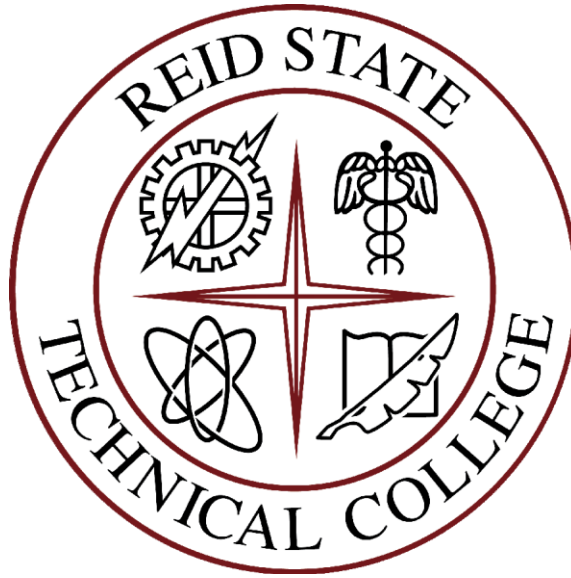


REID STATE TECHNICAL COLLEGE

Evergreen, Alabama



STUDENT HANDBOOK

Reid State Technical College
is accredited by the
Commission of the Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, Georgia 30350
Telephone 770-396-3898/FAX 770-396-3790
www.council.org

Reid State Technical College reserves the right to change the policies, procedures, and regulations published in this handbook without prior notice. Failure to read the Student Handbook under any circumstance does not constitute an excuse from the College's policies and procedures.

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Accredited By:
The Accrediting Commission of the
Council on Occupational Education

FOREWORD

The **Student Handbook** is prepared for all students attending Reid State Technical College, especially those who are entering College for the first time. As a member of the Reid State Technical College Family, there are things you will want to know and should know about your College—its history, customs, regulations, facilities, and activities. The purpose of this handbook is to provide useful information and opportunities to help you adjust to College life. The “who, what, when, and where” of student life are included along with information about important areas of the College. The **Student Handbook** brings together, under one cover, the general information that a well-informed student must know.

Students attending Reid State Technical College for the first time should feel at home here as quickly as possible. You will learn much more by attending ROAR, the Freshmen Orientation Program, from your advisors, from faculty members, and from other students.

You should familiarize yourself with this handbook and have it ready for instant use. Information about course offerings, scholastic regulations, instructions, and degree requirements are contained in *The College Catalog*. If you need assistance in the interpretation of these regulations, check with your faculty advisor.

NOTICE TO STUDENTS

REID STATE TECHNICAL COLLEGE IS NOT RESPONSIBLE FOR DAMAGE OR LOSS OF PRIVATE PROPERTY OF ANY PERSON ON ANY OF ITS CAMPUSES!

CRIME-FREE ENVIRONMENT

Reid State Technical College WILL NOT tolerate crimes of any kind on its campuses and will take immediate action to prosecute persons who violate this policy.

DRUG-FREE ENVIRONMENT

Reid State Technical College pledges to maintain a drug free environment. All students accept this responsibility by their admission to the College. Any person who violates these policies will be reported to the proper authorities and will be prosecuted to the full extent of the law.

EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITIES

The official policy of Reid State Technical College is that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participating in, be denied the benefits of, or be subjected to discrimination in any program, activity, or employment. Reid State complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964, Title IX Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 and ADA regulations as revised in 1992. Inquiries concerning this policy may be directed to Dr. Kevin Ammons, Title IX Coordinator, and Section 504 Coordinator at (251) 578-1313 at Reid State Technical College, P. O. Box 588, Evergreen, Alabama 36401.

COLLEGE CLOSING DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

Students will receive a text and/or email in the event Reid State Technical College closes. Students **MUST** contact the Enrollment Services if their contact information changes. It is the students responsibility to ensure their contact information is current. Failure to update Enrollment Services will lead to students missing up to date information

If the College closes due to inclement weather or other emergencies, lost hours may have to be made up in order to meet the minimum scheduled hour requirements specified by the Alabama Community College System Board of Trustees. Rescheduling of lost hours will be determined by the President and communicated to all concerned students and faculty by the Director of Instructional Services/Career Technical Education Instructor.

MISSION

Reid State Technical College is an associate degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The college promotes economic growth by preparing a qualified workforce for business and industry.

HISTORY

Reid State Technical College was created by the Alabama State Legislature through a State statute on May 3, 1963. Through this enabling legislation, the College was chartered to provide citizens of the area greater and equal access to postsecondary education and to help provide a trained work force for area employers to assist in the economic development of the area.

LOCATIONS

EVERGREEN CAMPUS (MAIN)

Reid State Technical College
100 Hwy 83
P. O. Box 588
Evergreen, AL 36401
Phone: (251) 578-1313
Fax: (251) 578-5355

EXTENSION CAMPUSES

Reid State Technical College
Practical Nursing at Lurleen B. Wallace
Community College Instructional Service Center
750 Greenville Bypass
Greenville, AL 36037
Phone: (334)-382-213

Reid State Technical College
Monroeville Commercial Truck Driving Site
Instructional Service Center
188 C Sheffield Road
Monroeville, AL 36460
Phone: (251)-743-2553

WEB ADDRESS

www.rstc.edu

CALENDAR DAYS

The college is in session at least 206 instructional days per year. The following holidays are observed:

January: New Year's Day; Martin Luther King & Robert E. Lee Birthdays

March: Spring Break

May: Memorial Day

June: Juneteenth

July: Independence Day

September: Labor Day

November: Veterans Day;

Thanksgiving

December: Christmas

Reid State Technical College operates on a twelve-month schedule. Regular day classes are in session Monday through Friday from 7:50 a.m. to 3:50 p.m., and evening classes are in session Monday through Thursday from 5:00 p.m. to 9:30 p.m. Additionally, special classes are held on Fridays and Saturdays.

Reid State Technical College 2023-2024 Calendar

FALL SEMESTER 2023: August 10, 2023-December 31, 2023

78 Instructional Days-10 Faculty Duty Days

Aug 10 Registration (FDD) (College open; no classes)

Aug 11 Local Professional Development (FDD) (college open; no classes)

Aug 14 Late Registration / (FDD)

Aug 16 Classes Begin

Aug 23 Drop/Add period end

Sept. 4 HOLIDAY/Labor Day (College closed)

Oct 10 Mid-Term

Nov. 6-7 Early Registration

Nov.10 HOLIDAY/Veterans Day (College closed)

Nov. 20 & 21 State Professional Development (FDD) (College open, no classes)

Nov. 22 Local Professional Development (FDD) (College open; no classes)

Nov. 23 & 24 HOLIDAY/Thanksgiving (College closed)

Nov. 27 Classes Resume

Nov 29-30 Graduate Workshop 11/29 Reid Campus @ 9 a.m. and 11/30 Virtual @ 9 a.m.

Dec. 8, 11 &12 Final exams and end of classes for Fall Semester

Dec 13-15 &18 Faculty Duty Day (FDD)- Grades Due 8 am (College open; no classes)

Dec. 19-21 Duty Day for Non-Instructional Personnel (College open; no classes)

Dec.22-31 Winter Break (College closed)

SPRING SEMESTER 2024: January 1, 2024 – May 16, 2024
78 Instructional Days-9 Faculty Duty Days

Jan 1 HOLIDAY/New Year's (College closed)
Jan 2 Local Holiday (College closed)
Jan 3-4 Faculty Duty Day (FDD) (College open; no classes)
Jan. 5 Late Registration/(FDD) (College open; no classes)
Jan. 8 Class Begin
Jan.15 HOLIDAY/M.L. King/R. E. Lee Birthday (College Closed)
Jan. 16 Drop/Add period ends
Mar 1 Mid-Term
Mar 25-29 Spring Break (College open; no classes)
April 1 Classes Resume
April 2-3 Early Registration
April 17 & 18 Graduate Workshop April 17th Reid Campus @ 9 a.m. and April 18th Virtual @ 9 a.m.
April 22-23 Fall Early Registration
April 30, May 1-2 Final Exams, and end of classes for Spring Semester
May 3, 6-7 Faculty Duty Day (FDD) (College open; no classes)
May 8-9 Local Professional Development (FDD) (College open; no classes)
May 10 Graduation (FDD) (College open; no classes)
May 13-16 Duty Day for Non-Instructional Personnel (College open; no classes)

SUMMER SEMESTER 2024: MAY 17, 2024-AUGUST 8, 2024
50 Instructional Days-4 Faculty Duty Days

May 17 Faculty Duty Day (College open; no classes)
May 20 Late Registration/ (FDD) (College open; no classes)
May 21 Class Begin
May 27 HOLIDAY/ Memorial Day (College closed)
May 28 Drop/Add periods end.
June 19 HOLIDAY/ Juneteenth Day (College closed)
June 26 Mid-Term
July 4 HOLIDAY/ Independence Day (College closed)
July 17 & 18 Graduate Workshop July 17th Reid Campus @ 9 a.m. and July 18th Virtual @ 9 a.m.
July 31 Aug 1 Final Exams and end of classes for Summer Semester
Aug 2,5 Faculty Duty Day-Grades Due 8 am (College open; no classes)
Aug 6-8 Duty Day for Non-Instructional Personnel (College open; no classes)

UNIVERSAL HUMAN RIGHTS PLEDGE

I believe that every individual has infinite and eternal worth.

I believe that recognition of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice, and peace in the world.

I believe that every individual is entitled to dignity and respect, without prejudice toward race, color, gender, disability, language, religion, creed, national origin, property, age or other status.

I believe that every thought and every act of such prejudice is harmful. If it is my thought or act, then it is harmful to me as well as others.

THEREFORE, from this day forward, I will strive daily to eliminate such prejudice from my thoughts and actions.

I will discourage such prejudice by others at every opportunity.

I will treat all people with dignity and respect.

I will strive daily to honor this pledge, knowing that the world will be a better place because of my effort.

PERSONS TO SEE FOR ASSISTANCE

IF YOU HAVE A PROBLEM OR CONCERN:..... YOU SHOULD CONTACT:
(See Page 181 for specific contacts)

Academic Regulations...	Director of Instructional Services/Career Technical Education Instructor
Student Regulations.....	Executive Director of Student Services
Grades	Registrar
Course Load.....	Director of Instructional Services/Career Technical Education Instructor
Drop and Add.....	Academic Advisor/Registrar
Withdrawal	Academic Advisor, Financial Aid Director, and Registrar
Complaints	Division Chairperson, Executive Director of Student Services or Director of Instructional Services/Career Technical Education Instructor
Books and Supplies.....	Bookstore
Tutorial Assistance	Director of Instructional Services/Career Technical Education Instructor
Services for Students with Disabilities.....	Executive Director of Student Services
Tuition Payment or Refunds.....	Cashier/Business Office
Financial Assistance	Financial Aid Office
Veterans Affairs	Financial Aid Office
Update Records.....	Admissions and Records Clerk
Student Activities	SGA Officers, Executive Director of Student Services
Information on Clubs and Organizations.....	Executive Director of Student Services
Starting a Club or Organization.....	Executive Director of Student Services
Lost ID Card (Replacements)	Cashier
Transcript Request	Registrar
General Lost and Found Items	Front Desk or Security Office
Vending Machines.....	Business Office

Campus Parking Campus Security
Plant Operations Business Office
Personal Problems.....Executive Director of Student Services
Job InquiriesCareer Coach
Verification of Enrollment.....Registrar
Tuition Assistance Financial Aid Office
Degree Plans..... Academic Advisor
For Other Services Not Listed Above SeeFront Desk

STUDENT SERVICES



The purpose of Student Services is to correlate the needs, desires, and abilities of students with their educational program and to provide services necessary to assist students in achieving their educational goals and to enhance their social and personal development.

Services available to the student include personal, educational, and career counseling, admissions, orientation, student records, occupational information, job placement assistance, and financial aid.

From the beginning of a student's interest in the College, an advisor or a counselor is available for assistance in the selection of courses or major, adjustment to the postsecondary educational experience, and planning for specific careers. The advisor does not attempt to make decisions for the students; rather, he or she seeks to work with them, help them to find facts, examine choices, and examine the consequences of those choices. Questions are answered through the process of problem solving.

The Student Services staff assists the student before, during and after enrollment. Assistance is offered to those who wish to improve their study habits, to change curriculum, or to discuss any matter important to student success. Students are encouraged to take advantage of these services.

COUNSELING SERVICES

Counseling services are available to all students. The Executive Director of Student Services serves as the college counselor. Students can request counseling services while attending Reid State Technical College. It is important to note students may experience academic problems (such as schedule and/or program changes, poor academic performance, poor study habits, and test anxiety) which may require counseling. Also, students may experience personal/emotional problems (family/ marital difficulties, problems with interpersonal relationships), which may interfere with a students' academic pursuits and personal growth. It is the responsibility of each student to make use of counseling services if the need arises. All counseling sessions are strictly confidential. Students may visit the Executive Director of Student Services in the Edith A. Gray Library and Technology Building, or call (251) 578-1313, Ext. 231.

ROAR DAY

All first time students must complete Reid Orientation And Registration (ROAR) Day as part of their educational program. The purpose of the orientation program is to introduce students to college life and to impart strategies for student success. Through participation new students will be introduced to College policies and procedures, receive assessment of academic standing, financial aid assistance, academic advising session, a campus tour, and an opportunity to meet with faculty members, staff, and administration.

REGISTRATION

Open registration for each semester is indicated in the *Reid State Technical College Catalog*. All currently enrolled students can register during the designated time preceding the upcoming semester. Registration announcements will be made through informational emails. Students must meet with their academic advisor prior to registration to ensure appropriate courses in their program of study. Any registration which is completed after the beginning of classes is considered late. Late registration is permitted within the designated drop/add period noted in the College calendar.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

The Student Right-To-Know and Campus Security Act of 1990 require Reid State Technical College to disclose information about student outcomes, campus security, and crime statistics. The College publishes an annual disclosure report to faculty, staff, and students to comply with the provisions of the law. This report provides projected graduation rates, program completion rates, licensure requirements, and campus crime statistics. The report can be located at the College's website, under "About" followed by clicking on the "College Reports, Data, and Plans." Student can scroll down and select "Reports." Then click on "Annual Campus Security Report."

POLICY ON PRIVACY RIGHTS OF STUDENT ANNUAL NOTIFICATION

At least annually, Reid State Technical College will notify its students of their privacy rights. The policy will be posted on online and published in the Student Handbook.

The privacy right policy does not include prospective students (i.e., applicants to Reid State Technical College).

The educational records of an eligible student shall be accessible to the student.

Student rights include:

1. The right to inspect and review the content of those records in the presence of an appropriate Reid State Technical College official.
2. The right to obtain copies of those records (at the expense of the eligible student).
3. The right to a response from the institution to reasonable requests for explanations and interpretation of those records.

4. The right to add any explanations to records of eligible students.
5. The right for a hearing to challenge the content of those records.

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

Students may inspect and review their educational records upon request to the Executive Director of Student Services or the Registrar's Office. Students should submit to the Registrar's Office a written request which identifies as precisely as possible the record or records he or she wishes to inspect.

The Executive Director of Student Services or the Registrar will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given within 45 days or less from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.

RECORDS NOT AVAILABLE TO ELIGIBLE STUDENTS

1. Financial records of the parents of the student or any information contained therein.
2. Letters and statements of recommendation for which the student has waived his or her right of access or which were placed on file before January 1, 1975.
3. Records connected with an application to attend Reid State Technical College if that application was denied.
4. Records on students which are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional (such records may be reviewed by a physician or other appropriate professional of the student's choice).
5. Any information for which the student has signed a waiver of rights.

REFUSAL TO PROVIDE COPIES OF STUDENT RECORDS

Reid State Technical College reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act (FERPA) in any of the following situations:

1. The student has an unpaid financial obligation to the College.
2. There is an unresolved disciplinary action against the student.
3. There is an unresolved conditional admission status against the student.

FEEES FOR COPIES OF RECORDS

The fee for copies will be twenty-five cents for each page.

TYPES, LOCATIONS, AND CUSTODIANS OF EDUCATIONAL RECORDS

The following is a list of the types of records that Reid State Technical College maintains, their

locations, and their custodians:

<u>Record Types:</u>	<u>Location:</u>	<u>Custodian:</u>
Admission Records	Enrollment Specialist Office	Enrollment Specialist
Academic Records	Registrar's Office	Registrar
Financial Records	Director of Financial Aid Office	Director of Financial Aid
Placement Records	Career Coach Office	Career Coach Officer
Progress Records	Instructor's Office	Instructor
Disciplinary Records	Executive Director of Student Services	Executive Director of Student Services

DISCLOSURE OF EDUCATIONAL RECORDS

Reid State Technical College will disclose information from a student's educational records only with the written consent of the student except:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- a) A person employed by the College in an administrative, supervisory, academic or research, or support staff position.
 - b) A person employed by or under contract to the College to perform a special task, such as the attorney or auditor.
2. A school official has legitimate educational interest if the official is:
 - a) Performing a task that is specified in their position description or by a contract agreement
 - b) Performing a task related to a student's education
 - c) Performing a task related to the discipline of a student
 - d) Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.
 3. To officials of another school, upon request, in which a student seeks or intends to enroll.
 4. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local education authorities, concerning certain state or federally supported education programs.
 5. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
 6. If required by a state law requiring disclosure that was adopted before November 19, 1974.
 7. To organizations conducting certain studies for or on behalf of the College.
 8. To accrediting organizations to carry out their functions.
 9. To parents of an eligible student who claim the student as a dependent for income tax purposes.

10. To comply with a judicial order or a lawfully issued subpoena.
11. To appropriate parties in a health or safety emergency.
12. The Buckley Amendment (“Family Education Rights and Privacy Act”) limits the information about a student’s academic record which may be disclosed without the student’s written permission to “directory information.”

Directory information is defined as:

- a) Student’s name and Address
- b) Telephone number
- c) Date and place of birth
- d) Major field of study
- e) Participation in officially recognized activities and sports
- f) Dates of attendance
- g) Degrees and awards received
- h) Most recent educational institution attended by the student

Each student has the right to refuse to permit the release of any or all of the above information. The student must inform the Executive Director of Student Services or the Registrar’s Office in writing if he/she wishes to restrict the release of directory information.

Other information about student’s records may not be released except in specifically defined circumstances, e.g., release information in connection with a student’s application for, or receipt of, financial aid, or to parents of a dependent student. The Executive Director of Student Services and the Registrar’s Office states:

“All students in attendance at the College are deemed to be emancipated, and parents will thus not have the authority to inspect and review the education records of the student son or daughter without the written consent of the student, unless the College has been provided with evidence of the student’s dependency.”

RECORD OF REQUESTS FOR DISCLOSURE

Reid State Technical College will maintain a record of all requests for and/or disclosure of information from a student’s educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the parents or the eligible student.

DIRECTORY INFORMATION

An eligible student may request in writing (to the Executive Director of Student Services and or the Registrar) that directory information not be made accessible to any party with the exception of those listed in Item 11 above. Reid State Technical College may disclose any of the following directory information items without prior written consent, unless notified in writing to the contrary. Directory information is designated as: student name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, most recent previous school attended, and photograph.

CORRECTION OF EDUCATIONAL RECORDS

Students have the right to ask their records corrected if they believe they are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the Executive Director of Student Services of Reid State Technical College to amend a record. In so doing, the student should identify the part of the record he/she wants changed and specify why he/she believes it is inaccurate, misleading, or in violation of his or her privacy or other rights.
2. The College may comply with the request, or it may decide not to comply. If it decides not to comply, the College will notify the student of the decision and advise him/her of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's rights.
3. Upon request, the College will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's educational records. The student may be assisted by one or more individuals, including an attorney.
5. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's educational records as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the statement.
8. If the College decides that the information is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

ADDING/DROPPING CLASSES

Addition of classes is permitted during the designated drop/add period as published in the *Reid State Technical College Catalog*. A student may drop a course, and a grade of "W" will appear on his/her permanent record. Students adding or dropping classes should follow this procedure:

1. Request the withdrawal through the faculty advisor and obtain the advisor's and appropriate instructor's signatures.
2. Return the form to the Registrar for computer entry of the schedule change.

Students adding course(s) will be responsible for arranging payment for any additional charges.

COMPLETE WITHDRAWALS

A student may withdraw from school. A student who withdraws from school will receive a grade of “W” on his/her permanent record. A grade of “F” cannot be changed to a “W”. A student who desires to withdraw from College during any semester should use the following procedure:

1. Request the withdrawal through the advisor.
2. Complete the Withdrawal Survey Form.
3. See the Financial Aid Office for exit interview.
4. Have an exit interview with the Advisor
5. Provides withdrawal form to the Registrar.

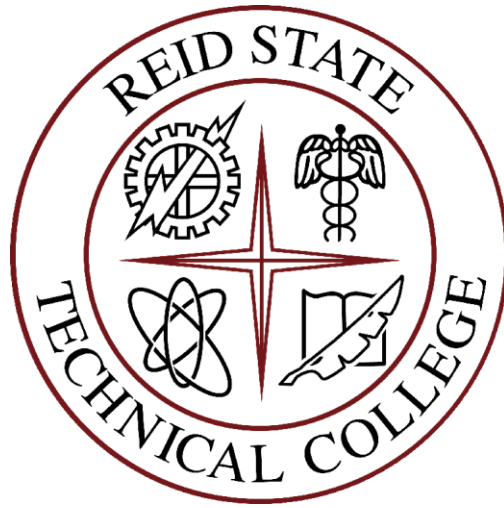
COURSE FORGIVENESS POLICY

If a student repeats a course once, the last grade awarded (excluding a grade of “W”) replaces the previous grade in the computation of the cumulative grade point average. The semester grade point average during the term in which the course was first attempted will not be affected.

When a course is repeated more than once, all grades for the course — excluding the first grade — will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which a student has enrolled.

It is the student’s responsibility to request the course forgiveness policy through the Registrar’s Office.

ACADEMIC AFFAIRS



TESTING

PLACEMENT TESTING

Students entering Reid State Technical College can take the ACCUPLACER placement test prior to registration. The placement test is used to determine a student's knowledge in math, reading, and language. Students scoring below specified levels in each test will be **required** to enroll in developmental courses before enrolling in college level math or English classes.

Students choosing to take the ACCUPLACER a second time are charged a \$10 fee.

The following **placement scores** are required for freshman enrollment in accordance with the departmental curriculum:

ENGLISH Placement Guidelines

SCREENING LEVEL 1 ACT	SCREENING LEVEL 2 High School GPA and English IV Grade	SCREENING LEVEL 3 ACCUPLACER Placement Test
Score* Course Placement	GPA/English IV Grade* Course Placement	Score* Course Placement
≥ 18 ENG101	≥ 2.75 GPA and “A” or “B” ENG101 in English IV	5 ENG101
= 17 ENG101 with ENG099	≥ 2.75 GPA and “C” ENG101 in English IV with E NG099	4 ENG101 with ENG099
≤ 16 See SCREENING LEVEL 2	< 2.75 GPA See SCREENING LEVEL3	0-3 ENR098

*Scores may be used for placement up to five years from the date of test. English IV grade (including Elements of College English) and GPA may be used for placement up to five years from the high school graduation date.

MATH Placement Guidelines

SCREENING LEVEL 1 ACT	SCREENING LEVEL 2 High School GPA and Math Grade	SCREENING LEVEL 3 ACCUPLACER Placement Test
Score* Course Placement	GPA/Math Grade* Course Placement	Score* Course Placement
≤ 16 See SCREENING LEVEL 2 = 17 MTH 100 with MTH 099 MTH 110 with support 18-19 MTH 100 MTH 110 MTH 112 with support	< 2.75 GPA See SCREENING LEVEL 3 ≥ 2.75 GPA and “C” in Math MTH 100 with MTH 099 with support MTH 110 ≥ 2.75 GPA and “A” or “B” in Math MTH 100 MTH 110 MTH 112 with support	QAS 200-242 MTH 098 QAS 243-252 MTH 100 with MTH 099 support MTH 110 QAS 253-266 MTH 100 MTH 110 MTH 112 with support
>20 HS Math Completed	Course Placement	QAS 267-300 MTH 110 MTH 112
>20 Algebra I	MTH100 MTH110 with support	
>20 Algebra II	MTH 110 MTH 231 MTH 112 MTH 232 MTH 113 MTH 265 MTH 115	
>20 Pre-Calculus Calculus	MTH 110 MTH 125 MTH 112 MTH 231 MTH 113 MTH 232 MTH 115 MTH 265 MTH 120	

*Scores may be used for placement up to five years from the date of test. Math grade and GPA may be used for placement up to five years from the high school graduation date. Math grade must be from Algebra II, Elements of College Math, and Algebra II with Trigonometry, Pre-Calculus, or Calculus.

