Snead State Community College electronically publishes the General Catalog every two years. Snead State Community College reserves the right to correct, alter, amend, or modify any item contained in the General Catalog as necessary to achieve factual accuracy. Possible changes include, but are not limited to, academic requirements for graduation. Changes may be made without actual notice to individual students, an effort will be made to keep students advised of such changes. Information on changes will also be available in the Office of Student Services. Each student should assume responsibility for keeping informed regarding academic regulations, requirements, and/or changes.

Statements presented in this catalog are for information purposes only and do not represent the basis of a contract between a student and Snead State Community College.

Although the College has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, printing errors, or errors occasioned by honest mistake. All information contained in this catalog is subject to change by the appropriate officials of Snead State Community College without prior notice.

It is the policy of the Alabama State Board of Education and Snead State Community College, a postsecondary College under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied benefit of, or be subjected to discrimination under any program, activity, or employment.

Snead State complies with non-discrimination regulations under Title IX of the Education Amendments of 1972, as amended (20 U.S.C., subsections 1681-1683, 1685-1686), which prohibit discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended (20 U.S.C. subsection 794), which prohibits discrimination on the basis of disabilities; Title IX, Section 106.8, which provides protection against acts of sexual harassment; the Americans with Disabilities Act of 1990; and the Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542).

Inquiries concerning Title VI, Title VII, Title IX, Title II, ADA, and/or Section 504 may be directed to

SSCC Human Resources Department
Amanda Gunnels
agunnels@snead.edu
256.840.4113


Information about the College is available to persons who use TDD (Telecommunications Device for the Deaf) through the Alabama Relay Center. Audio tapes of select College publications are available for the visually impaired. Requests for tapes must be made in advance of the time needed.
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**FALL SEMESTER 2013**  
Aug. 19-Dec. 13

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>July 15-24</td>
<td>Parson Days Required for First-Time Students; By Appointment Only</td>
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<tr>
<td>July 8</td>
<td>Registration Opens/Returning Students</td>
</tr>
<tr>
<td>July 15</td>
<td>Registration Opens/First-Time Students</td>
</tr>
<tr>
<td>Aug. 12-13</td>
<td>*Professional Development</td>
</tr>
<tr>
<td>Aug. 14</td>
<td>*Faculty Duty Day</td>
</tr>
<tr>
<td>Aug. 15</td>
<td>Dormitory Opens</td>
</tr>
<tr>
<td>Aug. 19</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Aug. 20</td>
<td>Late Registration Fee Begins</td>
</tr>
<tr>
<td>Aug. 22</td>
<td>Last Day to Register or Add a Class</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>*Labor Day Holiday</td>
</tr>
<tr>
<td>Oct. 22</td>
<td>60% Day of the Term</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>*Veterans Day Holiday</td>
</tr>
<tr>
<td>Nov. 22</td>
<td>Last Day to Withdraw from a Class</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>Last Class Day</td>
</tr>
<tr>
<td>Dec. 9-13</td>
<td>Final Examinations</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>Dormitory Closes</td>
</tr>
<tr>
<td>Dec. 16-17</td>
<td>*Faculty Duty Days</td>
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</table>

**FALL MINI I TERM 2013**  
Aug. 19-Oct. 8

<table>
<thead>
<tr>
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<th>Event</th>
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<tbody>
<tr>
<td>July 8</td>
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<td>*Professional Development</td>
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<tr>
<td>Aug. 19</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Aug. 20</td>
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</tr>
<tr>
<td>Aug. 20</td>
<td>Late Registration Fee Begins</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>*Labor Day Holiday</td>
</tr>
<tr>
<td>Sept. 18</td>
<td>60% Day of the Term</td>
</tr>
<tr>
<td>Sept. 30</td>
<td>Last Day to Withdraw from a Mini I Class</td>
</tr>
<tr>
<td>Oct. 7</td>
<td>Last Class Day</td>
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<tr>
<td>Oct. 8</td>
<td>Final Examinations</td>
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**FALL MINI II TERM 2013**  
Oct. 10-Dec. 13

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<tr>
<td>July 8</td>
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<tr>
<td>Oct. 10</td>
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<tr>
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<td>*Veterans Day Holiday</td>
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<tr>
<td>Nov. 12</td>
<td>60% Day of the Term</td>
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<tr>
<td>Nov. 25,26</td>
<td>*Professional Development</td>
</tr>
<tr>
<td>Nov. 27-29</td>
<td>*Thanksgiving Holidays</td>
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<tr>
<td>Nov. 22</td>
<td>Last Day to Withdraw from a Mini II Class</td>
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<tr>
<td>Dec. 5</td>
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<td>Dec. 9-13</td>
<td>Final Examinations</td>
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<tr>
<td>Dec. 16</td>
<td>Dormitory Closes</td>
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<tr>
<td>Dec. 16-17</td>
<td>*Faculty Duty Days</td>
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</tbody>
</table>

