in the dormitory room or being in a dormitory room occupied by a member of the opposite gender;
- gambling in any form;
- having animals in the dormitory;
- possession of unauthorized firearms or other dangerous weapons;
- unauthorized use or possession of all electronic devices in the classroom;
- smoking, chewing, dipping, or other use of tobacco products on College property;
- entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;
- use of College computer terminals and personal computers or telecommunications equipment on College-owned or College-controlled property, in any manner other than for personal use, or for the purposes of obtaining pornographic or sexually explicit information;
- threatening, harassing, lewd, obscene, or violent communications through text, e-mail, fax, or other methods of data/information transmission;
- terrorist threat to Snead State Community College or the community;
- issuing a bomb threat to Snead State Community College;
- criminal mischief;
- harassment or stalking of other students;
- hazing in any form;
- furnishing false information to the College;
- forgery, alteration, or misuse of College documents or records;
- issuing bad checks to the College;
- any other activity or conduct not specifically stated herein that impairs or endangers any person, property, or the educational environment of the College.

Disciplinary Procedures

1. Any case involving violation of published policies and regulations will be brought to the immediate attention of the Vice President for Student Services.
2. The Vice President for Student Services shall schedule a meeting with the student for an

Students' Rights & Responsibilities

interview at the earliest possible time to discuss an alleged violation of the discipline code. If the student fails to appear for the interview, the Vice President for Student Services may, on the basis of available evidence, impose sanctions or proceed to forward the case to the Discipline Committee. When the student appears for the interview, and before the interview begins, the student shall be informed that the interview is for the purpose of discussing a possible violation of the discipline code. The student shall be presented a written statement of his/her rights of procedural due process.

3. If the Vice President for Student Services determines as a result of the interview and other evidence that there is sufficient reason to present the case to the Discipline Committee, the student shall be asked to enter a plea of guilty, not guilty, or no plea. A date shall be set for the hearing and the student shall be notified of that date.
4. If the student fails to attend the scheduled hearing after notification, the student may forfeit the right to present a defense, and the Discipline Committee may proceed with the hearing. The committee's recommendation shall be based on the evidence and testimony available.
5. The Discipline Committee shall make every effort to hear the case immediately in order to remove any question the student has about continuance at Snead State. Pending the outcome of the hearing, a hold may be placed on the student's record. If the committee deems that suspension is warranted, the suspension shall become effective the date of the student's notification of the committee's action. The suspension shall apply to the student in or out of school.
6. The decision reached by the Discipline Committee will be by a simple majority vote. The decision of the Discipline Committee becomes official when put into writing by the Vice President for Student Services. A copy of the written statement shall be sent to the student, the Discipline Committee, and the College President.
7. The student has five (5) days from receipt of the written statement from the Vice President for Student Services to file a written notice with the Vice President for Student Services appealing the decision of the Discipline Committee.
8. The Appeals Panel is composed of a member of the Student Committee, appointed by the President; the President of the SGA; and the Chief Academic Officer who serves as chairperson. By a majority vote the Appeals Panel may recommend (1) that the decision rendered by the Discipline Committee be affirmed, (2) that the decision be amended, or (3) that a new hearing be held before the Discipline Committee. A written copy of the decision reached by the Appeals Panel shall be sent to the President and the Vice President for Student Services.

Standards of Evidence

The evidence standard to be used by the Committee shall be the "Preponderance of Evidence" standard rather than the "Beyond a Reasonable Doubt" standard. That is to say that the Vice President for Student Services and/or the Discipline Committee shall determine, strictly upon the evidence presented, whether it was more likely than not that the allegations(s) made against the accused student was (were) true in terms of which of the evidence was more credible and convincing to the reasonable mind.

The Vice President for Student Services and/or Discipline Committee shall inform the parties that the rules relating to the admissibility of evidence shall be similar but less stringent than those which 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) shall be excluded. However, hearsay evidence and unauthorized documentary evidence may be admitted if the Vice President for Student Services and/or the Discipline Committee determines that the evidence offered is the type and nature commonly relied upon or taken into consideration by a responsible, prudent person in conducting his/her affairs.

Students' Rights & Responsibilities

Due Process / Student Rights for Student Discipline Cases

Students are guaranteed procedural and substantive due process in all cases involving formal discipline charges. The College assures each student that no discipline action is taken on grounds that are not supported by substantial evidence.

Students are entitled to procedural due process in all cases brought before the Discipline Committee. The student will be notified in writing by the Vice President for Student Services of the charges against him/her. This notification will also contain the date, time, and location of the Discipline Committee hearing. Discipline Committee hearings shall be private unless the student requests otherwise and the Vice President for Student Services approves the request. In cases where public proceedings become disorderly, the Discipline Committee may close the hearings.

Right to Request to Waive Hearing by Discipline Committee

In the event that a student wishes to waive the right to a hearing before the Discipline Committee, the Vice President may accept jurisdiction. If the Vice President for Student Services approves a student's request to waive his/her right to Discipline Committee hearing, the Vice President for Student Services shall determine guilt by examination of evidence, testimony, or by admission of guilt by the student and shall impose a sanction.

Temporary Suspensions

In extreme cases where the action of a student or group of students poses an immediate threat to the well being of the College or there is substantial evidence that the continued presence of the student(s) on the campus shall disrupt the College, the President may temporarily suspend the student(s) pending a hearing before the Discipline Committee.

Sanctions

The degrees of discipline are as follows:

1. Informal Reprimand – an oral expression of disapproval to the student for violation of rules and regulations that may require disciplinary action.

2. Formal Reprimand – a written expression of disapproval to the student for violation of rules and regulations that may require disciplinary action.
3. Probation – probation is for a stated period of time. A student on probation may be subject to loss of privilege to represent the College or a College organization.
4. Community Service – performance of duties under the supervision of local agencies or College officials.
5. Restitution – the student may be required to make compensation for certain violations.
6. Suspension – suspension excludes the student from the College for a stated period of time.
7. Expulsion – dismissal from the College for two years after which the student may apply to the Discipline Committee for readmission.

• **Firearms and Weapons**

Possession of firearms or other weapons on College property at any time, unless properly authorized, is prohibited.