ACCUPLACER Retest

A student who wishes to challenge placement results may retest once per academic year provided there is evidence the student has completed test preparation activities. Reid State will charge a one-time fee of \$10.00 for retesting. Students will be allowed to retest in the deficient subject area: Math, Reading, or Writing. Placement test scores will be valid for three years from the date of the original or retest assessment. Currently enrolled students will not be allowed to retest unless changing majors.

TESTING ACCOMMODATIONS

Students with documented physical, emotional, and learning disabilities may request accommodations by contacting the Executive Director of Student Services, who serves as the ADA Coordinator, prior to testing. These services are available at no additional charge, but documentation is required. Students are encouraged to take the test once with no additional aid.

Students with approved documented disabilities have the ability to work with the ADA Coordinator to

arrange accommodations which may include oral administration, large print, Braille version, individual or separate room administration, and multiple test sessions.

ADULT EDUCATION AND GED TESTING

Reid State Technical College serves as an official GED Testing Center in the State of Alabama. The tests are administered once a month in a short two-day session (usually on Tuesday and Wednesday). All persons are required to pre-register. No walk-ins are allowed on test days. Registration is simple. Simply sign up for MyGED at www.GED.com and you will get information about local policies, how to request modified testing conditions (accommodations), or you'll be able to schedule right then. Seating is limited to 8. The GED Test fee is \$120 for the complete battery or \$30 per subject; each retest is \$24.

Individuals participating in the Adult Education program at Reid State Technical College will be eligible for a fee waiver. The waiver requires the AE student who qualifies to pay \$5 per test – 4 tests = \$20.

ABILITY-TO-BENEFIT TESTING (ATB)

Students applying to Reid State Technical College who are non-high school graduates and who have not earned a GED may be admitted to selected occupational programs under the Ability-to-Benefit provision. At this time Welding and Cosmetology are the only approved ATB programs at the College. Reid State Technical College will use the ACCUPLACER Test as the assessment instrument for Ability-to-Benefit purposes.

ABILITY-TO-BENEFIT RETEST PROCEDURES

1. Within any three-month period, ATB candidates may be permitted an initial test and one retest. There must be a two-week waiting period between the initial test and the retest.
2. Students will be required to retest in all of the subject areas: Math, Reading, and/or Writing. (No fee is required for this test.) Retest scores will replace the original scores. Per federal guidelines, students must pass all subtests in a single administration.
3. Under no circumstances will a retest be given on the same day as the original test. Candidates who do not pass the retest **MUST** wait three months from the date of the initial test.

ATB Passing Scores

Scores set as the qualification for Ability-to-Benefit are one standard deviation below the mean for recent high school graduates. The approved passing scores for ACCUPLACER are:

Reading Test – 233

Writing Test – 235

Arithmetic Test – 230

DEVELOPMENTAL COURSES

A full array of developmental courses is offered at Reid State Technical College. Through participation in these courses, students will have an opportunity to develop the academic skills necessary for success in their chosen occupational programs. As these courses are preparatory in nature, developmental courses are not creditable toward a degree or certificate. Students taking developmental courses will be unable to complete their program of study in the number of semesters specified in the curriculum outline section of the *Reid State Technical College Catalog*.

CREDIT BY EXAMINATION POLICY

Students may obtain college credit through examination for competencies gained from previous instruction, on-the-job training, or other instructional methods. To receive credit by examination, a student must comply with certain procedures. These procedures follow:

1. Be admitted to Reid State Technical College as an unconditional admission status.
2. Submit an application for credit by examination in English and/or math to the Executive Director of Student Services. The Executive Director of Student Services will ensure that all other required approvals are properly secured. The application must be submitted no later than the second day of the respective semester. Additionally, all examinations and approvals must be completed prior to the end of the respective drop/add period.
3. Pay, in advance of the examination, a \$25 examination preparation fee. Waivers for the examination fee may be granted for students enrolled in certain developmental courses required for nursing or for students entering the College under the provisions of an articulated school district.
4. Demonstrate that all pertinent prerequisites of the respective course have been met.
5. Enroll as a regular student in the respective course. This provision includes payment of the respective tuition charges and applicable fees for the course.
6. The Executive Director of Student Services will notify the student of the date, time, and place of the examination in the event the application for credit by examination is approved by all required parties.
7. The Director of Instructional Services/Career Technical Education Instructor, in consultation with the appropriate Department Chairperson, will appoint a qualified instructor to prepare, proctor, and score the examination.
8. Under normal circumstances, the examination will be scored on the same day in which the examination is administered.
9. Letter grades will be given for the examination in accordance with the College grading policy as reflected in the latest edition of the College Catalog or amended through public memorandum.
10. The assigned instructor will score the examination and return it to the Director of Instructional Services/Career Technical Education Instructor or the Executive Director of Student Services.
11. Once notified by the Director of Instructional Services/Career Technical Education Instructor or the Executive Director of Student Services, the student may opt to accept the letter grade attained on the test or take the course as scheduled.

12. The credit accepted by examination will be calculated in the student's hours attempted, grade point average, cumulative grade point average, and quality points.
13. A copy of the credit by examination administration form with all appropriate signatures shall be placed in the student's file.
14. A maximum of 16 credit hours may be obtained through credit by examination at Reid State Technical College.
15. A student may challenge a course one (1) time only.
16. Credit by examination procedures may not be utilized to remove or supersede any grade previously earned in a given course or equivalent, including courses which were failed.

ACADEMIC ADVISING

All faculty members serve as academic advisors. The faculty advisor is an Instructor or Department Chairperson in the department in which the technical content of the degree or certificate program is taught. As soon as a student is admitted to the College, he/she will be assigned a faculty advisor who will help the student plan a program of study appropriate for the student's interests and abilities and assist the student with pursuing realistic academic and career goals.

STUDENT ACADEMIC LOAD

The student course load for a full-time student will be twelve to nineteen credit hours. Twelve to nineteen semester credit hours will constitute the normal load for regular students. Any student wishing to enroll for more than nineteen hours must obtain permission from the Director of Instructional Services/Career Technical Education Instructor. A student enrolled for fewer than twelve hours is a part-time student.

No student will be approved for more than 24 credit hours in any one term for any reason.

ACADEMIC DISHONESTY

The College expects all students to be honest in their academic activities.

Any student found guilty of academic dishonesty may be dropped from the course with a grade of "F". Any student, faculty or staff member involved in or affected by an incident of academic dishonesty may use the grievance policy to appeal, change, or increase the severity of the penalty. Examples of academic dishonesty are:

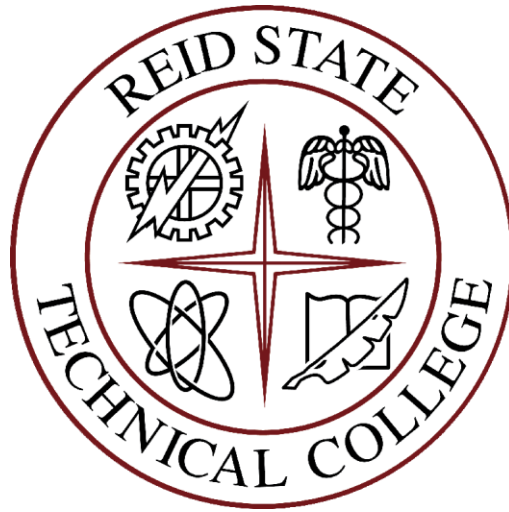
1. Giving or receiving unauthorized help from another student during examination.
2. Using any source of unauthorized information or assistance (notes, books, spoken word, etc.) during examination.
3. Obtaining an examination or any part of an examination without authorization.
4. Submitting for credit any theme, report, speech, outline, lab paper, notebook, or similar item without appropriate acknowledgement (plagiarism) of the whole or part, if it has been obtained or copied from another source.

5. Altering or causing to be altered without authorization, the record of any grade in any grade book, office, or other record.
6. Taking an examination or otherwise doing any other type of work for another student (providing one's work for another student to copy and submit as his/her own.)
7. Presenting false data or information or intentionally misrepresenting one's record for admission, registration, or graduation.

ACADEMIC FREEDOM

The Alabama Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, College faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing discipline related subjects. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent Reid State Technical College from taking proper efforts to assure the best possible instruction for all students in accordance with the mission and objectives of the institution.

GRADUATION HONORS



GRADUATION

Students are expected to acquaint themselves with and observe regulations and policies contained in the *College Catalog* and the *Student Handbook*. It is the responsibility of students to file an application for graduation at the proper time, to meet the graduation requirements of the College in their particular program of study, and to maintain at least the minimum required grade point average (GPA). **Advisors will serve as guides, but the final responsibility belongs to the student.**

PRESIDENT'S LIST

The President's List is compiled at the end of each semester. Requirements for the President's List shall be: (1) a semester grade point average of 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college level work. Developmental (i.e., pre-collegiate) courses carrying grades of A - F will be calculated in the semester GPA but will not count toward the minimum course load requirement.

EXECUTIVE DIRECTOR OF STUDENT'S LIST

The Executive Director of Student's List is compiled at the end of each semester. Requirements for the Executive Director of Student's List shall be: (1) a semester grade point average (GPA) of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college level work. Developmental (pre- collegiate) courses carrying grades of A - F will be calculated in the semester GPA but will not count toward the minimum course load requirements.

GRADUATION HONORS FOR DEGREES

Superior academic achievement by graduating students will be recognized by the following designation on degrees and transcripts:

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

GRADUATION HONORS FOR CERTIFICATES

Superior academic achievement by graduating students will be recognized by the following designation on certificates, and transcripts:

Graduation with Distinction.....	3.50 to 4.00 GPA
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NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree or certificate being earned. In order to be eligible for any of the preceding graduation honors, the student must have completed a minimum of 32 semester credit hours at Reid State Technical College toward the respective degree or certificate.

DEGREES

A student shall be awarded the Associate in Applied Technology and Associate in Occupational Technology degrees upon satisfactory completion of the requirements of the specific program as outlined by the College granting the degree and the Alabama Community College System's Board of Trustees. A student must:

1. Satisfactorily complete a minimum of 60 semester hours of College credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative grade point average in all courses attempted at Reid State Technical College. The calculation of the grade point average for graduation shall not include grades earned from previous institutions. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of semester credit hours at Reid State Technical College.
4. Meet all the requirements for graduation within a calendar year from the last semester/term of attendance.
5. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
6. Comply with formal procedures for graduation in accordance with institutional policy at Reid State Technical College.
7. Fulfill all financial obligations to the College.
8. The Registrar shall approve the formal award when the student meets all the requirements for graduation satisfactorily.

FORMAL AWARDS OTHER THAN DEGREES

A student shall be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by Reid State Technical College in accordance with policies of the Alabama Community College System Board of Trustees. A student must:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative grade point average in all courses attempted at Reid State Technical College. The calculation of the grade point average for graduation shall not include grades earned from previous institutions. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.

3. Complete at least 25 percent of the total semester credit hours at Reid State Technical College.
4. Meet all requirements for graduation within a calendar year from the semester of attendance.
5. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate degree programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
6. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution.
7. Fulfill all financial obligations to the College.
8. The Registrar shall approve the formal award when the student meets all requirements for graduation satisfactorily.

SERVICES TO STUDENTS



COLLEGE BOOKSTORE

Students must purchase their own textbooks, workbooks, equipment, materials and supplies specified for their program of study. As a convenience to students, a college bookstore is provided with a full array of instructional materials, supplies, and equipment. The bookstore is located in Building 300 and is open Tuesdays and Thursdays from 8:00 a.m. until 11:00 a.m., with the exception of the first week of the semester at which time the bookstore is open Monday through Thursday from 8:00 a.m. until 3:30 p.m. Additional hours will be posted during periods of day and evening registration. The financial aid coverage ending date will be posted at the appropriate time.

A student who withdraws and who has purchased returnable books, tools, or supplies from the College and returns the items in new/unused condition by the end of the third week of the semester will be refunded the full purchase price. The required books, tools, or supplies listing for each department will indicate which items are refundable. Refundable items will be determined by the book store manager on an individual basis. Students who purchased books, tools, or supplies by cash must present receipt to receive a refund.

STUDENT CENTER

The Student Center offers students vending services and conveniences such as tables, chairs, TV, DVD/VCR player, and a microwave to allow for informal associations outside the classroom.

JOB PLACEMENT ASSISTANCE

If you are seeking employment while attending Reid State Technical College (RSTC) or if you are a former RSTC student looking for a job, visit the Career Coach/Testing Coordinator located in the Edith A. Gray Library and Technology Center. Also, a graduate workshop is held each semester to assist students. The staff will help you search for job vacancies, write letters of applications, compose and produce resumes, and prepare for job interviews. For more information visit the Career Coach/Testing Coordinator Office, or call (251) 578-1313.

TECH-CARD (I.D. CARD)

The Tech-Card is designed to be a permanent identification card for students and/or employees. It is valid as long as the cardholder is a registered student or employed at Reid State Technical College. Every semester students must have their cards validated. Validation stickers are available in the Edith A. Gray Library & Technology Center

All photographs taken at RSTC must be taken in a manner which provides a free, clear, and unobstructed view of the face. No articles of clothing such as caps, hats, earmuffs, scarves, etc. are permitted during the photographing process. Glasses may be worn; however, sunglasses may not be a part of the finished photograph.

WHERE AND HOW TO OBTAIN YOUR TECH-CARD

Tech-Cards can be obtained by visiting Student Services, Edith A. Gray Library & Technology Center. Students enrollment will be verified by using a current enrollment roster or by students bringing a current semester receipt, showing all charges have been paid. Students need to ensure their Tech-Cards get validated at the beginning of each semester.

WHO TO CONTACT FOR ASSISTANCE

In the event your card is lost or stolen, immediately visit Student Services, Edith A. Gray Library & Technology Center.

WHY GET A TECH-CARD

The Tech-Card is an acceptable identification when purchasing books and supplies from the bookstore, receiving discounts at select fast food restaurants, and confirming current enrollment. The Tech Card is Reid State Technical College's official I.D. Card for current students on all campuses and for all College personnel.

STUDENT ACTIVITIES

Although formal learning is the most important enterprise at RSTC, the College recognizes that valuable learning and growth in students also occur through non-academic activities. As a RSTC student, you will be encouraged to participate in the nonacademic activities designed to help you develop intellectually and socially. You will interact with fellow students, faculty, and other staff members to improve your communication and leadership skills. RSTC offers enough variety in cultural, recreational, political, and entertainment experiences for every student to find something appropriate to his or her needs. For more information about student organizations in general, contact the Executive Director of Student Services, whose office is located in the Edith A. Gray Library and Technology Center at (251) 578-1313.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association (SGA) consists of two elected levels of leadership, the Senate and Executive Officers. The Senate consists of 8 Senators (4 Freshmen, 4 Sophomores) and the Executive Offices. The Executive Officers include four positions: President, Vice-President, Treasurer and Secretary. All positions are elected by the current student body.

The SGA serves as the coordinating body for all student activities approved by the College. Its purposes are to foster student interest and involvement in all aspects of College citizenship and to encourage

student involvement in important decisions affecting students by increasing student participation so the general welfare of the College is improved.

The Student Government Association is actively involved with the operation of Reid State Technical College. Members provide a valuable communication link between faculty, administration, and the student body. The SGA is also responsible for assisting with graduation ceremonies.

The officers of the SGA are to be elected annually and consist of: President, Vice President, Secretary, and Treasurer.

1. Election Procedures of Reid State Technical College's SGA

- a) Elections occur during the Fall Semester for Executive Officers (President, Vice-President, Secretary, and Treasurer) and Senators.
- b) Prospective candidates must have a desire to be actively involved in the affairs of the College.
- c) Prospective candidates must represent the student body and commit to being enrolled full time at the institution for at least two consecutive semesters.
- d) The Executive Director of Student Services will provide students paper ballots for the election. Members of the Student Service Team will verify student enrollment by reviewing a "Registered Student List." Students who wish to vote must show their Driver's License or Tech- Card (ID Card) before they receive a ballot. Students who are not listed on the "Registered Student List" and/or do not provide a Driver's License or Tech-Card will not receive a ballot. There will be no exceptions.
- e) Ballots will be counted at the end of the election period. The elected Executive Officers and Senators will be announced by email to students, faculty, staff, and administration. Also, Executive Officers and Senators will be posted around campus.

2. Prospective SGA Executive Officer candidates must meet the following criteria:

- a) Candidate must be a current Reid State Technical College Student
- b) Candidate must be a full time student (12 credit hours or more)
- c) Candidate must have earned 24 credit hours
- d) Candidate must hold a 3.0 cumulative GPA
- e) Candidate must have no documented disciplinary action
- f) Candidate must be willing to actively participate in all student activities
- g) Candidate must be willing to work 4 hours per week in Student Services
- h) Candidate must maintain full time enrollment during the spring semester

3. Prospective SGA Senate candidates must meet the following criteria:

- a) Candidate must be a current Reid State Technical College Student
- b) Candidate must be a full time student (12 credit hours or more)
- c) Candidate must hold a 2.0 cumulative GPA
- d) Candidate must have no documented disciplinary action
- e) Candidate must be willing to actively participate in all student activities
- f) Candidate must maintain full time enrollment during the spring semester

4. Election Procedures

- a) Applications will be provided for students interested in running for office.
- b) Executive Director of Student Services, or designee, will verify GPAs and disciplinary records.
- c) A list of eligible prospective candidates will be emailed and posted on our main campus
- d) The Executive Director of Student Services, or designee, will meet with eligible candidates to discuss rules, regulations, responsibilities, and dates.

5. Candidates

- a) Candidates are to plan and strategize.
- b) Candidates can start campaigning after the meeting with the Executive Director of Student Services.
- c) Candidates can make flyers, posters and issue approved campaign propaganda.

6. Election Day for Candidates

- a) Only one day will be designated as ELECTION DAY for SGA. The election date will be announced two weeks prior to election day. All students are encouraged to vote.
- b) Voting will take place in the Edith A. Gray Library and Technology Center from 8:00 a.m. to 3:00 p.m. and 5:00 p.m. to 6:00 p.m.
- c) There will be NO campaigning within 50 feet of the voting area.
- d) Campaigning material cannot be distributed or displayed within 50 feet of the voting area.

7. Voting Process for Students

- a) The Executive Director of Student Services, or designee will conduct the poll.
- b) An official student roster will be printed.
- c) Student Service Team members will confirm the student name is on the “Registered Student List” roster and verify the students identity by reviewing their Tech-Card ID or driver license before a ballot issued. No Exceptions!
- d) Students are only allowed to vote once.
- e) Students will identify nominees by marking an “X” on paper ballots. Once completed, ballots will be placed in a locked box.

8. Tallying the Votes for the Candidates

- a) Votes will be counted by an administrator, one faculty, and one staff person.
- b) The final count must be reported to the Executive Director of Student Services by 12:00 p.m. the day after the election.
- c) Rosters and ballots will be retained in the Executive Director of Student Services Office for one year.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The National Technical Honor Society (NTHS) is an important career and professional investment recognized by education, business and industry. The mission of NTHS is to honor student achievement and leadership and to provide business and industry with a continuous stream of talented, highly skilled, future employees. NTHS is committed to providing the highest quality recognition for outstanding students in career and technical education. Two students are selected by faculty from each department. Students must have a 3.5 GPA.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES

Who's Who Among Students in American Junior Colleges honors outstanding campus leaders annually for their scholastic and community achievements. Two students from each department are selected by the faculty.

Who's Who Among Students in American Junior Colleges tells the story of this year's college generation and serves as a valuable incentive for tomorrow's outstanding leaders. As a lifetime benefit, student members of the Who's Who program are entitled to use the special reference service maintained for the exclusive assistance of students seeking employment.

All-USA Community and All-Alabama Academic Team

The purpose of this program is to recognize scholarly achievements of students enrolled in community, technical, and junior Colleges.

To be eligible for nomination, a student must be currently enrolled at RSTC and should expect to be enrolled at the College through December. The nominee must have completed at least thirty-six (36) credit hours (excluding developmental courses) by the end of fall semester prior to being nominated. In selecting nominees, the Executive Director of Student Services considers outstanding GPAs, participation in honors programs, membership in academic or technical honors organizations, awards, honors, and recognition for academic and technical accomplishments.

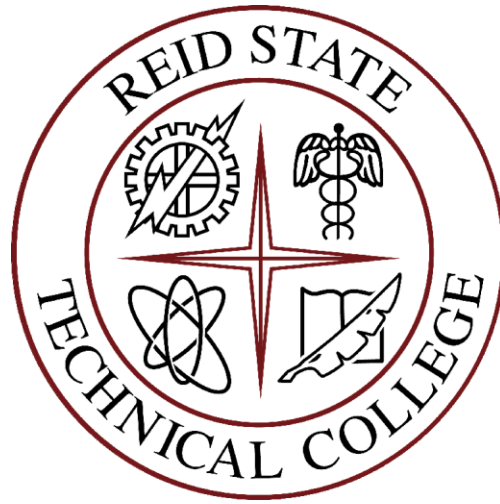
At RSTC, the two nominees submitted are given to the Executive Director of Student Services and the President. Any student who feels he/she meets the Conditions of Eligibility listed above and is interested in being considered for nomination should contact the Executive Director of Student Services. Candidates will have to complete an application process including writing essays of a minimum of 500 words or less.

FIRST AID

RSTC has available in all laboratories and shops first-aid kits in case of an accident or illness that requires immediate attention. Instructors are responsible for keeping first-aid kits supplied. The bookstore has extra supplies and first-aid kits available upon request.

A member of the faculty or staff will call 911 if a dangerous situation arises. RSTC does not assume any financial responsibility for expenses that you may incur if you should obtain off-campus medical aid nor is the College responsible for furnishing your transportation to receive medical attention.

REGULATIONS



STUDENT REGULATIONS

The *Student Code of Conduct* of Reid State Technical College addresses behavior and actions that have an adverse impact on the achievement of educational goals. It is the responsibility of the student to become familiar with the regulations governing student conduct and to adhere to policies where applicable. Lack of knowledge regarding College policies will not excuse any student from adherence to policies or sanctions that may be imposed for violations. The College reserves the right to dismiss any student whose conduct and behavior pose a threat to the College environment or the health, safety, or security of others.

CAMPUS REGULATIONS

Code of Student Conduct

As members of the learning community at Reid State Technical College, students have a number of rights, privileges, and responsibilities. Those rights and privileges include the right to sound and professionally presented instructional programs and the right to due process in instances involving disciplinary actions or academic grievances. The *Code of Student Conduct* is the standard of conduct by which students and organizations are expected to abide. They shall be aware of the Code and know they will be held accountable for its provisions. By enrolling at the College, a student or organization neither relinquishes rights nor escapes the responsibilities of local, state, or federal laws and regulations.

The College has an interest in maintaining an environment that is conducive to its educational mission as well as the health, safety, and well-being of all students and other individuals. Students and organizations are obligated to abide by the rules and policies established by the College. Students at the College are considered responsible adults, serious of purpose, and enrolled for the primary purpose of furthering educational goals. It is assumed that students enrolling at the College are mature, have a desire for constructive learning, and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or intentional attempt to injure or interfere with the personal or property rights of any person, whether a student member of the College community or a visitor to the College, is strictly prohibited.

Note: Faculty, staff members, and students should note that any expectation of confidentiality does not include any illegal act. Faculty and staff members) are required to notify law enforcement and College officials when they learn of a criminal act.

