

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 Engagement Coordinator

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 Engagement Coordinator

Quick Reference Phone Numbers

ACCUPLACER Test

Advising..... 256-260-4330
Testing (Decatur)..... 256-306-2522
Testing (Huntsville).....256-890-4792

Address Changes

Records..... 256-306-2593

Advisor

Advising 256-260-4330

Application for Admission

Admissions..... 256-306-2593

Recruitment 256-306-2634

Articulation Agreements (High Schools)

Dual Enrollment.....256-306-2665

Books

Bookstore (Decatur)..... 256-306-2572
Bookstore (Huntsville)..... 256-890-4748

Campus Tours

Recruitment (Decatur) 256-306-2634
Recruitment (Huntsville).....256-890-4757

Disability Services

Decatur.....256-306-2630
Huntsville.....256-890-4756

Drop & Add

Advising..... 256-260-4330

Enrollment Verification

Records 256-306-2593

Fee Payment

Business Office 256-260-2457

Financial Aid Refund Status

Financial Aid 256-306-2628

GED Classes

Decatur..... 256-306-2830

Huntsville.....256-890-4793

Graduation Ceremony..... 256-306-2870

Job Listings for Students and Alumni

Career Services..... 256-306-2993

Loans

Financial Aid 256-306-2628

Academic Major Changes

Advising..... 256-260-4330

Name Changes

Records 256-306-2593

Orientation

Advising 256-306-2648

Parking Decals

Student Center (Decatur) 256-260-2457

Administrative Office (Huntsville)..... 256-890-4747

Refunds

Business Office 256-306-2543

Transcripts

Records..... 256-306-2593

Scholarships

Foundation Scholarships.....256-713-4823

Institutional Scholarships..... 256-306-2689

Student Advocate

Student Services..... 256-306-2870

Student IDs

Student Services (Decatur) 256-306-2870

Admissions (Huntsville)..... 256-713-4874

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 9,000 students at its 110-acre Decatur campus, its Huntsville location, 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 over 1,000 students, Calhoun's Dual Enrollment program is the largest in the Alabama Community College System.

Registration Information

COURSE PLACEMENT TESTING

Accuplacer testing may be conducted remotely, or on campus, in accordance with the prevailing College COVID Response plan.

For no-contact remote testing, students may communicate with Advising at advising@calhoun.edu to request an Accuplacer voucher. Once the voucher is issued, a Calhoun proctor will contact the student by email to arrange testing.

To arrange on-campus testing, please contact the Testing Centers:

DECATUR

256-306-2522

actcenter@calhoun.edu

Testing Center and Adult Education Building, Room 103

HUNTSVILLE

256-890-4792

hsvtesting@calhoun.edu

Sparkman Building, Room 122

EXEMPTIONS

1. A student has ACT or SAT scores at a minimum level. 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 and high school transcripts must be no more than 5 years old.**

ACT	SAT	
English	18 Verbal	480
Mathematics	20 Mathematics	480

2. 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.
3. High school transcripts may be used for placement. Please see an advisor to determine placement.

ADVISING CENTERS

Advising Centers staffed by advisors are open and operational on the Decatur Campus and our Huntsville site. 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.

You are welcome to walk-in and meet with an advisor or go to www.calhoun.edu/advising to make an appointment.

DECATUR

Chasteen Student Services Center 256-306-2648
Hours: 8:00 a.m. - 6:00 p.m. Monday - Thursday
8:00 a.m.- 11:45 a.m. Friday

HUNTSVILLE

Sparkman Building - 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 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 Engagement Coordinator 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), National Junior College Athletic Association (NJCAAE), the Alabama Community College Conference (ACCC), and Bass Nation. Calhoun competes in Baseball, Basketball, Bass Fishing, Cross Country, Esports, Golf, Softball, and Volleyball.

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 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 MSA room 120. The Huntsville campus SGA office is located in the Sparkman 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. Officer positions are President, Vice President, Secretary and Campus Coordinator.

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 and must be enrolled full-time. Each officer shall maintain a 3.0 or higher 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 on both the Decatur and Huntsville campuses.

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

Welcome Back Lunch
First Semester Student Event
Administrative Planning Council
Food/Hospitality
Disciplinary
Spring Fest
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 Engagement Coordinator and the Vice President of Student Services.

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

The following is a list of campus organizations and clubs and brief descriptions of their functions. For club meeting dates/times contact the sponsor.

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

The Art Club Box

Bringing the art students together to host various activities on campus and in the community. Coordinating events at the ACA to promote growth and to connect fellow students. Traveling to local elementary, middle, and high schools to educate students about art majors. Sponsor: Jax Vadney

American Advertising Federation

This club strives to connect visual communications students with industry professionals in the North Alabama chapter of the American Advertising Federation. This organization provides internship and scholarship opportunities as well as professional portfolio guidance. Sponsor: Kimberly Parker

Baptist Campus Ministries – Decatur

BCM is a faith-based student organization that offers students the opportunity to grow in leadership skills, discipleship, and personal relationships. Our weekly meetings include Bible study, discussion, and fellowship. Throughout the school year, we participate in various activities, service projects, mission trips, and retreats. BCM (Decatur) currently meets every Tuesday in MSA room #140 from 12:20-1:20 p.m. Everyone is welcome! Sponsor – Edwin Hocutt ehocutt@alsbom.org.

Baptist Campus Ministries – Huntsville

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 other grow in their relationship with Christ, and help lead others to Him. Our weekly Bible Study will be held in **room 329** of the Sparkman building from **12:30-1:45 on Wednesdays**. 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. For more information, you can contact Edwin Hocutt BCM Campus Minister at ehocutt@alsbom.org

Bass Fishing Team

The Bass Fishing Team is a group of seasoned student anglers that compete in college bass fishing tournaments on a national level with 2 and 4-year colleges and universities. They compete in the FLW, BASS, and Boat US Tournament series. If you have bass tournament fishing experience, we want to speak with you about becoming part of a nationally ranked team. Sponsor: Meg Payne

Black Student Alliance

BSA website – 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. The purpose of the Black Student Alliance is to serve as a means of promoting unity, success and the involvement of Black students in campus life at Calhoun Community College.

Sponsors –

Decatur Campus Sponsors: Ernest Williams, Miesha Watts

Huntsville Campus Sponsors: Carolyn Jordan, Dr. Isaac Sakyi-Addo, Kandra Smith, Don Swain, Felisha Taylor

Book Club – Joie de Livres (Joy of Reading)

Club designed to encourage interest in reading at Calhoun. The club meets once a month to discuss and share opinions on the books they read. Faculty may offer credit points in English classes for participation– Dr. Parvathy Bhooshanan, Ms. Brandi Gindhart, Mr. Gerald Jackson and Mrs. Patrice Denton are the faculty sponsors.