*No classes will be held. No food service.*
SPRING SEMESTER 2014
Jan. 13-May 8
Nov. 18.............................. Advisement Begins
Nov. 18.............................. Registration Opens
Jan. 2..............................*Professional Development
Jan. 3-8..............................*Faculty Duty Days
Jan. 9.............................. Dormitory Opens
Jan. 13............................... Classes Begin
Jan. 14.............................. Late Registration Fee Begins
Jan. 16.............................. Last Day to Register or Add a Class
Jan. 20.....*Martin Luther King/Robert E. Lee Holiday
March 17............................ 60% Day of the Term
March 24-28............................*Spring Break
April 24.............................. Last Day to Withdraw from a Class
April ?..............................*Faculty Duty Day
May 1............................... Last Class Day
May 2-8.............................. Final Examinations
May 8.............................. Commencement
May 9.............................. Dormitory Closes
May 9-13.............................*Faculty Duty Days

SPRING MINI I TERM 2014
Jan. 13-March 4
Nov. 18.............................. Advisement Begins
Nov. 18.............................. Registration Opens
Jan. 2..............................*Professional Development
Jan. 3-8..............................*Faculty Duty Days
Jan. 9.............................. Dormitory Opens
Jan. 13............................... Classes Begin
Jan. 14.............................. Late Registration Fee Begins
Jan. 14.............................. Last Day to Register or Add a Mini I Class
Jan. 20.....*Martin Luther King/Robert E. Lee Holiday
Feb. 12............................ 60% Day of the Term
Feb. 24.............................. Last Day to Withdraw from a Mini I Class
March 3.............................. Last Class Day
March 4.............................. Final Examinations

SPRING MINI II TERM 2014
March 10-May 8
Nov. 18.............................. Advisement Begins
Nov. 18.............................. Registration Opens
March 10.............................. Classes Begin
March 11........................ Last Day to Register or Add a Mini II Class
March 11........................ Late Registration Fee Begins
March 24-28............................*Spring Break
April 9.............................. 60% Day of the Term
April 24.............................. Last Day to Withdraw from a Mini II Class
May 1.............................. Last Class Day
May 2-8.............................. Final Examinations
May 8.............................. Commencement
May 9.............................. Dormitory Closes
May 9-13.............................*Faculty Duty Days

* No classes will be held. No food service.
<table>
<thead>
<tr>
<th><strong>SUMMER SEMESTER 2014</strong></th>
<th><strong>SUMMER MINI I TERM 2014</strong></th>
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<tbody>
<tr>
<td><strong>May 27-Aug. 5</strong></td>
<td><strong>May 27-June 26</strong></td>
</tr>
<tr>
<td>April 14.......................... Advisement Begins</td>
<td>April 21.......................... Advisement Begins</td>
</tr>
<tr>
<td>April 14.......................... Registration Opens</td>
<td>April 21.......................... Registration Opens</td>
</tr>
<tr>
<td>May 21.......................... *Faculty Duty Day</td>
<td>May 21.......................... *Faculty Duty Day</td>
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<tr>
<td>May 22.......................... Dormitory Opens</td>
<td>May 22.......................... Dormitory Opens</td>
</tr>
<tr>
<td>May 26.......................... *Memorial Day Holiday</td>
<td>May 26.......................... *Memorial Day Holiday</td>
</tr>
<tr>
<td>May 27.......................... Classes Begin</td>
<td>May 27.......................... Classes Begin</td>
</tr>
<tr>
<td>May 28.......................... Late Registration Fee Begins</td>
<td>May 28.......................... Last Day to Register or Add a Mini I Class</td>
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<tr>
<td>May 28.......................... Last Day to Register or Add a Class</td>
<td>May 28.......................... Late Registration Fee Begins</td>
</tr>
<tr>
<td>July 4.......................... *Independence Day Holiday</td>
<td>June 14.......................... 60% Day of the Term</td>
</tr>
<tr>
<td>July 8.......................... 60% Day of the Term</td>
<td>June 18.......................... Last Day to Withdraw from a Mini I Class</td>
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<tr>
<td>July 25.......................... Last Day to Withdraw from a Class</td>
<td>June 25.......................... Last Class Day</td>
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<tr>
<td>Aug. 1.......................... Last Class Day</td>
<td>June 26.......................... Final Examinations</td>
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<tr>
<td>Aug. 4-5.......................... Final Examinations</td>
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<tr>
<td>Aug. 6.......................... Dormitory Closes</td>
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<tr>
<td>Aug. 21.......................... *Faculty Duty Day</td>
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<tr>
<td>July 31.......................... Last Class Day</td>
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<tr>
<td>Aug. 4-5.......................... Final Examinations</td>
</tr>
<tr>
<td>Aug. 6.......................... Dormitory Closes</td>
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Snead State Community College is the oldest College in the Alabama Community College System to award associate degrees. The school originated in 1898, when the Boaz Seminary was authorized by the Methodist Episcopal Church. The E.B.L. Elder family arrived in Boaz in June of 1899 and opened the seminary in their home in July of that year with an enrollment of 70 pupils. The Boaz Seminary grew rapidly, and in 1906 its name was changed to John H. Snead Seminary in honor of Mr. Snead, a Boaz businessman and friend of education, who contributed land, money, and leadership to the Seminary. John H. Snead Seminary remained one of Alabama’s strong secondary schools for almost a fourth of a century and graduated more than 1,200 young men and women.

In the fall of 1935, Snead Junior College was duly chartered by the State of Alabama and began operation as a junior college under the supervision of the North Alabama Conference of the Methodist Church. Snead State Junior College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools in 1941.

In May 1992, the State Board of Education authorized Snead State Junior College to become Snead State Community College.