Application

The *Code of Student Conduct* applies to individual students and student organizations and is applicable to on- and off-campus college functions. Any student or group involved in unacceptable or prohibited conduct shall be disciplined in a manner commensurate with the nature and severity of the act of misconduct.

Any indication of facts that could cause imminent danger or harm to the health, safety, and welfare of the accused students, faculty members, other individuals, or College property, or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the designated college official on either campus. This interim suspension may continue only for a period of 72 hours until such time as a disciplinary hearing is held to consider the matter. The hearing shall be conducted by the Judiciary Committee.

Imposition of the sanctions stated above may be stayed pending appeal at the discretion of the President of the College or written request by the student or organization.

Misconduct

Student conduct is expected to be in accordance with standards of common decency and decorum, with recognition of and respect for the personal and property rights of others and the educational mission of the College. A student shall be subject to disciplinary action by the College, up to and including permanent expulsion, for misconduct on any property owned or controlled by the College; or off College property at any function that 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, but is not limited to, the commission of or attempt to commit any of the following acts:

1. Any form of dishonesty, including cheating, knowingly furnishing false information to the members of the College faculty or to any other officer or employee of the College, and alteration or use of College documents or instruments of identification with intent to defraud (*cheating* is defined as dishonesty in completing academic assignments, such as having in one's possession materials other than those specifically approved by one's instructor during tests; submission of work that was prepared by someone else to an instructor as one's own work; plagiarism, representation of someone else's writing or ideas as one's own; and assistance in the foregoing practices).

Plagiarism is the act of using the words and/or work of another author and attempting to pass it on as one's own work. An example of plagiarism includes, but is not limited to, a student submitting, under his or her own name, an essay, report, research paper, or some other assignment that has been written in part or in whole by another person. Plagiarism also occurs when a pattern exists of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his or her students) and/or the consistent failure to document accurately and in proper style any material that is not common knowledge, which the student has included in an assignment.

2. Any student or group of students engaging in or sponsoring any college activity on or off the campus that represents a clear and present danger to the normal educational process of the College.
3. Any activity on the part of any individual or group which causes disruption or interference with the regular operation of the College including the occupation of any building or campus areas for the purpose of disruption or interference, prevention or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or building, or failure to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the College.
4. The display of any inflammatory or incendiary signs, posters or banners, or the distribution of literature proposing any actions to disrupt the educational process.
5. Defacing, damaging, or maliciously destroying any college, faculty or student property or the attempt to do such destruction. Violators may be required to make appropriate financial restitution.

6. Stealing or selling stolen property of the College, of a member of the College community, or of a visitor to the campus.
7. Failing to comply with a request to report to a faculty or staff member for a conference.
8. Eating or drinking in unauthorized areas of the College.
9. Conducting or expressing oneself in a loud, indecent, or obscene manner on campus, on College-controlled property or at approved College activities.
10. Violating College policies or regulations concerning the use of College facilities, or the time, place, and manner of public expression.
11. Bringing a guest or visitor to the College or to an approved College activity who fails to abide by the rules and regulations of the College. Students are responsible for the conduct of their guests.
12. Disclosing records, files, or data in violation of the Privacy Act of 1974 and/or using or attempting to use College computers, computer facilities, or data without proper authorization. Deliberate installation of “viruses” on College computers is included in this provision.
13. Disclosing or otherwise misusing College computer access codes.
14. No one will be allowed in the shop laboratories after school hours without the presence of the instructor.
15. Automobiles are to be parked in designated student parking areas. The campus speed limit is 15 M.P.H. Students who exceed the speed limit or park improperly will be ticketed. All automobiles must have a parking decal appropriately displayed.
16. Fighting will not be tolerated and is grounds for immediate expulsion of all parties involved.
17. Standing in the doorways, hallways, and classroom areas in any building, unless using the bookstore, attending class, or on other official business, is prohibited.
18. Absolutely no visitors (student or non-student) while class is in progress. Non-RSTC students or visitor(s) must check in with the security office or reception desk to obtain a visitor’s pass.
19. The use of profanity and other derogatory language toward and in the presence of another person (faculty or student) is unacceptable behavior.
20. Loudness and other disruptive behavior in and around classroom(s) is unacceptable behavior.
21. Copying, distributing, and downloading copyrighted materials, including music, videos, and games, for which you do not have the owner’s (copyright holder’s) permission is a violation of federal law.

22. Forging, altering, or misusing College documents, records, or identification.
23. Issuing a worthless check made payable to the College or to its bookstores. A student will be notified by the Business Office when a check for tuition, books, fees, or other charges is returned for insufficient funds. The student will have 72 hours in which to satisfy that obligation. If the obligation is not satisfied in that time, the student's enrollment will be voided.
24. Failure to properly comply with any reasonable direction given by a College official acting within the capacity and performance of his or her position.
25. Violation of written College rules, policies, or regulations.
26. Obstruction or disruption of teaching, research, administration, service, disciplinary procedures or policies and/or procedures of clinical affiliates while at their sites, other College activities, or other activities on College premises.
27. Destruction, damage, or misuse of College, public, or private property. The student is responsible for any damage done to College property.
28. Conduct in violation of federal or state statutes or local ordinances that threatens the health and/or safety of the College community or that could adversely affect the educational environment of the College.
29. Conviction of any misdemeanor or felony that adversely affects the educational environment of the College.
30. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, materials, space, facilities, or services.
31. Hazing is any mental or physical requirement or obligation placed on a person by a member of any organization or by an individual or group of individuals that could cause discomfort, pain, or injury or that violates any legal statute or College rule, regulation, or policy. Hazing is defined as, but is not limited to, striking; laying open hand on; treating with violence or offering to do bodily harm to a person with the intent to punish or injure the individual; or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing is any action taken or situation created, whether on or off College premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called personal favors. The College does not approve of or condone hazing; thus, activities of this nature shall be dealt with promptly and sternly.
32. Lewd, obscene, licentious, or indecent conduct or verbal or written threat of such action against another person, including sexual harassment or misconduct.
33. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence any member of a judicial body named in the Code, including witnesses, faculty members, staff members, and students before, during, or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, advisors, or others in this type of situation.
34. Possession of firearms or weapons (including hunting guns, bows, crossbows, etc.), ammunition, explosives, fireworks, or any other dangerous instruments. The Gun Free Schools Act of 1994 and the Alabama Community College System Board of Trustees Policy Number 511.01 issued

December 1994 prohibits firearms on the campus of public schools or any other facility operated by the College. Any violation of this policy can result in the referral to law enforcement officials for arrest or prosecution. Reid State Technical College has “Zero Tolerance” for weapons of any kind on its campus, whether student, faculty, staff or visitors (other than law enforcement officers legally authorized to carry such weapons and acting in the performance of their duties or an instructional program in which firearms are required equipment.)

35. Intoxication from, or the possession and/or consumption of, any alcoholic beverage or non-prescribed controlled substance.
36. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
37. Theft, accessory to theft, and/or possession and/or transportation and/or sale of stolen property.
38. Physical abuse, threat of violence, intimidation, and physical or mental harassment.
39. Trespassing or unauthorized entry.
40. Entering false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment.
41. Publishing, aiding in publishing, circulating, or aiding in circulation of anonymous publications or petitions of a libelous, slanderous, scurrilous, or unduly offensive nature.
42. Smoking or use of any tobacco product in classrooms, laboratories, library-media buildings, or other locations where prohibited (including clinical sites). E-cigarettes are not allowed.
43. Playing a device such as a MP3 player, radio, or other electronic device in hallways, classrooms, or any other place where such activity would interfere with normal activity of the College.
44. Any form of illegal activity defined by state or federal law or municipal ordinance.
45. Disruptive or disorderly conduct that interferes with the rights and opportunities of those who attend the College to use and enjoy College facilities.
46. Failure to obtain clearance from an instructor to leave a class, lab, clinical, or campus during class and/or clinical hours.
47. Failure to wear appropriate attire for the department in which the student is enrolled.
48. Participation in any form of gambling.
49. Unauthorized possession of a key to any College facility or vehicle.
50. Sexual Assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity, including any penetration of the vagina, anus, or mouth by the perpetrator’s penis or by any other object. Sexual behavior is deemed to be without the victim’s consent when: the victim has instructed the perpetrator not to engage in the conduct; the victim is forced to submit to the act; the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act; the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or the victim is unable to give consent or permission or is unable to resist

because of any mental or physical disability. Also falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

51. Sexual Harassment can be defined as any unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when: submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic success; submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting the person submitting to or rejecting such conduct; such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, academic, or living environment or such conduct denies, limits, provides different, or conditions the provision of aid, compensation benefits or services provided to students or employees by RSTC.
52. Sexual Misconduct can be defined as any intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock or breast) without or against the victim's consent; touching is either directly on the body part or on the clothing covering that body part; forcing the victim to touch the intimate areas of another person. Sexual conduct is deemed to be without the victim's consent when: the victim has instructed the perpetrator not to engage in the conduct; the victim is forced to submit to the act the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act or the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or due to mental or physical disability.
53. Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking includes the willful and repeated course of conduct directed at another individual that reasonably or seriously alarms, harasses, torments, or terrorizes the victim; any behavior or activity that places another individual in fear of personal harm or intended to cause emotional distress to another individual or behaviors such as following or waiting on the victim; repeated unwanted, intrusive, or frightening communications from an individual by phone, mail, or e-mail; damaging the victim's property; making direct or indirect threats to harm the victim or the victim's family members, friends, or pets; sending unwanted gifts or harassing through the Internet (cyber stalking).
54. Domestic violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
55. Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a) the length of the relationship;
 - b) the type of relationship;
 - c) the frequency of interaction between the persons involved in the relationship.

56. Bullying

57. Fire Safety

- Any failure to evacuate or immediately respond to a fire alarm
 - Participation in creating or causing a false fire alarm
 - Participation in tampering, disconnecting, or altering any fire alarm system, equipment, or component
 - Failure to follow the instructions of college official and emergency personnel during fire alarms
 - The possession, use, manufacture, and/or sale of any incendiary device
 - Participation in setting or causing to be set any unauthorized fire
 - The possession and/or use of any type of fireworks
 - The possession or use of candles, incense, or other flame-emitting articles in the Buildings
 - Witnessing a fire and not informing personnel
- December 17, 2021

These actions can lead to suspension or termination and civil or criminal liability.

These rules apply while attending classes, College-sponsored activities, and riding to and from the College on buses or other vehicles contracted by the College. The administration reserves the right to change these rules as required and without prior notice.

Anti-Bullying Policy

It is the policy of the College that no student, faculty or staff member should be subjected to bullying or harassing behavior by any other student, faculty, or staff member. Furthermore, no person should engage in any act of reprisal or retaliation against a victim, witness, or anyone with information about an act of bullying or harassing behavior.

Definitions:

Bullying or harassing behavior is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that takes place on any property owned or controlled by Reid State Technical College or during any activity in whatever place sponsored by, directed or controlled by Reid State Technical College, and that also fulfills one of the following conditions:

1. places a student, faculty, or staff member in actual and reasonable fear of harm to his or her person or damage to his or her property;
2. creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

Hostile environment is defined as the condition wherein the victim subjectively views the conduct as bullying or harassing behavior, and the conduct is objectively severe or pervasive enough that a reasonable person would agree it is bullying or harassing behavior.

Suitable party is defined as a person with responsibility to prevent bullying or harassing behavior within or during a particular activity, class, building, or function. In the case of a student being subjected to bullying or harassing behavior, a suitable party might be an instructor, residence hall staff, or a counselor. In the case of a faculty or staff member being subjected to bullying or harassing behavior, a

suitable party might be a dean, academic chair, or a superior.

If a student violates any of the provisions listed above while engaged as a representative of a student organization, the organization will be subject to having its approval suspended or terminated.

Firearms

Firearms are prohibited on campus, or any other facility owned or operated by the College.

GENERAL COMPLAINT AND GRIEVANCE PROCEDURES

Procedures outlined in this section do not apply to the following areas: Academic Grievances, Sexual Harassment, Civil Rights, Americans with Disabilities Act, Title IX, Motor Vehicle Violations, Educational Records, and Financial Aid. Complaints and/or grievances regarding these issues have been addressed in other sections of this *Handbook* and the *College Catalog*.

Reid State Technical College promotes the open exchange of ideas among all members of the College community, including students, faculty and staff members, and administrators; however, the College recognizes that, at times, people may have differences that they are unable or unwilling to resolve without intervention.

The procedures described below shall be available to any Reid State Technical College student who feels that he or she has **not** been treated fairly or that College policies have been applied to them inappropriately. The steps outlined are designed as means of resolving complaints at the lowest level possible or in accessing subsequent steps in the grievance procedure.

COMPLAINTS/GRIEVANCES RELATING TO THE INSTRUCTIONAL DIVISION

1. The student discusses his or her concern directly with the faculty member or College official involved. The complaint may be made in person or by written contact no later than 10 instructional days following the incident. The appropriate **faculty member or College official** will have 5 instructional days to attempt to informally reach an agreeable solution.
2. If an agreeable solution is not reached within 5 instructional days as noted above, the student will have 3 instructional days to appeal the issue and report it in writing to the appropriate division chairperson/supervisor. The **division chairperson/supervisor** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.
3. If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in **step 2**, the student will have 3 instructional days to report the issue to the Director of Instructional Services/Career Technical Education Instructor. The **Director of Instructional Services/Career Technical Education Instructor** will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.
4. If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in **step 3**, the student will have 3 instructional days to report the issue to the President or the President's designee. The **President or President's designee** will have 10 instructional days from receipt of the appeal to appoint a fact-finding committee to investigate the issue and attempt to reach an agreeable solution. **The decision reached by the College at this level in the process is final.** If the student is not satisfied with the President's final decision, the next step will be to complete Alabama's TWO-YEAR INSTITUTIONS of Higher Education Student Complaint Process form.

COMPLAINTS OR GRIEVANCES RELATING TO OTHER COLLEGE DIVISIONS

1. The student discusses his or her concern directly with the College official involved. The complaint may be made in person or by written contact no later than 10 instructional days following the incident. The College official will have 5 instructional days to attempt to informally reach an agreeable solution.
2. If an agreeable solution is not reached within 5 instructional days as noted above, the student will have 3 instructional days to appeal the issue and report it in writing to the appropriate immediate supervisor. The immediate supervisor will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.
3. If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in step 2, the student will have 3 instructional days to appeal and report the issue in writing to the Executive Director of Students of the division. The Executive Director of the division will have 5 instructional days to investigate the issue and attempt to reach an agreeable solution.
4. If an agreeable solution is not reached within 5 instructional days from receipt of the appeal as noted in step 3, the student will have 3 instructional days to appeal the issue and report it in writing to the President or the President's designee. The President or President's designee will have 10 instructional days from receipt of the appeal to appoint a fact-finding committee to investigate the issue and attempt to reach an agreeable solution.

The decision reached by the College at this level in the process is final. If the student is not satisfied with the President's final decision, the next step will be to complete Alabama's Community College Student Complaint form. Students who are uncertain of which College official to report a complaint should seek guidance from the Executive Director of Student Services.

DISCIPLINARY PROCEDURES

DISCIPLINARY ACTION BY FACULTY MEMBERS

With regard to a matter of academic dishonesty in taking a College course, the respective faculty members of the College are authorized to administer certain appropriate disciplinary action. If a given faculty member has substantial evidence of student 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; or (4) impose other similar sanctions designed to preserve academic integrity.

The faculty member shall not have the right to suspend or expel a student(s). That authority is reserved for the Executive Director of Student Services and the College Judiciary 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 Executive Director of Student Services for disciplinary review. In any situation where a student(s) is alleged to have committed academic dishonesty of any nature, the faculty member making the allegation shall within 3 working days after the alleged wrongful act or the faculty member's first knowledge of the act, give the student(s) written notice of the allegation and give the student(s) the opportunity to respond to each allegation made.

The student(s) shall have a maximum of 3 working days to respond to any allegation made.

No disciplinary grade imposed by a faculty member shall be considered final unless and until the student(s) has been given written notice of the alleged wrongdoing and the opportunity to respond. It is not necessary that the student(s) give a response for a grade to be finalized, only that the student(s) has been given an opportunity to respond and that the instructor give due consideration to any response that 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(s) 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 Executive Director of Student Services.

The appeal must be filed with the Executive Director of Student Services within 5 working days after the student(s) 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 allegations of academic dishonesty; (2) a statement of the sanction imposed; (3) the dates on which the student(s) received the written allegation and on which the student(s) 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(s) shall have the option of admitting to the Executive Director of Student Services the act of academic dishonesty and proposing an alternative sanction or denying that academic dishonesty has been committed. The Executive Director of Student Services shall, within 15 working days after receipt of the appeal, issue a report by which the Executive Director of Student Services will: (1) affirm the sanction; (2) overrule the sanction; or (3) modify the sanction.

The Executive Director of Student Services shall not overrule or modify any sanction imposed by a faculty member except where a compelling and substantial academic or legal reason exists for doing so. If the Executive Director of Student Services determines that the student(s) or organization is not guilty, the student(s) or group will be cleared of all charges. If the student(s) or organization is found guilty, the Executive Director of Student Services will delineate appropriate sanctions on a Reid State Technical College *Sanction Agreement*. Upon administration of the *Sanction Agreement*, the student(s) or organization will be offered the opportunity to select one of the following options:

1. Sign the *Sanction Agreement*, indicating acceptance of the sanctions imposed and waiving all rights to appeal; or
2. Sign the *Sanction Agreement*, declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Judiciary Committee.

Appeal requests must be made in writing within 5 working days to the Executive Director of Student Services. Student(s) who desire to request that academic integrity issues be heard by the Judiciary Committee must follow steps 7-10 of the next section (Disciplinary Procedures by Staff and Judiciary Committee).

Any student(s) or organization who fails to sign the *Sanction Agreement* as stated herein shall be deemed to have waived all rights to further appeal, and the sanctions imposed by the Executive Director of Student Services will be final.

DISCIPLINARY PROCEDURES BY THE STAFF AND JUDICIARY COMMITTEE

The individual designated to handle disciplinary complaints at various College locations is the division chairperson/supervisor on the campus. Procedures for filing complaints are presented below:

1. A complaint regarding the conduct of any student(s) or organization may be filed by any person having personal knowledge of the alleged activity. The College may also file complaints.

2. Such complaints must be directed to the designated official at either campus and must be presented in writing. The written charge must define the specific charge and state the grounds for the charge.
3. The designated College official at either campus shall conduct, or have conducted, a thorough investigation of allegations within 10 working days from receipt of the written complaint. After the investigation, the student(s) or organization will be offered an opportunity to admit to the charge, accept sanctions, and waive the right to a further hearing. If the student(s) or organization denies the charge and in the designated College official's opinion, after a review of the complaint and information obtained in the investigation, enough probable cause exists to reasonably believe that the student(s) or organization in question did commit the offense, the designated College official will discuss the complaint and evidence with the student(s) or organization. The designated College official will offer the student(s) or organization every opportunity to explain its actions. If sanctions are necessary, this action will be fully explained and prescribed in writing and administered by the designated College official by use of a Reid State Technical College *Sanction Agreement*.
4. On administration of the *Sanction Agreement*, the student(s) or organization will be offered the opportunity to select one of the following options:
 - a) Sign the *Sanction Agreement*, indicating acceptance of the sanctions imposed and waiving all rights to appeal; **OR**
 - b) Sign the *Sanction Agreement*, declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Executive Director of Student Services. Any student(s) or organization that fails to sign the *Sanction Agreement* as stated above shall be deemed to have waived all rights to further appeal, and the sanctions imposed by the designated college official will be final.
5. On written appeal, the student(s) or organization will be directed to the Executive Director of Student Services, who will hear the appeal and determine, based on evidence and testimony(ies), if the student(s) or organization is guilty as determined by the designated College official and will determine appropriate sanctions. If the Executive Director of Student Services determines that the student(s) or organization is not guilty, the student(s) or group will be cleared of all charges. If the student(s) or organization is found guilty, the Executive Director of Student Services will delineate appropriate sanctions on a Reid State Technical College *Sanction Agreement*. This process will be completed within 10 working days. On administration of the *Sanction Agreement*, the student(s) or organization will be offered the opportunity to select one of the following options:
 - a) Sign the *Sanction Agreement*, indicating acceptance of the sanctions imposed and waiving all rights to appeal; **OR**
 - b) Sign the *Sanction Agreement*, declining the opportunity to accept the sanctions imposed and request to appeal the decision before the Judiciary Committee. Any student(s) or organization that fails to sign the *Sanction Agreement* as stated herein shall be deemed to have waived all rights to further appeal, and the sanctions imposed by Executive Director of Student Services will be final.
6. In the event that the student(s) or organization requests a hearing before the Judiciary Committee or is brought before the Committee as a result of an interim suspension, the student(s) or organization shall be provided with a written statement of the charges as filed to provide the student(s) or organization reasonable notice of the conduct or circumstances on which the alleged violation is based. This statement shall be presented by the chairperson of the Judiciary Committee. The statement shall advise the student(s) or organization that it is permissible to appear alone or with counsel before the Judiciary Committee and to be present during all phases of the hearing except during the committee's deliberation. Counsel shall not speak for or on behalf of the accused

student(s) or organization but may act only in an advisory capacity. Counsel may not question or cross-examine witnesses or committee members. Moreover, the statement shall set out that the advised student(s) or organization will be provided the opportunity to present evidence and to conduct reasonable cross-examination of witnesses.

7. The hearing before the Judiciary Committee shall be scheduled as soon as it is practical but no later than 30 calendar days from the date of the student's or organization's meeting with the Executive Director of Student Services, or within 72 hours interim suspension.
8. A student(s) or organization that is scheduled for a hearing before the Judiciary Committee and that fails to appear at the designated date, hour, and place of the hearing after notification thereof, shall be deemed to have waived the right to a hearing and the right to appear before the Judiciary Committee. The Judiciary Committee may then proceed with the hearing. If the accused student(s) or organization is unable to attend the hearing for good cause at the appointed time, prior written notice of the inability to attend shall be submitted to the Executive Director of Student Services, where upon a new date shall be set by the Executive Director of Student Services in coordination with the chairperson of the Judiciary Committee. Only one such extension shall be granted except where additional extensions would cause undue hardship to the student(s) or organization.
9. The hearing before the Judiciary Committee shall not be conducted as a courtroom trial, but shall proceed as follows:
 - a) One appointed faculty or staff member shall serve as chairperson of the Judiciary Committee. The chairperson shall screen the committee members prior to the hearing for any prejudicial knowledge. In the event of special prejudicial knowledge, those members may be replaced by the President or his or her designee with other qualified faculty or staff members and/or students. A simple majority of the members present will be allowed to make a judgment and render a decision in the matter with regard to a finding of guilty and imposition of appropriate disciplinary action. (A minimum of 3 committee members must be present to hear and rule on the case.)
 - b) A record of all proceedings shall be kept in the form of a tape recording, and a copy may be reproduced at the expense of the accused student(s) or organization.
10. The chairperson of the Judiciary Committee assumes the following duties:
 - a) Arranges for appropriate times and places for committee meetings and hearings.
 - b) Informs, in writing when possible, the parties to the action being considered of the times and places of committee hearings, which they are requested or required to attend, and supplies them with a statement of the charge(s).
 - c) Informs appropriate individuals that a hearing is pending.
 - d) Arranges for the hearing to be electronically recorded.
 - e) Conducts the hearing.
 - f) Maintains committee records and all documents that will be presented to the Executive Director of Student Services and Instructional Services after conclusion of the meeting.
 - g) Informs, in writing, appropriate individuals of the decisions of the committee, to include findings and, if appropriate, sanctions.
 - h) Arranges for appropriate security when necessary during hearings. Proceedings shall open

with the chairperson of the Judiciary Committee reading the following statement:

A College is an academic institution, not a courtroom or administrative hearing. The Judiciary Committee is not bound by the rules of legal evidence which would apply in a court proceeding. The committee is allowed to admit and consider evidence that might not be admissible in a court of law. This includes hearsay; however, evidence must be relevant to the charge.