• **Animals**

Animals, other than animals confined in the lab, or assistance animals for individuals who have an approved accommodation, may not be kept on campus and are not allowed inside any College building.

• **Guest Speakers and Fundraising**

Student organizations desiring to sponsor a guest speaker on campus or perform fundraising activities must secure approval from the Director of Campus Engagement before scheduling or publicizing the event.

Students' Rights & Responsibilities

• **Poster/Flyer Announcements**

Posters, signs, announcements, and other displays should only be placed on the bulletin boards or other pre-approved space provided in the College buildings. Non-students and off-campus organizations must receive approval from the Director of Marketing and Public Relations before displaying information on campus. Student organizations must receive approval from the Director of Campus Engagement prior to displaying information on campus.

GRIEVANCE PROCEDURES

Snead State Community College promotes the open exchange of ideas among all members of the Snead State Community College community, students, faculty, staff, and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Snead State Community 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 the College.

1. Complaint

For purposes of this policy, a complaint shall mean a specific event, activity, or occurrence within the scope of the authority of the College's administration or faculty about which an individual has a specific concern.

- a. **Complaint Related to Academic Matters.** All complaints involving academic disputes must follow the college Academic Appeal Process. The decision of the Chief Academic Officer is final.
- b. **Complaint Related to Disability.** Complaints related to a disability must follow the college ADA Complaint / Grievance Procedures. If a satisfactory resolution is not resolved, the complainant may choose to pursue a formal grievance as outlined in grievance procedures below.
- c. **Other Types of Complaints.** Complaints related to any matter other than academics or disability should be reported in writing to the Vice President for Student Services within ten (10) business days of the event prompting the complaint.

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 (10) business days of the filing of the complaint to the College Grievance Officer for

Students' Rights & Responsibilities

Students and such other appropriate college official(s) as the President may designate, detailing both the complaint and its resolve.

2. Grievance Procedures

- a. A student who submits a written complaint to the appropriate college official, and who is not informed of a satisfactory resolution or plan of resolution of the complaint within ten (10) business days, shall then have the right to file a grievance with the College Grievance Officer for Students. The written grievance statement shall be filed using Grievance Form A, which may be obtained from the College website or from the Office of the Vice President for Student Services.
- b. The College shall have thirty (30) calendar days from the date of the receipt by the College Grievance Officer for Students 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 investigation. Grievance Form A shall be used to report both the grievance and the investigation/hearing findings. Copies of Form A must be provided to the College Grievance Officer for Students and the College President. A copy will also be delivered to the Grievant either through certified mail or personal delivery.

Investigation Procedure

The College Grievance Officer for Students, either personally or with the assistance of such other person(s) as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The College Grievance Officer for Students shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the grievance officer shall be stated in the written report which shall be submitted to the Grievant and to the party or parties against whom the grievance was made (the "Respondent or Respondents") and shall be made part of the hearing record, if a hearing is requested by the Grievant. Publications or

verified photocopies containing relevant statutes, regulations, and policies shall also be prepared by the College Grievance Officer for Students for the grievance record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Grievant Officer's report, the Grievant and Respondent(s) shall have three (3) business days to notify the College Grievance Officer for Students whether or not the Grievant or Respondent(s) demand(s) a hearing on the grievance. The failure by the Grievant or Respondent(s), respectfully, to request a hearing by the end of the third business day shall constitute a waiver of the opportunity for a hearing. However, the College Grievance Officer for Students may, nevertheless, as his or her discretion, schedule a hearing on the grievance if to do so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be filed with the President, with a copy to be provided to the Grievant and each Respondent.

Hearing Procedure

In the event that the College Grievance Officer for Students schedules a hearing, the College President shall designate an unbiased person or committee to conduct the grievance hearing. The hearing officer and/or committee members will generally be employees of Snead State Community College. However, the President shall have the discretion to select other than SSCC employees to serve as a hearing officer or as a committee member. The hearing officer and/or committee shall notify the Grievant, and each Respondent, of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and Respondent shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he or she shall deem appropriate to his or her claim. Each Respondent shall



Students' Rights & Responsibilities

then be given the opportunity to present such oral testimony and offer such other evidence as he or she deems appropriate to the Respondent's defense against the charges. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respective College.

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

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

Rules of Evidence

The hearing officer or committee shall make the participants aware that the rules relating to admissibility of evidence for the hearing will be similar to, but less stringent than, those which apply to civil trials in the Circuit Court of Alabama.

Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excludable. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the hearing officer or chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his or her affairs.

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

Report of Findings and Conclusion

Within five (5) business days following the hearing, there shall be a written report given to the College Grievance Officer for Students (with a copy to the President, the Grievant, and each Respondent) of the findings by the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report shall contain at least the following:

- a. Date and place of hearing;
- b. The name of the hearing officer or each member of the hearing committee, as applicable;
- c. A list of all witnesses for all parties to the grievance;
- d. Findings of fact relevant to the grievance;
- e. Conclusions of laws, regulations, or policy relevant to the grievance; and
- f. Recommendation(s) arising from the grievance and the hearing thereon.

Resolution of Grievance

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the College Grievance Officer for Students shall notify the Grievant of any appeal that may be available to the Grievant.

In the event of a finding that the grievance was supported, in whole or in part, by the evidence presented, the College Grievance Officer for Students shall meet with the Grievant, the Respondent(s), and the appropriate college representative(s) and attempt to bring about resolution of the grievance.

c. Available Appeals

Presidential Appeal – If the grievance does not involve a claim of illegal discrimination based on gender, race, or disability, the findings of the hearing officer / committee shall be final and non-appealable. However, if the grievance involves such a claim, the Grievant shall have the right to appeal the decision of the hearing officer or committee to the President of Snead State Community College, provided that:

1. A notice of appeal is filed, using Grievance Form B, with the College Grievance Officer for Students and the College President within fifteen (15) cal-

Students' Rights & Responsibilities

endar days following the Grievant's receipt of the committee report; and

2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s), and/or recommendation(s) of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth (15th) day following the Grievant's receipt of the report, the Grievant's right to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President.

If an appeal is accepted by the President, the President shall have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold an appellate hearing (if deemed appropriate by the President), and to produce a report of the President's findings of fact and conclusions of law. The President shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part of the findings, conclusions, and recommendations arising from the college grievance hearing. The President's report shall be served to the Grievant and Respondent(s) by certified mail or personal delivery.