In January 2008, Dr. Robert J. Exley became the 17th president of Snead State. The average enrollment for Snead State is 2300 students.

Mission

Snead State Community College, a member of the Alabama Community College System is dedicated to excellence in meeting the educational needs of those we serve through the completion of degree and certificate programs, workforce development, and community engagement.

College Goals

The focus of planning at Snead State Community College is continued growth. We must consistently grow the College in many ways including enrollment, the variety of academic programs of study, and collaborative partnerships with our community.

We remain committed to three primary College goals to foster this growth:

• **Expansion of Arab Instructional Site** – Located on Brindlee Mountain, the City of Arab is a growing, vibrant community. Snead State has made a commitment to expand educational offerings in Arab. The expansion to date has included renovations that have more than tripled the available space and increased course offerings. The site also hosts Workforce Development offerings, including Office Administration and Ready-to-Work.

• **Student Success and Career Center** - The Success Center, located on the top floor of the McCain Building, provides a one-stop shop for help with admission, financial aid, advising, placement testing, and career coaching. Over the next year, the Success Center will seek to add tutoring, enhanced career services, and an early alert system to identify students at risk of failing a class or dropping out altogether.

• **College Completion Campaign** - Snead State has adopted the national College Completion Agenda. Although no two-year school in Alabama provides better preparation for a four-year university than Snead State, too many Snead students transfer without first receiving a Snead degree. An Associate Degree from Snead State not only leads to higher income over time, but also to a higher chance of success at a four-year college.

Accreditations

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

Snead State is also accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) (3343 Peachtree Road NE, Suite 850, Atlanta, Ga., 30326; telephone 404.975.5000; www.acenursing.org).

Memberships

Snead State Community College is a member of the Alabama Community College System and of the following organizations:

• American Association of Community Colleges
• Alabama Community College Association
• National Institute for Staff and Organizational Development
• League for Innovation in the Two-Year College
The fee schedule below includes a facility renewal fee of $9 per credit hour, a technology fee of $9 per credit hour, a building fee of $12 per credit hour, and a $1 bond surety fee per credit hour. The tuition schedule is subject to change upon approval by the State Board of Education.

### Credit Hrs. | Tuition | Fees | Alabama Resident
---|---|---|---
1 | $111 | $31 | $142
2 | $222 | $62 | $284
3 | $333 | $93 | $426
4 | $444 | $124 | $568
5 | $555 | $155 | $710
6 | $666 | $186 | $852
7 | $777 | $217 | $994
8 | $888 | $248 | $1,136
9 | $999 | $279 | $1,278
10 | $1,110 | $310 | $1,420
11 | $1,221 | $341 | $1,562
12 | $1,332 | $372 | $1,704
13 | $1,443 | $403 | $1,846
14 | $1,554 | $434 | $1,988
15 | $1,665 | $465 | $2,130
16 | $1,776 | $496 | $2,272
17 | $1,887 | $527 | $2,414
18 | $1,998 | $558 | $2,556
19 | $2,109 | $589 | $2,698
20 | $2,220 | $620 | $2,840
21 | $2,331 | $651 | $2,982
22 | $2,442 | $682 | $3,124
23 | $2,553 | $713 | $3,266
24 | $2,664 | $744 | $3,408

**Additional fees:**
- Late Registration Fee (incurred if registration is not completed on designated date) - $25
- Returned Check - $25
- Parking Violations - $10-$50
- Placement Test Retest Fee - $8
- FAXED Document Fee - $2
- Learning Resource Center Overdue Books Fine (per day LRC is open) - $.10

**Housing Cost**
- Private room per semester (Fall/Spring)* - $1,400
- Semi-private room per semester (Fall/Spring)* - $1,075
- Room deposit fee** - $200
- Board (10 Meal Plan)* - $518.40

* Dorm residents are required to pay board fees.

*Room/board charges are subject to change upon approval by the State Board of Education. Cost for the summer semester is prorated, and no meal plan required for summer residents.

**Students must submit a refund request within 30 days after leaving the dormitory. The full deposit fee is refundable if the student has no unpaid financial obligations and no assessed room damage.

A student enrolled at Snead State who moves in the dormitory after the (10th) day the dormitory is open will be charged on a pro rata basis.

**Payment**

- **Terms:** Student tuition/fees are due and payable when fee assessment begins. Please refer to the academic calendar each semester for the fee assessment dates and the drop dates. All classes will be dropped for students with outstanding charges as of 12:01 a.m. on the morning of the drop date listed in the academic calendar. For students utilizing the third party payment plan, allow 24 hours for the payment to process and apply to outstanding charges, so consider signing up prior to the day before a scheduled drop.

- **Options:**
  1. Coverage of tuition and fees by financial aid, scholarship, PACT plan, or VA. If there is an error in financial assistance, contact Student Services – Financial Aid Office at 256.840.4107.
  2. Immediate online payment by Mastercard, Discover, or Visa. (If you have questions about credit card payments please contact the Business Office at 256.840.4130).
  3. Direct payment (cash, check, credit card) to Business Office in the McCain Student Success and Career Center.
  4. Third Party Payment Plan – Allow 24 hours for the payment plan to process and apply to outstanding charges. Go to www.snead.edu.
    - Click on “Current Students,” then the Payment
Admission Policies
256.571.0600 | ADMISSIONS@SNEAD.EDU

1. Deferred Action Status

Applicants who have been granted deferred action status approval by the United States Citizenship and Immigration Services Department may be accepted for admission to Snead State Community College. Applicants must provide Form I-797 that specifically grants approval of deferred action status.