Calhoun Band Club

Providing a place for people to gather in unity and safety to make and enjoy music, expressing passion and determination to play quality music for others. We will have fun making music together every week while we

fellowship; furthermore, we are students striving to achieve the highest level of our musical ability. College students on the Huntsville Campus desiring to play music will be able to sustain their musical experience with the band program on the Huntsville Campus leading to semesterly performances. Sponsor: Mark Branon

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 every background are invited to be part of the group because we make it our aim to be inclusive and welcoming. To God be the glory!!! (Matthew 6:33) We will meet every Thursday in September 2019 at 7pm in a location TBA. Faculty Sponsor- Karen Tuten

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

Debate Club

The Debate Club gives students who are interested in public speaking and building arguments the opportunity to work and develop their speaking skills as well as learning the ability to form and dissect arguments. Creating an environment where all students are welcome to come and learn. Sponsor – Tyler Andrews

Drama Club

Auxiliary to theatre program whose purpose is to foster student interest in theatre arts by participation in theatre performances. Sponsor – Lauren Cantrell

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, and Tyler Mosley

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 at 256-306-2679 or email deborah.enfinger@calhoun.edu or like us on Facebook at www.facebook.com/calhounentrepreneursclub

Gathering of Gamers

Gathering of Gamers is a student-led club focused on tabletop games (i.e., D&D, MTG, Super Fight, Werewolf, etc.). It is open to all students. Weekly gatherings occur Wednesday afternoons, Decatur Campus on the 3rd floor in Harris Hall.

The Gathering of Gamers Club values diversity and celebrates the contributions of people from all backgrounds, regardless of their age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sexual orientation, and gender identity. This club provides leadership, network and collaboration opportunities. Contact the Faculty Advisors for additional information and/or gaming schedule – Decatur Campus: John Gaines and Tori Norris Huntsville Campus: Rachel Dunkerley.

Gathering of Gamers webpage

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 and Dr. Parvathy Bhooshanan

International Club (Huntsville campus)

To serve as a means recognize and appreciate the value of our inherent differences and in doing so combat discrimination and prejudice. Sponsors –Nizar Abudiab, Dr. Susan LoCascio, Dr. Divya Pradhan

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

Multimedia Club

The Multimedia 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.

Phi Theta Kappa

Phi Theta Kappa website – Phi Theta Kappa is the International Honor Society of the Two-Year College. 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 – Dana Burton

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

Sigma Kappa Delta (SKD – English)

See the Sigma Kappa Delta website – 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 and Julie Sneed; Huntsville Campus: Allen Berry.

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: Matt Jones

Students for Life (SFL)

Students for Life is Calhoun's pro-life student club. Our organization is dedicated to the belief that every life is precious. We recognize that meaningful change in our culture will come about only by a conversion of hearts and aim to teach about the Pro-life cause. We believe that life is precious at every stage; from conception to natural death. Issues we cover include euthanasia, marriage and family, human trafficking, immigration, and poverty. Join with us as we stand for life in all forms.

Contact the club sponsor, Deborah Enfinger, deborah.enfinger@calhoun.edu, for more information.

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 at 12:30 p.m. to 2 p.m., and third Monday of each month at 2 p.m. to 3:30 p.m. in Room 305 on the Huntsville Campus.

Dr. Susan Locascio and Dr. Shar Ortiz

Student Government Association

SGA website – 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 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. Sponsor: Kelly Hovater

Student Nurse Association (SNA)

The Student Nurses' Association helps mentor nursing students preparing for initial licensure as registered nurses, who will be the leaders of the nursing profession in the future. The SNA conveys the standards and ethics of the nursing profession while promoting leadership, fellowship, and encouragement of future participation in professional nursing organizations. Sponsors: Decatur Campus Dr. Cathy Simpson, (256) 306-2797, e-mail cathy.simpson@calhoun.edu. Huntsville Campus Mrs. Joy Damron, (256) 890-4726, e-mail joy.damron@calhoun.edu. Meeting dates and times: TBA.

The Well Church – Huntsville

The Well Church – Huntsville is a collegiate church plant that is located on Jordan Lane. We exist to send disciple makers of Jesus by being disciple makers of Jesus by reaching college students on the campus with the gospel of Jesus Christ. To accomplish this, our small group Bible studies, called tribes, are located throughout the greater Huntsville area. One of these tribes is located on the Calhoun Community College – Huntsville campus, and meets on Tuesdays in room 303 from 12:30-1:45 PM, food always provided. Please join us during this tribe, or visit us Sundays at 11 AM at 809 Jordan Lane NW for our weekly church services. Sponsor: Justin Barnett: justin@wellchurchnetwork.com, Alex Dowdy: apd1997@gmail.com

Warhawk News

The Warhawk News is looking for volunteer staff writers. The goal is to publish an online newspaper for Calhoun. The long range goal is to offer a class, but for this semester, we are working as volunteers.

Currently, the volunteer staff meets Tuesdays at the Huntsville campus, room 133B at 11:00-12:00 for story conferences. If we have enough students in Decatur, we can have a weekly meeting there as well.

Anyone interested in writing for The Warhawk News can email angeleisha.hood@calhoun.edu.

Warhawks Student Ambassadors

Warhawks Ambassador website– The Warhawk Ambassadors are the official hosts of Calhoun Community College. They represent the college at official functions, give campus tours, host student and faculty events, represent Calhoun Community College at various high school programs, and participate in community events. It is 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 having a positive attitude, possessing strong time management skills, and enrolling full-time with a minimum GPA of 3.0. The Warhawk Ambassadors meet

every Wednesday at 1:00 p.m., Decatur Campus, Math Science Building, President's Suite Conference Room; Huntsville Campus, Administrative Conference Room. Contact sponsors Rebecca Turner or Takeema Johnson for more information.

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. For more information, contact the Student Engagement Coordinator, Kelly Hovater, (256) 306-2640 or email her at kelly.hovater@calhoun.edu.

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 in Huntsville. The office of the Director of Calhoun Police is located in building #6 across from the Machine Tool Technology building on the Decatur campus.

The Huntsville Campus Police Department is located in the Sparkman Building Grand Foyer next to the Welcome Center. 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 Police Department also maintains a law enforcement presence on the Alabama Center for the Arts Campus during scheduled hours. Police Department offices are located on the second floor of Phase 1 in room 210 and on the first floor of Phase 2 in room 129. The ACA Police Department may be reached by calling (256) 260-4305.

Calhoun Community College Campus Crime Statistical Disclosure Report

Decatur Campus	On Campus			Non Campus			Public Property			Unfounded Cases
	2018	2019	2020	2018	2019	2020	2018	2019	2020	
Type of Clery Crime										
Murder / Non- negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0

Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrest									
Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0
Campus Disciplinary Referrals									
Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0

Huntsville Campus On Campus Non Campus Public Property Unfounded Cases

2018 2019 2020 2018 2019 2020 2018 2019 2020

Type of Clery Crime

Murder / Non- negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA Offenses

Domestic Violence	1	1	0	0	0	0	0	1	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrest

Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	1	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0

Campus Disciplinary Referrals

Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	1	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0

Alabama Center for the Arts On Campus Non Campus Public Property Unfounded Cases

2018 2019 2020 2018 2019 2020 2018 2019 2020

Type of Clery Crime

Murder / Non- negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0

Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrest									
Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0
Campus Disciplinary Referrals									
Liquor/Alcohol Law Violation	0	0	0	0	0	0	0	0	0
Drug Abuse Violation	0	0	0	0	0	0	0	0	0
Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	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 cannot be charged to student accounts. Student ID pictures are taken in Chasteen Student Services Center, Room 107, on the Decatur Campus and in the Admissions Office on the Huntsville Campus. Students must present a valid photo ID (driver's license, passport, etc.) and a current class schedule at the time of the appointment. Please check the Calhoun website for hours of operation for each campus.

Please click on the link below to make your appointment.

