

# Student Handbook

## About the College

### A Message from the Vice President of Student Services

Welcome to Calhoun! We are delighted that you are here as a student; but more importantly, we are eager to support your ambition and motivation to succeed not only at Calhoun but in the years ahead as you pursue your dreams and goals. Your Calhoun education is the pathway to achieving those goals! The faculty and staff of Calhoun are committed to student success and completion. We want you to be that successful student; and we want you to complete your certificate, your degree, and/or your transfer options to a four-year degree.

This Student Handbook has been designed to be your source of information as well as your motivation when you need a little extra support. We know that you may be balancing your life as a student along with the responsibilities of a job or a family or other obligations. Your academic work is very important, however, and this Handbook can provide you with key resources on campus, various aspects of campus life, and important student policies.

Most importantly of all, Calhoun faculty, staff, and even other students can all be the source for good advice or just some sympathetic listening when needed.

I wish you a very successful year at Calhoun! Let me know how I can be of service.

Dr. Patricia A. Wilson  
Vice President of Student Services

### A Message from the Student Activities Facilitator

There's more to college life than attending classes. The Office of Student Activities is here to help you thrive and succeed in your college life. We want each student to get involved on campus. It's a great way to meet people, enhance your leadership skills, and make a difference. Maybe you'll discover a new interest or make new friends among the diverse array of academic and cultural events. So, get involved by joining an organization or club and participating in activities and events. You'll be glad you did!

Kelly Hovater  
Student Activities Facilitator

### Quick Reference Phone Numbers

#### Academic Calendar

Admissions..... 256-306-2593

#### ACCUPLACER Test

Testing ..... 256-306-2648  
..... 256-306-2522

#### Address Changes

Records..... 256-306-2593

#### Advisor

Advising ..... 256-306-2648

#### Applications

Admissions..... 256-306-2593

Recruitment ..... 256-306-2648

<b>Articulation Agreements</b> .....	256-306-2665
<b>Books</b>	
Bookstore (Decatur).....	256-306-2690
Bookstore (Huntsville).....	256-890-4748
<b>Campus Tours</b>	
Recruitment .....	256-260-2492
<b>Catalogs</b>	
Admissions .....	256-306-2648
<b>Disability Services</b> .....	256-306-2630
<b>Drop &amp; Add</b>	
Advising.....	256-306-2648
<b>Enrollment Verification</b>	
Records .....	256-306-2593
<b>Fee Payment</b>	
Business Office .....	256-306-2457
<b>Financial Aid Refund Status</b>	
Financial Aid .....	256-306-2628
<b>GED Classes</b> .....	256-306-2830
<b>Graduation</b> .....	256-306-2607
<b>Job Listings for Students and Alumni</b>	
Career Services.....	256-306-2993
<b>Loans</b>	
Financial Aid .....	256-306-2628
<b>Academic Major Changes</b>	
Records.....	256-306-2593
<b>Name Changes</b>	
Records .....	256-306-2593
<b>Orientation</b>	
Advising .....	256-306-2648
<b>Parking Decals</b>	
Student Center (Decatur) .....	256-306-2457
Administrative Office (Huntsville).....	256-890-4711
<b>Re-Admission Application</b>	
Records.....	256-306-2593
<b>Refunds</b>	
Business Office .....	256-306-2457
<b>Transcripts</b>	
Records.....	256-306-2593
<b>Scholarships</b>	
Institutional Advancement Office.....	256-713-4823
<b>Student Advocate</b>	
Student Services.....	256-306-2870

**Student IDs**

Student Services (Decatur) ..... 256-306-2614  
 Admissions (Huntsville)..... 256-890-4747

**Suspensions**

Admissions..... 256-306-2907

**Transfer Credit**

Advising ..... 256-306-2648

**Transcript Evaluation**

Records..... 256-306-2593

**Veterans' Affairs**

Financial Aid..... 256-890-4790

**Withdrawals**

Admissions ..... 256-306-2593

## About the College

Located in Decatur, Alabama, a thriving community in north Alabama's high technology corridor, Calhoun Community College exemplifies the two-year college mission of commitment to excellence in teaching and service.

The largest of the two-year institutions comprising The Alabama Community College System, Calhoun is an open-admission, community-based, state-supported, co-educational, comprehensive community college dedicated to providing affordable, high-quality and accessible education to individuals in its four-county service area.

Offering 62 associate degree programs and 50 career/certificate programs, Calhoun serves over 10,000 students at its 110-acre Decatur campus, its Huntsville campus, the Alabama Center for the Arts, and at the Limestone Correctional Facility. The College's faculty and staff are well qualified and remain current in their areas of expertise.

For over 70 years, Calhoun has been an active member of north Alabama. Graduates of the College permeate the community, and many of them have gone on to complete baccalaureate degrees at other institutions in the area, or have entered the work force after successfully completing programs of study and training.

Calhoun successfully continues to meet the educational and training demands of a unique and highly diverse population. The College also is committed to providing training and education for area business and industry through our Business and Industry Services program. Through these services, customized training programs have been developed for such companies as Adtran, Boeing, and the Tennessee Valley Authority.

- With approximately 10,000 credit students, Calhoun remains Alabama's largest two-year college and the 6th largest higher education institution (two-year and four-year) in the state.
- Calhoun's Huntsville/Cummings Research Park campus is the only two-year college campus in the nation located in a major research park.
- Calhoun was the state of Alabama's first public higher education institution designated "smoke free."
- Calhoun is among more than 220 colleges which hold membership in the Achieving the Dream National Reform Network, which provides resources, support and evidence-based strategies focused on closing achievement gaps and increasing student retention, persistence and completion rates.
- Developed in partnership with Athens State University, Calhoun opened Phase I of the Alabama Center for the Arts in 2012, located in downtown Decatur. Phase II of the ACA officially opened August 2016.
- According to a report from the Alabama Community College System, Calhoun's economic impact to the community and state is substantial. Total local economic impact is \$279,284,280 for a return on \$1 investment (ROI) of 12.1, the highest among the state's two-year colleges.
- The top five institutions to which Calhoun students transfer are: University of Alabama in Huntsville (25%), Athens State University (24%), Auburn University (12%), University of Alabama (11%), and University of Alabama - Birmingham (8%).

- Calhoun's top three award-producing degree programs:
  - General Studies
  - Advanced Manufacturing
  - Registered Nursing
- The College enrolls over 1,000 students in two Nursing and six Allied Health programs.
- The College is proud of its quality programs. Currently, 11 degree programs are nationally accredited.
- ACHE (Alabama Commission on Higher Education) data indicates that Calhoun remains the "college of choice" for students from this region.
- With close to 1,000 students, Calhoun's Dual Enrollment program is the largest in the Alabama Community College System.

# Registration Information

## COURSE PLACEMENT TESTING

Applicants and students are required to complete a course placement examination prior to enrollment in any English, reading, or mathematics course unless the student qualifies for an exemption listed below. Course placement testing is mandatory; students may not enroll for any course above the level designated by the placement exam. No fee is charged for a student's first placement test.

Placement testing is available using untimed computerized testing. Individual computerized testing appointments may be scheduled by logging online to make an appointment.

Go to [www.calhoun.edu/advisina](http://www.calhoun.edu/advisina)

### DECATUR CAMPUS

Monday - Thursday (Appointment Necessary)  
 9:00 a.m. and 1:00 p.m.  
 No Friday Testing 9:00 a.m.  
 Adult Education Testing Building, Room 103 256-306-2648

### HUNTSVILLE CAMPUS

Monday - Thursday (Appointment Necessary)  
 9:00 a.m. and 2:00 p.m.  
 No Friday Testing  
 Sparkman Building, Room 122  
 256-890-4770

### EXEMPTIONS

1. A student has ACT or SAT scores at a minimum level (see chart below). ACT/SAT scores must be on file before an exception to the placement testing requirement will be approved. **NOTE: ACT, SAT, COMPASS, or ACCUPLACER scores must be no more than 3 years old.**

ACT	SAT	
English	18	Verbal 480
Mathematics	20	Mathematics 480

2. An ACT English score of 18 or better or an SAT Verbal of 480 or better is necessary for placement in English 101, and exempts students from taking the placement test. A lower ACT score can be used for placement in a developmental English course.

An ACT mathematics score of 20 or better or an SAT mathematics score of 480 or better is necessary for placement in MTH 100/103/231, and exempts students from taking the placement test. An ACT score of 18 or 19 can be used for placement in MTH 098/116. An ACT mathematics score of 17 or below requires placement testing or registration in the Bridge or HAWK program.

3. A student has transferred degree-creditable college level English and math courses with a " C " or better. Transcripts must be on file before an exception to the placement testing requirement will be approved.

## ADVISING CENTERS

Advising Centers staffed by advisors are open and operational on the Decatur Campus and the Huntsville campus. The personnel manning the centers will help students set academic goals, plan their course schedules, plan their program of study, and register for classes. All new, first time freshmen will be assigned an advisor that they will be required to meet with each semester prior to registration until the student has accumulated 30+ credit hours. Upon earning 30+ hours, that advisor will remain assigned to the student and available to them for any assistance they may need.

Go to [www.calhoun.edu/advising](http://www.calhoun.edu/advising) to make an appointment to meet with an advisor.

### DECATUR CAMPUS

Wallace Hall 256-306-2648

Hours: 8:00 a.m. - 6:00 p.m. Monday - Thursday

8:00 a.m.- 11:45 a.m. Friday

### HUNTSVILLE CAMPUS

Room 101 256-890-4770

Hours: 8:00 a.m. - 6:00 p.m. Monday - Thursday

8:00 a.m. -11:45 a.m. Friday

# The Alabama Community College System

## SYSTEM OVERVIEW

Governed by the Alabama Community College System Board of Trustees, the ACCS consists of 22 comprehensive community colleges and three technical colleges; Marion Military Institute; and extensive workforce development initiatives, including the Alabama Industrial Development Training Institute and the Alabama Technology Network.

Approximately 300,000 people are served annually by all of the entities in the system, including ATN, workforce development, and adult education. Of those served, approximately 124,000 are enrolled in credit courses.

The Alabama Community College System's commitment to access is characterized by statewide geographical locations, open enrollment, and low-cost tuition, as well as a variety of programs and services that remove barriers to college entrance, education pathways and workforce training opportunities. In addition, thousands of citizens statewide enjoy access to our facilities for community activities and enrichment programs.

The Alabama Community College System is committed to providing a unified system of institutions delivering excellence in academic education, adult education, and workforce development.

The Alabama Community College System provides:

- General education and other collegiate programs at the freshman and sophomore levels to prepare students for transfer to four-year institutions to complete baccalaureate degrees, as well as an upper division university that provides selected baccalaureate programs.
- Adult Education that focuses on improving individuals' skills, productivity and training with GED preparation and

testing, basic skills, and English as a Second Language.

- Workforce development initiatives that provide customized, flexible, short-term training programs that are responsive to industry needs – from highly specialized training to programs that help prepare entry-level employees to meet growing demands.

## **MISSION**

To provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

## **VISION**

To develop an educated, prosperous population by providing an affordable pathway to help citizens of any walk or stage of life succeed through quality education and training; a community college system where education works for all.

## **VALUES**

- Integrity
- Excellence
- Accessibility
- Accountability
- Diversity

## **Student Activities**

# Student Activities

Student activities at Calhoun present various opportunities for students to participate in educational experiences not otherwise provided in the curriculum. The student activities program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the Student Government Association is to represent every student as a direct line of communication to staff, faculty, and administration. The Student Government Association operates under the direction and supervision of the Student Activities Facilitator and the Vice President of Student Services.

# Athletics

Athletic competition is an integral part of the overall educational program at Calhoun Community College. Academic success is the primary goal of each and every student athlete and member of the Athletic Department staff.

At Calhoun, we believe athletics contributes to education. Success, failure, social contributions, respect for authority, competition, physical growth, mental health, leadership, quick thinking, sacrifice, and self-discipline only scratch the surface of the areas in which athletics contribute. Calhoun's Athletic Department believes the playing area acts as a laboratory of life and encourages participation for the fullest development of each individual's maximum potential.

Education is an investment for tomorrow as well as a requirement of our democratic way of life. Education will be kept in its proper perspective as our foremost goal.

Calhoun Community College is a member in good standing of the National Junior College Athletic Association (NJCAA) and the Alabama Community College Conference (ACCC). Calhoun competes in Baseball, Softball, and Golf.

# Student Government Association (SGA)

The SGA is intended to provide for active student self-government; to encourage mutual respect among students, faculty, and administrators; to promote the involvement of students in community programs and projects; to provide social and recreational

outlets for all students; and to function as an organized and realistic laboratory through which students may acquire and "try out" those skills necessary for living in and improving their communities. Calhoun Community College encourages student participation in institutional decision-making. The SGA represents student views to the college administration through representation on the Discipline Committee and the Parking/Traffic Appeals Committee, as well as other special appointments. All students should take an active part in the SGA by (1) voting in every election; (2) taking the initiative to run for offices; and (3) conveying ideas and/or requests to elected student representatives.

The Decatur campus SGA office is located in the library. The Huntsville campus SGA office is located in the main building, Room 315. All students are urged to meet with their representatives and to take an active part in the affairs of the student government. There are also officers (President, Vice President, Secretary and Campus Coordinator) located on the Huntsville campus.

# Student Government Association Constitution

## PREAMBLE

The purpose of this Student Government Association Constitution is to provide a fair and just system of representation for every student at Calhoun Community College so that, through this representation, a direct line of communication will always be open from each student to Student Government officers and personnel, as well as from those officers and personnel to staff, faculty, and administration. These open lines of communication will foster a high degree of service to students and employees, as well as stimulate appreciation of the privileges and responsibilities of citizenship in a democratic society.

## ARTICLE I NAME, PURPOSE, MEMBERSHIP

### Section 1 Name

The name of this organization shall be the Calhoun Community College Student Government Association, hereinafter referred to as SGA.

### Section 2 Purpose

The purpose of the SGA shall be to serve the college by representing the student body and its concerns by communicating these concerns to the students, faculty, and administrators through representation in the Planning Council and various other college committees.