In addition, applicants must submit the same supporting admission documents that are listed in the Snead State Catalog for U.S. citizens. Residency status for tuition purposes is determined with the same standards that are used to determine residency status for U.S. citizens.

Financial Aid Policies/Requirements

Snead State Community College is required by the Higher Education Act of 1965, as amended, to establish standards of satisfactory academic progress for students receiving financial aid under the Title IV Programs.

Students who have attempted 1-21 semester hours must have a 1.5 overall GPA and must have successfully completed at least 58% of classes attempted.

Students who have attempted 22-32 semester hours must have a 1.75 overall GPA and must have successfully completed at least 62% of classes attempted.

Students who have attempted 33 hours or more must have a 2.0 overall GPA and must have successfully completed at least 67% of all classes attempted.

Students are only allowed 150% of the programs length to complete the degree or certificate. All hours attempted, as well as transfer hours accepted, will be included in the maximum time frame calculation.

For example, General Studies is 64 credits. You are allowed 150% or 96 attempted credits to complete the program successfully. If you do not complete your program in the allotted time frame your aid will be suspended.

Students are allowed a maximum of 12 semesters of Pell funds over the course of their lifetime. Students enrolled less than full-time will have the maximum allowable time extended proportionately. Students must maintain standards of progress to continue to receive the funds.

Students receiving financial aid, who attended under the quarter system and then returned in the semester system, will have all grades converted to the semester hour credit and then academic progress will be determined. STUDENTS WILL NOT BE PENALIZED IF THERE IS A DISCREPANCY BETWEEN QUARTER AND SEMESTER HOURS.

- All hours accepted for transfer credit by SSCC will be considered as part of the hours attempted for completion rate and maximum time frame requirements.
- Grades of incomplete or F will also count.
- Developmental courses that are deemed eligible for financial aid will count toward SAP calculation.
- All hours accepted for transfer credit by SSCC will be considered as part of the hours attempted for completion rate and maximum time frame requirements.

Satisfactory academic progress is monitored after each term. Students who do not meet the Satisfactory Academic Progress guidelines at the time of review are not eligible for aid.

Students may appeal in writing to the Financial Aid Office if they can provide documented proof of mitigating circumstances. Mitigating Circumstances are those that are beyond the student’s control. The Financial Aid Committee, which is charged with hearing appeals, may waive the satisfactory academic progress requirements if the student has experienced undue hardships as a result of special circumstances. The Financial Aid Committee will meet each term to review the appeals. Submitting a Financial Aid Appeal is NOT an automatic approval. Students will be notified of the decision made by the committee by e-mail/letter.
Area I ...................................... Written Composition ...................................................................................................... 3
   ENG ................................ ENG 100 OR 101 ................................................................................................................ 3

Area II ...................................... Humanities and Fine Arts ............................................................................................ 6
   HUM/FA ................ ART, FRN, MUS, PHL, REL, SPH 106 or 107, SPA, THR .................................................................. 6

Area III .................................... Natural Science and Mathematics ........................................................................ 9-10
   MTH 116 or higher level .... MTH 100, 110, 112, 113, 116, 125 ........................................................................... 3
   CIS 146 ................ Microcomputer Applications .............................................................................................. 3
   Elective ................ MTH 131, MTH 100, BIO, CHM, AST 220, GEO 101, PHS, PHY ......................... 3-4

Area IV ...................................... History, Social, and Behavioral Sciences ................................................................. 3
   SOC SCI ............ ANT, ECO, GEO 100, HIS, POL, PSY, SOC .................................................................. 3

Area V ...................................... Pre-Professional, Major, and Elective Courses ......................................................... 34
   WKO 101 ................... Workplace Skills Development I .................................................................................. 1
   CIS 117 ................ Dbase Mgmt Software Apps .......................................................................................... 3
   CIS 130 ................ Introduction to Information Systems ........................................................................... 3
   CIS 147 ................ Advanced Microcomputer Applications ........................................................................ 3
   CIS 161 ................ Introduction to Networking ............................................................................................ 3
   CIS 207 ................ Introduction to Web Development ................................................................................... 3
   CIS 212 ................ Visual BASIC Programming ......................................................................................... 3
   CIS 213 ................ Advanced Visual BASIC Programming .................................................................... 3
   CIS 251 ................ C++ Programming ........................................................................................................... 3
   CIS 268 ................ Software Support .............................................................................................................. 3
   CIS 269 ................ Hardware Support ............................................................................................................ 3
   CIS 280 ................ Network Security .......................................................................................................... 3
   CIS 284 ................... CIS Internship (Elective may be substituted for any advanced course) .................... 3

AND Networking Option ................................................................................................................................................. 12

Students pursuing the degree should choose from one of the two concentration areas listed.

CONTINUED ON THE NEXT PAGE
Computer Science Technology CONTINUED
Associate in Applied Science Degree

Students pursuing the degree should choose from one of the two concentration areas listed.