Chancellor Appeal – 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 shall not be appealable. However, pursuant to 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 report and the findings arising from the college grievance hearing.

A Grievant who has grounds of appealing the findings of the President to the Chancellor may do so by:

1. Filing the notice of appeal, using Grievance Form C, to the Chancellor and the President of SSCC within fifteen (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 objection(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 (15th) 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 shall be denied by the Chancellor.

If an appeal is accepted by the Chancellor, the Chancellor shall have thirty (30) calendar days following his or her receipt of the Grievant's notice of appeal to investigate and review the allegations contained in the grievance, to review the reports to the President and the college hearing officer/committee, to hold an appellate hearing (if he/she deems such appropriate), and to issue a report of his/her findings of fact and conclusions of law. The Chancellor shall have the authority to (1) affirm, (2) reverse, or (3) affirm in part and reverse in part the findings, conclusions, and recommendations of the President and/or the hearing officer/committee. The report of the Chancellor shall be served to the Grievant and Respondent(s) by personal service or by certified mail to the respective home address of the parties. The report of the Chancellor shall not be further appealable with the Alabama two-year college system. However, the Grievant shall not be precluded from filing his or her grievance with an appropriate court or administrative agency.

d. General Rule on Findings

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.

List of Responsible Officials

Below is a list of officials who have been referenced herein as responsible for responding to complaints and grievances.

- President Dr. Robert Exley
- Vice President for Student Services Mr. Jason Cannon
- Chief Academic Officer Dr. Jason Watts
- Associate Dean for Academic Planning and Re-

Students' Rights & Responsibilities

search Dr. Annette Cederholm

- Chief Financial Officer and Athletic Director Mr. Mark Richard
- Chief Information Technology Officer Mr. Randy Maltbie
- Director of Workforce Development and Arab Instructional Site Ms. Teresa Walker
- Director of Marketing/Public Relations/Alumni Ms. Shelley Smith
- Director of Online Learning Mr. John Haney
- Director of Health Sciences Dr. Amy Langley
- Coordinator of Quality Enhancement Plan Dr. Dustin Smith

ADA Coordinator

Lesley Kubik

Office: Room 214, McCain Center, Boaz

lkubik@snead.edu

256.840.4219

Grievance Officer for Students

Jason Cannon, Vice President for Students

Office: Room 215, McCain Center, Boaz

jcannon@snead.edu

256.840.4150

Grievance Officer for Employees

Amanda Gunnels, Director of Human Resources

Office: Room 115, McCain Center, Boaz

agunnels@snead.edu

256.840.4113

Each of these officials is charged with the responsibility of assisting in every reasonable way to resolve any valid complaint and to assist when one has been unable to resolve a complaint and desires to file a formal grievance. The President reserves the right to make such changes or substitutions to the above list of officials as he/she deems appropriate in order to avoid conflicts of interest or any potential appearance of bias or prejudice.



Students' Rights & Responsibilities

CAMPUS SAVE

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in this bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Jeanne Clery Act and affords additional rights to campus victims of sexual assault, dating violence, domestic violence, and stalking.

SNEAD STATE COMMUNITY COLLEGE STATEMENT ON CAMPUS SAVE

Snead State Community College participates in primary prevention and awareness programs that help promote awareness of sexual assault, rape, acquaintance rape, domestic violence, relationship violence, dating violence, stalking, and bystander intervention techniques. Preventative education programs and seminars are conducted throughout the year and heavily publicized. Snead State Community College strictly prohibits the above-named offenses. The College seeks to engage students, staff, faculty, and the community in educational presentations and additional literature and activities aimed at preventing these behaviors and also commits itself to presenting information to aid in bystander intervention techniques, thereby aiding individuals in knowing the options they may take in order to prevent harm or intervene in high risk situations. As with any emergency, always call 911 immediately. Additional topics presented throughout the year will focus on recognizing the signs of abusive behavior and how to avoid potential attacks. Ongoing prevention and awareness campaigns for students, staff, faculty, and the community take place throughout the year. Snead State Community College actively supports Campus SaVE, Clery Act, and the Violence Against Women Reauthorization Act (VAWA).

ASSAULT/SEX SEXUAL OFFENSES AND EDUCATION PREVENTION PROGRAMS

Snead State has and will continue to engage students and its faculty/staff in educational seminars, topics, and programs to promote the awareness of sexual assault, rape, dating violence, relationship violence, domestic violence, and stalking. Student groups are engaged in this process as well. Resident Assistants (student housing leaders) and Housing Students complete training and/or seminars each semester on Campus SaVE top-

ics, receiving instruction on date rape, stalking, relationship violence, domestic violence, sexual assault/rape, and bystander intervention. Employees receive training on Campus SaVE topics via seminars, sessions, and online (via www.snead.edu) training. All staff, new and existing, must complete the required online trainings, and are encouraged to attend highly publicized events held throughout the year. Throughout the semester and year, various community members such as law enforcement specialist, volunteer organizations, guest speakers, and the Director of Security speak on campus regarding domestic violence, stalking, date rape, relationship violence, and sexual assault/rape. Students, staff, and faculty are welcomed and encouraged to attend. The Presidential Cabinet of the College also meets regularly and discusses Campus SaVE initiatives and compliance. All incoming students receive information on Campus SaVE topics, and each receive a copy of the schools interest in supporting this initiative.

Student groups such as Phi Theta Kappa (PTK) and the Student Government Association (SGA) are also involved in publicizing, sponsoring, and hosting Campus SaVE events. The PTK is also taking the lead in signing the "It's On Us" pledge, as has the Office of Security. This campaign is an initiative from the White House to prevent college sexual assault. NASPA (Student Affairs Professionals in Higher Education) supports this campaign and encourages all student affairs professionals to pledge to work with their students and colleagues to stop sexual assault and gender-based violence on campus.