Furthermore, the purpose of the SGA shall be to present various opportunities for students to participate in educational, social, and cultural experiences not otherwise provided in the curriculum.

### Section 3 Membership

The SGA shall be composed of all currently enrolled students. These students shall be represented by the elected Executive and Legislative branches.

## ARTICLE II ADMINISTRATIVE DEPARTMENTS

### Section 1 Branches

The SGA shall be composed of the Executive and Legislative Branches.

## ARTICLE III POWERS OF EXECUTIVE BRANCH

## **Section 1 Executive Members**

All executive powers of the SGA shall be vested in these members: President - for Decatur, President - for Huntsville, Vice President - for Decatur, Vice President - for Huntsville, Secretary - Decatur, Secretary - Huntsville, Campus Coordinator - Decatur, and Campus Coordinator - Huntsville.

## **Section 2 Powers and Duties of the President**

- A. Administer and enforce the SGA Constitution, its by-laws, and student senate statutes.
- B. Appoint committee chairpersons and committee members, and make a recommendation for the removal of a committee chairperson or committee member.
- C. Instruct and require reports from executive officers and committee chairs.
- D. Call and preside over bi-monthly meetings of the SGA and the Executive Branch.
- E. Make recommendations for legislation to the Student Senate.
- F. Serve, or appoint a member of the elected body of the SGA to serve on the Discipline Committee and other appropriate institutional committees.
- G. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by the SGA Advisor.
- H. Not holding the Office of President in any other Calhoun Community College club or organizations.
- I. Serve in all other proper and necessary capacities as assigned by the SGA Advisor.

## **Section 3a Powers and Duties of the Vice President**

- A. In the absence of the President, assume the powers and duties of the President.
- B. In the event of the President's resignation or removal from office, assume the office of the President until the next regularly scheduled election.
- C. Serve in an advisory capacity to all SGA committees and require weekly, written reports from committee chairs on an as-needed basis.
- D. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by SGA Advisor.

## **Section 4a Powers and Duties of the Secretary**

- A. Record and report the minutes of each meeting of the SGA and the Executive Branch.
- B. Submit to the SGA President, SGA Advisor, and Vice President for Student Services, bi-monthly typed written minutes of the SGA and Executive Branch meetings.
- C. Serve as corresponding secretary for the Executive Branch.
- D. Call or check roll (or make provisions for the task) at each meeting and activity and keep a permanent record of attendance.
- E. Keep regular, posted SGA office hours -two (2) to three (3) hours a week - approved by the SGA Advisor.
- F. Keep the SGA Constitution updated as it is amended.

## **Section 5 Powers and Duties of the Campus Coordinator**

- A. Campus liaison between the SGA and the campus clubs and organizations.
- B. Bi-monthly report to the SGA officers and Advisor as needed.
- C. Keep regular, posted SGA office hours - two (2) to three (3) hours a week - approved by the SGA Advisor.

# **ARTICLE IV POWERS OF LEGISLATIVE BRANCH**

## **Section 1 Legislative Members**

The legislative powers of the SGA shall be vested in

- Ten (10) representatives at the Decatur campus elected at large from the student body;
- Ten (10) representatives at the Huntsville campus elected at large from the student body;
- One (1) active member of each Calhoun club or organization, elected by the membership of that club.

## **Section 2 POWGI'S and Duties of the Legislative Branch**

- A. Administer and enforce the SGA Constitution.
- B. Propose amendments to the SGA Constitution.
- C. Be responsible for attending all SGA meetings and participating in all SGA activities, unless excused by the SGA Advisor.

# **ARTICLE V QUALIFICATIONS FOR EXECUTIVE AND LEGISLATIVE BRANCHES**

## **Section 1 Qualifications of Executive Branch**

- A. Any student running for SGA President must have prior Calhoun SGA experience.
- B. Officers shall be students in good standing taking at least 12 semester hours. Each officer shall maintain a 2.5 or better overall grade point average during his or her term of office.
- C. The Secretary and Campus Coordinator must have demonstrated computer skills.

## **Section 2 Qualifications for Legislative Branch**

- A. All senators of the student body shall be students in good standing taking at least 9 semester hours. Each senator shall maintain a 2.5 or better overall grade point average during his or her term of office.
- B. First semester freshmen desiring to run for election shall do so, on the basis of high school grades.

# **ARTICLE VI ELECTIONS AND SUCCESSION**

## **Section 1 Election of Executive Branch**

- A. All officers and two (2) senators of the SGA shall be elected and installed to assume office during the month of March.
- B. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor an application fourteen (14) days prior to the election with a 2.5 grade point average verified by the appropriate Admissions Clerk.

## **Section 2 Election of Legislative Branch**

- A. Eight senators of the SGA from the Decatur campus shall be elected and installed to assume office during the month of September.
- B. Eight senators of the SGA from the Huntsville campus shall be elected and installed to assume office during the month of September
- C. Any qualified student may be placed on the official ballot by submitting to the SGA Advisor.

### **Section 3 Election Procedures**

- A. All elections shall be by secret ballot.
- B. Election winners will be notified by the SGA Advisor.

### **Section 4 Succession**

- A. The President shall be succeeded by the Vice President of the student body.
- B. The Vice President shall be succeeded by nominations from the executive board to be voted on by the SGA.
- C. All other vacancies of officers shall be filled by election within the governing body by 2/3 vote of the members present. (See Article XI, Section 2.)
- D. All senatorial vacancies shall be filled by the candidate with the next highest vote in the prior election. If the quorum of the original members isn't met, nominations will be taken from the floor and elected by a 2/3 vote. (See Article XI, Section 2.)
- E. If there is a quorum of the original members, then no new senators will be elected after the fall semester.

## **ARTICLE VII CONTINUITY OF SERVICE**

### **Section 1 Executive Branch**

- A. An Executive member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
- B. An executive member of the SGA will be removed from office for failure to uphold the oath of office.
- C. Any disciplinary action taken against an executive member of the SGA by the Discipline Committee may be deemed just cause for removal from office.
- D. An executive member of the SGA nominated for removal from office shall have the right to be informed in advance and be present at the meeting for the purpose of defending himself/herself.
- E. Without a vote of the Senate, an executive member of the SGA will be removed from office for failure to attend meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor or Vice President of Student Services.
- F. Legislative members can remove a committee chair or co-chair by a majority vote upon a recommendation from the SGA President or the SGA Advisor.
- G. If a legislative member is removed, he/she must be replaced within two (2) weeks.

### **Section 2 Legislative Branch**

- A. A legislative member in the SGA will be removed from office by a 2/3 vote of the governing body only after the cause has been deemed just by the Student Senate.
- B. A legislative member of the SGA will be removed from office for failure to uphold the oath of office.
- C. A senator will be removed from office without a vote of the senate for failure to attend meetings, scheduled activities, or failure to meet the GPA requirements. Excuses for absences must be obtained from the SGA President or SGA Advisor. Any more than three (3) unexcused absences from meetings or activities will be deemed just cause for immediate removal from office by the SGA Advisor.
- D. Any disciplinary action taken against a legislative member of the SGA by the Discipline Committee will be deemed just cause for removal from office.
- E. A legislative member of the SGA nominated for removal from office shall have the right to be present at the meeting for the purpose of defending himself/herself.

# ARTICLE VIII OATH OF OFFICE

## Section 1 Oath of Office

I solemnly swear (or affirm) that I will faithfully execute the office (Name of Office). I will act always in the best interest of Calhoun Community College and will, to the best of my ability, preserve, protect, and enforce the SGA Constitution of Calhoun Community College.

## Section 2 Upholding Oath of Office

Any elected or appointed officer shall uphold the oath of office or shall be dismissed from the SGA.

# ARTICLE IX MEETINGS

## Section 1 General Sessions

Bi-monthly meetings will be held in the SGA Meeting Room, Brewer Library, Decatur campus, and in the SGA Office on the Huntsville campus.

## Section 2 Executive Meetings

The Executive Branch of the SGA shall meet twice a month for the purpose of planning.

## Section 3 Special Meetings

Special meetings shall be called when deemed necessary.

# ARTICLE X RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the SGA in all cases in which these rules are not inconsistent with the by-laws and any special rules of order the SGA may adopt.

# ARTICLE XI CONSTITUTIONAL AMENDMENTS

## Section 1 Amendments

- A. An amendment to the SGA Constitution may be proposed during a regular meeting by any SGA member.
- B. After review by an appointed committee, amendments to the SGA Constitution must be ratified by 3/4 of the active, elected membership.

## Section 2 Quorum

A quorum shall be defined as 3/4 of the active, elected membership; a quorum must be present to vote on ANY official business.

Effective 10/00

NOTE: Each SGA member will be required to serve on committees; which include some listed below:

*Fall Fest*  
*Halloween Costume Contest*  
*Student Success Committee Focus Group*  
*Administrative Planning Council*  
*Food/Hospitality*  
*Disciplinary*  
*Spring Fest*  
*Parking Appeals*  
*Blood Drive*

## Student Organizations and Clubs

Co-curricular organizations and clubs are recognized as an integral part of the total educational program of Calhoun Community College. Students are encouraged to participate in organizations and clubs in order to share their talents and ideas with classmates and college staff, to positively influence the total college program, to enhance personal skills through leadership experiences, and to enjoy a fuller social life through contacts made in co-curricular activities.

The student activities program at Calhoun Community College is the responsibility of the students through the Student Government Association. The purpose of the SGA is to represent every student as a direct line of communication to staff, faculty, and administration. The SGA operates under the direction of the Student Activities Facilitator and the Vice President of Student Services.

### **THE FOLLOWING IS A LIST OF CAMPUS ORGANIZATIONS AND CLUBS AND BRIEF DESCRIPTIONS OF THEIR FUNCTIONS.**

**Additive Manufacturing Club (AMC)** - The purpose of the Additive Manufacturing Club is to promote additive manufacturing, 3D printing, and 3D modeling to increase awareness of the Additive Manufacturing program and to provide unique additive manufacturing opportunities for Calhoun Community College students. Sponsor - Nina Bullock - [Nina.Bullock@calhoun.edu](mailto:Nina.Bullock@calhoun.edu) or 256-306-2813.

**Animé Lounge (Decatur Campus)** - Our purpose is to create a social media club to give individuals a place to gather and partake in popular activities such as viewing anime, playing analog and digital games, role-playing games recruitment, and book dub-like discussions such as discussing graphic novels and light novels of a series. The club will explore the Asian culture. Sponsor - Ernest Williams, 256-306-2742, [ernest.williams@calhoun.edu](mailto:ernest.williams@calhoun.edu)

**ASQ (American Society for Quality)** is a global organization dedicated to quality. The Calhoun student branch is committed to increasing students' knowledge of quality beyond the classroom. ASQ student members directly interact with the local Huntsville ASQ Chapter 1503. The chapter hosts guest speakers, tours local industries, and attends quality conferences. The ASQ student branch welcomes students of all disciplines. Sponsor -Jennifer Geiger-256-306-2584 -[jennifer.geiger@calhoun.edu](mailto:jennifer.geiger@calhoun.edu)

**Baptist Campus Ministries - Decatur** - Baptist Campus Ministries, Christian Fellowship, is a Christ-centered organization that offers students the opportunity to grow in leadership skills, discipleship, and personal relationships. Students will find worship, Bible study, music, food, fun, friends, mission trips and much more. Our goal is to help each others grow in their relationship with Christ, and help lead others to Him. Our weekly Bible studies consist of praise and worship, Bible study, and Biblical discussions. We are formally supported by Baptist Campus Ministries, but we are not just for the Baptist denomination. Throughout the school year, we have many activities. We go on mission trips, retreats and conferences. Sponsor - Willie Alexander, [walexander@alsbom.org](mailto:walexander@alsbom.org). BCM Bible Studies are held on the Decatur Campus on Thursdays from 12:30 p.m. - 2:00 p.m. in the Brewer Library Instruction Room. BCM will hold a "See You At The Pole" event on the first and third Thursday at 12:00 noon to hold prayer for the school.

**Baptist Campus Ministries - Huntsville** - we host a weekly Bible Study and other events each semester. We strive to create community for those who believe in Jesus Christ and those wanting to know more about Him. Meeting times and location are TBA. Bro. Will Faulkenberry can be reached at (256) 837-0731 or [browill@sherwoodbaptist.org](mailto:browill@sherwoodbaptist.org).

**Bass Fishing Club** - A club that provides opportunities for students to engage in bass fishing, compete in bass fishing tournaments, and promote bass fishing while having a positive influence on people on campus and throughout the community. Sponsor - Meg Graham, 306-2835.

**Black Students' Alliance** - A one-of-a-kind group open to all students who want to get to know other students, talk about/plan activities, resolve questions or issues pertaining to Black students, respond to campus and community concerns, and enjoy college life together. Sponsors - Decatur Campus: Angela Humphrey, 256-306-2596; Carla Larry, 256-306-2540; Trina Smith, 256-306-2980; Ernest Williams, 256-260-2742. Huntsville Campus: Felecia Ewing, 256-890-4798; Gerald Jackson, 256-890-4771; Carolyn Jordan, 256-890-4747; Dr. Isaac Sakyi-Addo, 256-890-4789.

**Books 101** - Club designed to encourage interest in reading at Calhoun. The club will also discuss and share opinions on plot-lines, characterization, and the writing style of books. Faculty sponsor - Dr. Parvathy Bhooshanan 256-890-4730.

**Broadcasting Club / Photography Club** - The Broadcasting / Photography Club is dedicated to providing opportunities for students to experiment with and gain hands-on experience in the continuously evolving communications mediums of television, radio, digital photography and multimedia production. The club also serves as a forum to inform, educate and entertain. Students engage in fun-filled activities via special exhibits, seminars, production shoots and studio recordings. Sponsor - Wes Torain, 256-306-2965 wes.torain@calhoun.edu.

**Child Development Club** - This club is designed to promote a spirit of citizenship, leadership, and fellowship among the members of the CDC (Child Development Club), to encourage responsibility for maintaining the high ideals of the child development profession, and to encourage future participation in child development organizations upon graduation. Sponsor - Dr. Isaac Sakyi-Addo - 256-890-4789.