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<tr>
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<th>Description</th>
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<tr>
<td>CIS 271</td>
<td>CISCO II</td>
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<td>CIS 272</td>
<td>CISCO III</td>
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</tr>
<tr>
<td>CIS 273</td>
<td>CISCO IV</td>
<td>3</td>
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TOTAL HOURS REQUIRED FOR DEGREE..........................................................67-68

Computer Science Technology
Short-Term Certificate in CISCO Networking

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<tr>
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<td>CIS 273</td>
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TOTAL HOURS REQUIRED FOR CERTIFICATE..................................................12
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<th>Area</th>
<th>Courses</th>
<th>Hours</th>
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<td>Area I</td>
<td>Written Composition</td>
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<td>ENG 101 English Composition I</td>
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<td>Area II</td>
<td>Humanities and Fine Arts</td>
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<td>SPH 106 OR 107</td>
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<td>Elective: ENG 251, 252, 261, 262, FRN 101, 102, PHL 106, 206, REL 100, 151, 152, SPA 101, 102</td>
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<td>Area III</td>
<td>Natural Science and Mathematics</td>
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<td>MTH 100 or Higher level math</td>
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<td>BIO 201 Human Anatomy and Physiology I</td>
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<tr>
<td></td>
<td>BIO 202 Human Anatomy and Physiology II</td>
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<tr>
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<td>BIO 220 General Microbiology</td>
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<tr>
<td>Area IV</td>
<td>History, Social, and Behavioral Sciences</td>
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<td>PSY 200 General Psychology</td>
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<td>PSY 210 Human Growth and Development</td>
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<td>Area V</td>
<td>Pre-Professional, Major, and Elective Courses</td>
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<td>NUR 200* Nursing Career Mobility Assessment</td>
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<td>NUR 201 Nursing Through the Lifespan I</td>
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<td>NUR 202 Nursing Through the Lifespan II</td>
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<td>NUR 203 Nursing Through the Lifespan III</td>
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<td>NUR 204** Role Transition for the Registered Nurse</td>
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<td>TOTAL HOURS REQUIRED FOR DEGREE</td>
<td>72</td>
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* Required for graduates of non-standardized curriculum. LPNs entering through the Mobility program receive credit for first level courses. LPNs trained under the non-standardized curriculum must pass NUR 200 to receive first level credit. All LPNs who enter the Mobility program more than two years after receiving the LPN certificate must take NUR 200.

** As a method of evaluation for NUR 204, all nursing students registered will be required to take the RN Comprehensive Predict Assessment, which is an NCLEX Preparation Exam, prior to course completion. Students will be given one attempt on scheduled dates in NUR 204 to take the Assessment Exam.
OAD 103. INTERMEDIATE KEYBOARDING 3 cr. hrs.
This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion, the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

OAD 110. COMPUTER NAVIGATION 3 cr. hrs.
This course is designed to introduce the student to the MS Windows® environment through classroom instruction. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus.

OAD 125. WORD PROCESSING 3 cr. hrs.
This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion, the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.

OAD 126. ADVANCED WORD PROCESSING 3 cr. hrs.
This course is designed to increase student proficiency in using advanced word processing functions. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

OAD 134. CAREER AND PROFESSIONAL DEVELOPMENT 3 cr. hrs.
This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes, improving interview techniques, participating in mock interviews, setting goals, conducting job searches, and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment.

OAD 138. RECORDS AND INFORMATION MANAGEMENT 3 cr. hrs.
This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion, the student should be able to perform basic filing procedures.

OAD 214. MEDICAL OFFICE PROCEDURES 3 cr. hrs.
This course focuses on the responsibilities of professional support personnel in a medical environment. Emphasis is on medical terms, the production of appropriate forms and reports, and office procedures and practices. Upon completion, the student should be able to perform office support tasks required for employment in a medical environment.

OAD 215. HEALTH INFORMATION MANAGEMENT 3 cr. hrs.
This course is designed to promote an understanding of the structure, analysis, and management of medical records. Emphasis is on managing medical and insurance records, coding of diseases, operations and procedures, and the legal aspects of medical records. Upon completion, the student should be able to maintain medical records efficiently.

OAD 218. OFFICE PROCEDURES 3 cr. hrs.
This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion, the student should be able to demonstrate the ability to effectively function in an office support role.
OAD 230.  COMPUTERIZED DESKTOP PUBLISHING  
3 cr. hrs.
This course is designed to introduce the student to the elements and techniques of page design, layout, and typography through classroom instruction and lab exercises. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion, the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

OAD 233.  TRENDS IN OFFICE TECHNOLOGY  
3 cr. hrs.
This course is designed to research current trends in office technology. Emphasis is on advances in technology relevant to the office environment such as electronic mail, multimedia interaction, presentation hardware and software, and Internet use. Upon completion, the student should be able to demonstrate an awareness of current technological applications for the modern office.

OAD 242.  OFFICE INTERNSHIP  
3 cr. hrs., Lab. 6
This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

OAD 243.  SPREADSHEET APPLICATIONS  
3 cr. hrs.
This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.

OAD 244.  DATABASE APPLICATIONS  
3 cr. hrs.
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output such as documents and reports.