Snead State Community College will provide sex offense prevention programs each semester. Training to promote the awareness of rape, sexual assault, acquaintance rape, domestic violence, stalking, and bystander intervention and additional offenses will continue to be available and communicated to students. There will also continue to be trainings based on sex offenses and their relationship to drugs and alcohol. Additional training is conducted for housing residents, along with Resident Assistant training for housing leaders. Trainings available in the area of substance use and abuse ("town halls") are also held each year in the Plunkett-



Students' Rights & Responsibilities

Wallace Gymnasium and Student Union Building. Social Services personnel and local law enforcement are utilized in the delivery of such programs as scheduled.

PROCEDURES FOR REPORTING A COMPLAINT

Snead State Community College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, stalking, and other offenses, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support referrals, and additional remedies to prevent contact between a complainant and the accused. Top priorities are safety and confidentiality throughout the process. Additional remedies relate to housing assignments, academic assignments, transportation, and work accommodations if reasonably available. Students should contact 911, or the Boaz Police Department (256) 593-6812, or SSCC Office of Security (256-840-4167 Office, (256) 264-5060 Cell). Employees should contact 911, the Boaz Police Department, or Office of Security as well.

It is essential to realize that if you are the victim of a sex offense, you should report the incident as soon as possible. It is your decision to call 911, the Office of Security, or to notify an additional party you feel comfortable speaking to. You are strongly encouraged to notify the SSCC Office of Security by calling 256-264-5060, and local law enforcement 256-593-6812 (Boaz Police Dept) 256-586-8124 (Arab Police Dept.) or (911), so they may initiate procedures to protect you and the rest of the campus in the event of an active and ongoing threat. Security personnel will be professional and supportive in helping you make important decisions about who else you should notify if you request such assistance. Confidentiality and safety are supreme priorities, which the College takes seriously. Victims are not named in the crime log and procedures are in place to ensure only that information prudent to the event is addressed, and only persons with a "need to know" are subject to information (law enforcement, security, disciplinary hearing officer, title IX coordinator; all depending on whom the event is reported to and potential options the victim seeks). If you have been the victim of such an offense, you may elect to contact the appropriate Title IX Coordinator. The names and

extension numbers of these personnel is notated at the end of this document. If any such complaint is reported, the College will assess the safety needs of the complainant. The College will assist as needed or requested with notifying the police. The College will also assess the need for interim or long-term protective measures to protect the complainant. The College will provide a "no trespass" directive to the accused party if deemed appropriate. The priority in any such scenario is safety and confidentiality. Again, contact any staff/faculty member you feel comfortable in contacting. Security should be contacted as soon as is prudent at 256-840-4167 (office) or 256-264-5060 (cell). It is imperative that you be mindful that essential evidence may be lost if you clean up, use the restroom, shower, or douche after a sexual assault. By notifying law enforcement and Security personnel, all conceivable efforts will be made to protect you from further harm. Confidentiality will also be held at a premium. The College will agree to make reasonable effort to assist you as needed with housing assignments and academic assignments if you are the victim of a sexual assault. The College will comply with any request for assistance in notifying authorities.

SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS

- Victims shall be notified of their options to notify law enforcement
- Accuser and accused must have the same opportunity to have others present at disciplinary proceeding
- Both parties shall be informed of the outcome of any disciplinary proceeding at the same time
- Victims shall be notified of counseling services (referrals)
- Victims shall be notified of options for changing academic and living situations where applicable

The accuser and the accused are entitled to the same opportunities to have others present during an administrative disciplinary proceeding; and both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense (at the same time). Confidentiality and right to privacy are primary concerns throughout such an administrative process. Victims/Survivors will be informed of all potential options such

Students' Rights & Responsibilities

as administrative (disciplinary and/or Title IX) processes, and also criminal justice prosecution processes.

The College may impose, upon a final determination of an institutional disciplinary proceeding, and upon a finding that the proscribed act was committed; expulsion. Please note that this administrative action may also result when a sexual offense is adjudicated by the criminal justice system, or even if it is not (depending on specific circumstances, investigation, and procedural hearing). The College takes such behavior seriously, and will encourage victims to seek prosecution through the criminal justice system to the fullest extent of the law. However, the College also maintains that it is the victim's choice as to how to respond to such an offense. The College will play a supportive role in either scenario. The standard of evidence used in such a scenario for administrative processes is "preponderance of the evidence," meaning, it is more likely than not the offense was committed. Disciplinary hearings are conducted by personnel who have received and continue to receive training in areas of domestic violence, sexual assault, stalking, etc. A College representative and/or a member of the local police department will be happy to guide the victim through available options and support the victim in his or her decision. Various counseling options are also available through the use of local and non-profit agencies in the area. Snead State Community College Office of Security and/or the applicable Title IX Coordinator will provide referral services for anyone requesting such services.

Again, if you are the victim of a sexual assault, your first priority should be to get to a place of safety. You should then report the event absolutely as soon as possible and obtain medical treatment. The SSCC Office of Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Filing a report with SSCC Office of Security will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will assure that you receive necessary medical treatment and tests, at no expense. To restate, a victim of a sexual assault may choose to pursue an investigation through the criminal justice system and the SSCC disciplinary committee (involving the SSCC Office of Security), or only the latter, or pursue only a Title IX remedy.

BYSTANDER INTERVENTION

If you observe any behaviors such as aggression, sexual assault, stalking, domestic violence, we ask that you do not place yourself in harm's way. However, call 911 immediately if you suspect such activity is taking place. As in many scenarios, a judgment call must be made as to how to respond to help mitigate or lessen the harm to a victim or potential victim. It is imperative that you notify someone immediately. In some scenarios, it is feasible that you could disrupt such an event simply by yelling, or announcing your presence. In many cases, intervention may simply mean informing a friend that a potential dating partner or social environment "doesn't look" or "feel right" to you. As students and staff, we ask that you be observant and immediately notify the Office of Security or Law Enforcement in any situation that arouses suspicion. Ensure that you walk with a friend after dark, and limit times that you isolate yourself in specific situations. Never fail to report a concern by calling or by anonymously reporting if you feel as though a problem situation exists or is developing. Again, in any emergency we ask that you immediately call 911 and notify authorities. We also request that you contact the Office of Security.