**Christians at Calhoun** - It is our goal to embody the love of Christ and to show this love to other students on this campus. We do this by meeting together, studying God's word, praying, singing, and serving God by our actions, words, and lives. We would love to meet you and talk to you more about our great God and the salvation made possible by Jesus Christ. Whether you have zero experience with faith and spirituality or you've been in churches all your life, students from all backgrounds are invited to be a part.

**College Autism Spectrum Organization (CASSO)** - This is a support group for students with, or students interested in, Autism Spectrum Disorders. Interested parties can contact Jessica Baker, (256) 306-2630.

**Criminal Justice Club** - A club organized to broaden student's horizons - who are seeking a career in Criminal Justice and related fields. Sponsor - James Stewart - 256-890-4785.

**Debate Club (Huntsville Campus)** - The Debate Club gives students who are interested in public speaking the opportunity to work and develop their speaking skills as well as learning the ability to form debates. Creating an environment where all students are welcome to come and learn. Sponsor - Holly Powell, holly.powell@calhoun.edu or 256-890-4868.

**Drama Club** - Auxiliary to theatre program whose purpose is to foster student interest in theatre arts by attendance at off-campus participation in theatre performances. Sponsor - William Godsey, 306-2701, e-mail: will. godsey@calhoun.edu, Fine Arts Department.

**E.M.S. Club** - To promote citizenship, leadership, and fellowship among the members of the organization, to encourage responsibility for maintaining the high ideals of the E.M.S. profession, to encourage future participation in the professional E.M.S. organization upon graduation, and to provide E.M.S. student representation and communicate concerns to and from the college administration and faculty. Sponsors- Kenneth Kirkland, 256-306-2789 and Tyler Mosley, 256-306-2978

**Entrepreneurs Club** - To promote entrepreneurship on Calhoun's campuses by gathering like-minded students and immersing them in experiences that develop their skill sets and enhance their abilities to start their own businesses. Contact: Deborah Enfinger, (256) 306-2679 or deborah.enfinger@calhoun.edu or like us on Facebook at [www.facebook.com/calhounentrepreneursclub](http://www.facebook.com/calhounentrepreneursclub)

**The Humanity Front** - The purpose of this group is to share views on topics such as government, religion, culture, laws, etc.; but with the idea of putting humanity first. Sponsor - Kenneth Hoffman, 306-2763, e-mail: kenneth.hoffman@calhoun.edu.

**Interfaith Club**- The purpose of the Calhoun Community College Interfaith Club is to promote interaction and understanding of world religions and spiritual philosophies, thus fostering dialogue between people of different faith backgrounds, and the support and acceptance of religious diversity. Sponsors: Susan LoCascio 256-306-2757 and Dr. Parvathy Bhooshanan 256-890-4730.

**International Club (Huntsville campus)** - To serve as a means to recognize and appreciate the value of our inherent differences and in doing so combat discrimination and prejudice. Sponsors -Nizar Abudiab 256-713-4812 (nizar.abudiab@calhoun.edu), Dr. Susan LoCascio 256-306-2757 (susan.locascio@calhoun.edu); Dr. Divya Pradhan 256-890-4995 (divya.pradhan@calhoun.edu), Mrs. Nandita Ojha 256-890-4753, or contact: ccc. intl.club@calhoun.edu

**IT Club of Calhoun Community College** - To serve and provide, information, instruction and experience to IT club members

that will advance and help them with their computer skills. Sponsor- Dr. Charline Nixon, (256)890-4768.

**La Vos/Spanish Club** - To provide educational opportunities outside of the classroom for those interested in the Spanish language and culture, to help students and the community understand and learn more about the Spanish cultures of Latin America, Spain, and the local Latino community. This club is also organized to expand knowledge and appreciation of the language, customs, history, cultures, and social life of Spanish speakers through events, and to provide a safe and sober environment for students to engage in oral usage of the Spanish language. Sponsor- Dr. Waymon Burke 256-890-4737.

**C3 NASA Rover Team (C3NRT) Club** - The goal of the team is to design, build and race a simulate lunar roving vehicle in the annual NASA Human Rover Challenge Race at NASA's Marshall Space Flight Center in Huntsville, Alabama. The race was inspired by the development of the first lunar roving vehicle, which was designed and tested at Marshall Space Flight Center. The event challenges students to design and build a human-powered vehicle to address engineering problems similar to those actually faced by the original NASA lunar rover team. Main goals of the project are to attract students to aerospace related application and implement existing NASA educational programs in a real-world design challenge. Sponsor -Keith Davis, 256-306-2912.

**Nursing Club** - promotes citizenship, leadership and fellowship; encourages responsibility for maintenance of high ideals for the nursing profession; encourages future participation in professional nursing organizations. Sponsors: David Welsh, 306-2988, e-mail: david.welsh@calhoun.edu, Deby Lee, 306-2803, e-mail: deby.lee@calhoun.edu. Meeting dates and times: TBA.

**Phi Theta Kappa** - Phi Theta Kappa is the international honor society of two-year colleges. Students who are enrolled (part-time or full-time) at Calhoun, have at least a 3.5 cumulative GPA, and have already earned at least 12 semester hours creditable toward a two-year degree are invited at the beginning of each semester. Phi Theta Kappa focuses on activities and events relating to our four hallmarks: leadership, scholarship, service and fellowship. Each member is encouraged to be active in our organization in order to gain servant leadership experience, widen the scope of his or her knowledge, increase competitive scholarship opportunities and fellowship with other Phi Theta Kappa members in the chapter, state, nation and across the globe. Advisors - Ragan Chastain, 256-890-4755 and Dana Burton 256-713-4873 (Huntsville Campus).

**Physical Therapist Assistant Club** - To promote citizenship, leadership, and fellowship among the members of the organization, to encourage responsibility for maintaining the high ideals of the PTA profession, to encourage future participation in the professional PTA organization upon graduation, and to provide PTA student representation and communicate concerns to and from the college administration and faculty. Sponsor-Tiffany Bain, 256-260-2439.

**Prime Fellowship** - Prime Fellowship Club's purpose on Calhoun Decatur campus is to create a welcoming environment of love for students to discover their identity, learn their purpose, and grow in Christ through intentional fellowship. Advisor: Ernest Williams - ernest.williams@calhoun.edu, 256-306-2742.

**Psychology Club** is a relaxed, inclusive club that explores psychology related topics through videos, discussions, games, speakers, movies and other fun activities. The meetings are a laid-back way to learn about and discuss many fascinating aspects of psychology. We welcome students from all disciplines. Note: This club will eventually become registered as a local chapter for Psi Beta (community college honors society for psychology) which requires students to have completed PSY 200 with a B or higher and have an overall GPA of 3.25 or higher. Current club location: Decatur campus. Faculty advisor: Tori Norris, tori.norris@calhoun.edu, 256-306-2731

**Sigma Kappa Delta (SKD - English)** Sigma Kappa Delta is the national english honor society for students in two-year colleges and was created by Sigma Tau Delta, the International English Honor Society for university students. Visit the website of Calhoun's Chapter of SKD, Theta Beta. Those who qualify are inducted by invitation. The advantages of SKD include life-long recognition for academic excellence; a chance to qualify for scholarships and to publish; the opportunity to participate in activities that celebrate theatre, art music, reading, and writing; and a chance to attend conferences both locally and nationally. Sponsors - Decatur Campus: Leigh Ann Rhea 256-306-2940 and Julie Sneed 256-306-2723; Huntsville Campus: Christie Lamon-Burney, 256-890-4826. Call for meeting times and locations.

**SkillsUSA** - SkillsUSA is a national organization serving high school and college students who are enrolled in training programs in technical, skills and service occupations, including health occupations programs and tech prep. SkillsUSA has more than 300,000 members in 13,000 chapters and 53 state and territorial associations. SkillsUSA was established in 1965 and has served more than 9.5 million students. Sponsors: Nick Agrawal (890-4751), Mark Rose (306-2814), Nina Bullock (306-2813) Tad Montgomery (306-2669) and Patrick Rouse (256) 306-2848.

**SPECTRUM-(Calhoun's LGBT+ Group)** - An all-inclusive organization created to be a support system for the members of the LGBT+ (Lesbian, Gay, Bi, Transgender, etc.) community, making Calhoun a more open, accepting place that facilitates an understanding and thoughtful outlook on sexual orientation and gender identity. This is a safe place for like-minded individuals to have social support, and a time for non-judgmental engagement with others. Spectrum meets every Thursday of the month from 12:30 p.m. to 2 p.m., and third Monday of each month from 2 p.m. to 3:30 p.m. in Room 305 on the Huntsville Campus.

DecaturCampus meetings will be at the same time in Noble Russell Hall, Room 104. Sponsors- Logan Smith, logan.smith@calhoun.edu, 256-890-4706 // Cynthia Buchheit, cynthia.buchheit@calhoun.edu, 256-503-9588 in Decatur

**Student Art Club** - The purpose of the Student Art Club is to provide a creative environment for all Calhoun students who wish to pursue, develop and utilize their artistic abilities. Sponsor - Kathryn Vaughn 256-306-2695.

**Student Government Association** - represents student views to the college administration and coordinates and carries out the Student Activities program. Officers and two senators are elected in March. Senators are elected in September. Applications to run for SGA may be acquired from the Student Activities Facilitator or SGA office. The SGA President, Vice President, Secretary, and 2nd Vice President and Campus Coordinator may be eligible for a scholarship, but awards must be made within scholarship policies at Calhoun. See your advisor for more information. Calhoun Community College encourages student participation in institutional decision-making. The Student Government Association represents student views to the college administration through representation on the Discipline Committee, Parking/Traffic Appeals Committee, as well as other special appointments. Kelly Hovater, Sponsor - Student Activities Facilitator (SA) (256-306-2640)

**Warhawks (Student Ambassadors)** - The Warhawks are Calhoun's official hosts and hostesses. They represent the College at official functions, give campus tours, host student and faculty receptions, represent Calhoun Community College at various high school programs, and lots of other exciting activities. It's a great way to meet other students, faculty and administrators, and become involved in student activities. Some of the requirements for being a Warhawk are a positive attitude, a minimum GPA of 3.0, and 12 hours. Sponsors: Janet Kincherlow-Martin, 256-306-2561, Sherika Attipoe, 256-306-2560, Chason Shackelford, 256-260-4301, and Dr. Sherry Stancil (Huntsville), 256-713-4824. The Warhawks meet every Wednesday at 1:00 p.m., Decatur Campus Math/Science Building Conference Room; Huntsville Campus Administrative Conference Room.

**Forming a New Club** - anyone interested in forming a new club should complete the "Official Petition for forming Organizations and Clubs" form linked at the bottom of our clubs page, [www.calhoun.edu/student-activities/student-dubs-organizations](http://www.calhoun.edu/student-activities/student-dubs-organizations). For more information, contact the Student Activities Facilitator, Kelly Hovater, (256) 306-2640 or at her office in Brewer Library on the Decatur Campus.

## Campus Policies

# Campus Security/Police

We take your safety seriously. To ensure the continued health and safety of Calhoun students and employees, we must all consider our own security, as well as the security of others, a priority when on campus. Should a crime occur on campus, Calhoun strongly encourages you to report this crime immediately to the College's Campus Security/Police Department by calling 256-306-2575. For emergencies only call 256-306-2911 on the Decatur campus or 256-890-4711 on the Huntsville campus. The office of the Director of Calhoun Police is located in building #6 across from the Machine Tool building on the Decatur campus.

Huntsville Police Department officers are located in the Administrative Office at the Huntsville campus.

Calhoun Community College is proud of its historically safe campus. In an effort to promote awareness and enhance safety, we would like to inform you of our campus crime disclosure report. Should you have any questions or suggestions regarding campus safety, please contact the campus police at 256-306-2574. If an emergency, call 256-306-2911.

## Calhoun Community College Campus Crime Statistical Disclosure Report

Crime	2014	2014	2014	2015	2015	2015	2016	2016	2016
	DEC	HSV	ACA	DEC	HSV	ACA	DEC	HSV	ACA
Murder	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assaults	0	0	0	0	0	0	0	0	0

Burglary	0	0	0	0	0	0	0	0	0
Breaking & Entering Motor Vehicle	1	3	0	1	2	0	0	0	0
Arrests	0	1	0	5	0	0	1	0	0
Motor Vehicle Thefts	0	1	0	0	0	0	0	0	0
Liquor Law Violations	1	1	0	0	2	0	0	0	0
Drug Violations	2	2	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0
Criminal Mischief	0	2	0	2	0	0	2	0	0
Thefts	7	3	1	11	5	0	10	3	0
Harassment	6	1	0	3	2	0	4	1	1
Auto Accidents	14	3	0	17	13	0	17	20	0
Leaving Scene of Accident	3	5	0	4	1	0	4	5	0
Public Intoxication	0	0	0	0	0	0	0	0	0
Property Damage	4	0	0	0	0	0	0	0	0
Trespassing	3	9	0	5	3	0	1	1	0
Disorderly Conduct	4	1	1	0	0	0	0	1	0
Hate Crime	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	1	0	0	1	0
Medical Calls	14	12	0	20	10	0	11	8	1
Stalking	-	-	-	-	-	-	0	0	0

## Student Identification Cards

All students enrolled at Calhoun Community College are required to have in their possession a valid Student ID card for general identification purposes. This student ID must be presented to school officials, upon request. The student ID card is valid for each semester of the student's attendance. Replacement ID cards may be obtained at a fee of \$20, payable to Calhoun at the Cashier's Office. Replacement cards can not be charged to student accounts. Student ID pictures are taken in Wallace Hall, Room 109B on the Decatur Campus and in the Admissions Office on the Huntsville Campus. Please check the Calhoun website for hours of operation for each campus.

## Motor Vehicle Registration

All students driving any type of motor vehicle on campus must secure and properly affix an official college parking decal to the vehicle regardless of the location of classes. Parking decals are available at the switchboard at the Decatur campus or the Administrative Office at the Huntsville campus. For students who have received disability access license plates or disability access placards for Disability Access Parking Privileges under Alabama law and who wish to use College disability access parking spaces, special disability access parking placards can be obtained on the second floor of Wallace Hall upon appropriate documentation by the respective student of having received Disability Access Parking Privileges. Decals may also be obtained at the Huntsville Campus Administrative Office. In the interest of safeguarding designated disability access parking spaces from misuse by persons who are not properly entitled to use those spaces, the use of disability access parking spaces will be only permitted for those cards that display both a College disability access decals and either a disability access license plate or a disability access placard.