<https://calhoun.edu/student-services/calhoun-admissions-records/4613-2/>

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 in Huntsville. 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 Chasteen Student Services Center, Room 220G upon appropriate documentation by the respective student of having received Disability Access Parking Privileges. Decals may also be obtained in Huntsville at the 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 one faculty member, one staff member, and one student leader. 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 will only meet on an "as needed" basis.

APPEALS WILL NOT BE CONSIDERED FOR THE FOLLOWING REASONS:

- Fire lane violation
- Handicap space violation
- Inability to find a proper or convenient parking space
- Other vehicles were improperly parked
- Late to class or appointment
- Financial hardship caused by fine

Calhoun Community College parking violations may be appealed within **ten (10) days** from the date of issuance. Each appeal must be based on verifiable evidence. The appeal **must be received** by the end of the 10th day after the ticket is issued.

To submit an appeal, please contact the Director of Campus Police at the location for which the ticket was issued.

Decatur – Damon Morgan, 256-306-2575, damon.morgan@calhoun.edu

Huntsville – Don Swain, 256-890-4711, don.swain@calhoun.edu

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 may 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. Health Sciences – Unmarked single use restroom on the first floor next to the Men's restroom.
3. CAT – No single use restroom.
4. Career Services - No single use restroom.
5. IT – 2 men and 1 women single use restrooms.
6. Campus Police – No single use restroom.
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 Mechanical Lab.
9. Testing Center/Adult Education – No single use restroom.
10. Energy Technology – accessible, next to janitor's closet.
11. Industrial Technology – Aerospace wing - one single use women's restroom in aerospace lab.
12. Machine Tool – No single use restroom
13. MSA – One unmarked single use (Family) restroom off of 1st floor vending, accessible.
14. Chasteen Student Service Center – No single use restroom.
15. Harris Hall – single use men's and women's bathrooms inside faculty suites on 1st and 2nd floor. No access code required for entry.
16. Maintenance – One single use restroom.
17. Wallace – No single use restroom.
18. Library – Both men and women's single use restroom next to special collections and the emergency exit in the back of the left side of the library, accessible.
19. Gym – one single use bathroom next to women's locker room, K-122.
20. Ball Field Concessions – No single use restroom.

21. ACA – No single use restroom.
22. Huntsville, Sparkman Building - The unisex restroom is located in the hallway of the Huntsville Advising center.

Lactation Rooms

Lactation rooms are located in the following areas.

Decatur Campus: Brewer Library

Huntsville Campus: Sparkman Building, Advising Center

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 Campus Police Department in Huntsville is located in the Sparkman Building Grand Foyer next to the Welcome Center. ACA Campus Police Department Officers are located on the second floor of Phase 1 in room 210 and on the first floor of Phase 2 in room 129.

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

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.

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.

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

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.

1. Decals can be acquired at no charge at the Cashier's Office in Chasteen Student Services Center. Permits also can be acquired from the Welcome Center, Grand Foyer, Sparkman Building in Huntsville.
2. Decals must be hung on rear-view mirror of automobiles/trucks or affixed where visible on motorcycles.
3. White Decals-Employee
Dark Blue Decals-Student
Yellow Decals - Handicapped Persons (obtained from the ADA Office)
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 \$50.00
Huntsville \$50.00
 - e. Fire lane violations,
Huntsville \$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 Chasteen Student Services Center, Decatur Campus. Parking appeals in the Huntsville location should be made to the Dean of that site.

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.

Decatur

- (256) 306-2575

Huntsville

- (256) 890-4711

Need Assistance?—call Campus Police

Decatur Campus

- Dial 2575 from a campus phone or 256-306-2575 from an outside line.

Huntsville Campus

- Dial 4711 from a campus phone or (256)-890-4711 from an outside line.

Alabama Center for the Arts Campus

- Dial 4305 from a campus phone or (256)-260-4305 from an outside line.

Campus Police Courtesy Services

The Campus Police Courtesy Services is available to assist with a jump for dead batteries. The Campus Police Department will not be liable for any damage to vehicles caused as a result of 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, 256-890-4711 for the Huntsville Campus, or 256-260-4305 for the ACA Campus.

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/ada>. **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/ada>. 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:

Dr. Ina Wilson Smith
Director of Student Disability Services/ADA
Chasteen Student Services Center, Room 220
P.O.Box 2216
Decatur, Alabama 35609-2216
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

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

Ms. Kim Gaines
Director of Human Resources and Payroll
MSA, Room 360

P.O.Box 2216
Decatur, Alabama 35609-2216
kim.gaines@calhoun.edu
Phone: (256) 306-2591
Fax Number: 256-306-2874

Animals on Campus

Service animals are permitted on the college campus and in its facilities. A service animal means any guide dog, signal dog, or other animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection work, pulling a wheelchair, fetching dropped items or providing assistance with balance and stability. To be permitted on campus, a service animal must be specifically trained to perform a service function. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Please contact the Office of Student Disability Services/ADA at (256)-306-2630 with questions.

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 & Communities Act Amendment

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 document 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.

calhoun.edu/drug-policy

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Speech and Expression in Outdoor Areas

For purposes of this policy, the Campus Community includes a College's students, administrators, faculty, and staff, as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty, and staff.

Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of College property with general access during regular hours of College operation. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, including any lawful verbal, written, or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

[Read the Full Policy](#)

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 three (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 Vice President 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 Vice President 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 Vice President will (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction. The Vice President of Student Services 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 Vice President shall be final and binding as to each party, and any grade affected by the Vice President's decision shall be recorded so as to reflect the Vice President's decision.

Disciplinary Action by Vice President 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 Vice President shall also have the discretion of referring a case to the Disciplinary Committee for the initial hearing. The Vice President 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 Vice President in order to initiate a disciplinary review. Any student, faculty member, or staff member may register a complaint with the Vice President. The Vice President 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 Vice President will also explain the student's right to appeal to the Disciplinary Committee any disciplinary action imposed by the Vice President. If the student wishes to appeal a decision by the Vice President, he/she must file a written request, stating the reason(s) for the appeal, with the Vice President within 48 hours after the student is made aware of the decision. The Vice President 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 Vice President of Student Services within five (5) business days after the hearing. The Vice President of Student Services will in turn inform the accused student and the complainant as to the Disciplinary Committee's decision. The Committee will schedule and conduct a hearing under the guidelines specified in "Hearing Procedures," and will submit its decision in writing to the Vice President 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 (2) students appointed by the President of the Student Government Association in consultation with the Student Engagement Coordinator. 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 email and 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 Vice President.
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 committee to give evidence or argument on behalf of the student or ask questions of the committee or witnesses. 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 audio and video recorded. 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 Vice President or his/her designee (not more than ten minutes).
4. Opening statement by the accused student (not more than ten minutes).
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 unauthenticated 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 (2) 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 (1) 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 described in the Hearing Procedures section of the Student Handbook, or (2) acted blatantly contrary to the 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. If the student chooses to appeal the decision of the Disciplinary Committee for one of the two reasons stated above, a written statement of appeal must be submitted to the President's office within thirty (30) business days after the student is first made aware of the Committee's decision.

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

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.

Informal Student Complaint Process

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 of Academic Affairs or the Vice President of Student Services depending on the nature of the complaint. 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.

