

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:

Brittany Goble, ADA Coordinator
Snead State Community College
Academic Success Center
Boaz, AL 35957
ada@snead.edu
256.840.4208

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 Vice President for Academic Affairs 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 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 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, whether 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/com-

mittee 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 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. Joe Whitmore
- Vice President for Student Services Mr. Jason Cannon
- Interim Vice President for Academic Affairs Mr. Vann Scott
- Acting Chief Information Technology Officer Mr. Don Roden
- Director of Workforce Development Ms. Teresa Walker
- Director of Marketing/Public Relations/Alumni Shelley Smith

Director of Student Support Services and
Engagement/ADA Coordinator

Brittany Goble

Academic Success Center

ada@snead.edu

256.840.4208

Grievance Officer for Students

Jason Cannon, Vice President for Students

Office: Academic Success Center

jcannon@snead.edu

256.840.4150

Grievance Officer for Employees

Amanda Gunnels, Director of Human Resources

Office: Technology Center

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.

DRUG-FREE WORKPLACE

In compliance with the provisions of the Federal Drug-Free Workplace Act of 1988, and the Drug-Free Scholar and Communities Act of 1989, Snead State Community College will take such steps as are necessary in order to provide a drug-free environment in accordance with these acts.

DISCRIMINATION POLICY

No employee or applicant for employment or promotion, shall be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

HARASSMENT POLICY

1. Snead State Community College and the Alabama Community College System are committed to providing both employment and educational environments free of harassment in any form. Employees shall adhere to the highest ethical standards and professionalism and refrain from any form of harassment. Both employees and students shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is respected. Any practice or behavior that constitutes harassment shall not be tolerated.
2. Harassment can be defined as but is not limited to:
 - Disturbing conduct which is repetitive;
 - Threatening conduct;
 - Intimidating conduct;
 - Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
 - Unwelcome sexual advances, requests for sexual favors, or sexual based offenses;
 - Assault;
 - Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.
3. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority.
4. Harassment of employees or students by non-employees is also a violation of this policy.
5. This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the Title IX Coordinator, Human Resources Director, or President at the institution within ten days of when

the alleged incident occurred. Any reprisals shall be reported immediately to the Title IX Coordinator, Human Resources Director, or President. Any employee or student who becomes aware of any harassment shall report the incident to the Title IX Coordinator, Human Resources Director, or President. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

Individuals wishing to report sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Ms. Brittany Goble
Director of Student Support Services and Engagement/
Title IX Coordinator
220 N. Walnut Street, Boaz, AL 35957
(256) 840-4208
Email: brittany.goble@snead.edu

The Title IX sexual harassment complaint procedures may be found on the Snead State website at www.snead.edu/title-ix or upon request to the Title IX Coordinator, Ms. Brittany Goble.

CAMPUS SECURITY

It is the policy of Snead State Community College that any criminal act; act or threat of violence; serious injury; destruction of college or personal property; traffic accident; or other situation that occurs on the main campus of, any branch campus of, or any other site operated by Snead State Community College, and that may constitute an emergency (a danger to the health, safety, or property of any person or a threat to public order) be reported immediately by calling 911, and please also report the incident to the Office of Security in Elder Hall Residence Hall at 256-840-4167, 256-264-5060 (cell), and/or the Boaz Police Department at 256-593-6812. Notifications should include the Vice President for Finance, 256-840-4102, and/or Vice President for Academic Affairs 256-840-4142, if Security is unavailable. In any actual emergency, please respond by dialing 911.

Again, in the event of any incident of an emergency nature, please dial 911 immediately. Other notifications may take place afterwards. SSCC Security will work with local responders to aid in the resolution of the incident. All witnesses to any situation that fits into any of the above described categories shall make themselves available to provide written statements and otherwise assist College, law enforcement, and security officials in an investigation of the event. It shall be an offense subject to appropriate disciplinary action for any Snead State Community College employee or student to file a false report or knowingly make a false statement, interfering with the investigation of any situation of the nature described above.

It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature previously described, to immediately take all reasonable and prudent action to prevent or minimize any further harm or threat of harm to the employees, students, and visitors of Snead State Community College. It shall be the duty of said official(s) to notify the appropriate law enforcement and security officials in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) that would ordinarily involve law enforcement and/or security officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

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 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 to the Vice President for Student Services 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 Office of Academic Affairs.
- The decision of the committee shall be final.

CONTAGIOUS DISEASE POLICY

Snead State Community College shall not discriminate against applicants, employees, students, or persons utilizing College services that have or are suspected of having a communicable disease. As long as employees are able to perform satisfactorily the essential functions of the job, and there is no medical evidence indicating that the employee's condition is a threat to the health or safety of the individual, coworkers, students, or the public, an employee shall not be denied continued employment.

Applicants shall not be denied employment, nor shall students be denied admission to the campus or classes, nor shall persons utilizing Snead State services be denied services based on whether they are suspected of having a communicable disease so long as there is no threat to the health and safety of students, staff, or others involved.

Snead State will consider the educational or employment status of individuals with a communicable disease or suspected of a communicable disease on an individual, case-by-case basis if there is the potential for a threat to the health or safety of the individual, coworkers, students, or the public. This determination shall be the responsibility of the Vice President for Student Services.