## Handicap Parking Policy

Eligibility to access available handicap parking on campus requires that a student, faculty or staff member show proof that they are the legally registered recipient of the state issued handicap parking placard. A valid Calhoun ID along with a receipt, similar to a tag receipt from the Department of Motor Vehicles will be required to verify that the faculty, staff, or student is the registered user of the handicap placard or handicap tag and must be presented to the Student Disability Services Office. Students must also show a current (paid) schedule. The Calhoun handicap parking placard must be displayed on the rear-view mirror of the eligible vehicle when parked on campus. The handicap parking areas will be monitored. Fines for handicap

parking violations are \$50.00.

## Abandoned Vehicles

If a vehicle is left unattended or is left in the same place for more than ten (10) days, the vehicle will be considered abandoned and will be towed at the owner's expense. If a vehicle is illegally parked (for example, blocking another vehicle that is legally parked), the illegally-parked vehicle will be towed at the owner's expense.

## Parking/Traffic Citation Appeals Committee

This is a three-member committee made up of students appointed by the Student Government Association. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee meets each Friday at 11:00 a.m. in the Student Activities Office, Decatur campus. Parking appeals at the Huntsville campus should be made to the Dean of that campus.

## Restroom Policy

Restrooms and locker rooms are designated separately for women, men and gender neutral. Gender neutral restrooms are identified as such and may be used by either gender. Any individual using the other biological gender's restroom or locker room shall be subject to discipline. Gender neutral restrooms are available and located in the following locations:

### **Calhoun Community College Single Use Bathrooms**

1. ATC - Both a men's and women's single use restroom off of the hallway at the east end of the High Bay.
2. HS - Unmarked single use restroom on the first floor next to the Men's restroom.
3. CAT-No single use restrooms.
4. Career Services- No single use restroom.
5. IT - 2 men and 1 women single use restrooms.
6. Campus Police - No single use restrooms.
7. Noble Russell - One single use unisex restroom off of the dressing room off of the main TV suite.
8. CBIT - Both men's and women's single use restrooms in the NCCER Training Lab.
9. Testing Center/Adult Education - None.
10. Energy Technology - One single use restroom.
11. Industrial Technology -Welding - one single use. Aviation - one single use.
12. Machine Tool - One single use unisex.
13. MSA - One unmarked single use (Family) restroom off of 1st floor vending.
14. Student Center-None.
15. Harris Hall - both men's and women's single use restrooms (2 per floor)
16. Maintenance - One single use restroom.
17. Wallace-None.
18. Library - Both men's and women's single use restrooms.
19. Fine Arts - None.
20. Gym - One single use restroom.
21. Ball Field Concessions-None.
22. ACA - None.
23. Huntsville -Two unmarked single use men's and women's restrooms on the main floor inside the staff mailroom/ lounge. Two unmarked single use men's and women's single use restrooms on the lower level inside faculty lounge.

## Gender neutral locker rooms are located in the following:

There is a single use locker room located in the gym.

# Sex Offender Registration

Registered Sex Offenders must provide a copy of their Form 47 (information submitted to the registering law enforcement agency) along with a copy of their schedule for that semester to the Calhoun Community College Police Department. The Decatur Campus Police Dept, is located in Building #6 and the Huntsville Campus Police Dept, is located at the Front Entrance of the Main Building.

# Weapons Policy

No person shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, bow and arrow, or other lethal or dangerous weapons or devices capable of casting a projectile by air, gas or explosion, or mechanical means on any property or in any building owned or operated by Calhoun Community College or in any vehicle on campus. Realistic facsimiles of weapons are also not allowed.

If an instructor approves such items to be demonstrated for class purposes only, the instructor and student must obtain permission from Calhoun Police.

Any such person seen with or using such weapons on campus will be subject to disciplinary and criminal charges.

Pursuant to ACCS board policy 511.01, Calhoun Community College adheres to the following:

Firearms are prohibited on campus or any other facility operated by the College. Exceptions to this policy are: Law enforcement officers legally authorized to carry such weapons who are officially enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment. If the off-duty officer is a student, he/she must notify campus police once a semester. A weapon is prohibited from any type of hearing for personal business.

# Tobacco-free Policy

Calhoun Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and the use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College owned, rented or leased vehicles is prohibited.

For the purposes of this policy, a "tobacco product" is defined to include any lighted or unlighted cigarette (including electronic cigarettes), cigar, pipe, bidi, clove cigarette, or any other smoking product, as well as smokeless or spit tobacco, also known as dip, chew, snuff, or snus, in any form.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by campus police officers for violations of Calhoun's tobacco-free policy. Monetary fines will be imposed as follows:

# Student Fines

Any Calhoun student found to have violated this policy shall be subject to the following fines:

1st Ticket	\$25.00 Fine
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2nd Ticket	\$25.00 Fine
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All fines must be paid within seven (7) days of ticketing. Fines that are not paid within the seven (7) days shall automatically double in amount.

A student who has pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full.

Any student wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Vice President of Student Services, Dr. Patricia Wilson.

## Employee Fines

Any Calhoun employee found to have violated this policy shall be subject to the following fines:

1st Ticket	\$25.00 Fine
2nd Ticket	\$25.00 Fine

All fines must be paid within seven (7) days of ticketing. Fines that are not paid within the seven (7) days shall automatically double in amount. Any employee wishing to appeal a fine arising from the finding of a violation of this policy may do so with the Vice-President for Academic Affairs.

With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by Calhoun Community College, no tobacco-related advertising or sponsorship shall be permitted on Calhoun Community College property or at college-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized by Calhoun Community College. For the purposes of this policy, the term "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

The College President will develop administrative regulations and procedures as necessary to implement this policy, including provisions for notification, signage, disciplinary consequences, complaint procedures and enforcement.

Procedures will be developed to offer, promote prevention and education initiatives that actively support non-use and address the risks of all forms of tobacco use. The College will also endeavor to have information available for its students and employees on community programs or services related to helping persons stop the use of tobacco products.

## Traffic and Parking Regulations

Every effort is being made to help students have a place to park while attending classes. Complete cooperation among drivers is requested. All students who drive motor vehicles on any of Calhoun Community College's sites are responsible for knowing and abiding by parking/traffic regulations.

## Parking/Traffic Regulations

Students who are enrolled at Calhoun Community College are required to secure parking permits for their vehicles regardless of class location.

## Parking/Traffic Decals

1. Decals can be acquired at no charge at the switchboard in Room 100, Wallace Hall. Permits also can be acquired from the administrative office at the Huntsville campus.
2. Decals must be hung on rear-view mirror of automobiles/trucks or affixed where visible on motorcycles.
3. Open Parking

White Decals-Employee  
Dark Blue Decals-Student  
Yellow Decals - Handicapped Persons (obtained from the ADA Office)

Student parking for the Huntsville campus is restricted to the open lots to the east and south of the building. Parking for the Decatur campus is restricted to the open lots that run north and south throughout the campus. No parking is allowed on either campus against the curbs, which are reserved for emergency vehicles.

4. If a student drives more than one vehicle on campus regularly, the student must have a decal for each vehicle.
5. In the event of car trouble or other extenuating circumstances, temporary decals may be obtained from the administrative office. Temporary permits must be obtained immediately upon arrival and displayed in vehicle.
6. Decals expire August 31 of each year.

## Fines

1. The following schedule of fee penalties will be applied to parking and traffic violations.
  - a. Failure to properly display parking decals in vehicle \$10.00
  - b. Speeding on campus \$10.00
  - c. Running stop sign \$10.00
  - d. Unauthorized parking in zones for disabled  
Decatur Campus \$50.00  
Huntsville Campus \$50.00
  - e. Fire lane violations,  
Huntsville Campus \$50.00
  - f. Improper parking (example: taking up two spaces) \$10.00
  - g. Other violations (example: obscured decal,  
entering or exiting in the wrong direction) \$10.00
2. All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days automatically double.
3. A student may not register for classes nor have transcripts released until all fines are paid.
4. Any student wishing to appeal a parking/traffic fine may do so by appearing before the S.G.A. Parking/Traffic Appeals Committee. This is a three-member committee made up of students appointed by the Student Government Association. It is charged with the responsibility of hearing and ruling on each case in which a student appeals having received a parking ticket. The committee meets on a scheduled basis in Wallace Hall, Decatur campus. Parking appeals at the Huntsville Campus location should be made to the Dean of that campus.

## Accidents

Any individual who is involved in an automobile accident while on campus must immediately report the motor vehicle accident to a campus police officer. Campus police may be contacted by calling one of the numbers listed below.

## Need Assistance?—call Security

### **Decatur Campus**

- Extension 2575 on campus, (or)
- Ask the Calhoun switchboard operator to contact Campus Police for you.

### **Huntsville Campus**

- Contact the Huntsville Campus Office personnel (256-890-4711).

# Campus Police Courtesy Services

The Campus Police/Security Office is available to assist with a jump for dead batteries or ignition keys locked inside the car anywhere on campus. The Campus Police/Security Office will not be liable for any damage to vehicles caused as a result of these courtesy services. Because of extensive liability regulations, the Department cannot assist with tire changing. To reach an officer, dial 256-306-2575 for the Decatur Campus and 256-890-4711 for Huntsville.

## College Polices and Regulations

# Notice of Available Accommodations for Students, Employees, and Applicants with Disabilities.

Students who are requesting academic adjustments and modifications for the first time at the College must submit a completed Request for Services packet to the Student Disability Services/ADA Office. Packets are available in the office or online at <http://www.calhoun.edu/student-resources/student-disability-servicesada>. **Continuing students must complete a Semester Request for ADA Services form each semester.** This form is available in the office or online at <http://www.calhoun.edu/student-resources/student-disability-servicesada>. A student who has not been enrolled in classes for two consecutive terms or more must contact the office.

Students with questions, concerns, or complaints should contact Calhoun Community College's ADA Compliance Coordinator, whose name, address, e-mail, and phone number are shown below:

Employees and applicants with questions, concerns, or complaints should contact Calhoun Community College's ADA Compliance Coordinator, whose name, address, e-mail, and phone number are shown below:

Dr. Ina Wilson Smith  
Director of Student Disability Services/ADA  
Wallace Hall, Room 111  
P.O.Box 2216  
Decatur, Alabama 35609-2216  
[ina.smith@calhoun.edu](mailto:ina.smith@calhoun.edu)  
Office Hours: 7:45 a.m. - 5:15 p.m., Monday - Thursday  
7:45 a.m.-11:45 a.m., Friday

# Student Responsibilities

## Conduct Expectations

The College assumes that entering students are adults who have developed mature behavior patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. The College reserves the right to discipline any student whose on- or off-campus behavior is considered undesirable or harmful to the College.

Children are not allowed to attend classes with students or faculty. No minors should be left unattended in any building of Calhoun Community College.

No animal or pet may be brought on campus. Exceptions to this policy include guide dogs for the disabled, laboratory animals, and animals to be used for previously-approved instructional purposes or special programs.

# Drug Policy

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by

students and employees. This publication contains information concerning standards of conduct - legal sanctions, health risks, available treatment and disciplinary sanctions for violations of the policy.

# Drug Policy Standards of Conduct and Enforcement

Calhoun Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Calhoun Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately cease such behavior. If any employee, student or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

## Legal Sanctions

In compliance with the Drug Free Schools and Communities Act Amendment passed by the U.S. Congress in 1989, Calhoun Community College has adopted and implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. A brochure titled "Drug Policy: In Compliance with the Drug Free Schools and Communities Act Amendment, Calhoun Community College" concerning standards of conduct, legal sanctions, health risks, available treatment and disciplinary sanctions for violation of the policy can be found in the Albert P. Brewer Library, Decatur Campus, and the Huntsville Campus Library, the Office of the Vice President of Student Services, and in offices of students services staff at the Decatur and Huntsville campuses.

## Code of Conduct

All students of Calhoun Community College shall be expected to conduct themselves in an honorable, ethical fashion. However, in the event of proven misconduct, appropriate disciplinary action will be taken. The following sections address the Student Code of Conduct, as well as the College's disciplinary procedures.

**Misconduct Defined.** A student shall be subject to disciplinary action by the College, up to and including dismissal, for misconduct on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored, or conducted by the College or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include the commission of, the attempt to commit, or the solicitation of any of the following offenses:

1. Any form of dishonesty, including cheating, plagiarism, or furnishing false information to the College.

Cheating is defined, for academic purposes, to include, but not be limited to, the use of unauthorized aids (such as crib sheets or other items such as written materials; drawings; lab reports; discarded computer printouts, stored information, or programs); unauthorized assistance on take-home exams or projects; copying, or copying from another student's work; soliciting, providing, and/or receiving any unauthorized aid or assistance (whether orally or in writing); or similar or equivalent acts contrary to the principles of academic honesty.

Plagiarism is defined to include the act of using in one's work, or as one's work, the work of another without clearly indicating that the work is someone else's and stating the source of the other's work.

2. Forgery, alteration, or misuse of College documents, records or identification.
3. \*Intoxication from, or the use, display, or possession of, alcoholic beverages or any controlled substance (drug), as outlined by the Code of Alabama, unless the student has a valid prescription for the use of the respective controlled substance.
4. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers may possess firearms on campus.
5. \*Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and

assembling to raid college properties. This offense also includes in-class behavior, which, in the opinion of the respective instructor, unduly disrupts the order of a class.

6. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes, but is not limited to, the usage of verbal or symbolic expressions, which would tend to be reasonably interpreted as insulting to one's race, gender, religion, age, national origin, or disability.
7. Participation in any form of gambling.
8. Unauthorized entry to College facilities.
9. Unauthorized possession, duplication or use of a key to College facilities, and/or interference with the use of or access to a College facility.
10. \*Theft of, or intentional damage to, property of the College or to the property of any member of the College community or visitor to the College.
11. Intentional misuse of any College fire alarm or fire-fighting equipment.
12. \*Actual or threatened physical abuse of any person including domestic violence, dating violence, sexual assault, or stalking (menacing), as defined under Alabama State Law, verbal abuse, threats of intimidation, harassment, and/or coercion, including hazing or any other act, which would tend to endanger the health or safety of the College environment or any person on campus.
13. \*Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties, furnishing false information to any College official, and/or failure to identify oneself to these persons when requested to do so.
14. The wearing of attire which, in the opinion of the administration of the College, is lewd or immodest to the extent that it would tend to disrupt the educational process and/or infringe upon the rights of any other student or employee of the College.
15. Violation of any College policy or regulation as published or referred to in the College catalog, student handbook, or College website including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; and use of or parking of motor vehicles on the campus.
16. Violation of any Federal, State, or local law or ordinance.
17. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
18. Theft or other abuse of computer facilities and resources, including but not limited to
  - a. Unauthorized entry into a file, to use, read, or change the contents, or by any other purpose.
  - b. Unauthorized transfer of a computer file.
  - c. Use of another individual's identification and/or password.
  - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
  - e. Use of computing facilities and resources to send obscene or abusive messages.
  - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
  - g. Use of computing facilities and resources in violation of copyright laws.
  - h. Any violation of the College Computer Use Policy.
19. Abuse of the Student Code of Conduct System, including but not limited to:
  - a. Failure to obey the notice from the Dean or College official to appear before a meeting or hearing as part of a Student Conduct Proceeding.
  - b. Falsification, distortion or misrepresentation of information before a Student Conduct Committee.
  - c. Disruption or interference with the orderly conduct of a Student Conduct Committee proceeding.
  - d. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
  - e. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of the Student Conduct Committee proceeding.
  - f. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and after a student conduct code proceeding.
  - g. Institution of a student conduct code proceeding in bad faith.
  - h. Failure to comply with the sanctions(s) imposed by the Committee under the Student Code of Conduct.

\*The commission of any of these particular offenses will subject the student to immediate, automatic disciplinary suspension or expulsion from the College, if the Vice President of Student Services has probable cause to believe that the respective student committed such an offense. In such case, the Vice President of Student Services will set a hearing for the earliest reasonable date after the alleged occurrence of the violation.

## Student Disciplinary Procedures

Students are guaranteed procedural due process in all cases involving formal discipline charges. College disciplinary procedures are designed to assure a student's right to procedural and substantive due process and to the fullest extent feasible, safeguard personal and confidential information concerning the student.

**Disciplinary Action by Instructor.** With regard to a matter of academic dishonesty in taking a college course, the College's respective faculty members are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantive evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to (1) impose a grade of "F" for the respective assignment or test; (2) impose an "F" for the respective course; (3) require that an assignment be redone or a test be retaken; (4) impose other similar sanctions designed to preserve academic integrity. The faculty member shall not have the right to suspend or expel a student. That authority is reserved for the Vice President of Student Services and the College Disciplinary Committee. If the faculty member believes that the improper conduct should be subject to greater punishment, or additional punishment, then the case should be referred to the Vice President of Student Services for disciplinary review.

In any situation where a student is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall, within three (3) business days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student written notice of the allegation and give the student the opportunity to respond to each allegation made. The student shall have a maximum of (3) business days to respond to any allegation made. No disciplinary grade imposed by a faculty member shall be considered final unless and until the student has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student give a response for a grade to be finalized, only that the student has been given an opportunity to respond and that the instructor give due consideration to any response which is made. Each instructor shall keep a confidential file of any and all written allegations of academic dishonesty and all actions taken with regard to such allegations.

Any student against whom a sanction is imposed by a faculty member as a result of an allegation of academic dishonesty shall have the right to appeal the sanction to the Vice President of Student Services. The appeal must be filed with the Dean within five (5) business days after the student is first made aware of the date that the decision has been made to impose a sanction and must include: (1) a copy of the faculty member's written allegation of academic dishonesty; (2) a statement of the sanction imposed; (3) the dates on which the student received the written allegation and on which the student responded to the allegation; (4) the nature of the student's response to the faculty member concerning the allegation; and (5) the rationale for the appeal of the sanction. The student shall have the option of admitting to the Dean the act of academic dishonesty and proposing an alternative sanction.

The Vice President of Student Services shall, within fifteen (15) business days after receipt of the appeal, issue a report by which the Dean will (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction. The Dean shall not overrule or modify any sanction imposed by a faculty member except where there is a compelling and substantial academic or legal reason for doing so.

The decision of the Dean shall be final and binding as to each party, and any grade affected by the Dean's decision shall be recorded so as to reflect the Dean's decision.

**Disciplinary Action by Dean or Disciplinary Committee.** With regard to all alleged violations of the Student Code of Conduct other than those handled at the faculty level, the Vice President of Student Services shall have the authority to make disciplinary decisions at the administrative level and shall refer appropriate appeals to the College Disciplinary Committee who shall ensure that the fundamental elements of due process are followed through a fair and reasonable hearing. The Dean shall also have the discretion of referring a case to the Disciplinary Committee for the initial hearing. The Dean shall maintain appropriate records of all reports of student misconduct and all disciplinary proceedings.

Alleged violations of College regulations must be filed, within sixty (60) calendar days of their respective occurrence or the first discovery of their occurrence, in writing with the Dean in order to initiate a disciplinary review. Any student, faculty member, or staff member may register a complaint with the Dean. The Dean will then inform the accused in writing, will request a conference, and will render a decision to the student regarding the case in question. The decision will be one or more of the following:

1. Find the accused not guilty and dismiss the case.
2. Refer the student to a counselor for personalized assistance.
3. Find the student guilty as charged and apply the appropriate penalty stated under "Disciplinary Actions."
4. Refer the case directly to the College Disciplinary Committee for a hearing and determination as to disciplinary action.

Upon communicating his/her decision to the student, the Dean will also explain the student's right to appeal to the Disciplinary Committee any disciplinary action imposed by the Dean. If the student wishes to appeal a decision by the Dean, he/she must file a written request, stating the reason(s) for the appeal, with the Dean within 48 hours. The Dean will then have 48 hours to refer the case to the Disciplinary Committee along with his/ her recommendation for disciplinary action. The Committee will schedule and conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Dean and the accused student.

**College Disciplinary Committee.** Recognizing the right of students to be granted due process in all matters of a disciplinary nature, the College assures due process through the authority and activities of the College Disciplinary Committee.

The College Disciplinary Committee shall consist of three (3) members of the administration, faculty, library or counseling staff, appointed by the Vice President of Student Services (at least two of the three should be teaching faculty) and two students appointed by the President of the Student Government Association in consultation with the Student Activities Facilitator. If the Committee is selected at a time when there is no sitting SGA President, or when the SGA President is unavailable, then the two students shall be selected by the Vice President of Student Services. A faculty representative serving on the Disciplinary Committee shall be appointed to serve as Chair of the Committee.

The purposes of the Disciplinary Committee are as follows:

1. Hear charges and evidence concerning alleged student misconduct and direct action to be taken in cases appealed by students referred to the Committee by the Vice President of Student Services.
2. Impose appropriate disciplinary action when such action is warranted by evidence presented in a disciplinary hearing.
3. Review and make recommendations to the Vice President of Student Services on student disciplinary policies and procedures.

## Hearing Procedures

Each party to a disciplinary hearing shall be given prior written notice by the Chairperson of the Disciplinary Committee of the date, time, and place of the hearing. Whenever feasible, this notice shall be at least 72 hours in advance. The notice will be delivered in person or sent by certified mail. If the Committee determines that a party is intentionally avoiding service, the Committee may elect to hold the hearing in the absence of such party upon a majority vote of the Committee members.

### Attendance at Hearing

1. Disciplinary Committee hearings shall be private and confidential and will be limited to persons officially involved. Persons present shall include Disciplinary Committee members, the Vice President of Student Services or his/her designee, the student who is the subject of the hearing and his/her advisor, appropriate staff members, a recorder, and witnesses for both parties. Non-party witnesses will be present only when giving testimony. The Vice President of Student Services, or his/her designee, shall be responsible for preparing and presenting the College's case.  
NOTE: All references in these hearing procedures to the "Vice President of Student Services" shall also apply to any designee of the Dean.
2. The student shall have the right to have one advisor, who may be, but does not have to be, an attorney, present during the hearing. The advisor may not address the hearing to give evidence on behalf of the student. In answering or asking questions, the student may seek advice from the advisor before proceeding.
3. In the event that a disciplinary hearing is scheduled for a student, and the student has been made aware of the date, time, and place, but fails to appear at the hearing, the hearing may be conducted in the student's absence.
4. The hearing will be recorded by either a certified court reporter or on audio or videotape. The record of the hearing, including a copy of all evidence offered, whether admitted or not, will be filed in the office of the Vice President of Student Services and will be kept confidential.

## Order of Hearing

1. Opening remarks by the Chairperson of the Disciplinary Committee.
2. Review of charges and any action previously taken in the case by the Vice President of Student Services.
3. Opening statement by Dean or his/her designee (not more than ten minutes).
4. Opening statement of not more than ten minutes by the accused student.
5. Presentations of evidence by the parties, including testimony and questioning of witnesses. Witnesses for the College will present testimony first. Following the testimony of all College witnesses, the student may call his/her witnesses. Both parties to the action and the members of the Disciplinary Committee have the right to question all witnesses. The Committee shall not have the authority to compel an accused student to testify against himself/herself, but the Committee may take into account the failure of the student to testify when deliberating the evidence.
6. Closing statement (not to exceed 20 minutes) by the student.
7. Closing statement (not to exceed 20 minutes) by the Vice President of Student Services.
8. Deliberation by the Disciplinary Committee.
9. Report of Committee Findings.

The Disciplinary Committee will conduct its deliberation in closed and confidential session and, after reaching its decision, will orally inform the parties of the decision. Each party will subsequently be provided a written rendition of the findings of the Committee.

Prior to beginning any hearing, the Disciplinary Committee shall make an assessment as to what would be a reasonable amount of time to be allotted for a hearing and may limit the time for any or all aspects of the hearing so as to conform to the allotted time.

## Rules of Evidence

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

The Committee shall inform the parties that the rules relating to the admissibility of evidence shall be similar to, but less stringent than, those which apply to civil trials in the courts of Alabama. Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and unauthorized documentary evidence may be admitted if the hearing chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible, prudent person in conducting his/her affairs.

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

# Disciplinary Action

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

1. *Disciplinary Reprimand*. This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.
2. *Disciplinary Probation*. This is designated to encourage and require a student to cease and desist from violating College regulations. Students on probation are notified in writing that any further misbehavior on their part will lead to more severe action.

Disciplinary Probation will be for the remainder of the existing semester and for all of the following semesters of attendance.

3. *Disciplinary Suspension*. This excludes a student from the College for a designated period of time, usually not more than two semesters. While on suspension, a student will not be allowed to take any course at the College. At the end

of the designated period of time, the student must make formal reapplication for admission.

4. *Class Suspension.* A student may be suspended from attending one or more specified courses for improper behavior. Class suspensions are for the remainder of the semester, and the student will be assigned a letter grade of "F" for each course from which he/she is suspended.
5. *Library Suspension.* A student may be suspended from using the library for improper or disruptive behavior in the library. Library suspension will be for a period of time not to exceed the remainder of the semester.
6. *Disciplinary Expulsion.* This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are guilty of chronic misbehavior or a major breach of conduct. The College reserves the right, but has no duty, to lift the probation against re-enrollment upon its consideration of a written application for readmission evidencing that the student has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.
7. *Payment of Damages.* Charges will be assessed against a given student or students for the amount necessary to repair damage caused by student or students' behavior.

Factual findings of the Disciplinary Committee shall be deemed correct and shall not be subject to appeal. Nor shall disciplinary actions imposed by the Disciplinary Committee be subject to appeal, except upon a written demonstration to the President of the College that the Committee: (1) was not formed in accordance with the above-described selection process or (2) acted blatantly contrary to the above-stated provisions for disciplinary action in terms of the type and/or severity of punishment imposed. In any case where the President determines that either of the two foregoing conditions was present, the President shall have the discretion of either affirming the disciplinary action, reversing the action, or dismissing in part and affirming in part the subject disciplinary action.

A disciplinary suspension or expulsion shall not result in a notation on a student's permanent record. A notice that a student is currently on suspension or expulsion and ineligible to return to the College until a certain date shall be attached to the student's file. In the event that the student becomes eligible to re-enroll, the notice shall be removed.

## Intellectual Property for Students

All student work submitted as a requirement for course credit is the intellectual property of that student and the student may use or publish his/ her work without any authorization from the College.

The student must obtain written consent from the College in order to use or publish material of which the student is neither the author nor the collaborator.

## Computer Use Policy

Students are expected to know the college's computer use policy and to follow said policy. Any student who violates that policy will be formally charged in writing by the Vice President of Student Services.

**Individuals are Fully Responsible** for their own actions while using Calhoun Community College's (Calhoun) "computer technology" (defined as Calhoun computers and computer-related equipment, programs, supplies, and network communications, including Internet access gained through Calhoun's computer network). Users must respect the privacy and rights of others, and the integrity of both the hardware and software being used. Accordingly, users must assume responsibility for making the best possible use of access privileges and for not abusing them. Employee questions concerning access, acceptable and unacceptable use, should be directed to the Director of Information Technology. Student questions should be directed to the appropriate instructor or the Campus Dean or designee.

**Limited Access:** Calhoun reserves the right to limit the access of any and all employees and students to certain software programs or directories. Each user is provided with a certain access level. A user may not access a computer without authorization or exceed authorized access. A user's activity is restricted to access of only those programs or directories in that user's respective access level. Likewise, a user may not obtain access to another level by means of another user's access. Any user who exceeds his/her respective level, assists another user to gain access to an otherwise inaccessible level, or allows another user to gain access to an otherwise inaccessible level will be held accountable for the violation of this policy. A user may not continue to enter an access level which was previously assigned to the user, but which has since been suspended or revoked.