Note: Formal rules of evidence shall not be observed in proceedings before the Judiciary Committee; however, the chairperson of the committee shall be authorized to exclude irrelevant, redundant, or unduly inflammatory evidence. The findings of the committee on the issue of violation(s) of the Code of Student Conduct will be based solely on evidence introduced at the hearing. Evidence of previous violations of rules and regulations or violations of local, state, or federal laws, ordinances, and regulations shall not be considered in any way by the committee in determining whether the violation charges were committed, but such evidence may be considered by the committee in consideration of the appropriate sanctions. They may also be introduced as evidence in rebuttal of any related character evidence introduced by the accused party.

The chairperson of the Judiciary Committee will then read the charge against the student(s) or organization. The student(s) or the organization's president shall then make a plea of guilty or not guilty. If the accused student(s) or organization admits guilt, the committee will go directly into closed session to deliberate sanctions.

The plaintiff or their representative shall present the evidence against the accused student(s) or organization. The accused student(s) or organization will be afforded the opportunity for reasonable cross-examination. The accused student(s) or organization may then present evidence by oral testimony, witnesses, and/or written sworn affidavits. Reasonable cross-examination will be afforded. Rebuttal evidence may be presented by either party as necessary but not so as to be redundant. The accused student(s) or organization may make a closing statement.

The plaintiff, the College, and the accused student(s) or organization may each have an attorney or other personal representative present to act as an advisor. The respective attorneys or personal representatives shall not be advocates and shall not question witnesses or have any role other than to act as advisors to the committee or the accused.

After presentation of all evidence, the Judiciary Committee shall enter closed session. The committee shall deliberate and make its determination of findings and determine appropriate sanctions if the student(s) or organization is found guilty. Once the Judiciary Committee has reached its decision, the student(s) or organization and the student's or organization's counsel or advisor may return and be informed of the results.

If the accused student(s) or organization is found not guilty, the hearing is ended. If the accused student(s) or organization is found guilty, the chairperson of the Judiciary Committee will disclose the findings and sanctions determined by the committee.

The student(s) or organization shall then have an opportunity to make a statement to the Judiciary Committee, accepting the findings and sanctions recommended by the committee, or decline to accept the findings and sanctions. If the student(s) or organization declines to accept the findings and sanctions imposed by the committee, an appeal may be filed with the President or designee. Appeals to the President or designee must be filed in accordance with procedures outlined in the *Appeals* section of this *Handbook* or the *College Catalog*. The student(s) or organization shall be provided with a written statement of the determination of the Judiciary Committee within 72 hours of the close of the hearing.

Sanctions

A student(s) or organization deemed to be in violation of the *Code of Student Conduct* is subject to imposition of one or more of the following sanctions:

1. Reprimand—A written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
2. Restitution—Compensation for damages to property limited to the actual cost of repair or replacement.
3. Probation—This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student(s) is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the *Code of Student Conduct* during the probationary period, the student(s) may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the committee.
4. Voluntary Withdrawal—A student(s) may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Judiciary Committee; Executive Director of Student Services; or the complaint officer, in some circumstances, may specify a period of time before the student(s) may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student(s) must receive approval from the Executive Director of Student Services and meet the academic standards for readmission. Student(s) will not be eligible for any refund from the College. (If a student(s) withdraws before disciplinary procedures are carried out, the student(s) will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
5. Suspension—Separation from the College for a definite period of time. A student(s) may be suspended for a specific period of time not to exceed 2 years. To qualify for readmission after suspension, a student(s) must receive approval from the Executive Director of Student Services and meet all reasonable requirements and academic standards for readmission. Student(s) will not be eligible for any refund from the College.
6. Expulsion—An indefinite termination of student(s) status from the College for a period of not less than 2 years. To qualify for readmission after expulsion, a student(s) must receive approval from the Executive Director of Student Services and meet all reasonable requirements and academic standards for readmission. Student(s) will not be eligible for a refund from the College. Under certain conditions, expulsion could mean permanent severance from the College.

Appeal to the President or Designee

The determination and sanction imposed by the Judiciary Committee are subject to review on appeal by the President of the College or his or her designee. The President of the College or designee has discretionary authority to modify or affirm the sanction(s) imposed by the Judiciary Committee, to exonerate the accused student(s) or organization, and/or to order a rehearing of the case in question. A student(s) or organization has 5 calendar days from the day of the hearing and determination by the Judiciary Committee to request a review of the proceedings and/or the sanction. Such appeal request must be submitted in writing to the designated College official on either campus. Failure to request an appeal as stated herein shall be a waiver of a review by the President of the College or designee and all rights in relation thereto. Furthermore, failure to request an appeal as stated herein shall be an admission of the charges and a consent to the sanctions imposed by the Judiciary Committee.

A written appeal must expressly state the grounds of such appeal, which are limited to newly discovered evidence, violation of procedures, or that the imposed sanction was unduly harsh, improper, or lenient under the circumstances. The designated College official may appeal the decision of the Judiciary Committee to the President of the College or his or her designee if the sanctions delivered are not

appropriate or if the committee failed to act.

The student(s) or organization shall be provided a written statement of the decision of the President or designee within 7 working days from the date of filing the request for appeal.

STUDENT ACADEMIC GRIEVANCES

The College has established policies and procedures to resolve student(s) academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant. When student(s) believe they have an academic grievance, they should first seek to resolve it by discussions with the faculty member or administrator involved. If these discussions are not satisfactory, the complaint should be taken to the next highest level listed in the following procedures. If the grievance arises from a classroom situation, student(s) should take the following steps in seeking redress:

1. Consult with the instructor involved, in person, or by written contact, no later than 12 calendar days following the incident.
2. If agreement on or compromise of the problem is not achieved within 3 instructional days, take the grievance to the appropriate Division Chairperson.
3. If still not satisfied that a fair and equitable solution has been found within 3 instructional days, take academic grievances to the Director of Instructional Services/Career Technical Education Instructor. The Director of Instructional Services/Career Technical Education Instructor will have 5 instructional days to review the case and attempt to find an equitable solution. If still not satisfied, move to step 5.
4. The student(s) should read the *Judgments* section of this policy carefully before contacting the Executive Director of Student Services for a hearing before the Admissions Committee.
5. As a last resort and only after steps 1-5 have been carried out or conscientiously attempted, a student(s) may take a grievance in writing to the Executive Director of Student Services and the chairperson of the Admissions Committee. The grievance must be filed within 20 instructional class days of the term following that in which the grievance occurred. No instructor or administrator shall be allowed to delay resolution of an academic grievance by failing to hold a consultation with a student(s) within a reasonable length of time of the initial request. Normally, such consultation should occur immediately after receipt of the student(s) request, unless bona fide reasons, such as illness, personal emergency, or campus absences for professional reasons make the time limit unreasonable. In some instances when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, student(s) may initiate a complaint at the next higher level listed.

TYPES OF GRIEVANCES

No list of grievance types can cover all contingencies that might arise; however, this procedure should resolve the following types of grievances, which are among those expressed most often by student(s).

1. Errors in calculating or recording quiz or other grades.
2. Improper lowering of a grade based on an alleged violation of an attendance policy.
3. Failure of a faculty member to follow College policies in conduct of classes or examinations.
4. Capricious or unreasonable actions by a faculty member or administrator that intimidate student(s)

or adversely affect their performance.

5. Failure of a faculty member to grade, return, and discuss assigned work within a reasonable time (e.g., before subsequent assigned work is scheduled for completion or before a subsequent examination).
6. Failure of a faculty member to provide the student(s) with copies of grading policies, course requirements, course procedures, and changes in announced policies without due notice and explanation. Some types of grievances should not be brought to the committee, although they may be brought to the attention of the division chairperson and, if necessary, the appropriate Dean so that a continuing administrative effort may be made to ameliorate problems. Such grievances should be addressed through the General Complaint and Grievance Process in this *Handbook* or *College Catalog*.

Examples of these grievances include:

1. Gross differences in grading by instructors teaching separate sections of the same course.
2. Personal habits of the instructor that distract student(s) in their attempts to learn course material.
3. Fine distinctions in grading (e.g., the line between an *A* and a *B*, or between a *D* and an *F*) may be appealed only to the instructor.
4. Unannounced quizzes will not be considered a grievance, unless they are contrary to the class syllabus or information provided to the class by the instructor.

ROLE OF THE ADMISSIONS COMMITTEE

The role of the Admissions Committee shall be to hear academic grievances, to hear academic appeals for student(s) who have been suspended from the College for academic reasons, and to provide input on College policies.

The chairperson shall be the administrative officer of the Committee. Their duties shall include arranging appropriate times and places for committee meetings and hearings; informing committee members of the times and places of committee meetings and hearings; informing, in writing, all interested parties of the times and places of committee hearings that they are requested to attend and supplying them with a statement of alleged grievances; informing all other interested parties that a grievance is pending; securing and distributing to the committee written material appropriate for its consideration; arranging for recording of committee proceedings; maintaining committee records that are to be kept in a permanent file in the Office of the Executive Director of Student Services; and informing, in writing, appropriate individuals of the decisions of the committee.

Members of the committee may at any time disqualify themselves from any given case(s) because of personal bias. A simple majority of members present may rule on any request or issue before the committee. Either party to the hearing may request in writing to the chairperson, that any member or members of the committee be excluded from consideration of the case. Such a request must be for just cause and be brought to the chairperson's attention as the first step in the hearing.

PROCEDURES FOR HEARING

The Admissions Committee may establish and publish its own procedures in accordance with provisions for academic due process and in accordance with the stipulation stated below. The only people present at meetings of the committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed 2), witnesses actually testifying

before the committee, and 2 representatives of the Student Services Division.

The College and the complainant may have an attorney present during the hearing. The attorneys may only advise. They may not cross examine, question, or address the committee in any way. The committee, as a whole, shall arrange for a swift and comprehensive investigation of the matter under consideration. It will then decide on the basis of written statements and discussions presented by the complainant and respondent, and review of evidence, whether or not sufficient grounds exist to hear a case and whether or not the committee will accept written statements in lieu of personal appearances by witnesses. If the committee decides that no sufficient grounds exist to hear a case and subsequently closes the case, it shall notify the complainant and respondent in writing as to the reasons for its actions. If the committee determines that the case merits further consideration, the parties involved shall be informed in writing; consulted as to the possibility of correcting the situation; and, if a hearing is still required, be advised in writing of the scheduled time and place of the hearing.

At the hearing, the complainant, individuals directly involved, and witnesses may testify and be questioned by the opposite party and committee members. Only evidence presented in the hearings may be considered in the final judgment. Written statements by witnesses in lieu of personal appearance shall not be allowed except in rare instances. A record of the hearing, tape recorded or otherwise preserved, shall be reserved for reference and review until the case has been resolved finally.

JUDGMENTS

Committee members shall arrive at a judgment in consultation among themselves after the parties have been dismissed. Only members of the committee who have been present during all of the meetings and who have heard all testimony relating to the alleged grievance may vote on the case. A majority vote of such qualified members shall constitute a judgment. A decision of the committee relating to redress of grievances is final insofar as the committee is concerned. The committee has been delegated by the President the authority to change or direct changes in student(s) grades, faculty conduct, or other disputed areas. A course of action deemed appropriate by the committee shall be carried out unless the student(s) or faculty member chooses to appeal the committee's decision to the President of the College or designee. The appeal must be made in writing to the President or designee no later than 7 calendar days after the date of the committee's decision and must be resolved within a maximum of 30 calendar days. If redress requires a policy change or if a policy change appears advisable or necessary, the committee shall refer its recommendations to the President of the College or appropriate administrator.

SEXUAL HARASSMENT, ADA, OTHER CIVIL RIGHTS, AND TITLE IX COMPLAINT AND GRIEVANCE POLICIES AND PROCEDURES

NOTE: Faculty and staff members and students should know that any expectation of confidentiality does not include any illegal act. Faculty and staff members, including College counselors, are required to notify law enforcement and College officials when they learn of a criminal act.

CONSUMER COMPLAINT INFORMATION

Reid State Technical College believes that all student(s) should have easy access to a process for resolving conflicts, complaints, or grievances. Several policy and procedural statements are contained in this *Handbook* and the *College Catalog*. Any member of the College community who believes that he or she has been the victim of sexual harassment or any other form of discrimination, may bring the matter to the attention of any academic or administrative officer on any campus or instructional site. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the Compliance Officer.

COMPLIANCE OFFICERS

Title IX of the Education Amendments of 1972, as amended, prohibits discrimination on the basis of sex. Sexual harassment is a form of discrimination that 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 student(s). Compliance officers are listed below:

1. Other Civil Rights and Title IX Compliance Officer: Executive Director of Student Services, Dr. Kevin Ammons, (251) 578- 1313.
2. Sexual harassment Compliance Officer: Executive Director of Student Services, Dr. Kevin Ammons, (251) 578-1313.
3. Section 504 of the Rehabilitation Act of 1973, as amended, prohibits discrimination on the basis of disabilities. The Compliance Officer for Section 504 is listed below.
4. 504 Compliance Officer: Executive Director of Student Services, Dr. Kevin Ammons, (251) 578-1313.
- 5 The Americans with Disabilities Act of 1990 (ADA) provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. Reid State Technical College endeavors to provide reasonable accommodations to qualified student(s) with disabilities. Students(s) needing disability services or information should contact the appropriate compliance officer as listed below.
6. ADA Compliance Officer: Executive Director of Student Services, (251) 578-1313.

OTHER CIVIL RIGHTS AND TITLE IX POLICY

Reid State Technical College is committed to an environment conducive to learning and free from harassment or discrimination (intentional or implied) with regard to race, religion, gender, disability, age, or national origin. A grievance process is in place to ensure the rights of all student(s) with regard to unencumbered learning. Designated compliance officers assist student(s) in resolving grievances at the lowest possible level or in accessing subsequent steps in the grievance process. Student(s) are strongly encouraged to use this process if problems arise.

SEXUAL HARASSMENT POLICY

Reid State Technical College is committed to an environment conducive to learning and free from harassment or discrimination (intentional or implied) with regard to sex. The College administrators will take all necessary steps to ensure that sexual harassment, in either the hostile environment or quid pro quo form, does not occur at any facility or at any event or activity sponsored by the College. This policy applies to all members of the College community who believes that they have been the victim of sexual harassment may bring the matter to the attention of any academic or administrative officer, deans, chairpersons, supervisors, teachers, or advisors. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the appropriate College official, who shall be designated by the President to coordinate the investigation of such complaints.

All employees of Reid State Technical College are expected to treat student(s) with respect and dignity at all times. Behaviors, words, or actions that create (directly or indirectly) a working or learning environment hostile to members of either sex with not be tolerated. Recognizing that individual perceptions differ, the College subscribes to the reasonable person standard, which measures sexual harassment by whether or not such conduct would substantially affect the work environment of a reasonable person.

Employees are cautioned to be conservative in projecting how a reasonable person would react and are strongly advised to ask their administrators and/or compliance officers if in doubt. The College will not tolerate quid pro harassment whereby sexual favors are requested or demanded in exchange for grades, employee, employee ratings, promotions, etc. The College reaffirms the Equal Employment Opportunity Commission's guidelines which state that whether or not sexual harassment exists is a matter that is present. Therefore, all employees are encouraged to be aware of the environment they help to create and to be sensitive to the perceptions of others. Student(s) with any conflict, complaint, or grievance will initially report to any College official. Student(s) may also report directly to the sexual harassment officers listed in this section.

LEGAL AUTHORITY

Sexual harassment is a form of sex discrimination that is prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments. Reid State Technical College also subscribes to the guidelines of the Equal Employment Opportunity Commission.

Definition

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo); or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment (hostile environment).

A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

Examples of Prohibited Behavior

Prohibited acts that constitute sexual harassment may take a variety of forms. The kinds of conduct that may constitute sexual harassment include, but are not limited to, the following examples:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome, suggestive, or insulting sounds or whistles; or obscene phone calls.

4. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should be related to educational purposes.
5. Unwelcome and inappropriate touching, patting, pinching, or obscene gestures.

CONSENSUAL RELATIONSHIPS

Reid State Technical College believes that consenting romantic and sexual relationships between faculty members/staff members and student(s) are generally deemed very unprofessional and very unwise because such relationships may result in a conflict of interest and/or a power differential between members of the College community. A power differential may result in the following situations:

1. An instructor and a student(s) in that instructor's class.
2. An instructor or staff member and student(s) who are participating in an extracurricular activity requiring the student(s) to report to the instructor or staff member in that activity.

A faculty member who enters into a sexual relationship with a student(s) where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on the grounds of mutual consent. The faculty member or supervisor must also be aware that Reid State Technical College can be sued as well if sexual harassment can be proven. The College regards as inappropriate any and all romantic relationships between student(s) and student(s), instructors, or staff members who have any power over student(s). The College urges all faculty and staff members to refrain from beginning or continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment.

The College expects compliance with the position above by all instructors and staff members and hereby notifies all instructors and staff members that violation of this policy leading to concern regarding sexual harassment may result in sanctions.

Title IX Sexual Harassment Complaint Procedures

A. INTRODUCTION

Reid State Technical 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 recurrence. Reid State Technical 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. Brenda Jackson
Director of Human Resources
Administration Building
Post Office Box 588, Evergreen, Alabama 36460
Phone: 251-578-1313 ext. 147 or 205.722.6327
Email: bjackson@rstc.edu

Dr. Kevin Ammons (Students)
Executive Director of Student Services
Edith A. Gray Library and Technology Building
Post Office Box 588, Evergreen, Alabama 36460
Phone: 251-578-1313 ext.231
Email: kammons@rstc.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: OCT@ed.gov (mailto: 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.rstc.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 of 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 [link to Title IX webpage]. 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.

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.

If a witness or party is not available or declines cross-examination, the decision makers must not rely on any statement of that witness in reaching a determination

regarding responsibility; provided, however, that the 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 Reid State Technical 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.

Range of Possible Sanctions – On final determination of responsibility the following sanctions may be imposed against a respondent:

For Students:

Sanctions

A student(s) or organization deemed to be in violation of the *Code of Student Conduct* is subject to imposition of one or more of the following sanctions:

1. Reprimand—A written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
2. Restitution—Compensation for damages to property limited to the actual cost of repair or replacement.
3. Probation—This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student(s) is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the *Code of Student Conduct* during the probationary period, the student(s) may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the committee.
4. Voluntary Withdrawal—A student(s) may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Judiciary Committee; Executive Director of Student Services or the complaint officer, in some circumstances, may specify a period of time before the student(s) may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student(s) must receive approval from the Executive Director of Student Services and meet the academic standards for readmission. Student(s) will not be eligible for any refund from the College. (If a student(s) withdraws before disciplinary procedures are carried out, the student(s) will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
5. Suspension—Separation from the College for a definite period of time. A student(s) may be suspended for a specific period of time not to exceed 2 years. To qualify for readmission after suspension, a student(s) must receive approval from the Executive Director of Student Services and meet all reasonable requirements and academic standards for readmission. Student(s) will not be eligible for any refund from the College.
6. Expulsion—An indefinite termination of student(s) status from the College for a period of not less than 2 years. To qualify for readmission after expulsion, a student(s) must receive approval from the Executive Director of Student Services and meet all reasonable requirements and academic standards for readmission. Student(s) will not be eligible for a refund from the College. Under certain conditions, expulsion could mean permanent severance from the College.

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.rstc.edu.

Filing a False Report

It is a violation of the faculty and staff and student conduct policies to file a false report.

Contact Persons and Compliance Officers

Students are strongly encouraged to contact the Executive Director of Student Services, Dr. Kevin Ammons, (251) 578-1313, if they need to use the grievance process for problems concerning sexual harassment, *The Americans with Disabilities Act of 1990, Section 504 of Title IX*, or other civil rights issues. The Executive Director of Student Services will direct student(s) to the appropriate contact person.

ALABAMA'S TWO-YEAR INSTITUTIONS OF HIGHER EDUCATION STUDENT COMPLAINT PROCESS

In 2015, the Alabama Legislature vested oversight of the state's public two-year institutions of higher education (known as the Alabama Community College System (ACCS)) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System's Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges. The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

- 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, which is contained in this document and also available online at the ACCS website at: <https://www.accs.edu/student-complaints/> . Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and emailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130
Phone: 334.293.4500
Fax: 334.293.4504

Also, students may complete the on-line Student Complaint Form at:

<https://www.accs.edu/student-complaint-form/>

- b) The Division of Academic and Student Affairs 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 Division of Academic and Student Affairs 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.



ALABAMA COMMUNITY COLLEGE SYSTEM STUDENT COMPLAINT FORM

Complainant _____

Address _____

_____ City State Zip Code

Phone _____ Alternate Phone _____

E-mail _____

Institution Name _____

Address _____

_____ City State Zip Code

Phone Number _____

Program of Study _____

Last Date of Attendance _____

Did you follow the Institution's grievance procedure to resolve your complaint?

No

If no, stop here and refer back to the institution's complaint/grievance process. Please exhaust all steps in the institution's complaint/grievance process before filing a complaint with the System Office of the Alabama Community College System.

Yes

How did you contact the Institution? Please specify who was contacted and on what date(s), if possible.

Phone Call _____ Date _____

In Person _____ Date _____

Letter _____ Date _____

E-mail _____ Date _____

Other _____

(Continue to next page)

What outcome did you seek from the Institution?

Have you contacted another agency or organization about the matter?

Yes

No

If yes, please give name of agency. _____

Have you contacted an attorney?

No

Yes

If yes, please give name of attorney.

Describe your complaint in detail. Specify any dates, staff you dealt with, monies owed, balances due, etc. Use additional paper/space as necessary. Attach any documentation which will help describe the problem and substantiate your allegations, such as an enrollment contract, correspondence with or from the institution, etc. Do not submit original documents as they may not be returned.

Certification

I certify that the above information is true and correct to the best of my knowledge and grant the ACCS permission to release my name and complaint details to the System Office investigating officer and the institution for response.

Signature of Complainant

Date

Also complete the following FERPA Consent Form and mail both forms to: Alabama Community College System, Attention: Division of Academic and Student Affairs, P.O. Box 302130, Montgomery, AL 36130-2130 or e-mail to complaints@accs.edu.

(Continue to next page)

FERPA (Federal Educational Rights and Privacy Act)
CONSENT TO RELEASE STUDENT INFORMATION

I, _____,
am a student at, or a former student of, _____

(Institution). I have submitted a complaint concerning the above institution to the Alabama
Community College System.

I hereby consent to the institution's release of any of my educational records, including personally
identifiable information that the institution determines is relevant and necessary to provide to the
ACCS System Office in response to my complaint. I also authorize representatives of the institution
to discuss the details of my complaint with representatives of the ACCS System Office.

Signature _____ Date _____

A# _____

For grievances not settled at the institutional and system office you may contact:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Telephone 770-396-3898/FAX 770-396-3790
www.council.org

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link:

<http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

POLICIES AND PROCEDURES FOR PRIVACY OF STUDENT EDUCATIONAL RECORDS

To comply with requirements of the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, Reid State Technical College has established the following policies and procedures. Reid State Technical College accords all rights under the law to students who are declared independent. For the purpose of this policy, whenever a student has attained 18 years of age or is attending an institution of postsecondary education, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student.

Responsibility for protection of the privacy of student educational records rests primarily with the Registrar /Admissions & Records Clerk. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. *Six exceptions to this definition of educational records are published in the 2010 FERPA Guide, a publication of the American Association of Collegiate Registrars and Admissions Officers.

STUDENT ACCESS TO EDUCATIONAL RECORDS

All students have the right to review their educational records with the following exceptions as outlined by FERPA:

1. Financial information submitted by parents.
2. Confidential letters and recommendations placed in student files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which they were specifically collected.
3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or job placement, or receipt of honors.
4. Educational records containing information about more than one student; however, in such cases the College must allow access to that part of the record that pertains only to the inquiring student. Reid State Technical College does not provide copies of educational records, except transcripts, unless geographic distance precludes students from effectively having access to their educational records. To review records, students and former students may go to the Admissions and Records Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record or is short notice, students may be requested to complete a *Request to Review Educational Records* form in the Admissions and Records Office.

Because of various circumstances, the College may delay, up to a maximum of 45 days, release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or, if accepted, do not attend. Reid State Technical College does not provide copies of the contents of student records unless a student is not within commuting distance of the College and is, therefore, physically unable to be present to view the records on campus. A photocopying fee of \$.25 per sheet will be assessed.