ISSUE	1ST RESPONSE - LEVEL I	LEVEL II
Academic Instructor Concerns	Instructor	Faculty Chair/Division Dean
Academic Probation/ Suspension	Records/Admissions	Registrar/Director of Student Financial Svcs.
Admissions Application Process	Records/Admissions	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/Director of Distance Learning
Bookstore	Bookstore Manager	Dean of Business & Finance
Student Guided Campus Tours	Warhawk Sponsor	Vice President of Student Services
Staff Guided Campus Tours	Outreach Staff	Recruitment Coordinator
Discipline Outside the Classroom	Campus Police/Staff Member	Vice President of Student Services
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	Dean of Business & Finance
Parking Tickets	Campus Police	SGA Parking Appeals Committee
Police	Campus Police Staff	Campus Chief of Police/Executive Director of Facilities Maintenance and Safety
Workforce Solutions Faculty	Workforce Solutions Faculty	Dean of Workforce Solutions

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 of Student Services. (This person will be referred to as the "Fact Finder.")

1. The complaint shall be filed within thirty (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 or staff 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 or staff 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 or staff 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.

Out-of-State Student Complaints

Calhoun Community College desires to resolve all student grievances, complaints and concerns including those of distance learning students in an expeditious, fair and amicable manner. Students residing outside the state of Alabama while attending Calhoun who desire to resolve a grievance should follow the College's Student Complaint Process as outlined in the Calhoun Community College Catalog and Student Handbook. However, if an issue cannot be resolved internally, the student may file a complaint with his or her state of residency. The NC-SARA website lays out the process to do so as well as provides phone numbers, emails and/or links to state education agencies. Since California is not an NC-SARA member, students can direct complaints to the California Department of Consumer Affairs.

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student, including a distance learning student, may appeal to the Alabama Community College System (ACCS). Details on this process can be found in the ACCS Student Complaint Process.

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. For information about this policy, go to <https://calhoun.edu/overview/website-disclaimer-and-privacy/title-ix/>. 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.

Steps Defined

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 the Complaint Form, 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 Vice President of Student Services at Calhoun Community College shall have thirty (30) business days from the date of receipt 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. The Grievant shall be notified in writing should the response require a longer evaluation.

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) or at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:
Alabama Community College System
Attention: 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 or 256-260-4305 or 4305 from any extension on the Alabama Center for the Arts 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.

Title IX Policy

Title IX Sexual Harassment Complaint Procedures

Title IX Sexual Harassment Complaint Procedures

A. INTRODUCTION

Calhoun Community College is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. Calhoun Community College does not tolerate or condone retaliation. Individuals wishing to report reporting sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Ms. Kim Gaines (Employees)
Director of Human Resources and Payroll
MSA Suite 360 (Building 14, Decatur)
Post Office Box 2216, Decatur, Alabama 35609-2216
Phone: 256-306-2592
Email: kim.gaines@calhoun.edu

Dr. Ina Wilson Smith (Students)
Director of Student Disability Services/ADA
Chasteen Student Center Suite 220 (Decatur)
Post Office Box 2216, Decatur, Alabama 35609-2216
Phone: 256-306-2635
Email: ina.smith@calhoun.edu

and/or

Assistant Secretary
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
Fax: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov (mail to: OCR@ed.gov)

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at www.calhoun.edu under the Title IX webpage.

POLICY

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states 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."

B. DEFINITIONS RELATING TO SEXUAL HARASSMENT

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

Actual knowledge: The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College shall be deemed actual knowledge on the part of the College.

Complainant: is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the College's education programs and activities.

Respondent: is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint: is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

Consent: "Consent" must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Sexual Misconduct: Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

Harassment: The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.

Sexual harassment: Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

Definitions of Sexually Based Offenses

Sexual abuse in the first degree:

(a) A person commits the crime of sexual abuse in the first degree if:

(1) He subjects another person to sexual contact by forcible compulsion; or

(2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.

(b) Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

Sexual abuse in the second degree:

(a) A person commits the crime of sexual abuse in the second degree if:

1. He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or

2. He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.

(b) Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

Rape in the first degree:

(a) A person commits the crime of rape in the first degree if:

1. He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
3. He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.

(b) Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

Rape in the second degree:

(a) A person commits the crime of rape in the second degree if:

1. Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
2. He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.

(b) Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

Sodomy in the first degree:

(a) A person commits the crime of sodomy in the first degree if:

1. He engages in deviate sexual intercourse with another person by forcible compulsion; or
2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
3. He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.

(b) Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

Sodomy in the second degree:

(a) A person commits the crime of sodomy in the second degree if:

1. He being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.

2. He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.

(b) Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8)).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

Dating Violence:

Means violence committed by a person –

- (a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) Where the existence of such a relationship will be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship,
- The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a) (10))

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

Stalking:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to
a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

Victims Option to Report

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

Formal Complaint Process

A. INITIAL STEPS

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

B. REPORTING A COMPLAINT

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

C. SUPPORTIVE MEASURES

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the

filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

D. Standard of Evidence for Determining Responsibility

For the purposes of College Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

E. FORMAL COMPLAINT PROCESS

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

F. DIMISSAL OF FORMAL COMPLAINT

The College may dismiss a formal complaint or allegations therein if:

- the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- the Respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

G. NOTICE OF ALLEGATIONS

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

H. ADVISORS

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing.

Neither party may dismiss a College appointed advisor.

I. INVESTIGATION PROCEDURE

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complainant and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days of receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

J. LIVE HEARING PROCEDURE

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence. (Note: A Hearing Officer may be utilized in addition to the hearing Decision Maker(s).)

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. 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.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors.

If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the Complainant shall have the opportunity to present such oral testimony and offer such other supporting

evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Makers may question the Complainant after the cross-examination.

The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness.

During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

Decision makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and

- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

K. APPEAL PROCEDURE

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Calhoun Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President review the decision of the Decision Maker Panel. The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10th) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
- ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 160.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstance or as may be otherwise agreed by the parties.

If the Respondent is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

Informal Resolution. The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

- i. provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- ii. obtains the parties' voluntary, written consent to the informal resolution process; and
- iii. does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

L. RETALIATION PROHIBITED

Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

M. RANGE OF POSSIBLE SANCTIONS

On final determination of responsibility the following sanctions may be imposed against a respondent:

For Students:

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.
8. *No Trespass Order.* A no trespass order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.
9. *No Contact Order.* A no contact order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.

For Employees:

1. Oral warning
2. Written warning
3. Letter of reprimand,
4. Mandatory attendance at an educational program on discrimination, harassment, and/or sexual misconduct, or retaliation
5. Mandatory referral for psychological assessment and compliance with any resulting treatment plan
6. Restriction of responsibilities
7. Reassignment or transfer to another department
8. Suspension without pay
9. Final written warning
10. Dismissal/termination of employment
11. No trespass order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.
12. No contact order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.

For Individuals other than employees or student:

1. A no trespass order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.
2. A no contact order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at www.calhoun.edu.

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 and Cooperative Education, 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 Athletics.

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 Centers are open Monday-Friday. For more information and hours of availability, please contact 256-306-2522 (Decatur) or 256-890-4792 (Huntsville). In addition to assisting Calhoun academic faculty in providing academic credit testing and distance learning exams for Calhoun courses, the Testing Centers offer fee-based testing appointments for a variety of programs and services including WorkKeys assessments, the HESI A2, CLEP exams, and many other employment and occupational certifications.