No user may knowingly

- Use either Calhoun computer technology or personal technology to "break into" or "hack into" college or other computers and storage devices for the purpose of reading, copying, deleting, modifying or distributing data and/ or information of others, or any other purpose;
- Give passwords, access codes or other security access information to others;
- Share personal e-mail accounts.

**Internet Access:** Any employee or student access to the Internet through Calhoun's computer network is limited to the acceptable use as set out below. Likewise, any employee or student who accesses the Internet through Calhoun's computer network for an unacceptable use as defined above or causes an unacceptable result will be held accountable for the violation.

The use of the Internet must be in support of education, research, college-related service activities, or college administration and consistent with the mission of Calhoun Community College. Transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. Any use of the Internet through Calhoun's computer network for political advertisement or political lobbying is also strictly prohibited.

Users of the Internet through Calhoun's computer network are expected to abide by the rules of network etiquette. Any swearing, vulgarities or other inappropriate language is prohibited. Users are also prohibited from revealing personal addresses or phone numbers of students or colleagues.

Users are hereby warned that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

**Acceptable Use:** It is acceptable to use Calhoun computer technology for purposes relating directly to education, educational research, college-related service activities, and administration of Calhoun.

Examples of acceptable use are

- Using the software/hardware only in the condition and settings provided by Calhoun. Users may not modify software settings to add or delete hardware components or modify software features, unless so instructed by appropriate college officials.
- Using the network for the purpose of instructional support. This may include class assignments, research, skill development, and/or the production of materials used in the educational process.

**Unacceptable Use:** It is unacceptable to use Calhoun computer technology for any illegal purpose or to interfere with or disrupt other users, services or equipment. Such unacceptable use includes, but is not limited to, the following:

- Engaging in activities to damage or disrupt computer, computer system, network information, data or a program by such acts as virus creation and propagation, wasting system resources, or overloading networks with excessive data.
- Engaging in activities for the purpose of promoting personal gain and/or profit or use of college technology for organizations other than Calhoun.
- Engaging in any activity which is in violation of the Code of Alabama (1975) §§36-25-1 through 36-25-30, as amended (the "State Ethics Law"), or which, in the opinion of the Calhoun administration, may be contrary to such law.
- Using any computer technology in a manner that violates patent protection or license agreements.
- Engaging in any activity that violates any and all copyright laws. Such activity may include utilizing Calhoun technology to copy and/ or distribute copyrighted materials of any type that the user does not have a valid and legal right to copy.
- Engaging in any use that is illegal or results in the commission of any illegal activity.
- Using Calhoun computer technology to support or oppose any candidates or candidates for public office, or for any other political purpose. (Use of State property for political purposes is against Alabama law.)
- Transmitting messages of a romantic or sexual nature to any person or persons.
- Creating, displaying, transmitting or making accessible threatening, racist, sexist, offensive, annoying or harassing language and/or material.

- Knowingly accessing or transmitting information which contains obscene or indecent material as defined by law.
- Knowingly performing an act; which will interfere with the normal operation or use of computers, terminals, peripherals, or networks.
- Creating copies, or taking into the user's personal possession copies of Calhoun owned software and/or hardware technology such as computers, components, disks, or peripherals.
- Using another person's computer account or allowing someone else to use your account (e-mail, secure systems, etc.).
- Sharing personal e-mail accounts.
- Masking the identity of an account or machine or in any manner misrepresenting your identity in e-mail or other electronic communication.
- Communicating any information concerning password, identifying code, personal identification number or other confidential information without the permission of its owner.
- Creating, modifying, executing or re-transmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "Messages," including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of Messages.
- Attempting to gain unauthorized access to any information facility, whether successful or not. This includes running programs that attempt to calculate or guess passwords, or that are designed and crafted to trick other users into disclosing their passwords, and any attempts to circumvent data protection schemes or uncover security loopholes. It also includes electronic eavesdropping or communication facilities.

**Access is a Privilege, Not a Right:** Calhoun reserves the right to deny the privilege of the use of any or all types of computer technology to individuals who violate this Acceptable Use Policy. Users may also be held accountable for violations of Federal and/or Alabama Laws (i.e., Computer-Related Crime, etc.). Violations of this policy may result in the termination or suspension of employment, suspension of computing privileges, disciplinary review, any other forms of employee or student discipline, and/ or financial restitution to Calhoun for any damages and costs related to inappropriate or unacceptable use, and/or criminal or civil legal action. Calhoun reserves the right to monitor, modify and/or delete any material posted on the Student Announcements and/or student e-mail account that is deemed to be inappropriate, in poor taste and/or not in keeping with the educational values of the College. Calhoun reserves the right to modify or clarify this policy at any time.

**Computer Crimes:** The Alabama Computer Crime Act, codified at Code of Alabama (1975) §§1 3A-8-101 - 13A-8-103, makes it a crime for a person to damage, or without authorization to modify computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use computer data and programs, and provides for punishment up to a Class B Felony (imprisonment for 2-20 years and/or a fine up to \$10,000 or double the damage or loss to the victim). Federal law also makes it a crime, without authorization, to access computers or computer networks devoted in part to Federal purposes. Any violation of such State or Federal laws respecting computers shall also constitute a violation of the Calhoun Computer Technology Acceptable Use Policy. Furthermore, this policy prohibits various actions (described above) which may or may not constitute a crime.

## Student Complaint Process

### Informal Student Complaint Process

Calhoun Community College has a variety of procedures for dealing with student-related issues, including grade appeals, academic dishonesty violations, student discipline, harassment complaints, and Student Grievance procedures. One area not generally covered by other procedures concerns informal student complaints about faculty, staff or student conduct. The College respects the academic freedom of the faculty and will not interfere with the exercise of appropriate discretion concerning the content or style of teaching activities. Indeed, academic freedom is and should be of paramount importance. At the same time, the College recognizes its responsibility to provide students with a procedure for addressing complaints about faculty/staff treatment of students that are not covered by other procedures.

Wherever possible, complaints at Calhoun Community College are handled in an informal manner. Administrators, faculty, and staff maintain an "open-door" policy to discuss issues of concern for all students. Faculty and staff serve as a resource for individuals seeking assistance in resolving matters within the College community. Students are encouraged to first attempt to resolve complaints with the faculty or staff person. If unresolved, students should next speak to the departmental chairperson or supervisor of the faculty or staff member in an effort to resolve the matter. If still unresolved, the student should lodge their complaint with the Vice President for Academic Affairs. Students may also seek the assistance of the campus Student

Advocate Office to facilitate an informal resolution. The chart below details the initial area for assistance referral and subsequent contact areas. If students have any questions about the applicable area for assistance, they should consult with the Vice President of Student Services, who will advise the student if some other procedure is applicable to the type of complaint they are seeking to resolve.

<b>ISSUE</b>	<b>1ST RESPONSE - LEVEL I</b>	<b>LEVEL II</b>
Academic Instructor Concerns	Instructor	Faculty Chair/Division Dean
Academic Probation/ Suspension	Records/Ad missions	Registrar/Director of Student Financial Svcs.
Admissions Application Process	Records/Ad missions	Director of Admissions/Registrar
Assessment/Testing Center	Advising Center Staff/Testing Center Staff	Director of Advising and Retention/Director Testing Ctr.
Academic Advising	Advising Staff/Faculty Advisor	Director of Advising and Retention/Faculty Chair
Blackboard Technical Assistance	IT Helpline	Instructor/Digital Media and Distance Learning Manager
Bookstore	Bookstore Manager	V.P. for Business Operations
Student Guided Campus Tours	Warhawk Sponsor	Dean of Institutional Advancement
Staff Guided Campus Tours	Advising Staff	Recruitment Coordinator
Discipline outside the classroom	Campus Police/Staff Member	Vice President of Student Services
Grade Appeals	Instructor	Division Dean/V.P. for Academic Affairs
Financial Aid Issues	Financial Aid Staff	Director of Student Financial Services
Veteran Benefits	VA Coordinator	Director of Student Financial Services
Tutor Support	Subject Area Lab Assistant	Director of STAR Institute
Students with Disabilities	Disabilities Office Staff	504 Compliance Officer
Student Orientation	Orientation Instructor	Director of Advising and Retention
Transcripts	Records Office Staff	Director of Admissions and College Registrar
Refund Requests	Business Office Staff	V.P. for Financial/Administrative Services
Parking Tickets	Campus Police	SGA Parking Appeals Committee
Police	Campus Police Staff	Campus Chief of Police/V.P. Business Operations
Workforce Faculty	Workforce Faculty	Division Dean

### **Formal Student Complaint Process**

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint with the department chairperson or staff supervisor, or if the chairperson or supervisor is the subject of the complaint, with the person designated by the Vice President for Academic Affairs. (This person will be referred to as the "Fact Finder.")

1. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct being complained about.
2. The Fact Finder shall promptly send a copy to the faculty member about whom the complaint is made, along with a letter stating that the filing of the complaint does not imply that any wrong doing has occurred and that a faculty member must not retaliate in any way against a student for having made a complaint.
3. The Fact Finder shall meet with the complaining student and faculty or staff member, either separately or together, to discuss the complaint and to try to resolve it. If a resolution is not possible and there are factual issues in dispute, an investigation shall be conducted.
4. The Fact Finder shall separately interview the complaining student, the faculty member and other persons with relevant knowledge and information and shall also consult with the Vice President of Student Services and, if appropriate, the College Student Advocate. The Fact Finder shall not reveal the identity of the complaining student and the faculty member to others except to the extent necessary to conduct the investigation. If the Fact Finder believes it would be helpful, he or she may meet again with the student and faculty member after completing the investigation in an effort to resolve the matter.

# Student Grievance Procedures Involving Discrimination, Sexual Harassment, and Rights of the Disabled

## INTRODUCTION

Calhoun Community College promotes the exchange of ideas among all members of the college community including students, faculty, staff, and administration. An environment conducive to open exchange of ideas is essential to intellectual growth and positive change. However, the College recognizes that, at times, people may have differences which they are unable or unwilling to resolve themselves, and that employees and students must feel confident that the appropriate authorities will promptly address a valid complaint or grievance concerning the College.

Provided, however, that if a complaint is in the form of an alleged violation of Title IX of the Education Amendments of 1972, the student shall file the complaint with the Vice President of Student Services using the grievance procedure adopted by the State Board of Education for Title IX grievances. That procedure can be found at Alabama Community College System Policy No. 620.0. In the event that there is a hearing on a Title IX grievance, the hearing procedure shall be the same as stated herein below.

Title IX provides that "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." If the student is uncertain as to whether his or her complaint would be covered by Title IX, the student shall meet with the Vice President of Student Services to make that determination.

## Anti-Harassment Policy

Calhoun Community College has a commitment to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Not only is such harassment or discrimination a violation of the policies of the Alabama Community College System, it is an institutional policy that any practice or behavior that constitutes such harassment or discrimination shall not be tolerated on any Calhoun campus or site, or in any division or department, by any employee, student, agent, or non-employee on any College property or while engaged in any College-sponsored activity. It shall also be a violation of this policy for a person to engage in such harassment or discriminatory practice or behavior through the use of any College owned or College controlled communication process, system or device.

For these purposes, the term "harassment" includes, but is not necessarily limited to:

Language, behavior, or other activity that has the intent or effect of unduly demeaning, embarrassing, or discomforting any person, or creating an environment that is unduly demeaning, embarrassing, or discomforting to any person or persons of reasonable sensitivity.

Harassment of employees or students by persons who are not employees or students shall also be a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official.

Such discrimination may or may not be in the form of harassment, per se. However, as with incidents of harassment, any employee or student who becomes aware of the unduly adverse treatment of any person on the basis of that person's race, color, gender, religion, national origin, age, disability, or any other impermissible factor, shall report such situation to an appropriate College official.

Sexual harassment is a form of misconduct that is considered under the law to be both harassment and discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to such innocent conduct as occasional compliments on another's appearance; it refers to behavior with sexual connotations that would have the effect of interfering with, or the tendency to interfere with, the work, educational, or social environment of its victims. Sexual harassment may involve the behavior of a person of either sex toward a person of the opposite or the same sex, and occurs when it consists of unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or

- educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

Sexual harassment may include, but is not be limited to, any of the following:

1. Physical assault, or attempted physical assault, of a sexual nature.
2. Direct propositions of a sexual nature;
3. Subtle pressure for sexual activity;
4. Threats or coercion used for the purpose of soliciting sexual favors;
5. Displaying pictures or other objects which are sexual in nature that would have the tendency to create a hostile or offensive environment and serve no legitimate business purpose;
6. Repeated conduct that has the effect of causing, or intent to cause, discomfort or humiliation, or both, that includes comments of a sexual nature or sexually explicit statements, questions, jokes, or anecdotes;
7. Repeated conduct that has the effect of causing, or the intent to cause, discomfort or humiliation in the form of (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) comments of a sexual nature about another's clothing or appearance; or (iii) remarks about sexual activity or prior sexual experiences.

Any student who is the victim, or intended victim, of sexual harassment should report the matter to the office of the Vice President of Student Services as soon as possible after the situation occurs. If the matter is determined by the Vice President to involve sexual harassment, it shall also be reported to the President of the College and to the Vice Chancellor for Legal and Human Resources, who shall also be kept informed of the progress and results of the investigation of the complaint. Any subsequent adverse treatment incurred by the reporting party that appears to be retaliation of, or related to, the report of sexual harassment should also be brought to the attention of the office of the Vice President of Student Services.

With further regard to relationships of a physical nature, Calhoun Community College employees determine the ethical and moral tone for this College through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between College personnel of different ranks which involve partiality, preferential treatment, or other improper use of position shall not be tolerated. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor and a student for whom he or she has responsibility, or between any supervisor and an employee where preferential treatment results. Furthermore, such relationships have the potential of undermining the atmosphere of trust on which the educational process depends. Implicit in the concept of professionalism is the recognition by those in positions of authority that in their relationships with students or subordinate employees there is always an element of power. Therefore, it is incumbent on those with authority not to abuse the power with which they are entrusted.