CHALLENGE OF THE CONTENTS OF EDUCATIONAL RECORDS

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the appropriate

records custodian, who is responsible for the records in question, if they do so within one year of the term in question. The records custodian must decide within a reasonable period of time whether corrective action will be taken and must provide written notification to the student and the Registrar Services/Registrar of the corrective action that has been approved. Students who are not provided full resolution sought by their challenge must be referred to the Executive Director of Student Services who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Executive Director of Student Services. The following procedures apply:

1. The hearing panel that will adjudicate such challenges will be the Admissions Committee.
2. Within a reasonable period of time after receiving the written request for a hearing, the chairperson of the Admissions Committee must inform students of the date, place, and time of the hearing, reasonably in advance of the hearing.
3. Students will be afforded a full and fair opportunity to present evidence relevant to the issue raised. They may be assisted or represented at the hearing by one or more individuals of their choice, including an attorney, at their own expense.
4. Decisions made by the Admissions and Academic Standards Committee must be in writing, must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision. The decision should be delivered in writing to the student, the Executive Director of Student Services and the Registrar.
 - a) The Admissions and Records Office will correct or amend the educational record in accordance with the decision of the hearing, if the decision is in favor of the student, and inform the student in writing of the amendment.
 - b) Should Reid State Technical College decide not to amend the record in accordance with the student's request, the Registrar must inform the student of the following:
 - 1.) The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.
 - 2.) The statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by Reid State Technical College.
 - 3.) This record, when disclosed to an authorized party, must include the statement filed by the student.

DISCLOSURE OF EDUCATIONAL RECORD INFORMATION

Reid State Technical College shall obtain written consent from students before disclosing any personally identifiable information from their educational records. Such written consent must (1) specify the records to be released, (2) state the purpose of the disclosure, (3) identify the party or class of parties to whom disclosure may be made, and (4) be signed and dated by the student. The *Family Educational Rights and Privacy Act of 1974* (FERPA) states that certain information from student records may be classified as *directory information*. The following information has been declared by Reid State Technical College as directory information:

1. Name
2. Address
3. Telephone listing

4. Date of birth
5. Participation in officially recognized activities and sports
6. Major field of study
7. Dates of attendance
8. Degrees and awards received
9. Most recent educational institution attended
10. Photographs
11. Enrollment status
12. E-mail address

This information will be released to inquiring individuals or agencies unless students sign a *Do Not Release Directory Information* form during the first two weeks of the term. These forms are available from the Registrar's Office on the Reid State Campus. THIS FORM MUST BE RESUBMITTED ANNUALLY.

The *Family Educational Rights and Privacy Act of 1974* (FERPA) established rules stating that some personnel and agencies may have access to students' educational records without their written consent. Reid State Technical College will disclose information from a student's educational record only with the written consent of the student except as follows:

1. To officials within the College who have been determined by the College to have a legitimate educational interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional and clerical staff members who directly relate to the administrative tasks of the College, College law enforcement officials, and College attorneys. A school official has a legitimate educational interest if the official is performing a task that is specified in his or her job description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Registrar about an individual's need to know or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Reid State Technical College.
2. To certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting specific studies for or on behalf of Reid State Technical College.
6. To accrediting organizations to carry out their accrediting functions.

7. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by *Section 152 of the Internal Revenue Code*, requires a copy of the parents' most recent *Federal Income Tax Form*. In case of a divorce, separation, or custody when only one parent declares the student as a dependent, Reid State Technical College will grant equal access to the student's educational records on demonstration of dependency as described above.
8. To appropriate parties in a health or safety emergency, subject to a determination by the President or Executive Directors.
9. To personnel complying with a judicial order or lawfully issued subpoena, including Ex Parte orders under the USA Patriot Act, provided that the Registrar's makes a reasonable attempt to notify students in advance of compliance.

Note: Reid State Technical College is not required to notify students if a federal grand jury subpoena or any other subpoena issued for a law enforcement purpose orders the College not to disclose the existence or contents of the subpoena.

10. To an alleged victim of any *crime of violence* (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.
11. To officials of another institution of postsecondary education where the student seeks or intends to enroll.
12. To the student.
13. Information that Reid State Technical College has designated as *Directory Information*. Reid State Technical College will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the student. The College will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student. A list of the types of records that Reid State Technical College maintains, their locations, and their custodians is provided in this handbook.

ANNUAL NOTIFICATION OF FERPA RIGHTS

Reid State Technical College will give annual notice to current students of their rights under the Act by publishing information in this *Student Handbook*. New students will receive information concerning their rights under the Act through distribution of the *New Student Orientation Packet* during Student Orientation, Advising, and Registration (ONTRAC).

FACSIMILE (FAX) RECORDS

Reid State Technical College will accept FAX transcripts for advising purposes only. An official transcript is required for admission purposes.

COMPUTER ACCESS TO RECORDS

Reid State Technical College has established policies for initially instructing and periodically reminding school officials of FERPA's confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria Reid State Technical College uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

STUDENTS RIGHTS AFTER CEASING ATTENDANCE OR AFTER GRADUATION

Students who have ceased attendance or have graduated from Reid State Technical College have basically the same FERPA rights as students currently attending, including the right to (1) inspect their educational records, (2) have a hearing to amend an educational record, and (3) have their educational record privacy protected by Reid State Technical College. Former students do not have the right to request of Reid State Technical College nondisclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

PRIVACY RIGHTS OF DECEASED STUDENTS

For 25 years following the death of a student, release of educational record information will not be made unless authorized by the student's parents or the executor or executrix of the deceased student's estate.

CHANGES IN REGULATIONS

Reid State Technical College reserves the right, without prior notice, to make changes in regulations, courses, fees, and other matters of policy and procedures when deemed necessary.

Attitude Development

Development of the proper attitude toward a student's job, employer, and fellow workers is a very important part of the training at Reid State Technical College. Students can develop a high degree of proficiency in the vocation which they are studying but be handicapped throughout their working lifetime if they have not developed a good attitude.

Such practices as regular attendance, doing one's own work, showing initiative, going beyond what is required, finishing a job completely, being cooperative, and following instructions are considered by instructors when they are asked by employers for recommendations of graduates. On the job, these practices are as important as having the required skills.

Every effort is made by the administration and faculty to assist students in developing the attitudes employers desire in employees.

NONDISCRIMINATION

Reid State Technical College has filed with the federal government an Assurance of Compliance with all requirements imposed by or pursuant to Section 601 of Title VI of the Civil Rights Act of 1964 and the regulation issued thereunder, to the end that 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 thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution.

It is also the policy of Reid State Technical College to comply with Section 901 of Title IX of the Education Amendments of 1972 which provides that "no person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

It is the policy of Reid State Technical College to comply with Section 504 of Title V, the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 which provide that “no otherwise qualified handicapped individual in the United States . . . shall, solely by reason of his/her 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.”

Therefore, Reid State Technical College does not discriminate on the basis of race, color, national origin, gender, creed, or physical condition in the educational programs or activities it operates or in its employment or admission policies.

The Coordinator of Title V, VI, IX, and Section 504 of Title V and Title VI for the College is the Executive Director of Student Services who can be reached at P.O. Box 588, Evergreen, Alabama 36401, Telephone (251) 578- 1313. Any inquiries regarding the application of Reid State Technical College’s non- discriminatory policy should be directed to the College Coordinator or the Director, Office for Civil Rights.

TITLE V (DISABILITIES), TITLE VI (CIVIL RIGHTS), AND TITLE IX (GENDER) GRIEVANCE PROCEDURES

The original and two copies of *Grievance Form A* must be filed with complainant’s Executive Director of Student Services or Department Chair within 30 calendar days following the date of alleged violation(s) of the Title V, VI, or IX-regulation. The alleged violation(s) must be clearly and specifically stated (complainant is advised to keep a copy of all forms used for his or her files).

1. Complainant’s Executive Director of Student Services or Department Chair will immediately notify the President and the Title V, VI, or IX-Coordinator of receipt of *Grievance Form A*. The Executive Director of Student Services or Department Chair will have 30 calendar days following date of receipt of *Grievance Form A* to investigate and study complainant’s allegations, hold a formal hearing, and make a written report of findings to complainant. Form A must be used for the report. Copies of *Form A* must be provided to the Title V, VI, or IX-Coordinator and the President. Complainant’s copy must be mailed to his/her home address by certified mail, return receipt requested.
2. Complainant must, within 15 calendar days following receipt of the Executive Director of Student Services or Department Chair’s report, file with the President and Title V, VI, or IX-Coordinator a written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B- must be used. Complainant must state clearly and specifically on *Form B* the objections to the findings and/or decision of the Executive Director of Student Services or Department Chair. Copies of *Form B* must be provided the Title V, VI, or IX Coordinator and the President. If complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the Executive Director of Student Services or Department Chair’s report, the right to further appeal will be forfeited.
3. The President will have 30 calendar days following date of receipt of complainant’s notice of appeal to investigate and study complainant’s allegations, the report of the Executive Director of Student Services or Department Chair, and make a written report of findings to complainant. *Form B* must be used for the report. Copies of *Form B* must be provided to the Title V, VI, or IX-Coordinator and the Chancellor. Complainant’s copy must be mailed to his/her home address by certified mail, return receipt requested.
 - a) Complainant must, within 15 calendar days following receipt of President’s report, file with the President and Title IX Coordinator a written notice of acceptance or appeal of the report. If notice of appeal is filed, appeal *Form C* must be used. Complainant must state clearly and

specifically on *Form C* the objections to the findings and/or decisions of the president. Copies of *Form C* must be provided the Title IX-Coordinator and the Chancellor. If complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following the receipt of the president's report, the right to further appeal will be forfeited.

- b) The Chancellor will have 30 calendar days following the date of receipt of complainant's notice of appeal to investigate and study complainant's allegations and the report of the President, hold a formal hearing, and make written report of findings to complainant. *Form C* must be used for the report. Copies of *Form C* must be provided the Title V, VI, or IX- Coordinator. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, complainant will have until 5:00 p.m. the first working day following the 15th calendar day to file.

The College's Executive Director of Student Services serves as the ADA and Section 504 Coordinator and may designate another employee in their department to perform those duties, if desired.

EXECUTIVE DIRECTOR OF STUDENT SERVICES
AND 504 COORDINATOR Phone: (251) 578-1313

DUE PROCESS FOR STUDENTS

Due process is required before severe disciplinary action can be taken against a student. Severe disciplinary action includes:

1. Permanent suspension;
2. Temporary suspension where the student will not be permitted to re-enroll the following semester;
3. Suspension where the student will be required to comply with established rules and regulations of the College prior to readmission.

Due process for students requires adherence to the following rules:

1. A student may request a hearing in writing to the President.
2. A statement of the charges shall be furnished to the student prior to the date of a hearing.
3. A hearing should be conducted before those ultimately responsible for the issue involved. If the President has appointed a responsible person or group, the hearing should be conducted before that group. Otherwise, the President is the person responsible for student conduct.
4. The student involved shall be permitted to inspect in advance of the hearing any affidavits or exhibits which College officials intend to use at the hearing.
5. The student shall be afforded the right to present a defense against the charge and to present affidavits, exhibits, and witnesses if he/she so desires.

6. A student shall be permitted to hear, to see, or to read the evidence presented against him/her.
7. The hearing officer shall determine the facts of each case solely on the evidence presented at the hearing and state his or her findings as to whether or not the student is guilty of the conduct charged.
8. Either side may, at its own expense, make a record of the events of the hearing.

DUE PROCESS FOR STUDENT DISCIPLINARY CASES

Students are guaranteed procedural due process in all cases involving formal discipline charges. The Executive Director of Student Services as student advocate will attempt to deal informally with discipline problems prior to the filing of formal charges. Emphasis, either informally or with a formal charge, will be placed upon achieving a satisfying resolution rather than on seeking to emphasize guilt and punishment. In the event resolution of the conflict cannot be informally mediated by the Dean, the following formal procedures will be followed: Written notice shall be provided to the student as soon as possible after the informal meeting with the Executive Director of Student Services, preferably within 48 hours (excluding weekends and holidays). The notice shall include the date and time of the appeal hearing, which shall take place no more than 72 hours after the appeal request or the suspension of a student when warranted.

Any indication of facts that could cause imminent danger or harm to the health, safety, and welfare of the accused, students, faculty, other persons or College property, or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the Executive Director of Student Services. This interim suspension, not to exceed ten days, may continue until such time as a disciplinary hearing is held to consider the matter.

1. The Executive Director of Student Services representing the President of the College, has the responsibility for officially convening the Student Affairs (Judiciary) Committee for the purpose of dealing with violations of College regulations and/or violations of national or state laws. The Dean will convene the Student Affairs Committee only after the following procedures have been implemented:
 - a) Charges of a disciplinary nature may be preferred against a student by a fellow student or by a College staff member. The one preferring the charge should do so in writing to the Executive Director of Student Services.
 - b) The Executive Director of Student Services will notify the student of the charge(s) against him/her (may be done verbally). The Executive Director of Student Services may suspend the student pending a hearing if the charges so warrant.
 - c) The Executive Director of Student Services may then call the Committee into session.
 - d) If the student charged desires, he/she may request a Committee hearing, after meeting initially with the Executive Director of Student Services.
2. The Executive Director of Student Services will make all reasonable attempts to notify the student, in writing, of the charges against him/her and provide the date, time, and location of the Student Affairs Committee hearing.

3. If after a reasonable attempt to notify the student of the charges and the place and time of the hearing, the Executive Director of Student Services is unable to notify the student, the student may be suspended until a hearing is held and a decision is reached.
4. The Executive Director of Student Services will review the decision of the Committee. The decision of the Committee becomes official when put into writing by the chairman and forwarded to the President.
5. The student does not forfeit any of his/her constitutional rights upon his/her entrance into the student body of Reid State Technical College.
6. The following procedures will also apply to Judiciary Hearings:
 - a) All hearings will be closed to the public and the press. Admission of any person to the hearing is subject to the discretion of the Executive Director of Student Services or the Committee chairman.
 - b) Separate hearings for students accused in the same case may be allowed at the discretion of the Executive Director of Student Services.
 - c) The complainant and the accused have the right to be advised by any person of their choice, at their own expense. The advisor may be an attorney; however, he or she may act in an advisory capacity only. The advisor may not speak or actively participate in the hearing. The complainant and/or the accused is responsible for presenting his or her own case.
 - d) Witnesses may be presented by the complainant, the accused, and the Executive Director of Student Services. Witnesses will be present only when giving testimony.
 - e) Evidence, including records, written statements, and exhibits, may be presented by the complainant and the accused at the discretion of the Committee members.
 - f) Evidence not admissible in a formal court of law may be admissible in a Student Conduct Hearing, at the discretion of the Committee members.
 - g) All hearings will be recorded on tape. This recording shall remain the property of the College, and may be used in any appeals.
 - h) The student shall be given an explanation of the decision of the committee. This explanation shall be verbal and written and shall include the implications of the decision on the student.
 - i) No student may be found guilty of violating the Code of Student Conduct for failing to appear before the Executive Director of Student Services. In all cases, the evidence in support of the charges shall be presented to and reviewed by the Executive Director of Student Services. However, by failing to appear before the Executive Director of Student Services, the student may forfeit the right to be present at the Student Affairs Committee hearing. The Dean is responsible for providing notice of the hearing to the student. If all reasonable efforts have been made to notify the student and he or she does not appear, the concept of constructive notice will be applied, and the student will forfeit his or her right to be present at the hearing.
 - j) Refusal, by the student, to answer questions shall not be construed as an admission of guilt.
 - k) The decision reached by the Student Affairs Committee will be by a majority vote. The Executive Director of Student Services is a non-voting member of the Student Affairs Committee.

CAMPUS SECURITY POLICIES

The information contained in this disclosure document is provided by Reid State Technical College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to Campus Security, Reid State Technical College, Evergreen, AL 36401.

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

It is the policy of Reid State Technical College that any criminal act; act or threat of violence; injury; destruction of College or personal property; traffic accident; or other situation that occurs on College property and that may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to public order be reported immediately.

An emergency is hereby defined as any event that is disruptive to the normal affairs of the College. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below. In reporting an emergency, the caller must: (a) state name; (b) state type of emergency; (c) state location of emergency; and (d) remain in the area until assistance arrives. Campus Security will notify the safety chairperson who will in turn approve a crisis alert to be sent via Reid State Technical College's School Cast Rapid Notification System.

1. Reporting of Emergencies—On Campus:

- a) **Medical Emergencies:** In the case of major injury or serious illness:
 - 1) Call the paramedics.
 - 2) Call the campus security.
- b) **Fire/Explosion/Hazardous Material Spill:** In the case of fire, explosion or hazardous material spill:
 - 1) activate the fire alarm or otherwise notify occupants to vacate the building;
 - 2) call the fire department;
 - 3) call the campus security;
 - 4) call maintenance.
- c) **Bomb Threat:** In case of a bomb threat call the campus security.
- d) **Criminal Acts:** In case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, call the campus security.
- e) **Maintenance Emergencies:** In case of maintenance emergencies, (a) call maintenance; (b) call the campus security.

2. Reporting of Emergencies—Off Campus (Participation at College Functions):

In the case of a major injury, serious illness or other emergency involving a faculty/staff/student participant at a College function:

- a) Call local medical assistance and local law enforcement personnel, if applicable.
- b) Call Reid State and notify the appropriate Executive Director of Student Services of the injury or illness and the location of the injured party. In the event such occurrence is after normal operating hours, call campus security. Campus security will in turn notify the Business Manager.

3. Reporting of Emergencies—Off Campus Instructional Sites:

In the case of a major injury, serious illness or other emergency involving faculty, staff, or students at an off campus instructional site:

- a) Call 911.
- b) Call the campus police. The campus security will notify the Business Manager.

4. Emergency Procedures—Building Evacuation:

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage located in each building.

5. Emergency Procedures—Tornado Watch:

- a) Campus security notifies each building representative and maintenance when a tornado watch is issued.
- b) Building representatives must from that point monitor weather radios until the watch is canceled.
- c) Classes are not interrupted for a tornado watch.

6. Emergency Procedures—Tornado Warning:

- a) Campus security notifies each building representative and maintenance when a tornado warning is issued. Building representatives inform building occupants a tornado warning has been issued. Building representatives must from that point monitor weather radios and telephones until the warning is canceled
- d) Campus security will determine if building occupants should move to the bottom floor of the building in which they are located and advise the building representatives accordingly.
- e) All occupants should avoid glass areas.
- f) When the tornado threat is over, the all-clear will be given by the campus security and normal activities will resume.
- g) Do not send people home during a tornado watch or warning.

SEXUAL OFFENSES

Reid State places a high priority on the safety of all students, employees and visitors. Any type of sexual misconduct is strictly forbidden at Reid State. Both College disciplinary procedures and criminal charges may be applied to sexual offenses. See the Information section of the College Catalog to review Reid State's harassment policy.

1. Educational Programs:

Educational programs aimed at making the Reid State community free from sex offenses are administered by the Department of Campus Safety and Security and the Office of Student Services. These programs include but are not limited to:

- a) Presentations at orientation by Campus Safety and Security personnel.
- b) Presentations by Campus Safety and Security personnel as may be requested.
- c) Brochures available in the office of Campus Security and in Student Services which describe the prevention of sexual assault.
- d) Posters throughout the campus community to heighten awareness of sexual assault.

2. Sanctions:

Upon determination that a student or employee has committed rape, acquaintance rape or another sexual offense, the following sanctions are available:

- a) Criminal charges.
- b) Probation.
- c) Suspension from College and/or employment.
- d) Expulsion from College.
- e) Termination of employment.
- f) Ban from College property.

3. Procedures for Victims:

In the event you or another person is the victim of sexual assault, it is important to remember details, follow procedures and notify the proper College officials. The single most important thing a victim of rape or sexual assault can do is tell someone—the police, a friend, a medical professional, etc. Rape or sexual assault, whether by a stranger or someone you know, is a violation of your body, your trust and your right to choose.

The following are recommended procedures to follow:

- a) Do not shower, wash or change your clothes.

- b) Preserve any evidence such as clothing, used condoms, towels, tissue or other items which may be useful for investigation purposes.
- c) If the incident occurs on campus, contact the Department of Campus Security. If the incident occurs off campus, contact 911.
- d) Victims may also contact other College officials such as the Executive Director of Student Services or the Counselor to get assistance in notifying appropriate law enforcement and medical personnel.
- e) Seek medical attention immediately. Campus Safety and Security can assist in seeking medical attention. Also, local emergency medical services can be contacted by dialing 911.
- f) Seek counseling to assist with mental and emotional trauma. Information concerning counseling services available through various agencies can be obtained in the Counseling Office.

4. Campus Disciplinary Procedures:

Disciplinary procedures for students in the event of any criminal incident including sexual offenses are outlined in the Code of Student Conduct section.

In cases involving sex offense, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

Reid State Technical College is committed to providing a healthful, safe and secure environment for all members of the campus community. All non-students must report to the Front Desk in the Administration Building to be issued a visitor's pass to obtain access to the RSTC main campus. Facilities are locked and unlocked by Campus Security according to the normal operational hours of the College and scheduled facilities usage. Normal operational hours are:

7:00 a.m. - 9:00 p.m.	Monday - Thursday
7:00 a.m. - 1:30 p.m.	Friday
By special schedule	Saturday (Buildings that do not house classes or are not scheduled for a special event on Saturday are closed.)
By special schedule	Sunday (Buildings that do not house classes or are not scheduled for a special event on Sunday are closed.)

Campus facilities are locked and unlocked by the Campus Security. The schedule for opening and closing facilities is driven by the operational hours of the institution. In order to maintain a safe and secure environment, it is necessary to lock all buildings after normal operational hours. As a rule, no one should be in College buildings after normal operational hours. Students, faculty, or staff who need access to campus facilities outside the hours scheduled above must secure appropriate authorization from the President or Executive Director of Student Services or Director of Instructional Services/Career Technical Education Instructor. Campus Security has been instructed not to open buildings or allow people to remain in campus buildings after hours. In the event of an unforeseen emergency, please contact Campus Security for assistance.

CAMPUS LAW ENFORCEMENT POLICIES AND PRACTICES

Procedures

1. Any criminal act; act or threat of violence; injury; destruction of College or personal property; traffic accident; or other situation occurring on the College campus or other similar situation shall be reported to Campus Security immediately or as soon as practical. In any event, said reporting shall be conducted through the completion of the appropriate incident reporting form.
2. In the event that the appropriate College official cannot be contacted, the local police department, sheriff's office, or local state troopers' office may be contacted.
3. Campus Security, representatives of the local police department, sheriff's department, or state troopers' office working with official capacity of said agencies shall have full and legal authority to enforce all pertinent state, federal, and local laws at Reid State's facilities and sponsored activities on or off campus.
4. The Campus Security shall be responsible for the investigation of incident reports.

CAMPUS PROGRAMS ON SECURITY AND SAFETY

The College shall develop and implement formalized programs for students and faculty to provide information about campus security procedures and practices and to encourage same to be responsible for their own security and the security of others. These programs shall be conducted in accordance with the following:

Students

1. Information about campus security procedures and practices shall be presented to all new students during the orientation course/program conducted at the beginning of each semester. As a minimum, this information shall include:
 - a) hours of operation;
 - b) emergency contacts and numbers;
 - c) common security procedures;
 - d) reporting security violations.
2. Information about security practices shall also be presented to students during a one-hour program to be conducted during the fall semester of each academic year.

Employees

1. Employees will be provided with information about campus security procedures to encourage students and employees to be responsible for their own security and the security of others. This information will be provided during an employee safety meeting to be held, at a minimum, once each academic year.
2. Employees will also attend the annual program described in Item (1).
3. The Institutional Safety Committee shall be responsible for conducting the special programs described within for students and employees.
4. The chairperson of the Safety Committee shall provide an annual campus security report to the President. As a minimum, this report shall include:
 - a) Number of programs conducted;
 - b) Description of programs conducted;
 - c) Attendance count for each program;
 - d) Recommendation of realistic actions the College could initiate to help enhance campus security procedures and practices.