• Tips for Bystander Intervention

1. If attending a party and you notice behavior which could be threatening or intrusive, turn on the lights or turn off the music.
2. Ask the person if everything is all right. Don't trust that it "might be nothing." Attempt to intervene or disrupt a situation by calling attention to the person. Yell their name. Tell them you need to speak with them. Make something up if you have to.
3. Assist the person by walking them to their vehicle if you feel a situation doesn't look right. Walk with them to a safe area or agree to meet authorities with them at a safe area.
4. Don't be afraid to tell a friend you need to talk to them in order to pull them aside and out of the potential situation.

Students' Rights & Responsibilities

5. Use code words where if you or your friends contact each other and say this word, each of you will recognize this word as a request for intervention.
6. Don't be afraid to tell a friend they are acting inappropriately

DEFINITIONS OF SEX OFFENSES

Additional information as to specific definitions and various degrees of offenses may be found in Alabama Criminal Code Title 13A- Chapter 6.

Rape- A person commits the crime of rape if he or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion, or he or she being 16 years of age or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years of age.

Sexual Assault- Sexual assault can be broadly defined as sexual contact that occurs without the explicit consent of the recipient. For example, touching, fondling, kissing, and other unwanted sexual contact can be classified as abuse/battery. Sexual intercourse against a person's will is rape. Sexual intercourse with a minor more than three years younger is unlawful sexual intercourse. Perpetrators of sexual assault can be strangers, friends, acquaintances, family members, male or female. Perpetrators may commit sexual assault by means of overt physical violence, threats, coercion, manipulation, pressure, or tricks. Sexual assault may involve psychological coercion and taking advantage of an individual who is incapacitated or under duress, and therefore is incapable of making a decision on his or her own.

Domestic Violence- A person commits domestic violence when they commit an offense against a current or former spouse or cohabitant, parent, child, or any person who has or has had a dating, resident, or engagement relationship with the perpetrator.

Stalking- Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to be fearful. A person who intentionally and repeatedly follows or harasses another person (and/or who makes a threat, either expressed or implied is guilty of the crime of stalking and possibly additional crimes).

Relationship (interpersonal) Violence- Could include elements of some of the offenses above. **Forcible sex offenses:** Any sexual act directed against another person, forcibly. **Non-forcible sex offenses:** Any sexual act that includes both incest and statutory rape.

CONSENT

It is a violation of law to commit a sexual act without the consent of the individual. Lack of consent results from: forcible compulsion, coercion, and incapacity to consent. A person is deemed incapable of consent if they are forced, threatened, unconscious, drugged, less than 16 years of age, mentally or developmentally disabled, mentally incapacitated, physically helpless, chronically mentally ill, or believe they are undergoing a medical procedure.

Know your own limits and communicate what you don't want.

Say "NO" out loud if you don't feel comfortable.

Don't be afraid to say, STOP! No means NO.

Even if consent is INITIALLY given, a person has the right to change their mind and revoke consent. Just because a consensual sexual act has been initiated does NOT mean it shouldn't stop if the person revokes consent.

PROCEDURES FOR INSTITUTIONAL DISCIPLINARY ACTION

In cases of alleged domestic violence, dating violence, sexual assault, rape, and stalking the College will:

1. Provide a prompt, fair, and impartial investigation and resolution
2. Ensure the proceedings are conducted by officials who receive annual training on issues relative to these offenses and also on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
3. Ensure such proceedings entitle both the accuser and accused to the same opportunity to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting by an advisor of their choice.

Students' Rights & Responsibilities

4. Ensure both the accuser and the accused are informed of the outcome of the institutional disciplinary proceeding in writing (at the same time) of: the outcome of the institutional disciplinary proceeding, the institutions procedures for the accused and the victim to appeal the results, any change in the results that occurs prior to the time results become final, and when the results become final.

A student or employee who reports to the College that they have been a victim of one of the aforementioned offenses shall be provided with a written explanation of the student's or employee's rights and options.

Any Title IX investigation will not rely upon, or wait upon law enforcement in order to resolve it's investigation unless the Title IX investigation would specifically undermine an active law enforcement investigation. In such cases, the delay should be as brief as possible.

PROTECTION/RESTRAINING ORDERS

The Office of Security recommends that you immediately advise it of any protection or restraining orders which have been secured and signed by a Judge. Also, you are requested to keep a copy of the order with you while you are on campus. It is helpful if the Office of Security also has a copy of such order. In the event the order is breached, most often all that is needed is for this order to be displayed to local law enforcement and the person violating the order may be arrested on site. The Office of Security will also be supportive in advising you as to how to seek a protection/restraining order if requested.

DRUG AND ALCOHOL ABUSE: AWARENESS AND PREVENTION

Information on Legal Sanctions Regarding Unlawful Use, Possession, or Distribution of Alcoholic Beverages and Illicit Drugs

Any employee, student, or visitor who engages in any behavior prohibited by Drug, Alcohol, & Weapons Policy, and/or which is a violation of federal, state, or local laws or ordinances, shall be subject to referral to law enforcement officials for arrest and prosecution in addition to any disciplinary sanctions that might be imposed by the College.

State of Alabama Laws and Sanctions

The information presented below refers to drug "Schedules" which make reference to the authorization by the Alabama State Legislature for the Alabama State Board of Health to classify drugs in terms of their potential for abuse and/or their current usage in medical treatment. Schedule I substances consist primarily of "street drugs" and "controlled substance analogs" which have a high potential for abuse, including heroin, morphine, marijuana, LSD, Mescaline, and psilocybin. Schedule II substances include controlled substances such as opium, cocaine, and methadone. Schedule III drugs include those which have less potential for abuse than Schedule I or II; those substances with decreasing potential for abuse are included in Schedules IV and V. The Schedules may be found in the Code of Alabama 1975, Section 20-2-20, et. seq.