**In order to accommodate the resolution of such situations, Calhoun Community College offers the following grievance procedures as the appropriate course of action for settling disputes and resolving problems.**

#### **A. INITIAL STEPS**

Any student of Calhoun Community College who has a grievance against another student or a member of the Calhoun faculty, staff, or administration concerning any form of discrimination (Title VI, Civil Rights Act of 1964), sexual harassment (Title IX of the Educational Amendments of 1972), or violation of the rights of the disabled (Sec. 504 of the Rehabilitation Act of 1973) should first attempt to resolve his/her situation with the individual involved. However, a student who believes herself or himself to have been subjected to sexual harassment is not required to first speak to or attempt to resolve the situation with the perpetrator of sexual harassment before filing a complaint. If for some reason resolution of the grievance is not possible, the student should make his/her grievance known to the immediate superior of the individual against whom the student has a grievance, and/or to the Vice President of Student Services in order to seek an informal resolution to the problem. If, after the discussion between the student and the respective College official or representative it is determined that the complaint is valid, the College official or representative will take appropriate action to resolve the complaint using a formal "plan of resolution."

If the student's complaint requires a formal "plan of resolution," a written report must be submitted to the Vice President of Student Services. The report shall be submitted by the College official or representative within ten business days of the initial complaint and shall detail the complaint and the plan to resolve the complaint. If a student's complaint cannot be resolved in the manner described above, an unresolved complaint shall be termed a "grievance."

## **B. INTERIM RESOLUTION**

If the Vice President of Student Services should determine that the grievance is of a nature that there should be imposed an interim resolution pending the outcome of the grievance procedure, the Vice President of Student Services shall recommend such an interim resolution to the President or designee. The President or designee shall have the discretion to impose or not impose an interim resolution.

## **C. FORMAL GRIEVANCE PROCESS**

A student who submits a complaint to the appropriate College official or representative in the manner described above and who is not informed of a satisfactory resolution or plan of resolution within ten business days after the complaint's initial submission shall have the right to file, within ten business days, a formal grievance statement. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include the following information:

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

The grievance statement shall also contain any other information relevant to the grievance the Grievant wants to be considered by the Vice President of Student Services. Any grievance must be filed within 45 calendar days of the occurrence of the alleged discriminatory act or the date of which the Grievant became aware that the discriminatory act took place.

The Vice President of Student Services will notify the student or a member of the Calhoun faculty, staff or administration of the charge(s) against him/her within five business days of receiving the formal grievance statement. If after a reasonable attempt to notify the student, faculty member, staff member, or administrator of the charges against him/her, the Vice President of Student Services is unable to do so, then the Vice President of Student Services may suspend the student, or the President of the College or his/her designee may suspend with pay the faculty member, staff member, or administrator until a hearing is held and decision rendered.

The College shall have thirty (30) calendar days from the date of receipt by the Vice President of Student Services of the grievance to conduct an investigation of the allegation(s), hold a hearing on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings.

## **D. INVESTIGATION PROCEDURE**

The Vice President of Student Services shall have the right to conduct such preliminary hearing(s) as the Vice President of Student Services or designee shall deem necessary to complete his/her investigation. The Vice President for Student Services shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The Vice President of Student Services 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 Vice President of Student Services (Grievance Officer) shall be stated in a preliminary written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made and shall be made a part of the hearing record, if a hearing is subsequently conducted. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing 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 of the Grievance Officer's preliminary report, the Grievant and the Respondent shall have three (3) business days to notify the Grievance Officer of the respective party's request for a hearing. The Vice President of Student Services may, nevertheless, at his/ her discretion, schedule a hearing on the grievance if to do so would 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 deemed a final report and shall be filed with the President, with a copy to be provided to the Grievant.

## **E. HEARING PROCEDURE**

In the event that the Vice President of Student Services schedules a hearing, the Vice President of Student Services or designee will appoint a qualified five-person committee. The Vice President of Student Services shall serve as the nonvoting

chairperson. A quorum shall consist of four members of the committee and the chairperson. Unless the President or Vice President determines otherwise, or both parties agree in writing for the hearing to be public, the hearing shall not be open to the public.

At the hearing, the Grievant and the Respondent(s) 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/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such testimony and offer such other evidence as he/she deems appropriate to the Respondent's defense against the grievance. 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 College.

Any party to a grievance hearing shall have the right to retain, at the respective party's own 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 witness. In the event that the College or its administration at large is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also permitted to be assisted by an attorney or other personal representative.

A student does not forfeit any of his/her constitutional rights upon his/her admission into Calhoun Community College, nor does a faculty member, staff member, or administrator forfeit his/her constitutional rights upon employment with Calhoun Community College. The Committee shall not have the authority to compel any witness to testify. However, insofar as it is not contrary to law, the Committee may take into account the refusal of a witness to testify when deliberating the evidence. With regard to a College employee, the President shall have the authority to direct the employee to testify at a hearing if, in the discretion of the President, such testimony could be material to an accurate determination of the facts in the case.

The hearing shall be recorded by either a court reporter or on audio or video tape 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.

## **F. REPORT OF FINDINGS AND CONCLUSIONS**

Within five (5) working days following the hearing, there shall be a written report from the chairperson on the findings of the hearing committee (with a copy forwarded to the President, the Grievant, and each Respondent). The report shall contain at least the following:

1. Date and place of the hearing;
2. The name of each member of the hearing committee;
3. A list of all witnesses for all parties to the grievance;
4. Findings of facts relevant to the grievance;
5. Conclusions of law, regulations, or policy relevant to the grievance;
6. Recommendations(s) arising from the grievance and the hearing thereon.

## **G. RESOLUTION OF GRIEVANCE**

In the event of a finding by the Committee that the grievance was supported, in whole or in part, by the evidence presented, the Vice President of Student Services shall meet with the Grievant, the Respondent(s) and the appropriate College representative(s) and attempt to bring about a reasonable agreed upon resolution of the grievance. If there is no mutual resolution, the President shall impose a resolution of the grievance which shall be final and binding.

## **H. APPEAL PROCEDURE**

The President of Calhoun Community College shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Grievance Committee. The President shall not be bound in any manner by the recommendation(s) of the hearing committee, but shall take it (them) into consideration in imposing his/her decision. The charged student, faculty member, staff member, or administrator may file a written request with the Vice President for Academic Affairs of the College and Vice President of Student Services requesting that the President of the College review the decision of the Grievance Committee. The written request must be filed within 15 calendar days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal 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. The President of the College shall issue his/her opinion to accept, reject, or modify the decision of the Grievance Committee within 15 calendar days of the initiation of the appeal process. If the decision of the Grievance Committee does not satisfy the complainant and should the grievance allege discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the handicapped (Sec. 504), the complainant may file a written grievance with:

1. The Alabama Community College System pursuant to Alabama Community College System policies and procedures, with respect to Title IX violations;
  - a. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form available at ([calhoun.edu/ACCSComplaint](http://calhoun.edu/ACCSComplaint)) or at the ACCS website ([www.accs.cc](http://www.accs.cc)). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to [complaints@accs.edu](mailto:complaints@accs.edu) or (2) mailing it to:  
  
Alabama Community College System  
Attention: Office of the Vice Chancellor  
for Instructional and Student Services  
P.O. Box 302130  
Montgomery, AL 36130-2130
  - b. The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.
  - c. The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
  - d. The Vice Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
  - e. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
  - f. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.
2. The regional office of the Office of Civil Rights of the U.S. Department of Education within 180 days of the discriminatory act;
3. The Equal Employment Opportunity Commission within 180 days of the discriminatory act.

## **EXCEPTION**

When a complainant or grievant complains of, asserts the existence of, or indicates the possibility of sexual harassment violation of law, Calhoun Community College policy, or standards of appropriate conduct, the President may, in his/her discretion, determine that the matter will not be resolved through procedures set forth above, but will be reasonably, appropriately, and promptly investigated and resolved by the College pursuant to such process as the President determines in accordance with the College's objective of maintaining a work and educational environment free from sexual harassment.

## **Violence Against Women Campus SaVE Act**

In March of 2013, the campus sexual violence elimination act was passed by Congress as part of the reauthorization of the Violence Against Women Act (Campus SaVE Act). The new law is aimed at increasing transparency by expanding the types of sexual violence incidents that must be disclosed in the annual security report (ASR) submitted by colleges and universities. The new law represents a regulatory emphasis on specific categories of sexual abuse suffered by members of the college community.

## **Policy Statement**

Calhoun Community College is committed to providing a safe learning environment that allows individuals to fully maximize their educational potential. Therefore, any form of domestic violence, dating violence, sexual assault, or stalking as defined under Alabama State Law, is strictly prohibited. Furthermore, the use of intimidating or abusive behavior that is directed at bullying (menacing) individuals with the intent of victimizing them is prohibited. The College will provide preventive educational

programs that are designed to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

### **Bystander Intervention**

Effective intervention is the community responsibility of every person. Individuals are encouraged to speak out against attitudes that promote sexual violence and become more supportive of survivors. There are five stages to effective bystander intervention: 1) notice the problem, 2) understand that the problem demands action, 3) feel responsibility to act, 4) choose what form of assistance to provide, and 5) respond.

### **Steps for Reporting Offenses**

Any sexual offense crime committed on campus should be reported directly to Campus Police by dialing 256-306-2575 or 2575 from any extension on the Decatur campus, and 256-890-4711 or 4711 from any extension on the Huntsville campus. Any person reporting a sexual offense crime should take immediate steps to preserve the evidence. All incidents will be investigated and a report will be filed by the investigating officer; victims will be notified of their options to notify law enforcement. In the event of a sexual crime, assistance is available through the Student Services Office for making referrals to counseling services.

### **Campus Sexual Assault Victim Bill of Rights**

- Victims shall be notified of their options to notify law enforcement when reporting a crime of domestic violence, dating violence, or stalking
- Reasonable changes to academic and campus work situation
- Referrals to counseling, assistance in notifying law enforcement
- Same opportunity as accused to have others present at disciplinary hearing
- Unconditionally notified of outcome of hearing, sanctions, and terms of sanctions in place
- Speak (or choose not to speak) to anyone regarding the outcome
- Name and identity information kept confidential (FERPA)

### **REFERENCE**

**Title VI of the Civil Rights Act of 1964**, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

**Title IX of the Educational Amendments of 1972**, "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

**Section 504 of the Rehabilitation Act of 1973** as amended in 1974, "No otherwise qualified handicapped individual in the United States, as defined in Section 706 (6) of this title, shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

**Title IX Section 304** of the Campus Sexual Violence Elimination Act (Campus SaVE Act), requires institutions of postsecondary education eligible to participate in federal student aid programs to adopt and disclose in their Annual Security Report a summary of a policy regarding sexual assault (an existing requirement of the Clery Act) and other intimate partner violence defined to include stalking, dating violence, sexual violence, or domestic violence.

*It is the official policy of the Alabama State Department of Education, including Postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*

## **Student Services**

# **Student Services**

### **PHILOSOPHY**

The belief of each member of the Student Services staff at Calhoun Community College is that every student should have the opportunity to reach his or her maximum potential. Dedicated to this belief are the functions which comprise Student Services: Admissions and Records, Advising, Career Services, Freshman Orientation, Judicial Services, Recruitment, Retention Services, Service Learning, Services for Persons with Disabilities, Student Success Center, Student Support Services, Student Financial Aid, Student Activities, Testing Services, and Student Success Center

The message from the Student Services Division to students and area residents is, "Calhoun cares about you." Included below is information related to programs and services not already described in other sections of this handbook.

### **ACADEMIC TESTING AND ASSESSMENT CENTER**

Calhoun Community College Testing and Assessment Center is open Monday-Friday. For more information and hours of availability, please contact 256-306-2522. The Assessment Center provides WorkKeys assessments and assists academic faculty in providing academic credit testing. Student testing is available on a first come-first served basis. WorkKeys assessments are by appointment only.

### **ADVISING CENTERS**

Academic advising for students at Calhoun Community College occurs in the Advising Centers. Also available in the Advising Centers is access to the Alabama Articulation Program (also called STARS - Statewide Transfer and Articulation Reporting System). STARS is a computerized articulation and transfer planning system designed to inform students who attend Alabama community colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution and ensures transfer of all two-year college credits if a pre-described course of study is followed. STARS is an efficient and effective way of providing students, counselors, advisors, and educators with accurate information upon which transfer decisions can be made. Students who are interested in receiving STARS information should log on to the STARS home page at <http://stars.troy.edu>. Students who do not have internet access are welcome to visit one of the Advising Centers.

### **CAREER SERVICES**

The Career Services Department provides career information to Calhoun Community College students, alumni, and community members. Career services offers the Focus 2 career interest inventory, career advising, local and national career information, and job-search skills development (e.g. mock interviews and resume reviews). The department offers students and employers a method of connecting online through our HireCalhoun portal, which allows job seekers to search and apply for jobs while employers are able to find suitable candidates, along with coordinating twice-yearly job fairs to benefit local industry and our students and community job seekers. Additionally, Calhoun Community College's cooperative education program is available to students in a wide variety of major emphases and programs. The co-op program provides students with experience in their chosen fields and allows employers to connect with their future workforce. Students are welcome to make an appointment to meet with a career services representative from the link on the career services webpage.

### **EMERGENCIES**

In case of medical emergencies, the College's Security/Police Department arrange for the student, at his/her expense, to be transported by ambulance to a nearby emergency room for treatment.

## **FINANCIAL AID**

Financial aid is available at Calhoun Community College in a variety of forms. Students needing assistance with college expenses should communicate with personnel in the Office of Student Financial Services at the following address:

Office of Student Financial Services  
Calhoun Community College  
P.O.Box 2216  
Decatur, AL 35609-2216

FINANCIAL AID PROGRAMS AVAILABLE at Calhoun Community College include the following:

1. Alabama Student Assistance Grants
2. Federal Work-Study
3. Federal Pell Grants
4. Federal Direct Student Loan
5. Dorothy B. Johnson Loan Fund
6. Federal Supplemental Educational Opportunity Grants
7. Veterans', Service Members', and their Dependents' Benefits
8. Workforce Investment Act (WIA)
9. Scholarships
  - a. Academic
  - b. Calhoun Foundation
  - c. Fine Arts
  - d. Senior Adult Program
  - e. Scholarships for Disadvantaged Nursing Students (SDS)

## **FOOD SERVICE**

Calhoun provides food service from outside vendors Monday-Thursday on the Huntsville Campus from 7am-7pm and from 11am-pm on the Decatur Campus. Please check [calhoun.edu/food](http://calhoun.edu/food) for a current list of vendors.