CRIME PREVENTION PROGRAMS FOR STUDENTS AND EMPLOYEES

The College shall develop and implement formalized programs to inform students and employees about the prevention of crimes. These programs shall be conducted in accordance with the following:

Students

1. Information about campus crime prevention shall be presented to all new students during the orientation course/program conducted at the beginning of each semester. As a minimum, this information shall include:
 - a) Definitions;
 - b) Personal safety practices;
 - c) Reporting of offenses;
2. Information about campus crime prevention practices shall also be presented to students during a one-hour program to be conducted during the fall semester of each academic year.

Employees

1. Employees will be provided with information about campus crime prevention practices during an employee safety meeting to be held, as a minimum, once each academic year.
2. Employees will also attend the annual program described in item (1) within.
3. The institutional Safety Committee shall be responsible for conducting the special programs described within for students and employees.

4. The chairperson of the Safety Committee shall provide an annual crime report to the President. As a minimum, this report shall include:
 - a) Number of programs conducted;
 - b) Description of programs conducted;
 - c) Attendance count for each program;
 - d) Recommendations of realistic actions that the College could initiate to help enhance crime prevention initiative.

CAMPUS CRIME STATISTICS

The *Student Right-to-Know* and *Campus Security Act* requires that each student be provided a detailed breakdown of campus crime statistics. Disclosures required by this law are made available to students, faculty, staff, and the general public. Copies of this publication are available in the following offices: Evening Coordinator, Campus Safety and Security, Executive Director of Student Services, Director of Instructional Services/Career Technical Education Instructor, and Registrar. For more information concerning campus security, contact Mr. JB Wilkins at (251) 578-1313.

The Jeanne Clery disclosure of *Campus Security Policy* and *Campus Crime Statistics Act* is a federal statute. The act requires all colleges and universities that participate in federal aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education which can impose civil penalties against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

DRUG AND ALCOHOL FREE CAMPUS

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

1. The College expects its students and employees to obey all federal, state and local laws concerning the possession, use, distribution and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students and termination of employees when such violations occur on campus or during an activity officially approved by the College.
2. The College also expects its students and employees to be aware that such violations of law are subject to penalties including fines and imprisonment and that, when appropriate, the College will refer to the appropriate enforcement agency any employee or student who is in violation of such laws.
3. The College also expects its students and employees to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser including, but not limited to, cardiovascular disease, liver failure, and death.
4. The College expects its students and employees to be aware that they may seek information about alcohol and drug abuse and may seek aid in the form of referrals to appropriate treatment programs and support groups by contacting the Reid State Technical College Executive Director of Student Services.

5. The College reserves the right to require students and employees who violate the statutory laws or policies of the College concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment or employment at the College. The College also reserves the right to establish a program of testing and early intervention in cases where employees are exhibiting behavior normally associated with alcohol or drug abuse.
6. Nothing in this policy may be construed in such a way as to deny any other constitutional or civil protection, nor should anything in this policy be construed in such a way as to conflict with statutory law.

SEXUAL HARASSMENT

Reid State Technical College is committed to maintaining a work and/or learning environment free of objectionable and disrespectful conduct and communication of a sexual nature, especially when such conduct is imposed by one person on another and adversely affects a staff member's or student's employment relationship or working/learning environment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or grade;
2. Submission to or rejection of such conduct by an individual is used as a basis for employment/grading decisions affecting such individual; or
3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment.

A staff member or student alleging either sexual harassment by anyone with supervisory authority or failure by supervision to take immediate action on the individual's complaint of being sexually harassed by another staff member(s) may file a grievance. Any individual alleging either sexual harassment by anyone with supervisory authority or failure by supervision to take immediate action on the individual's complaint of being sexually harassed may initiate a formal grievance according to procedures listed in Appendix 5.

Filing of a grievance will not cause any reflection on the individual's status as an employee of the College nor will it affect future employment, compensation or work assignment.

INITIAL STEPS TO RESOLVE A COMPLAINT

Any student of Reid State Technical College who wishes to file a grievance or complaint concerning Title IX or Section 504, shall report that complaint in writing to Coordinator of Title IX or Section 504, as outlined in the Student Handbook and in the Catalog, within ten (10) working days of the occurrence.

If, after the discussion between the student and the respective College official, it is determined that the complaint can be resolved immediately, the College official will take action to resolve the complaint and will submit a report within ten (10) working days of the filing of the complaint to the President, the Section 504 Coordinator, the Title IX, or such other appropriate College official(s) as the President may designate, detailing both the complaint and its resolution.

PLAN OF RESOLUTION

If the student's or employee's complaint cannot be resolved immediately but requires instead a "plan of resolution," the College official to whom the complaint was made shall submit a written report to the President, the College Grievance Officer, and such other appropriate College official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President, College Grievance Officer, or other respective designated official wish to assist in submitting the report, or instruct the submitting official to modify the "plan of resolution," the President, College Grievance Officer, or other official shall inform the submitting official of his/her intention.

NO RETALIATION

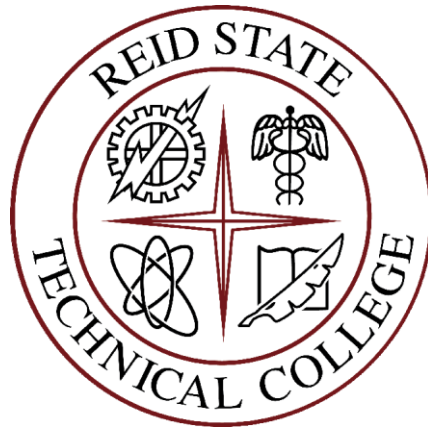
The College prohibits adverse treatment of employees or students for exercising their rights under this policy. Any good faith report of discrimination and/or harassment, experienced or observed, should be made without fear of retaliation by the College. Retaliation against any employee or student for filing a complaint or participating in an investigation in good faith is strictly prohibited by law. Any incident of retaliation as above should also be reported using this policy.

Retaliation is grounds for appropriate action (i.e., disciplinary action for students and employees, up to and including dismissal). Intentionally making a false report or providing false information is grounds for discipline. After a complaint has been made and addressed, the College may make inquiries to determine that any prohibited activity has in fact ended and retaliation has not occurred.

Plan of Resolution

If the student's or employee's complaint cannot be resolved immediately but requires instead a "plan of resolution," the College official to whom the complaint was made shall submit a written report to the President, the College Grievance Officer, and such other appropriate College official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President, College Grievance Officer, or other respective designated official wish to assist in submitting the report, or instruct the submitting official to modify the "plan of resolution," the President, College Grievance Officer, or other official shall inform the submitting official of his/her intention.

FINANCIAL AID



FINANCIAL AID

The Office of Financial Aid at Reid State Technical College is responsible for assisting students with financial help in pursuing their educational goals through a combination of available grants, scholarships, work-study, and numerous off-campus agencies making monies available for educational assistance.

1. Providing financial aid information to students, prospective students, and parents regarding all aspects of aid available.
2. Offering students the confidentiality to come and openly discuss their personal financial needs and find ways of meeting their education goals.
3. Providing growth opportunities through work experience and tutoring in various departments at the College.

FEDERAL PELL GRANT (FDPG)

A federal grant based on need to assist students in pursuing their educational goals. Students may apply on line at www.studentaid.gov.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

This grant is awarded to students with exceptional financial need. Student must be receiving a Federal Pell Grant with an automatic zero Expected Family Contribution (EFC) to be eligible for this grant. Students do not need to fill out a separate application other than the Federal Pell Grant at www.studentaid.gov.

FEDERAL WORK-STUDY (FWS)

The federal work-study program is based on need. Applications are available in the Financial Aid Office. Federal Work-Study is awarded to students with demonstrated need and capability of part- time employment.

ALABAMA STATE ASSISTANCE GRANT (ASAG)

This is a state grant program based on need. Students do not need to fill out a separate application form other than applying for the Federal Pell Grant. Students must have been an Alabama resident for at least one year.

To be eligible students must meet certain requirements. For example, a student must:

1. Be a U.S. citizen or eligible non-citizen;
2. Be registered with Selective Service (if required);
3. Attend a participating college;
4. Be working toward a degree or certificate;
5. Be making satisfactory academic progress;

6. Not owe a refund on a federal grant or be in default on a federal educational loan;
7. Have “financial need” as determined on the Student Aid Report.
8. In addition:
 - a) Less-than-half-time students may be eligible for the Federal Pell Grant and some other federal student aid programs;
 - b) Students who have received a bachelor’s degree are not eligible for the Federal Pell Grant or Federal Supplemental Educational Opportunity Grant but may be eligible for other federal student aid programs;
 - c) Students cannot receive the Federal Pell Grant at two institutions during the same enrollment period;
 - d) Conviction of drug distribution or possession may make a student ineligible.

FINANCIAL NEED

Most of Reid State Technical College’s financial aid is awarded on the basis of financial need. Need is the difference in a student’s cost of education (educational expenses) and an amount the student and his/her family are expected to contribute toward his/her education. A standard formula used for all applicants determines this amount, which is called Expected Family Contribution (EFC). If there is any amount remaining after subtracting the EFC from the cost of education, the student is considered to have financial need. All financial aid from Reid State Technical College should be viewed as supplemental to the overall financial need of the student.

Filling Out the Free Application for Federal Student Aid (FAFSA)

The FAFSA is the first step in the financial aid process, and it’s important that the form be completed correctly. All students should file the FAFSA on the web at www.studentaid.gov. Students are encouraged to use the computer lab in the Student Services, Edith A. Gray Library & Technology Center to file their FAFSA. Assistance is available for students having questions or needing help in the submission process.

Students are encouraged to make an appointment in a timely manner with the Financial Aid Office if help is needed to complete the process.

Student Aid Report

After the FAFSA is processed the student will receive a Student Aid Report (SAR). The SAR contains the information reported on the student’s application Free Application for Federal Student Aid (FAFSA). Eligibility for Federal Pell Grant is based on that information, and the SAR will inform the student of eligibility.

Verification

A student may be selected by the Department of Education for a process called “verification”. This means that the student will have to prove that the information provided on the FAFSA is correct.

If a student is selected, they will be asked to verify such information as:

1. income;
2. federal income tax paid;
3. tax return transcript from the IRS;
4. household size;
5. status as an independent student, if the student filed as such;
6. the number of family members enrolled in College;
7. any untaxed income and benefits the student received;
8. other information deemed necessary by the Department of Education or the institution.

Any student giving false or misleading information may be fined \$20,000, sent to prison, or both.

Transfer Students

If a student transfers from one college to another, the student's aid is not automatically transferred. To receive student aid at Reid State Technical College, inquire in the Financial Aid Office concerning the procedure to transferring the remainder of the Pell Grant award.

Disbursement of Pell Grant Payroll

Pell Grant checks will be disbursed in accordance with current federal regulations. The Business Office notifies students of the dates that Pell Grants checks will be disbursed.

REID STATE TECHNICAL COLLEGE SCHOLARSHIPS

Academic, Leadership, and Need Based Scholarships

Applications for scholarships may be downloaded from the RSTC website (<https://www.rstc.edu/scholarships>) or see Mrs. Goodwin in the Edith A. Gray Library and Technology Building for Academic or Leadership scholarships. Need Based Scholarships are emailed to students who have completed registration for the upcoming semester.

Note: In order to qualify for a scholarship, every student must file for Federal Student Aid (PELL Grant).

Reid State offers competitive scholarships to qualified students and are designed to recognize high school, current, and transfer students who have excelled in academics and/or leadership capacities. These scholarships are awarded on merit and they provide a full tuition scholarship reusable annually for the duration of the program attempted, providing the student reapplies by the required deadline, continues to maintain satisfactory academic progress, appropriate attitude, and service to the college and the community at large.

However, please review the policies and requirements for the Reid State Technical College scholarship program.

If any of the following occur the scholarship will no longer be valid:

1. A full scholarship is equivalent to 15 hours per semester and not to exceed 19 hours per semester, or 57 hours per year.
2. A recipient of an institutional scholarship may NOT exceed 82 semester credit hours for the life of the scholarship OR the length of the program, whichever is shorter.
3. An institutional scholarship is NOT transferrable to another program.
4. Students who graduate from a program of study are no longer eligible for scholarship funding if they return and enroll in another program of study.
5. In order to maintain an institutional scholarship, students must be in full-time status (12 or more credit hours per semester.)
6. If students are awarded WIOA (Workforce Investment Opportunity Act), the institutional scholarship will no longer be valid because WIA exceeds scholarship awards.

Applications must be on Reid State Scholarship Application forms and be accompanied by all required documents as listed on the application. Completed applications should be submitted to the appropriate address listed on the scholarship application by the announced deadline. The deadline to submit Fall Semester scholarship applications is **April 15** and the deadline to submit Spring Semester scholarship applications is **October 1**. Need Based Scholarships will be sent out electronically to students who have registered for the upcoming semester. Deadlines will be provided on the electronic application. Scholarships are awarded based on academic achievement, leadership, service, and need.

ACADEMIC SCHOLARSHIPS

Academic scholarships are available for first-time, transfer, or current RSTC students based on scholarly excellence with a regular or advanced diploma. Academic Scholarships for first-time students are based on a cumulative grade point average minimum 3.0 on 4.0 scale or 55 GED score. Selection for current or transfer student academic scholarships are based on the cumulative college grade point average (minimum 3.0). Additional consideration is given to activities and honors. The academic scholarship waives tuition for the fall and spring semesters. Selection authority rests with the Committee and the number of awards may be determined by the qualification of the applicants and the availability of funds. These awards are not guaranteed even before enrolling at RSTC.

LEADERSHIP SCHOLARSHIPS

Leadership scholarships are available for first-time, transfer, or current RSTC students. Leadership Scholarships are awarded on the basis of achievement in leadership positions in high school, community, church, or civic organizations, and commitment to Reid State. Applicants must meet the minimal GPA of 2.5. Candidates are ranked according to leadership and service experience and academic performance. The leadership scholarship waives tuition for the fall and spring semesters. Selection authority rests with the Committee and the number of awards may be determined by the qualification of the applicants and the availability of funds. These awards are not guaranteed not even before enrolling at RSTC.

To be considered for a scholarship, applicants must meet the following criteria:

1. Have a 2.5 GPA for Leadership Scholarship or 3.0 GPA for Academic Scholarship during the 10th, 11th, and the 1st semester of the 12th grade, or a 2.5 or 3.0 the previous semester as a full time enrolled student at RSTC and making good academic progress.
2. Demonstrate leadership abilities by occupying an active leadership position in high school, community, church, or civic organizations.
3. A currently enrolled student must occupy an active leadership position with student government (SGA, SGA representative, etc.)
4. Must be willing to serve the college and community in the following ways:
 - a) Recruit in hometown areas.
 - b) Participate in activity days.
 - c) Participate in graduation and as needed in awards/honors day.
 - d) Participate in the Red Cross Blood Drive.
 - e) Actively participate in other college and community activity as requested.
 - f) Serve as a tutor to deserving students.

DURATION FOR ALL SCHOLARSHIPS

All scholarships awarded are for a one academic year, unless otherwise indicated in writing. Students who have been denied the remainder of their scholarship for failure to maintain the required GPA or for other reasons will be allowed an opportunity to appeal to the scholarship committee by requesting a hearing in writing to Ms. Christy Goodwin.

Scholarships cover only in-state tuition cost. Students are required to pay all associated fees before the scholarship can be activated. Scholarships awarded must be used within one year of reception.

SENIOR ADULT SCHOLARSHIPS

Alabama residents 60 years of age or older may attend regular classes tuition-free on a space available basis. Applicants must follow standard admissions procedures and meet all course prerequisites as stated in the Catalog. Scholarships apply only to college credit courses and do not include books, fees, supplies, or tools.

VOCATIONAL REHABILITATION

Students who have physical or mental conditions that interfere with their ability to work may be eligible for assistance through the Vocational Rehabilitation Services office. Rehabilitation services can provide tuition assistance and, in some cases assistance in the purchase of books and tools. For further information, a student must contact the Vocational Rehabilitation Services office that services the student's home county. An eligible student should contact the Financial Aid Office at Reid State Technical College if further information is needed.

VA BENEFITS

I certify the current policy is true and correct:

Terms Beginning 8/1/2019 and Thereafter (PT 115-407 Sec. 103)

Students utilizing VA education benefits shall not be charged a penalty, including assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or be required to borrow additional funds because of the individual's inability to meet their financial obligations due to the delayed disbursement of a payment to be provided by the Department of Veterans Affairs.

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program), chapter 33 (Post-911 G.I. Bill), or Chapter 35 of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-911 GI Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30, chapter 33 or chapter 35 of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- Anyone using transferred Post-911 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. 3679 (c) (2) (A) as amended.

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following link:

<http://www.benefits.va.gov/GIBILL/Feedback.asp> The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Reid State is fully approved by the State Approving Agency to offer training to eligible veterans under the following laws:

1. Vocational Rehabilitation
2. War Orphans Education Assistance Act
3. Veterans Readjustment Benefits Act

Veterans or Veterans' dependents planning to attend College under one of the preceding laws should make application directly to the Veterans Administration and acquire approval before entering College. Students should promptly notify the College of any change in enrollment status as this could result in overpayments of VA benefits. Students should provide statements regarding mitigating circumstances for reductions and terminations.

For further information, a student should contact his/her local service officer.

Veteran students and/or their dependents may qualify for VA educational benefits. The Financial Aid Office is the certifying authority for veterans, service members and their dependents. The Financial Aid Office serves as a link between the Regional Veterans Affairs Office and the VA benefit

recipient. Veterans or their dependents seeking assistance under the various Federal and State programs should, if possible, make initial application for such programs at least four weeks prior to enrollment, the veteran must be prepared to pay tuition and fees and meet all other payment deadlines before their enrollment can be certified for monthly allowances. Reid State participates in the Advance Payment Plan with the Department of Veteran Affairs. Students must apply in writing for an Advance Payment 30 to 120 days prior to the start of the semester in which they plan to attend.

ALABAMA G. I. DEPENDENTS' SCHOLARSHIP PROGRAM

The Alabama GI Dependents' Scholarship Program is administered by the Alabama Department of Veteran Affairs. Maximum education benefits include tuition, instructional fees, and required textbook. Remedial course work is not funded under the Alabama GI Dependents' Scholarship Program. For more information and application procedures, contact the nearest Veterans Affairs Office located in each Alabama county courthouse or write to Alabama GI Dependents' Scholarship Program, P. O. Box 1509, Montgomery, AL 36102-1509.

Alabama Department of Veterans Affairs offers financial assistance to eligible dependents (child, stepchild, spouse, or widow(er) of disabled Veterans (living or deceased) who were permanent civilian residents of Alabama prior to entry into military service. Special consideration is given to permanently and totally disabled veterans who are bona fide residents or were prior to their death. Other qualifying Veterans' categories are former prisoners of war (POW), declared missing in action (MIA) and those who died in service.

Maximum educational benefits include free tuition, required textbooks and laboratory fees for four standard academic years or a prescribed technical course at any state-supported junior or community college, university or technical college.

Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases). A spouse or widow (er) does not have a filing deadline or age limitation.

For more information and application procedures, contact your nearest Veterans Affairs Office located in each county courthouse or you may write to the Alabama G.I. Dependents' Scholarship Program, P.O. Box 1509, Montgomery, Alabama 36102-1509 or students may apply online at www.va.state.al.us/scholarship.htm

ALABAMA NATIONAL GUARD EDUCATION ASSISTANCE PROGRAM (ANGEAP)

ANGEAP is designed to provide financial assistance to Alabama National Guard Members. Limited funding is provided by the Alabama Legislature and priority is given to those who apply early. ANGEAP applications and additional information regarding this program are available from the National Guard benefits administrator at the National Guard Unit.

Tuition Assistance (TA) is a Department of Defense (DOD) program. GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard and Army Reserve soldiers to request tuition assistance (TA) online, anytime, anywhere, for classroom and distance education. It allows soldiers to manage their educational records, anywhere, for classroom and distance education. It allows soldiers to manage their educational records, including college classes, testing, on-duty classes, and Army education counselor support. It is the soldier's responsibility to request TA.

Soldiers must request TA through www.GoArmyEd.com at least 14 days prior to the start of a semester for TA approval.

ALABAMA STATE VETERANS BENEFITS

The Alabama Division of Veterans Affairs offers assistance to Alabama students who are children of certain deceased or disabled veterans who were listed as POW/MIA status. An eligible student should contact the Financial Aid Office at Reid State Technical College for more information.

Reid State Technical College offers services to veterans who attend college here. Veterans are required to submit to the office for file preparation (See the *Catalog* for a list of requirements). Veterans are certified for attendance to the regional veterans affairs office once tuition and fees are paid.

Reid State Technical College will certify only those veterans who have or are making satisfactory progress toward the completion of a selected program of study. The Certifying Official in the Financial Aid Office at Reid State is responsible for certifying the enrollment of veterans and their dependents electronically via the Department of Veteran Affairs certification program, VA-Once. Certification will be conducted for Chapter 33 students once they bring their class schedule to the office of the Director of Financial Aid and clear all charges at the College. Certification will be conducted at the conclusion of the College's Drop/Add registration process for student's that have cleared all their charges and are a part of chapters such as Chapter 30, Chapter 35, 1606, 1607, etc. All veterans or eligible dependents should contact the Financial Aid Office during registration each semester in order to notify the College's Certifying Official of enrollment and request certification of enrollment for that semester.

Prior to certification, veterans and/or dependents of veterans must complete all admission requirements for Reid State, complete the appropriate application for benefits, and present the following required documents to the Financial Aid Office:

1. DD-214, Separation Papers – Certified or original copy of Member 4 for Chapter 30 and 33 Veterans
2. Form 2384, Notice of Basic Eligibility (NOBE) for Chapter 1606, National Guard and Reserves
3. COE (Certificate of Eligibility) for veteran and veteran's dependents for Chapter 35.

The following criteria will be used for certifying veterans or eligible persons:

1. Certification will be granted for only those courses that are applicable to the declared program of study (major). Any deviation must be approved in writing by the Director of Instructional

Services/Career Technical Education Instructor. Their benefits may be reduced at any time during the semester. This action may occur without notification to students.

2. Certification will be granted for only those hours required to complete the selected program of study. Certification for more than the required number of hours will be granted only upon written approval from the Veterans Administration.
3. Certification may be granted for basic institutional credit courses and developmental courses if such courses are necessary for the student to reach his or her objective. Remedial and deficiency courses offered as independent study (online) cannot be approved and cannot be certified to VA.
4. Certification will not be granted for audit courses or continuing education courses (CEU).
5. Veterans must be recertified for educational benefits when they re-enter college after an interruption of their educational program.
6. Veterans who have received college credit at other institutions will be certified for only those courses necessary to complete the declared program of study at Reid State Technical College.
7. Payments for benefits will be based upon the following schedule:
 - a. Full-time payment – 12 or more credit hours
 - b. Three-fourths payment – 9-11 credit hours
 - c. One – half payment – 6-8 credit hours
 - d. Reimbursement for tuition and fees – 5 or fewer hours

Class Attendance of Veterans

All students attending Reid State Technical College are required to attend class. Instructors are required to maintain accurate attendance records. For the veteran, failure to attend class may result in a reduction or elimination of benefits. The instructor and Director of Instructional Services/Career Technical Education Instructor will determine if absences are excused or unexcused. If the veteran accumulates excessive (unexcused) absences, the reduction of benefits will be made effective the last date of class attendance. **CLASS ATTENDANCE IS MANDATORY.**

Withdrawal from Class by Veterans

Veterans may adjust schedules only during the late registration period without penalty. A veteran who withdraws after this period without demonstrating extenuating circumstances will suffer loss of payments under VA education assistance. If a VA student withdraws from a class after the drop/add period, unless he or she can show VA that there are mitigating circumstances, he or she must return all the money paid to him or her for pursuit of that course from the start of the term, not merely from the date he or she dropped the course.

STANDARDS OF ACADEMIC PROGRESS FOR VETERANS

A student will make satisfactory progress when he or she attends class regularly, makes full effort to complete the course requirements, and maintains a minimum grade point average as required by the State Approving Agency. To be eligible for Veterans Administration benefits, students who are veterans must meet the Standards of Academic Progress requirements applicable to all students at the institution. (See Standards of Academic Progress: General in the Instructional Information and Regulations section)

of this catalog).