OAD 246.  OFFICE GRAPHICS AND PRESENTATIONS  
3 cr. hrs.
This course is designed to provide the student with a foundation in the use of the computer and appropriate application software in the production of business slides and presentations through classroom instruction and lab exercises. Emphasis is on available software tools, presentation options and design, as well as such presentation considerations as the make-up of the target audience. Upon completion, the student should be able to demonstrate the ability to design and produce a business presentation.
ABLES, WES ................................................................. Campus Courier
A.S., Snead State Community College

ALLDREDGE, DIANNE ........................................ Arab Instructional Site
A.A.S., Snead State Community College

ARMSTRONG, RHEA .................................................................English
A.S., Snead State Community College; B.S., Athens State University; M.A., University Of Alabama

AYRES, DEE ................................................................. Women's Volleyball Coach
B.S., University of North Alabama

BARNARD, CHERRI ........................................................... Secretary, Continuing Education
A.S., Snead State Community College; B.S., Athens State University

BARNES, VICKIE ........................................................... Assistant Accountant
A.S., Snead State Community College; B.S., Athens State University

BARRETT, SUZANNE ................................................... Student Success Representative

BATES, D. ALAN ................................................................. Social Science Division Director/Psychology
A.S., Snead State Junior College; B.A., Auburn University; M.S., Jacksonville State University

BATES, ELIZABETH O. “LIBBY” ........................................ Health/Physical Education
A.S., Snead State Junior College; B.S., M.S., Jacksonville State University.

BEARDEN, RENEE ........................................................... Assistant Volleyball Coach
B.S., McPherson University; M.S., Walden University

BEARDEN, RONALD .............................................................. Maintenance

BEASLEY, STEVE ................................................................. Custodian

BECK, LINDSEY ................................................................. Recruiter/Dance Coach
B.S., University of Alabama

BODINE, GARY ................................................................. Librarian
A.S, Snead State Community College; B.S., Athens State University; MLIS, University of Alabama

BOWEN, STEPHEN ................................................................. Electronic Engineering Technology
A.H.S., Gadsden State Community College; B.S., Jacksonville State University

BRAY, LENA ................................................................. Student Services Office
A.A.S, Snead State Community College; B.S., Jacksonville State University

BREWER, JOHNNY C. ................................................... Speech/Theater
B.S., Jacksonville State University; M.A., University of Montevallo

BRIGHT, LISA ................................................................. Softball Coach/Athletic Academic Advisor
B.S., Belhaven College

BROCK, LISA ................................................................. Nursing
B.S.N., Jacksonville State University; M.S.N., University of Alabama

BROYLES, MARCIA ................................................................. English
B.S., Jacksonville State University; M.A., University of Alabama

BUCHANAN, PATRICIA ................................................................. Student Services Office
AA Certification, University of Alabama; B.S., St. Bernard College; M.S., Alabama A&M University

CANNON, JASON ................................................................. Vice President for Student Services
B.A., Samford University; M.A.C.N, University of Alabama at Birmingham

CARR, VICKI ................................................................. Secretary, Business Office/Human Resources
A.S, Snead State Community College

CEDERHOLM, ANNETTE J. ................................................................. Associate Dean, Planning and Research
A.A., Cuyahoga Community College; B.A., Auburn University at Montgomery; M.A., Jacksonville State University; Ed.D., University of Alabama

CHAMNESS, KAREN ................................................................. Assistant Coordinator, Arab Instructional Site
A.S., Snead State Community College; B.S., St. Bernard College; M.S., Alabama A&M University
CHILDRESS, AMANDA ......................................................... Financial Aid Coordinator/Office Manager
A.A.S., Snead State Community College

CLAYTON, CHAD ........................................................... Electronics
A.S., Gadsden State Community College; B.S., Jacksonville State University

COLLIER, MIRANDA ......................................................... Public Relations
A.S., Snead State Community College

COLVIN, CHERI E. .......................................................... Mathematics
B.S., M.S., Jacksonville State University.

CONLEY, KELLI .................................................................. Administrative Assistant to the President
A.A.S., Snead State Community College

COOK, MARY .............................................................. Learning Resource Center
A.A.S., Snead State Community College

DENHAM, CYNTHIA B. .......................................................... Humanities Division Director/English
A.A, Snead College; B.S., Jacksonville State University; M.A., University of Alabama. Ph.D., Auburn University

DUNNAM, MARY BETH ......................................................... Secretary, Upward Bound
A.A.S., Snead State Community College

DYER, DILLON ............................................................. Events Specialist/Recruiter
A.S., Snead State Community College, B.S., University of Alabama

EASTERWOOD, JANE ......................................................... Secretary, Arab Instructional Site
A.A.S., Snead State Community College

EXLEY, ROBERT J. ............................................................ President
A.A., San Jacinto College; B.A., M.S., University of Houston-Clear Lake; Ph.D., University of Texas at Austin

FOXX, MARTHA ............................................................ Custodian

FREEMAN, BRIDGETT ......................................................... Custodian

FRESHWATER, MELISSA .................................................. Nursing
M.S.N., University of Alabama, Birmingham

GOBLE, BRITTANY ........................................ Director of Campus Engagement
B.A., University of Alabama

GOCKEL, TINA ................................................................. Theatre
B.F.A., Birmingham-Southern College; M.F.A., University of Houston

GORE, PAUL ............................................................... Director, Campus Security
B.S, M.S., Jacksonville State University