ADVISING CENTERS

Advising Centers staffed by advisors are open and operational on the Decatur and Huntsville Campus. The advising staff will assist students to set academic goals, plan their course schedules, plan their program of study, and register for classes. All new, first-time freshmen will meet with an advisor prior to their first semester. Advisors will remain available to the student for any assistance they may need throughout their time at Calhoun Community College.

CAREER SERVICES

The Career Services Department provides career information to Calhoun Community College students, alumni, and community members through the following services:

- Focus 2 career interest inventory
- Career advising
- Local and national career information
- Mock interviews
- Resume reviews
- HireCalhoun career portal
- Job fairs

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.

COUNSELING SERVICES

Counseling is available for ALL students. Call or stop by the office of Student Disability Services/ADA to schedule an appointment.

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)

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, under Admissions and "other forms." You can also come into the Admissions and Records Office in either location and we can help you fill out the forms.

INTRAMURAL SPORTS

An Intramural Sports program is offered through Student Activities with assistance from the Physical Education Department. Students currently enrolled in the College are eligible to participate. Contact Student Engagement Coordinator, Kelly Hovater, (kelly.hovater@calhoun.edu) or Coach Bart Stephenson (bart.stephenson@calhoun.edu) in 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.

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 agencies is available on the website. The Service Learning Coordinator serves as the liaison between the College and all community agencies. The Coordinator is the primary person responsible for developing and maintaining agency agreements, along with faculty participation in the Service Learning Program.

Should you have questions about the program, please contact the Service Learning Coordinator at 256-306-2870.

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
Chasteen Student Services Center, Room 220
(256) 306-2630
ina.smith@calhoun.edu

Wendy Morgan, Executive Secretary
Chasteen Student Services Center, Room 220
(256) 306-2630
wendy.morgan@calhoun.edu

Huntsville, Sparkman Building, Room 101Ec
(256) 890-4756
ada@calhoun.edu

Hours of operation are:

HUNTSVILLE

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

Appointments outside regular schedule can be arranged in advance.

DECATUR

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 at 256-306-2870 or email stadvocate@calhoun.edu. For more information, visit <https://calhoun.edu/student-services/student-advocate-office/>.

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 seminars. Scheduled and drop in appointments for tutoring are available in most subject areas. STAR is available for students to drop in and receive free assistance with their coursework. Computers are available for student use and print stations are available with the purchase of a print card. All STAR Institute programs and services are free to all students at Calhoun Community College. The STAR Institute is located in Room 230 on the 2nd floor of the Chasteen Student Services Center at the Decatur Campus and Room 206 in the Sparkman Building on the Huntsville campus. STAR also offers a drop in Math Lab on the Huntsville campus located in room 1106 of the Math, Science and CIS Building. Check the STAR Institute page on the Calhoun website for hours of operation of all locations. The front desk number in Decatur is 256-306-2594 and the front desk number in Huntsville is 256-713-4882.

For more information on any of the services provided by STAR Institute, please visit <https://calhoun.edu/tutoring/>.

FITNESS & WELLNESS CENTER

The Fitness & Wellness Center offers a variety of cardiovascular machines: computerized treadmills, stationary and recumbent bicycles, elliptical machines, etc. The center also offers a variety of strength training equipment. Full dressing rooms and shower facilities are available.

All currently enrolled Calhoun students have a \$10 Access/Wellness fee each semester which entitles all students access to the Fitness & Wellness Center in Kelley Gymnasium (K-126, K-128, and K-118) and the Fitness & Wellness Center in Huntsville (Sparkman Building, Room 26). Students must be dressed in athletic attire, present a Calhoun I.D. and complete a medical release form in order to utilize the Wellness Center.

Decatur campus hours of operation are Monday – Thursday, 7:30 AM – 5:00 PM and Fridays, 7:30 AM – 11:30 AM. Contact the Decatur Fitness & Wellness Center at 256-306-2792 for additional information.

The hours of operation for our Fitness and Wellness Center in Huntsville are Monday – Thursday, 9:00 AM – 7:30 PM. Contact the Huntsville Fitness and Wellness Center for additional information: 256- 890-4988.

Campus/Site Information

DECATUR

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.

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

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, evening, and Saturday classes in most general education subjects. 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. - 6:00 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

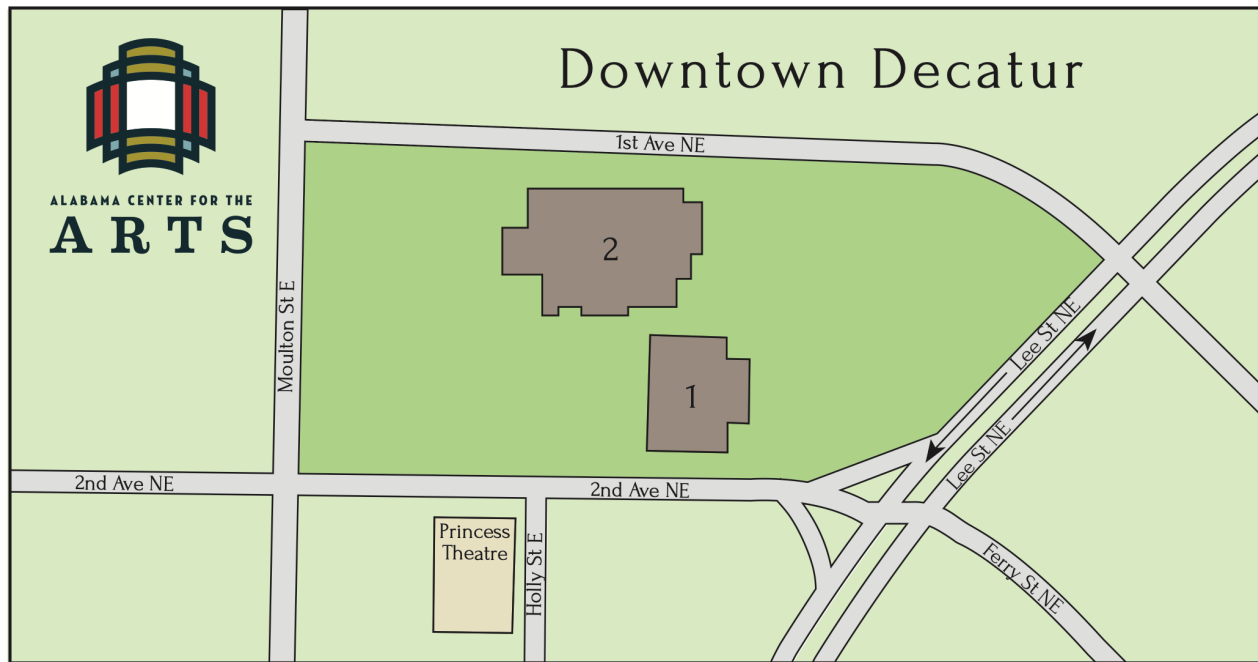
1. Sparkman Building

- Administrative Offices
- Adult Education
- Admissions
- Advising
- Bookstore
- Financial Aid
- Humanities and Social Sciences
- Library
- Student Center
- Student Learning Center
- Testing Center
- Workforce Solutions

2. Math, Science and CIS

- Biotechnologies
- Computer Information Systems
- Faculty Offices
- Mathematics Classes and Labs
- Science Classes and Labs





Visual Arts Center

- Painting Classroom
- Drawing Classroom
- Computer Graphics Lab
- Art Appreciation
- Classrooms
- Faculty Offices
- Gallery
- Courtyard
- Ceramics Lab
- Studio Space