WORKFORCE INVESTMENT OPPORTUNITY ACT (WIOA)

This is a federally funded program which assists qualified students in certain programs as funds are available. For information, contact the local Alabama Career Center located in the student's home county.

TUITION POLICY (Subject to Change Annually)

Tuition and fees is currently charged at the rate of \$167 per credit hour for students who are citizens of the United States and residents of the state of Alabama or who have been approved for instate tuition eligibility per the Alabama Community College System policy. Nonresidents of Alabama and students who are not citizens of the United States must pay a full-time tuition charge of 2.0 times the rate of resident tuition.

Tuition must be paid each term prior to the first day of class without exception. Presently reenrolled students must register and pay their tuition no later than the close of business prior to the first day of class or they will be charged a \$25 late fee. Unless tuition is paid by the first day of the term, the student is considered no longer enrolled, and their slot may be filled from the waiting list for the course in which they were enrolled.

ELIGIBILITY FOR IN-STATE TUITION RATES

The home address provided by a student on the Reid State Technical College admission application is used to determine the state in which a student resides. A student may change his/her address by completing a change of address form in the Enrollment Services Office. If the new address indicates a change from out-of-state to in-state status, a student must provide proof of Alabama residence. Acceptable proof includes an Alabama driver's license, a federal or state income tax form indicating an Alabama address, or a valid Alabama voter registration form.

Students or prospective students described in either Part 1 or Part 2 below shall be eligible for "In- State tuition rates:

RESIDENT STUDENTS

1. A "resident student" is a person who:
 - a) is a citizen of the United States who has been a legal resident of the State of Alabama for at least one year immediately preceding registration or whose non-estranged spouse has been a legal resident of the State of Alabama for such period or (in the case of dependent students) whose parents or legal guardian has been a legal resident of the State of Alabama for such a period; or
 - b) is a member of the Armed Forces of the United States and officially stationed (in the case of dependent students), whose parents or legal guardian is a member of the Armed Forces of the United States and officially stationed in Alabama at the time of registration or who has or whose non-estranged spouse has been discharged from the Armed Forces and has formally declared Alabama as his or her state of domicile or who is a dependent whose parents or legal guardian has been discharged from the Armed Forces and have formally declared Alabama as his or her state of domicile; or

- c) currently resides in Alabama and is an “immigrant,” that is, a non-citizen admitted for permanent residence who has been issued an Alien Registration Receipt Card by the Immigration and Naturalization Service; or
- d) currently resides in Alabama and is a “parolee,” that is, a non-citizen who has been “paroled” into the United States at the discretion of the United States Government and who is issued an “I-94 Card” stamped “parolee.” (Examples are Cubans and Vietnamese who have left their native countries for political reasons); or
- e) currently resides in Alabama and is an “entrance,” that is, a non-citizen who has been allowed into the United States at the discretion of the United States Government and who has not been issued an Alien Registration Receipt Card. (Examples are Cambodian refugees and Haitians).

NON-RESIDENT STUDENTS ELIGIBILITY FOR IN-STATE TUITION RATES

Also eligible for In-State tuition rates, whether or not they are a resident of Alabama, is a person who:

- 1. is a dependent* who holds full time permanent employment in Alabama; or
 - a) is not a dependent* but holds full-time permanent employment in Alabama or whose non-estranged spouse* holds permanent full-time employment in Alabama; or
- 2. is incarcerated in a state or federal correctional institute in Alabama; or
- 3. is eligible for in-state tuition in a state contiguous to Alabama which has a reciprocal tuition agreement with the Alabama Community College System Board of Trustees; or
- 4. is a resident of Santa Rosa, Escambia, or Okaloosa Counties in the state of Florida.

***Note:** Neither the student nor parent, guardian, or spouse need be a resident of Alabama. The term “dependent” shall be defined in accordance with the Internal Revenue Code.

Students Subject to Out-of-State Tuition Rates

Any student who does not fall into one of the categories described above for in-state tuition eligibility shall be subject to payment of tuition and fees at the “out-of-state” rate.

CURRENT TUITION AND FEES

- 1. Tuition per semester*:
 - In-State Students.....\$127.00 per cr. hr.
 - Out-of-State and Foreign Students.\$254.00 per cr. hr.
- 2. Fees per semester*:
 - Facilities Renewal fee.....\$9.00 per cr. hr.
 - Technology fee.....\$9.00 per cr. hr.
 - Special Building fee\$11.00 per cr. hr.
 - Bond Surety fee\$1.00 per cr. hr.
 - ACCS Enhancement Fee.....\$10.00 per cr. hr
- 3. Late registration fee (assessed first day of class during term)\$25.00**
- 4. Student accident insurance \$5.12* per semester and \$3.41* summer term
- 5. Student liability insurance\$15.00* per year

6. Graduation/certificate fee: equal to the cost of the certificate and cap/gown rental
7. Returned check charge \$30.00*
8. Parking/traffic fines \$5.00*

***Tuition and all fees are subject to change.**

****Non-refundable and amount may vary if change in cost to college occurs.**

MasterCard and Visa are accepted. No out-of-state checks are accepted.

REFUND POLICY

PARTIAL WITHDRAWAL

Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

COMPLETE WITHDRAWAL

A student who officially or unofficially withdraws from all classes for which he/she registered before the first day of class will be refunded the total tuition and other refundable institutional charges.

A student who officially or unofficially withdraws completely on or after the first day of class but prior to the end of the third week of classes will be refunded according to the official withdrawal date as follows:

Withdrawal during the first week	75% of net tuition and other refundable institutional charges
Withdrawal during the second week.....	50% of net tuition and other refundable institutional charges
Withdrawal during the third week.....	25% of net tuition and other refundable institutional charges
After the close of the third week.....	No refund

An administrative fee not to exceed 5% of tuition and other refundable institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

Refunds, when due, are made to students without their requests. Refunds are made within 45 days of the student's last day of attendance. Refunds are computed according to the date the student officially withdraws.

Books/Tools/Supplies

A student who withdraws and who has purchased returnable books/tools/ supplies from the college and returns the items in new/unused condition by the end of the second week of the semester will be refunded the full purchase price. Books/tools/supplies returned in used condition by the end of the second week of the semester will be refunded 50% of purchase price. The required books/tools/supplies listing for each department will indicate which items are refundable. Students who purchased books/tools/supplies by cash, must present receipt to receive a refund.

RETURN OF TITLE IV FUNDS

In accordance with Federal regulations, those students who receive a disbursement of Title IV funds, Pell Grant and/or Supplemental Educational Opportunity Grant (FSEOG) officially withdraws or ceases attendance prior to the 60% point in the payment period, RSTC will determine whether the student must repay a portion of the net disbursement. Federal Work-Study is excluded from the calculation. This process is called a Return of Title IV Calculation.

Title IV funds must be disbursed within 14 days of the aid being posted on the students financial account,

however aid is earned as student attends throughout the semester.

If the student does not complete 60% of the semester, RSTC is required to perform a calculation to determine if funds must be returned to the Department of Education. This date of withdrawal is determined in two different ways for official and unofficial withdrawals.

Official Withdrawal: The official withdrawal date is determined by the date the student started the withdrawal process or the date of the last academic related activity.

Unofficial Withdrawal: The unofficial withdrawal date is determined by the date the instructors report as the last documented academic related activity when a grade of "F" is posted at the end of the semester or payment period. The return of funds calculation shall be based on the midpoint of the term for students who unofficially withdraw and cease attending before completing 60% of the term, unless it can be determined that the last documented academic related activity/engagement is after the 50% date, at which time that date will be used to the benefit of the student.

The percentage formula is as follows: total number of calendar days completed in the payment period divided by the total number of calendar days in the payment period equals the percentage of Title IV funds earned. Scheduled break days of 5 or more are excluded from the calculation.

Funds shall be returned in the following order:

1. Federal Pell Grants
2. FSEOG

Any remaining credit, (post-withdrawal disbursements), shall be posted to the student's account within 45 days of the date it was determined that the student withdrew. If there is a remaining credit after all expenses are paid, the balance shall be refunded to the student within 14 days.

Calculations and returns must be made 45 days from the date of determination for official withdrawals and 30 days from the end of the semester (or payment period) for unofficial withdrawals.

The student may be required to return or repay the remaining unearned Title IV funds to the Department of Education. RSTC will notify the student in writing of the amount they owe, the procedure for repayment and consequences of non-payment within 30 days. Any student who does not return or repay unearned Title IV funds as required by law will be reported to the Department of Education and will not be eligible to receive Title IV funds at RSTC or any other college participating in the Title IV Program until overpayment is paid in full.

RSTC requires the student to repay any funds that the school was required to return to the Department of Education as a result of the students' failure to complete 60% of the term. RSTC will notify the student by email informing them of the amount due to the school and why the amount is owed giving the student a day for the amount to be repaid. The student's account will be placed on hold and the student will not be able to register or receive an official transcript until said amount is paid in full.

If the student owes RSTC funds and fails to pay by the demanded date, their record will be turned over to Williams & Fudge, Inc. for collection, then if not paid will be sent to SSS Recovery for further collections.

Refund for Alabama National Guard and Reservists Called to Active Duty

Students who are active members of the Alabama National Guard or reservists or who are active-duty military who are called to active duty in the time of national crisis shall receive a full tuition refund at the time of withdrawal if such student is unable to complete the term due to active duty orders or assignment to another location.

Returned Check Policy

Returned check charge is \$30.

If a check is deposited to the College's bank account and does not clear the student's account, it will be resubmitted to the student's banking institution before the College is contacted to pick up the check. Once the check is returned to the College, the student is informed in writing and has ten days in which to clear the outstanding obligation. If at the end of ten days the obligation has not cleared, it will be turned over to the Magistrate Court for collection. The student will be responsible for all court costs in addition to the returned check amount and returned check fee.

FINANCIAL OBLIGATIONS TO THE COLLEGE

Failure to meet financial obligations to the College may result in the student's account being placed on processing hold with no credit for the semester. Additionally, such students may be denied enrollment in subsequent semesters.

The college will withhold copies of educational records of students who have outstanding debts to the institution.

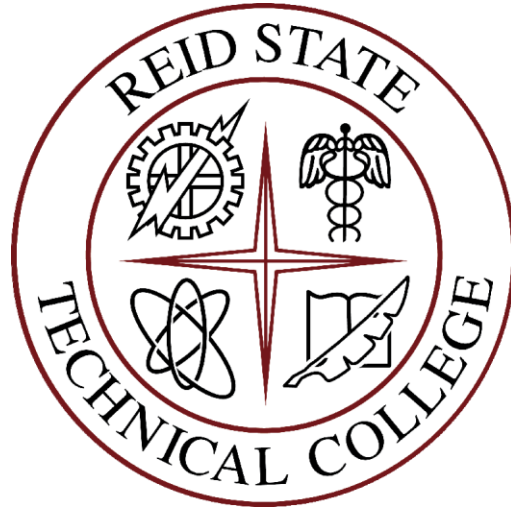
SENIOR CITIZENS

Alabama residents 60 years of age or older may attend regular classes tuition-free on a space-available basis. Such persons must follow standard admissions procedures and meet all course prerequisites as stated in the Catalog. Waivers apply only to college credit courses and do not include books, fees, supplies, or tools.

COLLEGE BOOKSTORE

Students must purchase their own textbooks, workbooks, equipment, materials and supplies specified for their program of study. As a convenience for students, a college bookstore is provided with a full array of instructional materials, supplies, and equipment for purchase by students and the general public. The bookstore is located in Building 300 and is open Tuesdays and Thursdays from 8:00 a.m. until 11:00 a.m., with the exception of the first week of the semester at which time the bookstore is open Monday through Thursday from 8:00 a.m. until 3:30 p.m. Additional hours will be posted during periods of day and evening registration. The financial aid coverage ending date will be posted at the appropriate time.

ADMISSIONS



PROCEDURE FOR MAKING APPLICATION FOR ADMISSIONS

1. Applicants must complete the on-line application at:
https://rstc.my.site.com/apply/TX_SiteLogin?startURL=%2Fapply%2FTargetX_Portal_PB
Applicants should submit their application prior to the semester in which they plan to enroll.
2. All applicants **MUST** submit their official high school transcript, or GED, and official college transcript(s) prior to final acceptance. An applicants admission status will be updated as the above forms are received.
3. Students planning to apply for financial aid must complete the Free Application for Federal Student Aid (FAFSA) at: <https://studentaid.gov/h/apply-for-aid/fafsa> . In order to sign the FAFSA students need to establish an FSA ID at <https://studentaid.gov/fsa-id/create-account/personal-info>. Dependent students, students who must provide parental information, need their parents to establish an FSA ID too. Reid State Technical College's school code is 005692.
4. Students who graduated from high school within five years of college enrollment are not required to take the ACCUPLACER Placement Exam. Students will be placed in courses based off their English and Math grades in high school. Also, students who scored 20 or above on the ACT exam in Reading and Math, and 18 in English/Writing are exempt from taking the ACCUPLACER Placement Exam. Students who apply for admission five years after high school graduation must take the ACCUPLACER Placement Exam if they are considered a first-time freshman. Transfer students who successfully completed ENG101 or MTH100 are not required to the ACCUPLACER Placement Exam. Transient students are not required to take the ACCUPLACER Placement Exam. All students can take the ACCUPLACER Placement Exam once. Students who wish to retake the ACCUPLACER Placement Exam will be charged \$10. An exam schedule is available online at <https://www.rstc.edu/testing> or by contacting the Career Coach/Testing Coordinator at 251-578-1313, Ext. 2023.
5. Students who do not have a high school diploma or GED may enroll in selected programs. However, the student must pass the Ability-to-Benefit test prior to being admitted to the College. An exam schedule is available online at <https://www.rstc.edu/testing> or by contacting the Career Coach/Testing Coordinator at 251-578-1313, Ext. 2023. A student must meet the following cut scores prior to being admitted to the college. The cut scores are Reading Test – 233; Writing Test-235; Arithmetic Test – 230. Testing schedules may be obtained from the admissions and/or testing office.

ADMISSION REQUIREMENTS

Admission: General

1. Admission Process

All students must complete an admission application, provide a transcript (if applicable), and provide other appropriate documentation as required by specific programs to complete their admission file.

1.1. For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.

1.2 Admission Classifications & Required Admission Documentation

First Time: A student who has no prior postsecondary experience after graduating high school or completing a GED.

- Admission Application
- Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) –all college(s) attended (if applicable)

*Unofficial transcripts may be submitted in accordance with local institutional policy.

Transfer: A student who previously attended another college or university.

- Admission Application
- Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) – all college(s) attended

*Unofficial transcripts may be submitted in accordance with local institutional policy.

*Acceptance of transfer credits is based upon local institutional policy.

Dual Enrollment / Dual Credit: A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward high school AND college.

- Admission Application

- High school transcript
- Students must be rising 10th, 11th, or 12th graders
- Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.5 on a 4.0 scale
- Written approval from school administrator

*Unofficial transcripts may be submitted in accordance with local institutional policy.

Accelerated: A secondary education student who is earning college credit while still in high school. Accelerated credit may not substitute for high school requirements.

- Admission application
- High school transcript
- Student must have completed the 10th grade
- The student has completed the high school prerequisites for the courses in which he/she wants to enroll.
- Written approval from school administrator

*Unofficial transcripts may be submitted in accordance with local institutional policy.

Transient: A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose of transferring credit to the home college or university.

- Transient admission application
- Appropriate transient documentation from home institution

Re-Admit/Returning: A student who has not enrolled in courses at the institution within the last academic year as determined by local institutional calendars.

- Admission Application
- Official final high school transcript with proof of graduation or GED® (if applicable). Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) – all college(s) attended (if applicable)

*Unofficial transcripts may be submitted in accordance with local institutional policy.

Special/ Non-Degree Seeking: A student who wishes to enroll but does not wish to pursue a degree or certificate.

- Admission Application
- Official final high school transcript with proof of graduation or GED® (if applicable). Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
- Official transcript(s) – all college(s) attended (if applicable)

*Unofficial transcripts may be submitted in accordance with local institutional policy.

International: A student who is a citizen of another country.

- Refer to ACCS Policy and Chancellor's Procedures 801.04 Admission International Student

1.3 Non-high school graduate and non-GED students

- Required assessment score (in accordance with current assessment procedures)

- Written consent from the appropriate secondary administrator (if under the age of 17)
- Students may be admitted to non-degree and career pathways programs as defined under the Workforce Innovation and Opportunity Act (WIOA) and by the federal Pell Grant Ability-to-Benefit criteria.

1.4 Admission Status:

There are two types of admission status: conditional and unconditional

1.4.1 **Conditional status:** Students who have applied but not submitted required documentation shall be admitted as conditional status (excluding transient and international students). Failure to provide all required documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.

1.4.2 **Unconditional status:** Students who have applied and submitted all required documentation shall be admitted unconditionally.

1.5 Admission to an ACCS institution does not ensure admission to any individual program or course.

Admission of Ability-to-Benefit Students

Institutions may obtain a written waiver from local superintendents for students seeking enrollment into a non-degree and career pathways programs under the ability-to-benefit program, but have not been out of high school for one complete year. Each student seeking admission under the ability-to-benefit must take the ACCUPLACER Placement Exam.

Admission of International Students

Reid State Technical College does not accept international students.

Admission to a Course Creditable Toward an Associate Degree

To be eligible for admission to a course creditable toward an associate degree, first-time college student must meet one of the following criteria:

1. Applicants who hold a diploma (evidenced by an official transcript) issued by a regionally and/or state accredited high school are eligible for admission.
2. Applicants who have attended a non-accredited high school may be admitted upon presentation of a diploma (evidenced by an official transcript) indicating successful completion of courses of study on the secondary level.
3. Applicants who cannot comply with either of the above conditions may be admitted upon presentation of a Certificate of High School Equivalency (GED Certificate) evidenced by an official transcript. Applicant must hold the GED Certificate prior to the term of enrollment.

Students who meet one of these criteria shall be classified as “Degree-Eligible” students. The College may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

Admission to a Course not Creditable Toward an Associate Degree

An applicant to a course not creditable toward an associate degree and programs comprised exclusively of courses not creditable to an associate degree may be admitted provided the applicant meets the above standards or provided the applicant is at least 16 years of age and has not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) **and** have specifically documented ability-to-benefit.

The student will have to take the Ability-to-Benefit test and achieve scores set as the qualification for ability-to-benefit to be admitted to the technical programs such as Welding and Cosmetology.

A student shall be classified as non-degree-eligible and shall not be allowed to enroll in a course creditable toward an associate degree unless appropriate conditions are met.

The College may establish higher or additional admission requirements for a specific program of service when student enrollment must be limited or to assure ability-to-benefit.

Admission of Ability – to – Benefit Students

In keeping with the mission of the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs composed exclusively of courses not creditable toward an associate degree, provided that he/she meets all criteria listed below:

- Students must be co-enrolled in the Adult Education Program and a program of study.
- The chosen program of study must be defined as an eligible career pathway under the Workforce Innovation and Opportunity Act (WIOA) and by federal Pell Grant Ability to Benefit criteria.

Initial Academic Status of Transfer Students

1. A transfer student whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on **Clear** academic status.
2. A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on **Academic Probation**. The transcript will read, **“ADMITTED ON ACADEMIC PROBATION.”**
3. A transfer student who is admitted on Academic Probation retains that status until having attempted at least twelve (12) credit hours at the institution. If, at the conclusion of the semester in which the student attempted a total of twelve (12) or more credit hours at the institution, their cumulative GPA at the institution is below 1.5, they are suspended for one semester. The transcript will read **SUSPENDED—ONE SEMESTER**.
A transfer student’s status is clear if at the conclusion of the semester in which he has been admitted on academic probation he has attempted a total of twelve (12) or more credit hours at the institution with a cumulative GPA 1.5 or above.
4. An applicant who has been academically suspended from another duly accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the College for “native” students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on **Academic Probation**. The transcript will read, **“ADMITTED UPON APPEAL—ACADEMIC PROBATION.”**

General Principles for Transfer of Credit

1. Coursework transferred or accepted for credit toward an undergraduate program must represent collegiate coursework relevant to the formal award with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution’s own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
2. A course completed at other duly accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements.
3. A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.
4. A transfer grade of “D” will only be accepted when the transfer student’s cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above, the “D” grade will be accepted the same as for native students.
5. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.
6. Students transferring between programs within the College shall be granted transfer credit based on the applicability of the credits previously earned to the requirements of the degree sought.

Admission to Programs with Additional Requirements

RSTC is an open admissions institution and accepts all students who meet the requirements detailed in the General Admission Policies And Procedures section of the Academic Catalog. However, individual programs of study at the College may institute additional requirements which students must fulfill to enter the program. Below are the programs with additional requirements:

NURSING ADMISSION POLICY

ADMISSION REQUIREMENTS

Applicants to this program must complete the application procedure, present official documentation of a high school diploma, in accordance with Alabama Community College Board of Trustees policy, or GED, and meet the following minimum admission standards for the practical nursing program:

1. Unconditional admission to the college.
2. Receipt of completed application for the practical nursing programs(s) by deadline.
3. A minimum of 2.50 average GPA on the nursing required general education courses.
4. A minimum of 2.50 high school cumulative GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Eligibility for English 101 and Math 100
6. Good standing with the college.
7. Meeting the essential functions or technical standards required for nursing.
8. The TEAS (The Test of Essential Academic Skills) testing will be done on all nursing applicants. The cost of the test will be the responsibility of the student. The TEAS test must have been taken prior to application.
9. The actual score made by the student will be calculated into the compilation of points. The total number of points possible on the TEAS is 150.
10. The TEAS score is good for two (2) years. A student may repeat the TEAS V (or current version) once during any semester admission time frame. The student must wait six (6) weeks between taking each test. A student's score on a previous version of the TEAS test may be considered at the discretion of each college if it is within the two-year time frame.
11. Any student who has a minimum of 18 ACT composite score National or Residual will not be required to take the TEAS exam.

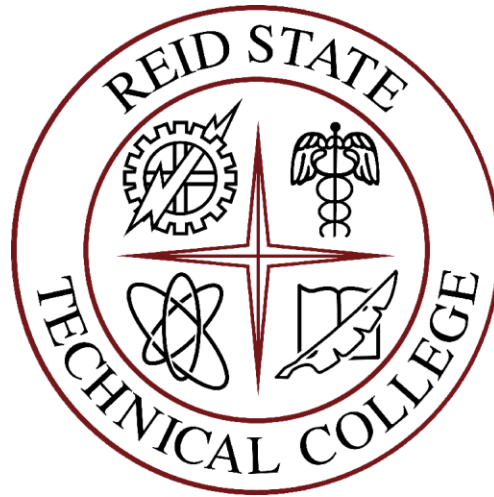
Admission to the practical nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.

For more information please contact:

Dr. Ann Nobles
Interim Health Careers Chair
Phone: 251-578-1313, Ext. 159
anobles@rstc.edu

Ms. Karen Barnes
Health Careers Advising Specialist
Phone: 251-578-1313, Ext. 145
kbarnes@rstc.edu

STANDARD OF ACADEMIC PROGRESS



GRADES

Regular Programs

At Reid State Technical College, grades are indicated by the following letter grades in all programs:

A- Excellent 90-100 C - Average 70-79 F - Failure Below 60
B - Good 80-89 D - Poor 60-69 W-Withdrawal
I-Incomplete

*Alternative program grading policies are noted in the Program Outline.

Students may view their grades on-line at the conclusion of each semester. Grades of “A”, “B”, and “C” are considered satisfactory. Students should note, many Colleges and universities will not accept grades of “D” for transfer. It is the students responsibility to determine if grades of “D” will or will not transfer.

A grade of “W” will be assigned to any student who officially withdraws from the College or a particular course as published in the College calendar.

A grade of “I” will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. A grade of “I” must be cleared by the end of the following semester, or a grade of “F” will be assigned.