GUNNELS, AMANDA ...................................................... Human Resources Director
A.S., Snead State Community College; B.S., Jacksonville State University

GULLION, JERRI .......................................................... Faculty Development Specialist
A.A., A.A., Snead State Community College; B.A., Athens State University

GORE, PAUL ............................................................... Director, Campus Security
B.S, M.S., Jacksonville State University

HALLMARK, JERRY ......................................................... Assistant Baseball Coach

HAMPTON, RODNEY ....................................................... Academic Coordinator, TRiO Student Support Services
B.S., University of West Georgia

HANLEY, JOHN ........................................................ Director of Online Learning, Computer Information Science/Electronic Engineering Technology
A.S., Alabama Technical College; B.T., M.A, Jacksonville State University;

HAYGOOD, TONYA .......................................................... Assistant to the Chief Academic Officer
A.A.S., Snead State Community College

HENDERSON, MELISSA ............................................... Accounting Clerk
A.A.S., Snead State Community College
HOLADAY, MATT .......................................... Women’s Tennis Coach
A.S., Snead State Community College; B.S. Jacksonville State University; M.S., University of Alabama

HUDSON, BARBARA ....................................................... Music
B.M.S., Southwestern Baptist Theological Seminary; M.S., University of Mississippi

HULGAN, TRACI ........................................................... Financial Aid
A.S., Snead State Community College

HUMPHRIES, SUSAN A ........................................ Biology/Chemistry
B.S., M.Ed., University of Montevallo, Ed.S., University of Alabama-Birmingham; Ed.D., University of Alabama

HUNT, KEITH .............................................................. Maintenance

JACKSON, MEREDITH .................................................. Accounting/ Economics
B.S., University of Alabama; M.B.A., Jacksonville State University

JOHNSON, GLENNIS ....................................................... Custodian

JONES, DELORIA .......................................................... Nursing
B.S., University of Alabama in Birmingham; B.S.N., Jacksonville State University; M.S.N., Samford University

KILPATRICK, ANDREW .................................................. IT Technician
A.A.S., Snead State Community College

KILPATRICK, BARBARA ........................................... Alumni Assistant

KITCHENS, GROVER .................................................. History
B.S., M.P.A., Jacksonville State University

KUBIK, LESLEY .......................................................... Director of Admissions/Records/Student Support
B.A., Rutgers, the State University of New Jersey

LANDERS, JARROD ..................................................... Maintenance

LANGLEY, AMY ............................................................ Director of Health Sciences
A.S.N., Gadsden State Community College; B.S.N., M.S.N., Jacksonville State University; D.N.P, University of Alabama

LEDGETTER, GERRY .................................................... Baseball Coach
B.S., Jacksonville State University.

LEETH, BLAKE .......................................................... Mathematics Division Director/Mathematics
B.S., Auburn University; M.Ed., Troy State University

LEMONS, ROBERTA ...................................................... Financial Aid

LIJSK, ANGELA H ........................................................ Mathematics
A.S., Northeast Alabama State Community College; B.S., Athens State University, M.A., Ed.S., Ed.D., University of Alabama

MASHBURN, NICHOLAS ............................................ Custodian

MARKHAM, SARA ..................................................... Director, College Street Singers
B.M.E, Birmingham Southern College; M.M.E., Samford University

MCMURTEY, BRITTANY ........................................... Assistant Accountant
A.S., Snead State Community College; B.S., Jacksonville State University

MCALLISTER, ALAN ..................................................... History
B.A., M.A., Union University; Ed.D., University of Alabama

MEREDITH, JACOB ...................................................... Assistant Accountant
B.S., Auburn University

MERRY, MICHAEL ..................................................... Fine Arts
B.F.A., University of Alabama; M.F.A., University of Delaware
MILLER, ANDREW ..............................Assistant Accountant
B.S., Auburn University

MILLER, JOHN M. ..........................Head Librarian
B.A., Birmingham-Southern College; M.L.I.S., University of Alabama

MOORE, PAMELA ..............................English
B.S., Southern Benedictine College; M.S., University Of Alabama

MORGAN, PATRICIA .............................Career Coach
B.A., University of South Texas at San Antonio; M.A., St. Marys University; M.A., University of Texas at San Antonio

NARRELL, TERRI ..............................English
M.A.H., University of North Alabama; B.A., Judson College

PLUMMER, JARROD ..........................Women’s Basketball Coach
A.S., Ashland Community College; B.S., Moorehead State University; M.E., Hawaii Pacific University

RANDELLO, GREG ..........................Technology Division Director/ Computer Science
A.A.S, Gadsden State Community College; B.S., Thomas Edison State College; M.A., Jacksonville State University

RHODEN, ADAM ..............................Cheer Coach
B.A., University of Alabama

RHODEN, DEBORAH F. .............................Science Division Director/Biology/Chemistry
A.S, Snead State Community College; B.S., Jacksonville State University; M.A., University of Alabama

RICE, MELISSA A. ..........................Director, Grant Development
B.S., M.S., Auburn University

RICHARD, MARK ..........................Chief Financial Officer
B.P.A., Mississippi State University

ROBERTS, SANDRA ..........................Computer Science
B.S., Auburn University; M.S., Florida Institute of Technology; Ph.D., University of Alabama

ROBERTSON, TAYLOR ............................Biology
M.S., Jacksonville State University