Alabama laws related to the illicit possession, use, and distribution of alcoholic beverages or drugs, and the possible legal penalties for violation of these laws include, but are not limited to:

1. Public intoxication – up to 30 days in jail and/or a fine up to \$200 (Code of Alabama 13A-5-7, 13A-5-12, 13A-11-10);
2. Purchase, possession, consumption, or transportation of alcoholic beverages by a person less than 21 years of age – a fine ranging from \$25 to \$100 and/or up to 30 days in jail (Code of Alabama 28-1-5);
3. Possession or distribution of an alcoholic beverage in a dry county – a fine ranging from \$50 to \$500 and, at the judge's discretion, a jail sentence of up to 6 months (Code of Alabama 28-4-20, et. seq.);
4. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama – a fine ranging from \$100 to \$1,000 and, at the judge's discretion, a jail sentence of up to 6 months (Code of Alabama 28-1-1, 28-3A-25);
5. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs – on the first conviction, a fine ranging from \$600 to \$2100 and/or one year in jail plus suspension of driver's license for 90 days (Code of Alabama 32-5A-191);
6. Possession of marijuana, salvia divinorum, or salvinorum A for personal use – a fine up to \$6,000

Students' Rights & Responsibilities

and/or a jail sentence of up to one year (Code of Alabama 13A-5-7, 13A-5-12, 13A-12-214, 13A-12-214.1);

7. Possession of marijuana *salvia divinorum*, or *salvinorum A* for other than personal use – a fine up to \$15,000 and a prison sentence of not more than 10 years (Code of Alabama 13A-5-6, 13A-5-11, 13A-12-213, 13A-12-214.1);

8. Unlawful distribution or possession with intent to distribute of a controlled substance listed in Schedules I - V – a fine up to \$30,000 and/or a prison sentence of not more than 20 years (Code of Alabama 13A-5-6, 13A-5-11, 13A-12-211);

9. The selling, furnishing or giving of any controlled substance listed in Schedules I-V by a person 18 years or older to a person under 18 years of age – a fine up to \$60,000 and/or a prison sentence for life, or not less than 10 years but no more than 99 years (Code of Alabama 13A-5-6, 13A-5-11, 13A-12-215);

10. Possession of a controlled substance enumerated in Schedule I-V – a fine of not more than \$15,000 and/or a prison sentence of not more than 10 years (Code of Alabama 13A-5-6, 13A-5-11, 13A-12-212);

11. Conviction for an unlawful sale of a controlled substance on or within a three-mile radius of an educational institution – in addition to any other penalties provided by law, an additional penalty of 5 years of imprisonment with no provision for probation (Code of Alabama 13A-12-250);

12. The use, or possession with intent to use, of drug paraphernalia – a fine of up to \$6,000 and/or up to one year in jail (Code of Alabama 13A-5-7, 13A-5-12, 13A-12-260);

13. The sale, delivery of, or possession with the intent to sell or deliver drug paraphernalia – a fine of up to \$15,000 and/or a prison sentence of not more than 10 years. If the delivery or sale is by a person 18 years or older to a person under 18 years of age, a fine of up to \$30,000 and/or a prison sentence of up to 20 years (Code of Alabama 13A-5-6, 13A-5-11, 13A-12-260).

Penalties for subsequent violations and convictions of the above are progressively more severe than for initial convictions.

Federal Laws and Sanctions Related to Controlled Substances

In a manner similar to the Code of Alabama, Title 21 of the United States Code, Section 812 (21 U.S.C. 812) establishes, and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. Substances are classified in one or more of five “Schedules,” where Schedule I are substances often considered “street drugs” with a high potential for abuse, while Schedule V are substances considered to have a low potential for abuse when compared with substances in Schedules I – IV.

21 U.S.C. 841 makes it unlawful (a) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or (b) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance. As specified in the provisions of 21 U.S.C. 841, the minimum penalties for the conviction of an individual in a first-offense violation of (a) or (b) are:

1. Schedule I or II substance – a fine not to exceed \$1,000,000 and/or a term of imprisonment of not more than 20 years;

2. Schedule III substance – a fine not to exceed \$500,000 and/or a term of imprisonment of not more than 15 years;

3. Schedule IV substance – a fine not to exceed \$250,000 and/or a term of imprisonment of not more than 5 years;

4. Schedule V substance – a fine not to exceed \$100,000 and/or a term of imprisonment of not more than one year.

Notwithstanding the above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one year and/or other penalties under Title 18 of the United States Code.

In addition, 21 U.S.C. 843 makes it unlawful for any person knowingly or intentionally to acquire or obtain possession of a controlled substance by misrepresentation, fraud, forgery, deception, or subterfuge. Penalties for the conviction for a first offense violation include a

Students' Rights & Responsibilities

term of imprisonment of not more than 4 years and/or other penalties under Title 18 of the United States Code.

Penalties for subsequent violations and convictions of the above are progressively more severe than for initial convictions.

Local Ordinances

Local authorities abide by state and federal laws concerning unlawful possession, use, and distribution of alcoholic beverages and drugs.

- Health Risks Associated with Use and Abuse of Drugs or Alcohol

The following is a summary of information on some of the effects, symptoms, and health risks associated with commonly abused substances. It is not intended to be the final word on the types of substances being abused since new drugs and drug use trends are constantly emerging. In addition, the scientific and medical communities continue to research health risks associated with the use and abuse of drugs or alcohol.

- Marijuana

Marijuana is a dry, shredded green and brown mix of leaves, flowers, stems and seeds from the hemp plant *Cannabis sativa*. In a more concentrated form is it known as hashish, and as sticky black liquid, hashish oil. The main psychoactive (mind-altering) chemical in marijuana is tetrahydrocannabinol (THC).

According to the National Institute on Drug Abuse, as of December 2012 marijuana was the most common illicit drug used in the United States.

Regularly observed physical effects of marijuana are a substantial increase in heart rate, bloodshot eyes, dry mouth and throat, and increased appetite.

Marijuana use can have a variety of adverse short- and long-term effects, especially on cardiopulmonary and mental health. Use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving.

Research has shown that, in chronic users, marijuana's adverse impact on learning and memory persists after the acute effects of the drug wear off; when

marijuana use begins in adolescence, the effects may persist for many years. Motivation and cognition may be altered, making the acquisition of new information difficult.

Contrary to common belief, marijuana is addictive. Estimates from research suggest that about 9 percent of users become addicted to marijuana; this number increases among those who start young (to about 17 percent, or 1 in 6) and among daily users (to 25-50 percent).

- Cocaine

Cocaine is a powerfully addictive stimulant drug made from the leaves of the coca plant native to South America. Cocaine may be used in powder form and inhaled through the nose, dissolved in water and injected, or smoked when processed to form a rock crystal, often known as "crack" or freebase cocaine.

Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucus membranes of the nose. Injecting cocaine with unsterile equipment leads to risk of contracting HIV, hepatitis C, and other blood-borne diseases.

Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase cocaine is extremely addictive, since its effects are felt more rapidly but for a shorter time.

The health and physical risks of cocaine use include elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. Cocaine use can cause death by disrupting the brain's control of the heart and respiration, leading to cardiac and respiratory arrest.

- Methamphetamine and Other Stimulants

Stimulants may include amphetamines, methamphetamine, phenmetrazine (Preludin), methylphenidate (Ritalin), and appetite suppressant (anorectic) drugs such as phentermine.

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience

Students' Rights & Responsibilities

sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse.

In particular, methamphetamine is generally a white crystalline powder that dissolves in water or alcohol and is taken orally, inhaled through the nose, by injection, or by smoking. Most of the methamphetamine abused in the United States comes from foreign or domestic “super labs”, although it is also made in small, illegal “labs”. Production of the drug in these small labs often endangers the people producing the drug, neighbors and the surrounding community, and the environment.

Long-term methamphetamine abuse has many negative health consequences, including addiction, extreme weight loss, severe dental problems (“meth mouth”), anxiety, confusion, insomnia, mood disturbances, and violent behavior. Chronic methamphetamine abusers can also display a number of psychotic features, including paranoia, visual and auditory hallucinations, and delusions (for example, the sensation of insects crawling under the skin). Research indicates that chronic abuse significantly changes how the brain functions and can lead to a reduction in motor skills and impairment of verbal learning.

- Heroin

Heroin is an opioid drug that is synthesized from morphine, a naturally occurring substance extracted from the seed pod of the Asian opium poppy plant. Heroin usually appears as a white or brown powder or as a black sticky substance (“black tar heroin”). Heroin can be injected, inhaled by snorting or sniffing, or smoked.

Heroin abuse is associated with a number of serious health conditions, including fatal overdose, spontaneous abortion, and infectious diseases like hepatitis and HIV for people who inject the drug. Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, constipation and gastrointestinal cramping, and liver or kidney disease. Pulmonary complications, including various types of pneumonia, may result from the poor health of the user as well as from heroin’s effects on breathing.

Research shows that regular heroin use changes the

functioning of the brain. One result is tolerance, in which more of the drug is needed to achieve the same intensity of effect. Another result is dependence, characterized by the need to continue use of the drug to avoid withdrawal symptoms.

- Hallucinogens

Hallucinogenic compounds are often found in plants and mushrooms or their extracts, and include LSD (d-lysergic acid diethylamide), PCP (phencyclidine), peyote (mescaline), and psilocybin.

LSD is usually taken orally and is frequently found in tablets, capsules, or added to absorbent paper. The effects on people who take it vary, but generally include dramatic emotional swings, and, in larger doses, delusions and visual hallucinations. LSD users can also experience flashbacks, or recurrences of certain aspects of the drug experience. Flashbacks occur suddenly, often without warning, and may do so within a few days or more than a year after LSD use. Physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. While prolonged use of LSD can produce tolerance, LSD is not generally considered an addictive drug since most users voluntarily stop its use over time.

PCP is a white crystalline powder, but is frequently sold illegally as a tablet, capsule, or dyed powder that is orally ingested, inhaled by snorting, or smoked. For smoking, PCP is often applied to a leafy material such as mint, parsley, oregano, or marijuana. The effects of PCP on users include delusions, hallucinations, paranoia, mood disturbances, memory loss, and difficulties with speech and thought. Physical effects may include elevated breathing rate, shallow breathing, increased heart rate and blood pressure, flushing and sweating, numbness and loss of muscular control. PCP users may become violent or suicidal, and high doses can cause seizures, coma, and death. PCP is very addictive and repeated abuse frequently leads to compulsive behavior in seeking the drug.

Peyote is a small cactus; disc-shaped buttons on the top of the cactus can be cut and dried. The buttons are generally chewed or soaked in water to produce a liquid. The principal active ingredient in peyote is mescaline, which can also be produced by chemical synthe-

Students' Rights & Responsibilities

sis. According to the National Institute on Drug Abuse, the long term effects of mescaline remain poorly understood. The effects of peyote are similar to LSD, and peyote abusers may also experience flashbacks.

Psilocybin is obtained from certain types of mushrooms found in tropical regions of South America, Mexico, and the United States. The mushrooms are typically taken orally, and may be brewed as tea or added to other foods. The psychological consequences of psilocybin use include hallucinations, an altered perception of time, and an inability to discern fantasy from reality. Physical effects can include excessive pupil dilation, nausea, vomiting, and drowsiness.

- Inhalants

Many legal substances found in the home, such as spray paints, hair sprays, paint thinners, markers, glues, cleaning and correction fluids, and lighter fluid, contain substances that have mind-altering properties when inhaled. Nitrites, such as amyl nitrite, are used medicinally to relieve pain of angina attacks, but are also sold for illicit use in small bottles or cap vials.

The effects of inhalants include slurred speech, lack of coordination, euphoria, and dizziness. Inhalant abusers may also experience light-headedness, hallucinations, and delusions. Physical effects of inhalants may include nausea, sneezing, coughing, nose bleeds, headache, fatigue, lack of coordination, and loss of appetite. Long-term effects may include liver and kidney damage, hearing loss, and damage to sheathing around nerve fibers which may result in loss of coordination and spasms. Inhaling highly concentrated amounts of the chemicals in solvents or aerosol sprays can cause heart failure, suffocation, and permanent brain damage.

- “Club” Drugs

So-called “club” drugs include MDMA (Ecstasy), GHB (gamma hydroxybutyrate), Rohypnol, and ketamine.

MDMA is generally taken orally as a capsule or tablet, and is frequently abused in combination with other drugs. It produces feelings of increased energy, euphoria, emotional warmth and empathy toward others, and distortions in sensory and time perception. MDMA can have many of the same physical effects as other stimulants like cocaine and amphetamines. Research

on the addictive properties of MDMA has shown varying results, but dependence has been reported.