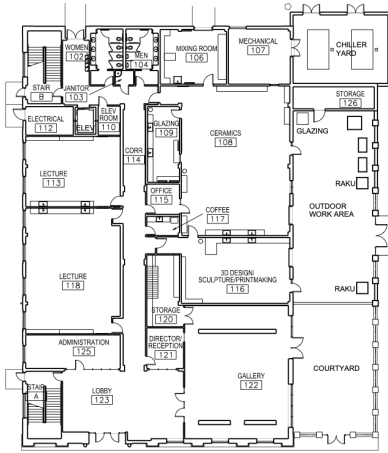
Performing Arts Center

- Recital Hall
- Black Box Theatre
- Recording Studio
- Jazz Rehearsal Hall
- Piano Lab
- Box Office
- Practice Rooms
- Music Computer Lab
- Private Piano Studios
- Scene Shop

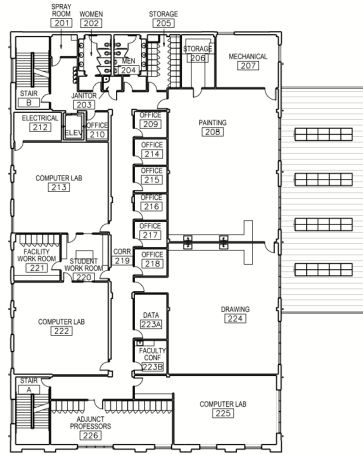




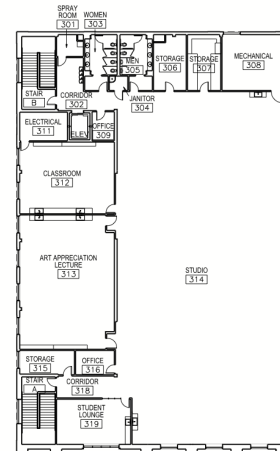
Visual Arts Center



First Floor



Second Floor



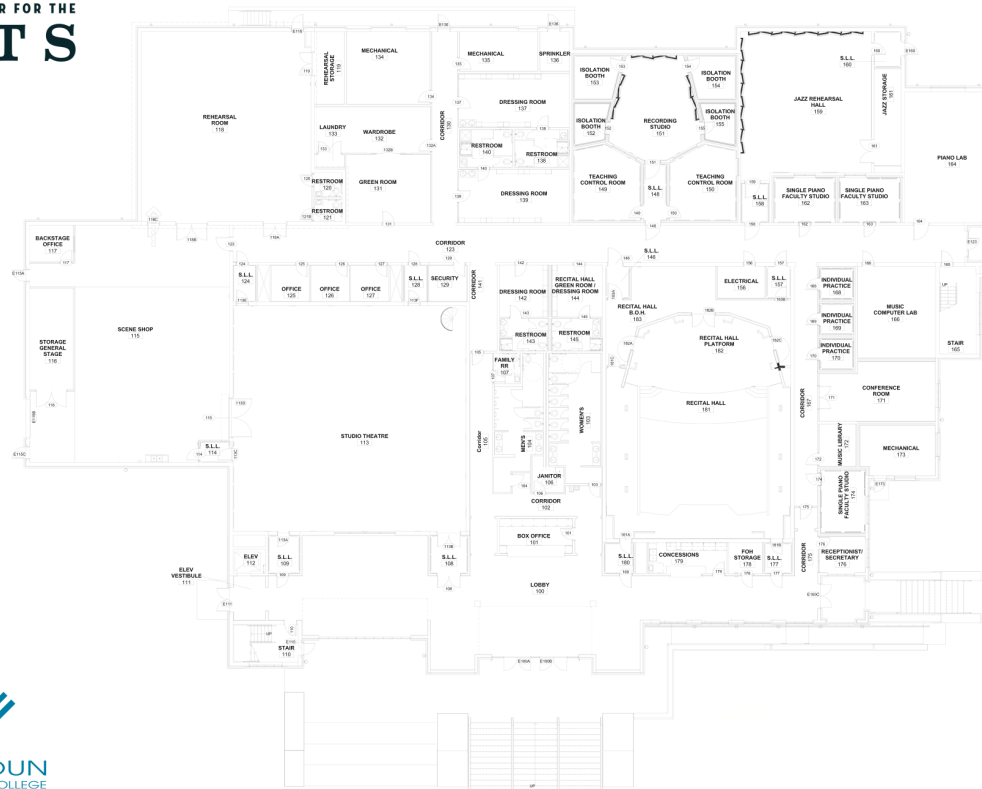
Third Floor





Performing Arts Center

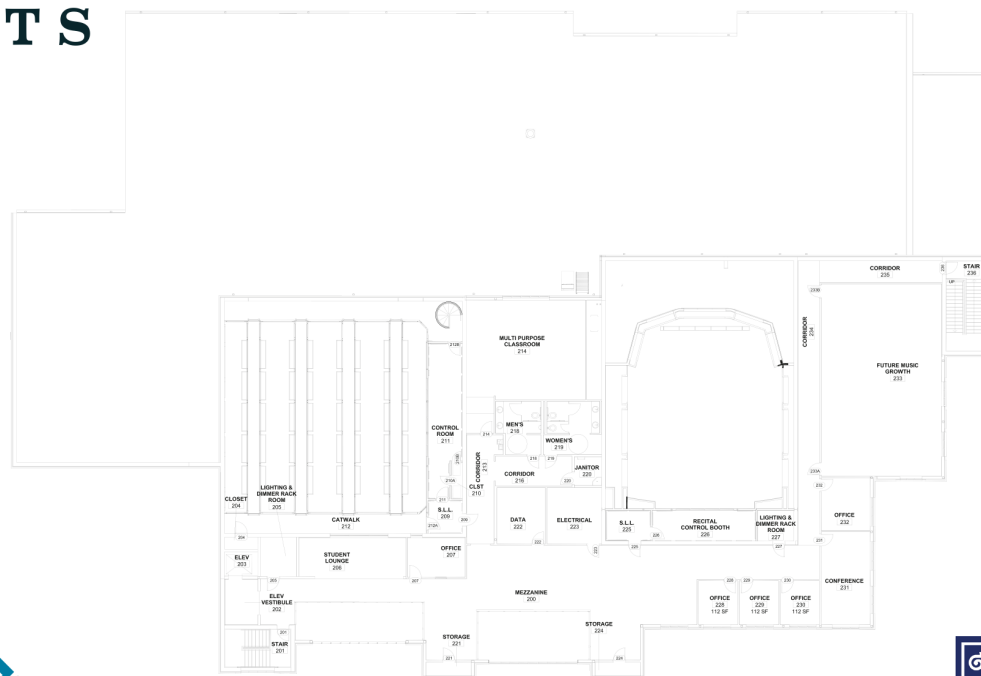
FIRST FLOOR





Performing Arts Center

SECOND FLOOR



Faculty, Staff & Administration

College Administration Faculty and Staff

ABUDIAB, NIZAR. Computer Information Systems. B.S., M.S., McNeese State University.

ADAMS, EFREM. Police Officer.

ALFARO, ASHLEY. FlexFactor Program Coordinator. B.A., Baylor University; M.A. University of Florida.

ALFORD, RODNEY. Dean of Mathematics, Natural Science, and Pre-Engineering B.S., Auburn University; M.Ed., Alabama A&M University.