ROBISON, TAMMY ..........................Secretary, Health Sciences
A.A.S., Snead State Community College

RODEN, DON ..............................Network Administrator
M.S., Eastern Kentucky University

RUSSO, DAVID ..........................Assistant Baseball Coach
A.S., Snead State Junior College; B.S., M.P.A., Jacksonville State University

SANDERS, REGINA ..........................Business Office
A.S., Snead State Community College

SCOTT, KYLE VANN ..........................Business/Fine Arts Division Director/Business
A.S., Snead State Junior College; B.S., M.P.A., Jacksonville State University

SEABROOK, DEBRA ..........................Records Clerk

SHADINGER-SNYDER, KELLY L. ..................OAD/Computer Science/Medical Transcription
A.A.S, Snead State Community College; B.S., M.S., Auburn University

SHIELDS, JARROD .............................Chemistry/Geography/Physical Science/Physics
A.S, Snead State Community College; B.S., M.S., Jacksonville State University

SHIELDS, MACON ............................Maintenance

SIMMONS, EDDIE ............................Maintenance

SIMONS, TINA Y. ..........................Director, Financial Services
A.S., Snead State Community College; B.S., Jacksonville State University

SMART, BARRY ..........................English
B.S., University of West Alabama; M.A.T., University of West Alabama

SMITH, DUSTIN .............................Biology
B.S., University of North Alabama; M.A., Ed.D., University of Alabama
SMITH, MARIE B .................... Director, Federal TRiO Programs  
A.S., A.A.S., Northeast State Community College; B.S., M.S., Jacksonville State University

SMITH, SHELLEY ............ Director, Marketing/Public Relations  
A.S., Snead State Community College; B.S., University of Montevallo

SNYDER, J. MATT .................................................. Biology  
B.S., M.S., Troy State University

STONE, AMY ........ Secretary, Vice President for Student Services  
A.A.S., Snead State Community College

TRUSSELL, PAIGE .........................................................  
.........TRiO Student Support Services Academic Coordinator  
A.A.S., Snead State Community College; B.S., Athens State University

TURNER, RANDY ...................................................... Custodian

TURNER, TOMMY .................................................. Psychology  
A.A, North Florida Junior College; B.A., M.A., Samford University;  
M.A. Div., New Orleans Baptist Theological Seminary; Ph.D., University of Alabama

UNDERWOOD, CASEY ................................................  
...................... Assistant Baseball Coach/ Dormitory Manager  
A.S., Snead State Community College

WALKER, GEORGE .................................................... Maintenance  
A.S., Snead State Community College

WALKER, TERESA ..................... Director, Community Education/  
Director, Arab Instructional Site  
A.S., Snead State Community College; B.S., University of Alabama at Huntsville

WATTS, JASON B ........................................... Chief Academic Officer  
B.S., M.A., Ed.S., Ph.D., University of Alabama

WATTS, JONATHAN ..................................................  
........ Director of Religious Studies/Philosophy/Religion  
B.A., Central Wesleyan College; M.Div., Emory University; D.Min., United Theological Seminary

WATTS, KAREN ........................................... Child Development  
B.A., Southern Wesleyan University; M.S., Jacksonville State University; Ed.S., Ph.D., University of Alabama

WELBORN, JAY ...................................... Head Men’s Basketball Coach  
B.A., M.T.S, Samford University

WELCH, DAVID ......................... Bevill Center/Events Specialist

WEST, SUSAN ........................... Admissions Clerk  
A.S., Snead State Community College

WIGLEY, MADONNA ............................... Biology/Chemistry  
B.S., M.S., Jacksonville State University; Ed.S., University of Alabama

WILLIAMS, JEFF ................................. Maintenance

WILLIAMS, STEVE ....................... Director, Physical Plant

WILLIAMSON, JUDY ......................... Financial Aid Specialist  
A.A.S., Snead State Community College

WILSON, DREW .................... Assistant Men’s Basketball Coach  
B.A., Mercer University
Appendices

ADA Complaint/Grievance Procedure

Snead State Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

1. A complaint must be filed in writing to the ADA Coordinator within ten (10) business days of the alleged violation. It must contain the name and address of the person filing it, and it must briefly describe the alleged violation of the regulation.

2. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

3. A written determination as to the validity of the complaint and a description of the resolution shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than ten (10) business days after the completion of the investigation, via certified mail or personal delivery.

4. If the Plan of Resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a formal grievance by following the procedures outlined in “Grievance Procedures for Students.”

All complaints related to disabilities should be addressed to:

Lesley Kubik, ADA Coordinator
Snead State Community College
Office 214 of McCain Center
Boaz, AL 35957
lkubik@snead.edu
256.840.4219

Complaint/Grievance Procedures for Students

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 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 SCCC 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 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) calendar 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 State Board of Education policy, a Grievant who is alleging a claim of illegal discrimination based on a violation of Title IX may file an appeal to the Chancellor of the Alabama Department of Postsecondary Education 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.

3. 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 Research Dr. Annette Cederholm
- Chief Financial Officer and Athletic Director Mr. Mark Richard
- Chief Information Technology Officer Mr. Randy Maltbie
- Director of Community Education and Arab Instructional Site Ms. Teresa Walker
- Director of Marketing/Public Relations 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.