Internal Guidelines on Control of Communicable Diseases

Because persons or animals with communicable diseases may not be identified in advance, the following safety guidelines shall be followed in handling blood and body fluids of any student, employee, or laboratory animal. The guidelines follow the recommendations of the United States Public Health Service.

- **Disinfection**

All surfaces which become contaminated with blood or other body fluids must be cleaned and disinfected with either a commercial disinfectant or with household bleach freshly diluted in a 1:10 dilution.

- **Equipment**

All equipment used in contact with mucous membranes or to puncture the skin shall be steam sterilized by autoclave before reuse or safely discarded. Needles or other sharp implements should be disposed of in a container that will not allow the instrument to penetrate the container and hence pose a hazard to the waste handler. Contaminated disposable materials must be disinfected or sterilized prior to disposal or incineration.

- **Teaching Laboratories**

Laboratory courses requiring exposure to blood shall use sterile blood-letting devices. Students should be instructed in the safe use and disposal of such devices. All equipment which comes in contact with blood or other body fluids shall be disinfected, steam sterilized, or disposed of by incineration. No student, except those in health care professions, shall be required to obtain or process their own blood or the blood of other persons.

- **Incident Reports**

If an incident occurs which requires assistance in complying with these guidelines, the situation should be reported immediately to the business office. If an accident results in failure to comply with these guidelines, the details of the accident should be reported in writing to the Vice President for Student Services.

COMPUTER RESOURCE ACCEPTABLE USE POLICY

Introduction

These guidelines set forth standards for responsible and acceptable usage of all Snead State Community College (SSCC) computing resources. Computing resources are defined as all SSCC owned host systems, personal computers, laptops, printers, software, communications devices, peripherals and supplies. These guidelines supplement existing institutional policies as well as all applicable state and federal laws and regulations.

User Responsibilities

The computing resources at Snead State Community College are intended to support the educational and administrative endeavors of faculty and staff. Access to and use of SSCC computing resources is a privilege and therefore should be treated as such. Any violation of this policy could result in privileges being suspended, an official reprimand, expulsion, dismissal, and/or criminal prosecution if laws have been broken. The following activities are prohibited on all SSCC computing resources:

1. Altering system software or hardware configurations without authorization of the SSCC IT department.
2. Accessing via the internet or any other means of pornographic, obscene or questionable material.
3. Installing, copying, distributing or using software that has not been authorized by the SSCC IT department.
4. Using computing resources for illegal activities.
5. Accessing or attempting to access another user's files, e-mail or other computing resources without their permission.
6. Allowing unauthorized users to utilize your account.
7. Using computer resources for commercial or profit-making purposes without written authorization from SSCC.
8. Creation and/or distribution of viruses or other destructive programs.
9. Originating or proliferating electronic mail or other messages that may be deemed as obscene or abusive. E-Mail is covered under the Electronic Communications Privacy Act of 1986. This act provides for prosecution of individuals found

surreptitiously capturing, reading or altering another's e-mail without permission.

10. Violating Alabama Research and Engineering Network policies provided in the Alabama Supercomputer Authority Appendix below.

ALABAMA SUPERCOMPUTER AUTHORITY

Overview

The Alabama Supercomputer Network (ASN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). The purpose of this policy is to provide a definition for acceptable use by authorized users of ASN and to indicate recommended action if the policy is violated. In those cases when information is transmitted across regional networks or the Internet, ASN users are advised that acceptable use policies of those networks apply and may limit access.

ASA Primary Goals

The Alabama Supercomputer Authority has been established to:

- enhance university research in Alabama;
- attract and support high technology industry;
- expand knowledge and use of computational science.

ASN Acceptable Use Policy

- All use of ASN must be consistent with ASA's primary goals.
- ASN is for the use of individuals legitimately affiliated with member organizations, to facilitate the exchange of information consistent with the academic, educational and research purposes of its member organizations.
- It is not acceptable to use ASN for illegal purposes.
- It is not acceptable to use ASN to transmit threatening, obscene, or harassing materials.
- Access to the Internet provided through an ASA statewide contract with a regional network provider. The contract allows ASA to grant access to the Internet to any governmental, educational and industrial entity through ASN. Charges may be assessed by ASA to facilitate network connectivity. Reselling of the Internet connectivity and services is prohibited.

- It is not acceptable to use ASN to interfere with or disrupt network users, services or equipment. Disruptions include, but are not limited to, disruption by unsolicited advertising, propagation of computer worms or viruses, and using the network to make unauthorized entry to any other machine accessible via the network.
- Information and resources accessible through ASN are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use ASN to access information or resources unless permission is granted by the owners or holders of rights to those resources or information.

Violation of Policy

All organizations authorized to access ASN are responsible for informing their users of this acceptable use policy. All users of ASN are required to follow the acceptable use guidelines, both in letter and spirit.

ASA reserves the right to monitor and review all traffic on ASN for potential violations of this policy. Violations of policy that are not promptly remedied by individuals and member institutions may result in termination of access to ASN.

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