ALLEN, TONYA. Freshman Seminar Advisor. B.S., Athens state University.

ANDERSON, PATRICIA. CIS Instructor. B.S., M.S., University of Alabama Huntsville.

AMERSON, TINA. Student Loan Clerk. A.A.S., Calhoun Community College.

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

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

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

ATTIPOE, SHERIKA. Assistant Director of Public Relations. A.S., Calhoun Community College; B.S., Athens State University. M.S.M., Faulkner University.

ATWOOD, PHYLLIS. GOAL Program Pathway Coordinator. A.A., Jefferson College; B.S., Missouri Baptist University, M.A., Webster University.

BAIN, TIFFANY. Physical Therapist Assistant Instructor and Men and Women's Cross Country Coach. A.A.S., Wallace State Community College.; B.S., Athens State University; M.A., University of Alabama.

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

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

BENEFIELD, EMILY. Records Clerk. B.S., University of South Alabama.

BENEFIELD, TRAVIS. H30 Office Clerk. B.A., Auburn University; M.B.A., The University of Mississippi.

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

BERRY, JOHN. English Instructor. B.S. Freed-Hardeman University; M.A., The University of Alabama Huntsville; Ph.D., University of Southern Mississippi.

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

BHOOSHANAN, PARVATHY. English Instructor. 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.

BIRGAN, LATRICA J. Mathematics Instructor. B.S., Alabama A & M University; M.S., The University of Alabama at Birmingham; Ed.D., Northcentral University.

BJURSTROM, KATEY. Mathematics Instructor. 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. Dean of Huntsville/Research Park Site. A.A.S., Calhoun Community College; B. S., Athens State University; M.A., University of Alabama.

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

BRAY, LENA. Financial Aid Clerk. A.A.S., Snead State Community College; B.S., Jacksonville State University.

BRAZIER, DOUG. CWS Business Developer. B.S., Athens State University; M.A., University of West Alabama.

BRENNER, CHRISTOPHER. Help Desk Technician. B.A., University of South Alabama

BREWER, PHYLLIS. English Instructor. B.S., Athens State University; M.A., University of North Alabama.

BRIGHT, KAREN. Mathematics Instructor. A.S., Alabama Southern Community College; B.S., Auburn University; M.A.M., Auburn University.

BRISCOE, GINA. Nursing Instructor. B.S., University of Alabama in Huntsville; M.S., University of Alabama in Huntsville; D.N.P., Samford University.

BROWN, JACOB. Academic Advisor. B.A., Auburn University.

BROWN, JULIE. Coordinator of Health Sciences Simulation Lab. A.S., Calhoun Community College; B.S.N., University of Alabama in Huntsville; M.S.N., University of North Alabama; D.N.P., The University of Alabama.

BROWN, TRICIA. Outreach Advisor. B.B.A., Virginia College.

BRYANT, NANCY CAROL. English Instructor. B.A., University of North Alabama; M.A. University of Alabama

BUCHHEIT, CYNTHIA. Dean of Business and CIS. B.S., M.S., University of North Alabama.

BULLOCK, NINA. Drafting and Design Technology Instructor. A.A.T., J.F. Drake Technical College; B.E., Athens State University. M.E., The University of Alabama in Birmingham.

BURCH, JANET. Administrative Secretary, Mathematics. A.A.S., Calhoun Community College.

BURKE, WAYMON E. History and Political Science Instructor. A.S., Calhoun Community College; B.A., University of Montevallo; M.Ed., Alabama A&M University; Ph.D., The University of Alabama.

BURNEY, CHRISTIE LAMON. English Instructor. B.A., Auburn University; M.A., The University of Alabama in Huntsville; Ph.D., The University of Alabama.

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

BURTON, JAMES. Records Clerk. A.A.S., Calhoun Community College.

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.

BYRD, SHEILA. English Instructor. B.S., Athens State University; M.A., The University of Alabama in Huntsville; D.A., Middle Tennessee State University.

BYRD-VINSON, CANDACE. Head Women's Basketball Coach/Advisor. B.S., Birmingham Southern College.

CALATRELLO, JENNIFER. Academic Advisor. B.A., University of North Texas.

CALATRELLO, STEPHEN A. English Instructor. A.A., El Camino College; B.A., University of California Los Angeles; M.A., California State Long Beach; Ph.D., Middle Tennessee State University.

CALLAHAN, TRACEY. Foundation Assistant. A.A.S., Calhoun Community College.

CALNAN, MELANIE. Academic Advisor. M.E. Notre Dame College; B.A., University of New Hampshire.

CANTRELL-SALERNO, LAUREN. Theatre Instructor. B.A., Birmingham Southern College; M.F.A., Sarah Lawrence College.

CARTER, BRIAN. Painter.

CARTER, SHARON. Student Loan Clerk. A.S., Calhoun Community College; B.S., Athens State University; M.S., Capella University.

CASSIMUS IV, GEORGE. Machine Tool Lab Assistant. A.A.S., Calhoun Community College

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

CHATTERTON, DERRICK. Adult Education Teacher. B.A., Mississippi State University; M.A., University of Alabama in Huntsville.

CHOCKLEY, KAREN. Dental Assisting Program Director. A.S., Hopkinsville Community College; B.S., Athens State University.

CHRISTENSEN, JILLIAN. Calhoun Workforce Solutions Assistant. A.S., Calhoun Community College.

COBBS, MICHELE. Nursing. A.A.S., Wallace State Community College; B.S.N., University of Alabama in Huntsville; M.S.N., University of Alabama in Huntsville.

COFFELT, RHONDA. Chemistry Instructor. B.S., Austin Peay State University; M.S., Tennessee State University; Ph.D., Tennessee State University.

COHEN, TEQUILA. College Readiness Specialist., B.A., University of North Alabama.

COOK, MARIAN. Assistant to the Director, IT.

COOPER, TINA. Administrative Assistant, Student Services. B.S., Athens State University., B.S., University of North Alabama.

CORN, CHRISTI A. Admissions Office Supervisor. B.S.B.A., The University of Alabama in Huntsville.

COUCH, NATALIE. Executive Secretary, Public Relations. B.S., Samford University; M.P.A., Troy University.

COX, VALERIE. Director of Student Success Center. B.S., Murray State University; M.S., Nova Southeastern University.

CRAIG, AUDREY. Human Resources Assistant. B.S., University of North Alabama.

CRAWFORD, JENNIFER. GOAL Instructional Services Coordinator. A.S., Calhoun Community College; B.S., Athens State University.

CRAWFORD, LISA. Chemistry Instructor. M.S.E., B.S.E., University of Alabama in Huntsville.

CRAYTON, CARLA. Surgical Technology Instructor. CERT, Calhoun Community College.

CUNNINGHAM, BEATRICE. Science Lab Assistant. A.S., Calhoun Community College, B.A., Athens State University.

DABBS, ASHLIN. Records Clerk.

DANIEL, BRETT. PC Technician. A.A.S., Shoals Community College.

DAVENPORT, KEVIN. Director of Security. A.S., A.A.S., Calhoun Community College; B.S., Athens State University.

DAVIS, DENISE. Cashier. A.S., Calhoun Community College.

DAVIS, DENVER. Advanced Manufacturing Lab Assistant. A.A.S., Calhoun Community College.

DAVIS, JOHNETTE. Foundation Director. B.S., University of Southern Mississippi.