## **GRADUATION**

It's so easy to apply for graduation at Calhoun. Even if you plan on transferring to pursue another degree, receiving your Associate's degree from Calhoun Community College is valuable and a great start to your academic career. To apply for graduation, you simply complete the graduation application and survey, which can be found at our website, [www.calhoun.edu](http://www.calhoun.edu), under Admissions and "other forms." You can also come into the Admissions and Records Office on either campus and we can help you fill out the forms. There is a \$25 fee for a copy of your diploma.

## **INTRAMURAL SPORTS**

An Intramural Sports program is offered through the Physical Education Department during the fall and spring semesters. Students currently enrolled in the College are eligible to participate. Contact the Physical Education Department for more information.

## ***MUSE***

Muse, an annual journal that highlights student poetry, prose, art, photography, and student opinions, is a project of the Language Arts Department. The chairperson of the Humanities Division appoints a committee to oversee the product. Funding for Muse is provided through the Language Arts budget.

## **MATHEMATICS TUTORING AND LEARNING CENTER - DECATUR CAMPUS**

The Mathematics Tutoring and Learning Center is located on the first floor of the Science and Mathematics Building, Room 120. The Math TLC will service all levels of Mathematics from developmental to upper level. The purpose of the lab is to provide free tutoring and to assist Mathematics students with class, lab, and homework assignments. The lab has approximately 48 computers for Mathematics students to use and is staffed by a full-time lab coordinator, lab assistant, and several part-time lab assistants. The hours of the lab are 8:00 a.m. to 8:00 p.m. Monday through Thursday. For more information, please call the Math TLC at 256-306-2740 or the Mathematics Division Office at 256-306-2739, or visit our web site at [www.calhoun.edu/mathscience/](http://www.calhoun.edu/mathscience/).

## **MATHEMATICS LAB - HUNTSVILLE CAMPUS**

The Mathematics Lab is located on the main floor in room 133. The purpose of the Mathematics Lab is to provide free tutoring and to assist Mathematics students with class, lab, and homework assignments. The lab has approximately 34 computers for Mathematics students to use and is staffed by a Coordinator and several part-time lab assistants. The hours of the lab may vary from semester to semester. For more information, please call 256-890-4733 or the Mathematics Division Office at 256-306-2739, or visit our web site at [www.calhoun.edu/mathscience/](http://www.calhoun.edu/mathscience/).

## **SERVICE LEARNING**

The Office of Student Services is responsible for the administration and implementation of Calhoun's Service Learning Program. The College has established partnerships with many community agencies for the purpose of placing Calhoun students in service learning project assignments on a semester-by-semester basis. A listing of these agency agreements is available on the website. The Vice President of Student Services serves as the liaison between the College and all community agencies. The Vice President is the primary person responsible for developing and maintaining agency agreements, along with faculty participation in the Service Learning Program. Several courses now offer service learning as an option.

Should you have questions about the program, please contact the Vice President of Student Services at (256) 256-306-2743.

## **SERVICES FOR PERSONS WITH DISABILITIES**

Calhoun Community College provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (as amended). Any student who requires information or needs academic adjustments or accommodations should contact a staff member.

## **STUDENT DISABILITY SERVICES**

Dr. Ina Wilson Smith  
Director, Student Disability Services/ADA  
Wallace Hall, Room 111  
(256) 306-2630  
[ina.smith@calhoun.edu](mailto:ina.smith@calhoun.edu)

Jessica Baker, Executive Secretary  
Decatur Campus  
Wallace Hall, Room 111  
256-306-2630  
[jessica.baker@calhoun.edu](mailto:jessica.baker@calhoun.edu)

Tammy Dean, Office Clerk  
Huntsville Campus, Room 101Ec  
(256) 890-4756  
[tammy.dean@calhoun.edu](mailto:tammy.dean@calhoun.edu)

Mr. David Johnson, Counselor & ADA Liaison  
Huntsville Campus  
(256)890-4720  
[david.johnson@calhoun.edu](mailto:david.johnson@calhoun.edu)

**Hours of operation are:****HUNTSVILLE CAMPUS**

Monday -Thursday (9:00 am - 5:00 pm)

Appointments outside regular schedule can be arranged in advance.

**DECATUR CAMPUS**

Monday-Thursday (7:45 am - 5:15 pm)

Friday (7:45-11:45 am)

Appointments outside regular schedule can be arranged in advance.

**STUDENT ADVOCATE**

The Student Advocate Office was created to help students and potential students solve college-related problems by providing individual attention to each issue. It is important that these problems be handled in a direct, expeditious, and friendly manner. If a student or potential student has tried without success to resolve a problem on campus, he or she should contact the Student Advocate Office.

The Student Advocate Office is open the following dates/times:

Decatur campus:	Monday - Thursday 7:45 a.m. until 5:15 p.m. and Friday 7:45 a.m. until 11:45 a.m.
Huntsville campus:	Every first Monday and second Tuesday of each month, 8:30 a.m. until 4:30 p.m.

For more information or to schedule a meeting, stop by the office located in Room 109 of Wallace Hall, Decatur campus, or room 101E (c) at the Huntsville campus. You may also call 256-306-2870 or e-mail the office at [stadvocate@calhoun.edu](mailto:stadvocate@calhoun.edu).

**STUDENT SUCCESS CENTER - STAR INSTITUTE**

The Student Tutoring and Academic Resource (STAR) Institute is a comprehensive one-stop shop for academic support services on campus. These include, but are not limited to: tutoring, academic coaching, workshops on topics related to academic skills and behaviors, and college success strategies courses. Scheduled and drop in appointments for tutoring are available in most subject areas. All STAR Institute programs and services are free to all students at Calhoun Community College. The STAR Institute is located on the 1st floor of the Math, Science, and Administration building on the Decatur campus. The hours of operation are Monday through Thursday from 8:00 a.m. - 5:30 p.m. Friday hours are 8:00 a.m. - 11:45 a.m. The front desk number is 256-306-2594.

**FITNESS & WELLNESS CENTER**

The Fitness & Wellness Center offers a variety of cardiovascular machines: computerized treadmills, stairmasters, stationary bicycles, Nordic Track machines, and Reebok Body Tree elliptical machines. The center also offers a variety of strength training equipment: Nautilus equipment, Universal weight machines, and free weights. Full dressing rooms and shower facilities are available.

All currently enrolled Calhoun students may work without cost in the Fitness & Wellness Center in Kelley Gymnasium, K-126 on the Decatur Campus. Students must be dressed in athletic attire, present their Calhoun I.D. and complete a medical release form in order to utilize the Wellness Center. Hours of operation are Monday - Thursday, 7:30 AM - 5:00 PM and Fridays, 7:30 AM - 11:30 AM. Contact the Decatur Campus Fitness & Wellness Center at 256-306-2792 for additional information.

The Fitness and Wellness Center on the Huntsville Campus is located in the Sparkman Building, on the first floor, Room 26. Hours of operation are Monday -Thursday, 9:00 AM - 7:30 PM. Contact the Huntsville Campus Fitness and Wellness Center for additional information: (256) 890-4988

**Campus/Site Information**

# Campus/Site Information

## DECATUR CAMPUS

Calhoun's Decatur campus offers classes from 8:00 a.m. until 9:45 p.m., Monday through Thursday, and limited classes 8:00 a.m. -11:45 a.m. Friday. Most student support offices are open from 7:45 a.m. until 6:00 p.m., Monday through Thursday, and 7:45 a.m. -11:45 a.m. Friday. The Decatur campus includes classroom buildings; Brewer Library; labs for technologies, sciences, and allied health; physical education facilities and the Wellness Center. Directions and information are available on the Calhoun website at [www.calhoun.edu](http://www.calhoun.edu).

Evening classes are available for students who prefer to attend classes in the late afternoon or evening. These working and motivated students are considered a vital part of Calhoun Community College. The evening program is governed by the same policies and procedures as day classes. Student services and academic requirements are also the same for all students at the college.

## HUNTSVILLE CAMPUS

For students who wish to take Calhoun classes in the Huntsville area, Calhoun offers courses each semester at its Huntsville campus located in Cummings Research Park at 102 Wynn Drive. The Huntsville campus provides day and evening classes in most general education subjects. Weekend classes are also offered on Fridays, Saturdays, and Sundays. Students wishing further information about classes available at the Huntsville campus should call (256) 256-890-4747. Huntsville offices are open Monday - Thursday, 7:45 a.m. - 9:45 p.m. and Friday, 8:00 - 11:45 a.m.

## LIMESTONE CORRECTIONAL FACILITY

Calhoun Community College offers certain technical/vocational programs for inmates at the Limestone Correctional Facility at Capshaw. Available only to the incarcerated who have appropriate educational credentials, programs include Carpentry, Design Drafting, Electrical Technology, Horticulture, Masonry, and Welding. Adult literacy and Adult Basic Education classes are offered, which can lead to passage of the GED test. For further information about the Limestone Correctional Facility programs, contact the Director for LCF Calhoun, (256) 216-2207.

# Campus Maps

[Decatur Campus Map](#)

[Huntsville Campus Map](#)

## Faculty, Staff & Administration

# College Administration Faculty and Staff

**ABUDIAB, NIZAR.** Computer and Office Information Systems/ Mathematics. B.S., M.S., McNeese State University.

**AGNEW, JULIA.** Career Advisor. B.S., The University of Alabama; M.S, The University of Alabama.

**AGRAWAL, NICK.** CIS. B.S., Delaware State University; MBA, Alabama A&M University.

**AIKEN, JAYMICE.** Payroll Clerk. B.A., St. Leo University; A.S., Sumter Area Technical College.

**ALEXANDER, CHRISTOPHER.** Digital Media & Distance Learning Manager. B.S., ITT Technical Institute; M.S. University of Phoenix.

**ALFORD, RODNEY.** Mathematics. Dean of Mathematics, Natural Science, and Pre-Engineering B.S., Auburn University;

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**ANDREWS, TYLER.** Philosophy Instructor. B.A., University of North Florida;

**ANSARDI, DAVID.** Biology. Department Chair. B.S., Louisiana Tech University; Ph.D. University of Alabama in Birmingham.

**ARRINGTON, CEDRIC.** Director of Admissions & Records/College Registrar. B.S., Alabama A & M University; MBA, Alabama A & M.

**ATKINS, SHAUN.** Industrial Systems Technology. A.A.S., Wallace State Community College.

**ATTIPOE, SHERIKA.** Executive Secretary for Public Affairs, Community Relations & Special Events. A.S., Calhoun Community College; B.S., Athens State University. M.S.M., Faulkner University.

**BAIN, TIFFANY.** Physical Therapist Assistant. A.A.S., Wallace State Community College.

**BAKER, GWEN.** Dual Enrollment Director. B. S. University of North Alabama.

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**BEASLEY III, JOHN.** Machine Tool Technology. B.S., Athens State University.

**BELL, RAY.** Speech. Department Chair. B.A., Sheffield Hallam University, U.K.; M.A., University of Sheffield, U.K.; P.G.C.E., Advanced Diploma Guidance and Counseling, University of Leeds, U.K.; Ph.D., Middle Tennessee State University.

**BERRY, DEREK.** Economics/Statistics. Department Chair. B.B.A., University of Mississippi; M.A., University of Alabama.

**BENTLEY, DAVID HARTWELL.** Database Analyst. B.S., The University of Alabama In Huntsville.

**BHOOSHANAN, PARVATHY.** English. B.A., S.N. College for Women, Kollam, Kerala, India; M.A., S.N. College for Women, Kollam, Kerala, India; University of Kerala, Trivandrum, India. Ph.D., University of Kerala.

**BIRDWELL, SHAWN.** Restricted Programs Accountant. A.A.S., Calhoun Community College. B.S. Athens State University.

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**BJURSTROM, KATEY.** Mathematics. A.A., Pearl River Community College; B.S., Mississippi College; Ph.D., University of Louisville.

**BRADLEY, JESSICA.** Financial Aid Clerk, Financial Aid Services. B.S., Oakwood University.

**BRANON, MARK.** Director of Huntsville/Research Park Campus. A.A.S., Calhoun Community College; B. S., Athens State University; M.A., The University of Alabama.

**BRASHER, CHARLES.** Assistant Dean (p.t.), Huntsville Campus. B.S.E.E., American Institute of Engineering; M.A. Indiana University; M.P.A., University of Oklahoma.

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**BURTON, DANA.** Speech Instructor. B.A., Queens University of Charlotte; M.A., The University of Alabama; J.D., The University of Alabama.

**BURTON, TAYLOR.** Graphic Designer. B.A., Queens University of Charlotte.

**BUSH, JERRY.** Workstation Administrator, Information Technologies. B.B.A., Athens State College; M.S., Florida Institute of Technology.

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**CARTER, BRIAN.** Painter.

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**CAUSEY, BRUCE.** Executive Director of Facilities, Maintenance and Safety. B.A., Stetson University; M.R.E., Southern Baptist Theological Seminary.

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**CHASTAIN, RAGAN.** Mathematics. B.A., Huntingdon College; M.S., University of Tennessee.

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**GLASSCOCK, KURT.** Security Officer/Decatur Campus.

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**GONZALEZ, ANTHONY.** Enterprise Mobility Management Virtual Computing Administrator A.A.S., Calhoun Community College.

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**GRIFFIN, TAMMY.** Test Proctor. B.S., Athens State College.

**GRIMME, RISE.** Clinical Laboratory Technology Instructor. B.S., Indiana State University; M.A., Ashford University.

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**HARRIS, WESLEY.** Instructional Designer. B.A., The University of Alabama.

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**HEAPS, WILLIAM FRANKLIN.** Police Officer.

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**JENKINS, PHIL.** Painter.

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**McMURRY, DAVID.** Shift Supervisor Public Safety. A.S., Calhoun Community College.

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