GHB and Rohypnol are both generally ingested orally – GHB in liquid or powder form, while Rohypnol is typically in pill form or ground up and inhaled by snorting. Both drugs have been used to commit sexual assaults (also known as “date rape,” “drug rape,” “acquaintance rape,” or “drug-assisted” assault) due to their ability to sedate and incapacitate unsuspecting victims, preventing them from resisting sexual assault. Rohypnol may also produce amnesia, in which individuals cannot remember events they experienced while under the drug’s influence. Repeated GHB use may lead to insomnia, tremors, sweating, and anxiety. Chronic use of Rohypnol can produce tolerance, dependence, and addiction.

Ketamine, a dissociative anesthetic often used in veterinary practice, is usually snorted or injected intramuscularly. Ketamine use may result in distortion in perceptions of sight and sound and may produce feelings of detachment from the environment and self. Low-doses can cause impaired attention, learning ability, and memory. At higher doses, ketamine can cause dreamlike states and hallucinations; and at higher doses still, ketamine can cause delirium and amnesia.

- Prescription Drugs

Many medications used for legitimate medical reasons have mind-altering properties and may be abused by those who take the medications for reasons or in ways or amounts not intended by a doctor, or by someone who takes them who is not the person for whom the medications are prescribed.

According to the National Institute on Drug Abuse, as of May 2013, prescription and over-the-counter drugs (such as cough and cold remedies) are, after marijuana and alcohol, the most commonly abused substances by Americans 14 years of age or older. In addition, research indicates that 70% of the people who misuse prescription drugs get them from a friend or relative.

Some of the most commonly abused prescription drugs are: opioids, such as hydrocodone (e.g. Vicodin), oxycodone (e.g. Oxycontin), meperidine (e.g. Demerol), and hydromorphone (e.g. Dilaudid); depressants, such as pentobarbital sodium (e.g. Nembutal),

Students' Rights & Responsibilities

diazepam (e.g. Valium), and alprazolam (e.g. Xanax); and stimulants, such as dextroamphetamine (e.g. Dexedrine), methylphenidate (e.g. Ritalin, Concerta), and amphetamines (e.g. Adderall).

Opioids can produce drowsiness, cause constipation, and in larger doses, depress breathing. Research has shown that more people die from overdoses of prescription opioids than from all other drugs combined, including heroin and cocaine. Depressants slow down brain activity and can cause sleepiness and loss of coordination. Stimulants can have strong effects on the cardiovascular system. Taking high doses of a stimulant can raise body temperature to dangerous levels and cause seizures, irregular heartbeat or even heart failure.

All of these drugs have the potential for addiction even when used as intended, and this risk is amplified when they are abused.

- Alcohol

Ethyl alcohol, a natural substance formed by the fermentation of yeast, sugars, and starches, is the major active ingredient in beer, wine, and liquor. Alcohol can produce feelings of well-being, but can lead to intoxication, sedation, unconsciousness, or death, depending on how much is consumed and how fast it is consumed.

Alcohol is mind-altering substance, and can alter moods, cause changes in the body, and become habit forming. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury.

Chronic use of alcohol has been associated with such diseases as alcoholism, stroke, and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse can also lead to: damage to the brain, pancreas and kidneys; high blood pressure, heart attacks, and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility; and premature aging. Abuse of alcohol has been linked to birth defects and other Fetal Alcohol Disorders.

Where to Get Assistance

There are many resources and organizations that can provide information and assistance for persons who are in need of counseling or other treatment for substance abuse. The information below lists some additional resources and contact information for several local agencies and organizations which can assist persons in need of such services.

The Office of Student Services at Snead State Community College (256-593-5120) can also assist students and employees of the College with contact information on other local resources.

The information below is provided for informational purposes only, and does not constitute an endorsement of any of the agencies/organizations listed.

Local Agencies/Organizations

- Alcoholics Anonymous – North Alabama (Area 1 District 3)
513 Baltimore Ave.
Albertville, AL 35950
(256) 894-0120
<http://www.northeastalaa.org/> This website provides links to information about meetings and other activities in the Marshall/DeKalb/Jackson County Area.)
- Bradford Health Services – Boaz Regional Office (provides treatment services for persons with alcohol and drug dependency)
703 Medical Center Parkway
Boaz, AL 35957
(256) 593-9152
www.bradfordhealth.com
- Mountain View Hospital
3001 Scenic Highway
Gadsden, AL 35904
(256) 546-9265 ext 109
www.mtnviewhospital.com
- Cedar Lodge
22165 US Hwy 431
Guntersville, AL 35976
(256) 582-4465 Hotline: (256) 582-4465 ext 100
www.mlhbc.com
- Family Life Center
432 Gunter Avenue
Guntersville, AL 35976
(256) 582-1471
www.familylifecenter.ws
- The Bridge, Inc
3232 Lay Spring Road
Gadsden, AL 35904
(256) 546-6324
www.bridgeinc.org



Students' Rights & Responsibilities

- Narcotics Anonymous – Northeast Alabama Area
(800) 230-5109
www.neaana.com

Online Resources

- Alcoholics Anonymous World Services
www.aa.org
- AL-ANON Alabama Northwest Florida (Area 64)
www.alnwfl-al-anon.org/
- Alabama Department of Public Health
www.adph.org/
- Narcotics Anonymous World Services
www.na.org/
- National Institute on Alcohol Abuse and Alcoholism
www.niaaa.nih.gov/
- National Institute on Drug Abuse
www.drugabuse.gov/



Notes

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Snead State Community College Campus Map



LOCATED IN THE MCCAIN STUDENT SUCCESS CENTER

- Top Floor**
 - *Admissions/Financial Aid
 - *Advising
 - *Career Coach
 - *Athens Center
 - *Campus Engagement
 - *Student Retention/Recruiting Offices
- Bottom Floor**
 - *Business Office/Cashier
 - *Informational Technology
 - *Human Resources
 - *Testing

- Located in the Administration Building**
- *Math Classrooms & Faculty Offices
 - *Cyber Library & Study Room
 - *Heritage Room
 - *Fielder Auditorium
 - *Commons Room
 - *President's Office
 - *Academic Offices
 - *Office of Grant Development
 - *Office of Institutional Research
 - *Office of Online Learning

- Boatman Hall
- Elirod Hospitality Center

— DENOTES STUDENT PARKING





SNEAD STATE COMMUNITY COLLEGE

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