DAVIS, GAMBRYN. Administrative Secretary, Natural Science. A.A.S., Snead State Community College; B.A., Columbia College.

DAWS, HEATH. Dual Enrollment/Advisor Recruiter. B.S., Athens State University.

DISHNER, ANGELA. Freshman Seminar Advisor. B.A., Augustana College; M.A., Concordia University Chicago.

DUNKERLEY, RACHEL. Biology/Anatomy Instructor. B.S., Auburn University; M.Ed., Auburn University; M.S., Jacksonville State University.

DUNN, HOLLY. Academic Advisor. A.S., Calhoun Community College; B.S., Athens State University.

DUTTON, SANDIE. Workforce Solutions Assistant. A.A.S., Northwest Shoals Community College.

DYE, BRIANNA. Administrative Secretary, Language & Literature. A.A., Calhoun Community College; B.A., Athens State University.

EDDY, ARIN. Women's Golf Coach. B.S., University of Montevallo.

EDWARDS, STEPHEN. Classroom Technology & Integration Specialist. A.A.S., Calhoun Community College; CERT, Tennessee College of Applied Technology

EISNER, JIM. Student Records Analyst. B.A., University of Charleston; M.S., Trident University International.

ELLETT, MARLA. Math Instructor. A.S., Wallace State Community College; B.S., Samford University; M.Ed., Alabama Agricultural and Mechanical University.

ELLIOTT, IVAN KEITH. Campus Police Officer.

ELLIS, TAMMY. Senior Institutional Research Analyst. B.S., University of North Alabama.

ENFINGER, DEBORAH. Economics Instructor. B.S., University of Mobile; M.A., Clemson University.

ESTES, MELISSA. Accountant/Cashier Supervisor. B.S., Athens State University.

ESTILL, DONNA. Dean of Humanities and Social Sciences. B.A., The University of Alabama; M.A., The University of Alabama in Huntsville; Ed.D., The University of Alabama.

EVANS, ANGELA. Financial Aid Asset Management Accountant. B.S., Athens State University.

EWING, FELECIA L. Biology. B.S., M.S., The University of Alabama in Huntsville.

EZZELL, CHARLES. Fishing Team Coach.

FELLOWS-GAINES, KIMBERLY. GED Chief Examiner. B.S., Louisiana Tech University; M.S.A., University of Louisiana - Monroe.

FERGUSON, ZEBULON. Welding Instructor. Welding Certificate, Wallace State Community College; B.E. Athens State University, M.E., Athens State University.

FINLEY, CHEALSIE. Purchasing Specialist. A.A.S., Calhoun Community College.

FLETCHER, AYRIAN. Administrative Secretary. M.B.A., Strayer University.

FLETCHER, LISA. STAR Academic Success Coordinator. A.S., Calhoun Community College; B.S., Athens State University.

FLOYD, GAIL. Administrative Secretary, Career Services/Title III.

FOUNTAIN, LEAH. English Instructor. B.A., Athens State University; M.A., University of Montevallo

FRANKS, DALY. Accounts Payable Specialist. B.S., The University of Alabama in Huntsville; J.D., Faulkner University.

GAINES, JOHN. History Instructor. A.S., Motlow State Community College; B.S., Austin Peay State University; B.S., Middle Tennessee State University; M.A., Middle Tennessee State University; Ph.D., Texas Tech University

GAINES, KIM. PHR. SHRM-CP Director of Human Resources & Payroll. B.S.B.A., The University of Alabama in Huntsville.

GASKILL, CODY. Head Baseball Coach. B.S., Athens State University; M.P.S., Middle Tennessee State University.

GERRIE, LANCE. General Maintenance.

GEIGER, JENNIFER. Workforce Solutions Project Manager. B.S., University of Maine at Augusta.

GIBSON, CARRIE. Nursing Instructor. B.S., University of North Alabama; M.S., University of North Alabama.

GIBSON, JAMES. Printing Coordinator. B.A., Fine Art/English, University of Mobile.

GILL, FELICIA. Career Advisor. M.P.A., South University.

GILLIAM, HEATHER. English Instructor. B.A., The University of North Carolina at Wilmington; M.A., The University of Kentucky.

GINDHART, BRANDI. English Instructor. B.S., The University of Alabama In Huntsville; M.A., The University of Alabama in Huntsville.

GIST, CAROL. Nursing. A.A.S., Calhoun Community College; B.S.N., M.S.N., D.N.P., The University of Alabama in Huntsville.

GLASSCOCK, KURT. Security Officer/Decatur Campus.

GOHANNA, SYMMETRIS. English Instructor. B.S., University of Alabama in Huntsville; M.A., University of Alabama in Huntsville; Ph.D., Alabama Agricultural and Mechanical University.

GOLBEN, JOHN P. Physics Instructor. B.S., University of Minnesota; M.S., Ph.D., Ohio State University.

GOLDEN, ANTHONY. Automotive Technology Instructor. A.A.S., Calhoun Community College.

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

GOOCH, EDDIE. Virtual Services Specialist/Title III, Information Technologies.

GREENE, MISTY. Administrative Secretary, Health Sciences Division. A.S., Gadsden State Community College.

GRIFFIN, JOSHUA. Economics Instructor. B.S., Indiana Wesleyan University; M.S., Auburn University.

GRIFFIN, JULIE. Cashier. A.A., A.S. Calhoun Community College.

GRISSOM, GINA. Administrative Secretary, Technologies. B.S., Belmont College.

GROW, JAMES. CIS Instructor. B.A., Westminster College; M.S., The University of Arizona.

GWIN, MICHELLE. CWS Healthcare Secretary. A.S., Wallace State University.

HAGEWOOD, GAYLE. Annual Giving & Alumni Relations Coordinator. B.S., Athens State University.

HAGGARD, SHELLIE. System Analyst. B.S., University of Alabama in Huntsville.

HALE-BROWN, VICKIE. Nursing Instructor. A.S., Oakwood University; B.S., University of Texas at Arlington; M.S., Texas Women's University; D.N.P., University of Alabama at Birmingham.

HALL, THOMAS. Business Statistics/Economics Instructor. B.A., Mississippi State University; M.A., Mississippi State University.

HAMMONS, KIMBERLY. Accounts Clerk. B.S., The University of Alabama in Huntsville.

HARDY, LANEISHA. Records Clerk.

HARGROVE, RACHEL. Webmaster. B.A., University of Alabama, Huntsville.

HARRIS, CARMEN. Data, Assessment, & Reporting Specialist. B.A., University of Alabama.

HARRIS, WESLEY. Director of Distance Learning. B.A., The University of Alabama; M.A., Liberty University.

HARRISON, JARROD. General Maintenance Supervisor.

HEAPS, WILLIAM FRANKLIN. Police Officer.

HENDERSHOT, DEBI. Dean, Planning, Research and Grants. B.S., Athens State University; M.S., Faulkner University. Ph.D., The University of Alabama.

HENDRIX, AMANDA. Chemistry Instructor. B.S., Lambuth University; Ph.D., The University of Alabama.

HIGGINBOTHAM, CRYSTAL. Athletic Secretary/Wellness Center Assistant. B.B.A., Athens State University.

HIGHTOWER, YVONNE. Administrative Secretary/Multimedia Assistant.

HILDERBRAND, REBECCA. Grants Coordinator. A.S., Calhoun Community College; B.S., Athens State University.

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