QUALITY POINTS

General

A student’s academic standing is evaluated using the quality point average (i.e., grade point average). Quality points are assigned to letter grades using the following 4.0 system:

- A - 4 quality points per credit hour attempted
- B - 3 quality points per credit hour attempted
- C - 2 quality points per credit hour attempted
- D - 1 quality point per credit hour attempted
- F - 0 quality points per credit hour attempted
- W - 0 quality points per credit hour attempted

The student’s quality point average is obtained by dividing the total earned quality points by the total credit hours attempted. Courses with grades of “A”, “B”, “C”, “D”, “W” are included in the computation of the quality point average.

Letter grades will be assigned to developmental courses. However, these grades will carry no quality points and will not be included in the overall grade point average.

Drop/Add Period

The drop/add period is designated in the College calendar.

Academic Bankruptcy Policy

The academic bankruptcy policy allows students at certain intervals of their academic pursuit or training to declare bankruptcy. This allows grades and credits earned during periods of academic indecision to be forgiven.

The transcript will identify the bankrupted courses and credits, but will not show credits earned for bankrupted courses in either the cumulative grade point average or the graduation grade point average.

A student may request in writing to the Executive Director of Student Services or the Registrar to declare academic bankruptcy under the following conditions:

1. If fewer than three (3) calendar years have elapsed since the semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester/term provided the student has taken a minimum of 12 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during the semester/term for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
2. If three (3) or more calendar years have elapsed since the most recent semester/term for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters/terms provided the student has taken a minimum of 12 semester credit hours of coursework at the institution since the bankruptcy semester/term occurred. All coursework taken, even hours completed satisfactorily, during semester/term for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.
3. When academic bankruptcy is declared, the term “ACADEMIC BANKRUPTCY” will be reflected on the transcript for each semester/term affected. When academic bankruptcy is declared, the transcript will reflect the semester of its implementation, and the transcript will be stamped “ACADEMIC BANKRUPTCY IMPLEMENTED.”
4. A student may declare academic bankruptcy only once.
5. Implementation of academic bankruptcy at Reid State Technical College does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

Grade Reports

Grades are recorded on the student’s permanent record (transcript). If any student suspects an error with his or her grade, he or she should have a consultation with the instructor for that particular course. In the event that there is an error, a new grade report will be issued to the student after the correction has been made. A student must challenge any suspected error within one academic year.

Request An Official Transcript

Students can request official transcripts through Parchment, the College’s electronic transcript processor.

Transcripts can be sent electronically or mailed in hard copy.

Students should complete the following steps to order an official transcript:

1. Log into your MyRSTC Account by using your username and password
 - Username : Your email address (A# followed by @rstc.edu) Example: A01234567@rstc.edu
 - Password: !RSTCMMDDYY (MMDDYY should be replaced by your birthdate. Example: If you were born January 3rd, 2004, the password would be !RSTC010304 not !RSTC01032004. Do not use 4 digits for the year, only the last
2. Select “Student Landing Page”
3. Select Transcript- Order Official Request
4. Follow instructions on the screen to begin order

Students will receive one complementary transcript during their first order. Students requesting additional transcripts will be assessed a \$5 fee. Parchment offers students the ability to track their requested transcripts by clicking <https://www.parchment.com/u/order/track> .

Facsimile Records (Fax)

Reid State Technical College does not send nor accept faxed transcripts as official transcripts.

Standards of Academic Progress

General — All Students

These standards of progress shall apply to all students unless otherwise noted.

Exceptions:

1. Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than four semesters in length may have higher standards of progress than the institutional standards of progress.
2. Transfer students may be placed on Academic Probation upon admission and must transition to these standards of academic progress.
3. Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid. For more information, see “Standards of Academic Progress Policies” for financial aid recipients in this College Catalog and Student Handbook.

Standards of Progress Policy

Required GPA Levels for Students According to Number of Hours Attempted at Reid State:

1. Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.
2. Students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.

3. Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

Intervention for Student Success

When a student is placed on Academic Probation, One Term Academic Suspension, or One Calendar Year Academic Suspension, College officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

Application of Standards of Progress

1. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at Reid State, the student's status is Clear.
2. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at Reid State, the student is placed on **Academic Probation**.
3. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at Reid State but the semester GPA is 2.0 or above, the student remains on Academic Probation.
4. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at Reid State and the semester GPA is below 2.0, the student is suspended for one semester. The transcript will read **SUSPENDED- ONE SEMESTER**. A student who is placed on suspension for one semester will have their schedule dropped.
5. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read: **SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL**.
6. The student who is readmitted upon appeal re-enters Reid State on Academic Probation.
7. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear academic status and whose Cumulative GPA falls below the level required for the total number of hours attempted at Reid State but whose semester GPA is 2.0 or above will remain on Academic Probation until the student achieves the required GPA for the total number of hours attempted.
8. A student returning from a one term or one-year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0 will be placed on a one-year suspension. The transcript will read **"SUSPENDED—ONE YEAR."** A student who is placed on suspension for one year will have their schedule dropped.
9. The student may appeal a one term or one-year suspension. If, upon appeal, the student is readmitted, the transcript will read **"SUSPENDED—ONE YEAR/READMITTED UPON APPEAL."**
10. The student's transcript will display all applicable designations (except when the status is clear).
11. Students who are re-admitted upon appeal will need to see the Financial Aid Office to determine their financial aid status. Being re-admitted to the institution does not automatically reinstate your financial aid.

Process for Appeal for Readmission

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an “appeal for readmission” to the Admissions Committee within a designated published number of days of receipt of the notice of suspension.

During the meeting of the Admissions Committee, which shall not be considered a “due process” hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission.

The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the College’s official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

Definition of Terms

1. **Grade Point Average (GPA):** The grade point average based on all hours attempted during any one term at Reid State based on a 4-point scale.
2. **Cumulative Grade Point Average (GPA):** The grade point average based on all hours attempted at Reid State based on a 4-point scale.
3. **Clear Academic Status:** The status of a student whose Cumulative Grade Point Average (GPA) is at or above the level required by this policy for the number of credit hours attempted at Reid State.

ACADEMIC PROBATION:

1. The status of a student whose Cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at Reid State; or
2. The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at Reid State but whose semester GPA for that term was 2.0 or above.

One Semester Academic Suspension:

The status of a student who was on Academic Probation the previous term but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose Cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted at Reid State and whose Semester GPA for that term was below 2.0.

One Year Academic Suspension:

The status of a student who was on Academic Probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose Cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at Reid State and whose Semester GPA for that term was below 2.0.

Appeal of Suspension: The process by which an institution shall allow a student suspended for one term or one year (whether a “native” student or a transfer student) to request readmission without having to serve the suspension.

Students Under the Title IV Federal Financial Aid Programs (i.e., Pell Grant)

1. To be eligible for Title IV federal financial aid, students must meet either the standards of progress requirements applicable to all students at the institution or more stringent requirements as determined by the institution.
2. When a student who is eligible for Title IV Federal Financial Aid is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. The student will not be eligible again to receive financial aid until he/she makes the cumulative GPA required for the number of credit hours attempted at the institution or the semester GPA is 2.0 or above (based on at least 12 credit hours or above attempted at Reid State during that semester).
3. Eligible students may receive Title IV Federal Financial Aid for a period of time not to exceed 1.5 times the normal length of a specific program (the “normal length” of a specific program will vary dependent upon whether the student is half-time, three-fourths-time, or full-time).
4. Each student on Title IV Federal Financial Aid must earn each academic year two-thirds of the minimum number of hours required for each academic year to complete a program in the normal length of time allowed. For programs of one academic year or less, student progress will be measured prior to the end of the program. The normal length of time allowed for specific program completion is determined by the institution. If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.
5. Students who do not meet these standards will be ineligible for Title IV Federal Financial Aid. Satisfactory academic progress is checked at the end of each semester.
6. A Title IV Federal Financial Aid recipient who is enrolled in a developmental (remedial) course may not enroll in the same course more than three times and continue to receive financial assistance. A Title IV federal financial aid recipient may not be paid for more than 30 semester credit hours of developmental work. Developmental (remedial) courses are calculated in the quantitative calculation toward financial aid eligibility.

Veterans Benefits

To be eligible for Veterans Administration benefits, qualified students eligible for such benefits must meet the standards of progress requirements applicable to all students at Reid State (i.e., as specified in the sub-section General — All Students of this section on Standards of Progress).

Institutional Credit Courses

Institutional credit courses are those courses which are not creditable toward a formal award and which include training-for-business and training-for-industry courses and courses numbered below the 100 level.

Reid State may choose to assign grades other than those generating quality points to institutional credit courses. The approved grades are Satisfactory (S), Unsatisfactory (U), and In Progress (IP) (see policy on optional grades for institutional credit courses)

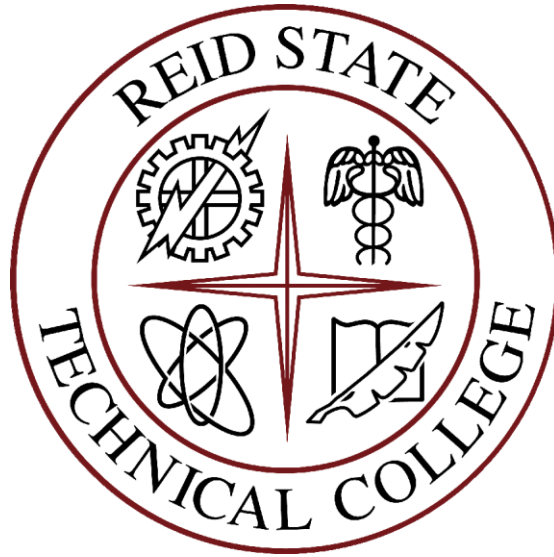
Special standards of progress for students enrolled in these courses are as follows:

1. A student who is enrolled in an institutional credit course and who receives a grade of U or IP for one semester may not take the course a second semester until he/she receives special academic advising.
2. After the second semester in which the student receives a grade of U or IP in the same course, the student must appeal through the institution's appeal process before the student will be allowed to re-enroll in the course.

Prerequisites

A student who fails the first course of a sequence cannot take the succeeding courses before he or she has made up the failure. Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisites is obtained from the department chairperson, Admission/Placement Committee, or Executive Director of Student Services.

**EVENING/SPECIAL PROGRAMS
WORKFORCE DEVELOPMENT AND TEBI
CONTINUING EDUCATION**



EVENING AND WEEKEND PROGRAMS

Reid State Technical College schedules evening classes for student convenience. These offerings are intended to enable students to satisfy most requirements for various programs of study. Evening programs share the same mission and are qualitatively consistent with weekday programs. As extensions of most weekday programs of study, the evening programs feature courses, assignments, grading standards, attendance requirements, and instructors comparable to those offered on weekdays. See the schedule of classes for a list of evening programs.

If you have any questions please contact Dr. Kevin Ammons at (251) 578-1313 or kammons@rstc.edu

CONTINUING EDUCATION

High school graduation or the equivalent is not required for participating in Continuing Education courses. Continuing Education (CE) courses are primarily special interest classes, designed to expand one's horizons, enhance skills, and create new interests. Courses offered vary from semester to semester and include a variety of topics. Call (251) 578-1313 for more information.

TRAINING FOR EXISTING BUSINESS (TEBI) AND INDUSTRY

Training for Existing Business and Industry (TEBI) offers a wide variety of services relative to Workforce Development Training. Focusing on developing community and corporate partnerships, the College works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace.

TEBI services offer certified training in computer courses, Microsoft applications, customer service and quality training. Training for Existing Business and Industry also offers organizational development consultation, and development of customized training courses for specific business needs.

TEBI offers group rates on the training programs. In addition, CUSTOMIZED TRAINING may be designed to meet specific company or organizational needs. Customized training is available upon request when and where needed and is tailored to meet your company needs. TEBI works closely with local business leaders to provide professional instruction that upgrades the skills needed in today's workplace.

Call (251) 578-1313 for more information.

WORKFORCE DEVELOPMENT TRAINING

The Office of Workforce Development provides employer-driven workforce services designed to prepare Alabama's citizens to be productive members of a world class workforce. We offer training programs, state-of-the-art facilities, and a team of experienced professionals to meet your training needs. Now you can access comprehensive skill development anytime, anywhere, affordably, and conveniently.

The purpose of the Office of Workforce Development is to provide quality employment and training services for employers and job seekers at all levels. The office provides a single access point for job seekers and employers and functions as a clearing house for workforce development information to insure a coordinated effort between Reid State Technical College, business and industry and all related workforce programs. The Office offers job seekers a connection to local industry and their job training needs. Call (251) 578-1313 for more information.

COMMUNITY ENRICHMENT

Community Enrichment courses are primarily special interest classes, designed to expand one's horizons and create new interests. Each semester, a publication describing the current offerings is made available to the public. Interested persons may be placed on the mailing list for these publications by calling or writing the Center for Workforce Development Training. Courses offered vary from semester to semester and include a variety of topics ranging from Conversational Spanish to Financial Planning.

PROFESSIONAL DEVELOPMENT COURSES

Professional development courses include seminars and workshops aimed at individuals already in the workplace who need to update their knowledge and skills. Because these non-credit courses are flexible, they can be quickly arranged to meet the constantly changing need of area businesses and industries. These programs are held on the Reid State campus in Evergreen, at local businesses, or other convenient locations.

Why do people register for non-credit courses?

1. Gain new learning experiences.
2. Develop or advance in a new career
3. Associate and enjoy being with others.
4. Increase self-esteem.
5. Have fun and develop new interests.
6. Upgrade existing job skills.

Note: Anyone interested in registering for non-credit courses please call (251) 578-1313.

Registration Policy for Professional Development Courses

Registration may be done in person, by mail, or fax. The early registration deadline for each course is one week prior to the first class meeting. Registration made after the early registration date may be subject to an additional \$5 fee.

Tuition /Payment of Fees

Fees for non-credit courses are listed in each course description. Tuition is to be paid in advance before the first class meeting. No one is officially enrolled until the fee is paid and registration is received. Payments can be made in the form of cash, check, money order, or credit card. Please note: Checks and money orders need to be made payable to Reid State Technical College.

Bad Weather or Emergency Policy

All College programs and instructors abide by the policy of the College; therefore, non-credit classes will not be cancelled unless other College classes are cancelled. The only exception to this policy is if the instructor informs his or her students that he or she will not be present at a given class meeting. The instructor is then responsible for arranging a make-up class.

Office Hours

The Office of Workforce Development is open between the hours of 7:30 a.m. and 4:30 p.m., Monday through Thursday and 7:30 a.m. and 1:00 p.m. Friday.

Further Information

If you would like to be added to our mailing list or have suggestions, learning needs, or questions about Workforce Development Training offerings, please call (251) 578-1313.

ADULT EDUCATION

The Reid State Technical College Adult Education Program has the vision of assisting adults in learning and developing skills for employment and self-sufficiency. An educated, employed workforce improves the social and economic conditions of any community. Adult Education is a vital factor in improving the social and economic condition of our state, and Conecuh County.

Contact Caroll Byrd-Lymon @ (251) 578-1313 or email cbyrd@rstc.edu

ADULT EDUCATION PROGRAM INFORMATION

Adult Education classes are available free of charge. Classes are conducted on a year round basis and schedules are adapted to meet the needs of the individual learner. Day time and evening classes are available.

Adults are accepted at the age of seventeen (17). An adult who has been enrolled in a secondary school within the past twelve months must furnish a copy of his/her withdrawal form. All new students are required to attend orientation before entering into GED classes. Each student is given an assessment test upon enrolling in the program. This test allows student to begin on their proper grade level and progress at their own pace until they are prepared to test. Tests are used to determine placement, when a learner is ready to move to a higher level and when a learner is ready to take the GED test. Adult Education students are expected to adhere to all College and Adult Education rules and regulations related to student standards of conduct.

Career Pathways Program

Career Pathway is a series of connected education and training programs and student support services enabling individuals to secure a job or advance in a high demand industry or occupation. Career Pathways focus on easing and facilitating student transition from Adult Education to community college or employment; from high school to community college; from pre-college courses to credit postsecondary programs; and from community college to university or employment. Students enrolled in this program will gain certificates, stackable credentials, and degrees in demand occupations.

Special Populations Program

The Special Populations Program encourages students to seek guidance and counseling services when planning and preparing for College admittance. Proper selection of programs and courses ensures accurate placement of students in their courses.

Students' academic and personal achievements are enhanced through periodic Special Populations seminars that help to build study skills, test-taking skills, self-esteem, and general knowledge of current events. The Special Populations Program makes every effort to encourage student's participation in College activities via the student monthly calendar. All efforts by the Special Populations Program are to develop every aspect of participants' total experience: educational, personal, professional, family, and community as job training skills are being acquired.

Individuals served by the Special Populations program include: 1) displaced homemakers- unemployed homemakers without job skills; 2) persons who have not earned a high school diploma or GED; 3) JOBS program participants-individuals training to enter the workforce; 4) sex equity program participants-students in non-traditional career paths; and 5) single parents.

The Reid State Technical College's Special Populations Program may be of assistance to you. For additional information, contact the Student Activities Coordinator located in the Edith A. Gray Library and Technology Center.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

STANDARDS OF CONDUCT AND ENFORCEMENT

Reid State Technical 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 confirmation of such prohibited possession, use, or distribution by a student or employee, Reid State Technical 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 visitors engaging in any act prohibited by this policy shall be called upon to immediately desist from 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

State and Federal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs.

State Offenses: Activities which violate Alabama laws concerning illicit possession, use, and distribution of alcoholic beverages or drugs include, but are not limited to, the following:

Schedule I consists primarily of “street drugs” such as heroin, morphine, marijuana, LSD, mescaline, etc.

Schedule II includes opium, cocaine, and methadone, among other illicit drugs; Schedule III drugs include those which have less potential for abuse than Schedule I or II, and those substances with the least potential for abuse are included in Schedule IV and V. The Schedules may be found in Code of Alabama (Code) [1975], sec. 20-23, et seq.

1. Public intoxication is a violation. (Code 13A, sec. 11-10).
2. Possession, consumption, or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by a fine of \$25 - \$100 or a 30-day jail term (Code, sec. 28-1-5).
3. Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50 - \$100 and, in the discretion of the judge, a jail sentence of up to six (6) months (Code, sec. 28-4-20).
4. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of \$100 - \$1,000 plus, in the discretion of the judge, a jail sentence of up to six (6) months. (Code, sec. 28-1-1).
5. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable upon the first conviction, by a fine of \$250 - \$1,000 and/or one year in jail plus suspension of driver’s license for 90 days (Code, sec. 32-5A-191).
6. Possession of marijuana for personal use is punishable by a fine of not more than \$6,000 and a jail sentence of up to one year (second degree charge, Class A misdemeanor) (Code, sec. 13A-12- 214).
7. Possession of marijuana for other than personal use is punishable by a fine of not more than \$15,000 and a prison sentence of not more than ten years (first degree charge, Class C felony) (Code, sec. 13A-12-213).
8. The selling, furnishing or giving away, manufacturing, delivery or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$30,000 and/or a prison term of not more than 20 years (Class B felony) (Code, sec. 13A-12-211).
9. The selling, furnishing, or giving by a person 18 years or older to a person under the age of 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled

Substance Act is punishable by a fine of up to \$60,000 and/or a prison term of up to life (Class A felony) (Code, sec. 13A-12-215).

10. Possession of a controlled substance enumerated in Schedule I - V is punishable by a fine of up to \$7,500 and/or a prison term of not more than 10 years (Class D felony) (Code sec. 13-12-212).
11. Conviction for an unlawful sale of a controlled substance in or, within a three-mile radius of an educational institution brings with it an additional penalty of 5 years of imprisonment with no provision for parole (Code, sec. 13A-12-250).
12. The use, or possession with intent to use, of drug paraphernalia is punishable by up to three months in jail and/or a fine of up to \$6,000 (Code, sec. 13A-12-260).
13. The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by no more than 10 years in prison and/or a fine of up to \$6,000 (Class A misdemeanor). If the delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to \$30,000 (Class B felony) (Code, sec. 13A-12-260). Penalties for subsequent violations of the above-described provisions are progressively more severe than the initial convictions.

Federal Offenses:

Activities which violate federal laws concerning illicit possessions, use, and distribution of alcoholic beverages and drugs include, but are not limited to, the following: 21 U.S.C. 841 makes it a crime:

(a) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or (b) to create, distribute, or dispense, or counterfeit substance.

(The U.S. Code establishes and authorizes the U.S. Attorney General to revise as needed, classifications of controlled substances. The drugs are each classified in one or more of five "schedules," Schedule I being comprised essentially of "street drugs" and Schedule V being comprised of drugs with a "low potential for abuse" when compared with drugs in Schedule I-V. Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams.

The penalties for a first offense conviction of violating the laws described in items (a) and (b) above are:

1. In case of a schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine of not more than \$25,000, or both.
2. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five (5) years in prison, a fine of not more than \$15,000 or both.
3. In the case of a Schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000 or both.
4. In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than \$5,000 or both.

5. Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine or not more than \$5,000.
6. Notwithstanding sub-paragraphs (a) through (b) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phencyclidine (PCP, “angel dust”) is punishable by up to ten (10) years in prison and/or a fine of not more than \$25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

Local Ordinances:

The State of Alabama Code has been adopted locally.

HEALTH RISKS OF DRUG AND ALCOHOL USE AND ABUSE

Following is a list of some of the health risks and symptoms associated with the following categories of substances. It is not intended to be the final work on such health risk, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

1. Alcohol

Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer, and distilled spirits. Ethyl alcohol can produce feelings of well-being, sedation, intoxication, unconsciousness, or death, depending on how much is consumed and how fast it is consumed. Alcohol is a “psychoactive,” or mind-altering drug, as are narcotics and tranquilizers. It can alter moods, cause changes in the body, and become habit-forming. Alcohol depresses the central nervous system and too much can cause slowed reaction, slurred speech, and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse can also lead to damage to the brain, pancreas, and kidneys; high blood pressure, heart attacks, and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility; and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

2. Cannabis

- a) Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
- b) Regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high”. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis.

Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

3. Cocaine

- a) Includes cocaine in powder form and “crack” in crystalline or pellet form.
- b) Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical

dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

- c) Crack or freebase rock is extremely addictive, and its effects are felt within 10 seconds. The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

4. Other Stimulants

- a) Include amphetamines and methamphetamine ("speed"), phenmetra-zine (Preludin), methylphenidate (Ritalin), and "anorectic" (appetite suppressant) drugs such as Didrex, Pre-Sate, etc.
- b) Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

5. Depressants

- a) Include such drugs as barbiturates, methaqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Miltown, etc.
- b) The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

6. Narcotics

- a) Include such substances as heroin, morphine, opium, and codeine as well as methadone, meperidine (Demerol), hydro morphine (Dilaudin), and such drugs as Percocet, Percodan, Darvon, Talwin, etc.
- b) Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

6. Hallucinogens

- a) Include phencyclidine (“PCP”), lysergic acid diethylamide (“LSD”), Mescaline, peyote, and psilocybin.
- b) Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year following prolonged daily use. Mood disorders – depression, anxiety, and violent behavior—also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, or psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

7. Inhalants

- a) Includes such substances as nitrous oxide (“laughing gas”), amyl nitrite, butyl nitrite, chlorophydrocarbons (used in aerosol sprays), and hydrocarbons (found in gasoline, glue, and paint thinner).
- b) Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates, and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage. Deeply inhaling the vapors, or using large amounts over a short period of time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

8. Designer Drugs

- a) Designer drugs include analogs to fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamine (such as “Ecstasy”), and analogs of phencyclidine.
- b) Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. The narcotic analogs can cause symptoms such as those seen in Parkinson’s disease—uncontrollable tremors, drooping, impaired speech, paralysis, and irreversible brain damage. Analogous of amphetamines and methamphetamine cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and

paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

Where to Get Assistance

Help is available for persons who are in need of counseling or other treatment for substance abuse. Listed below are agencies and organizations which can assist persons in need of such services.

On-Campus Assistance

The Executive Director of Student Services at Reid State Technical College is available to students and employees of the College concerning information on substance abuse, substance abuse prevention, as well as information on and assistance in obtaining counseling or other treatment services.

Local Information and Referral

Help is available for persons with mental illness, intellectual disability, and substance use disorders. You may use the options provided below to determine what services are available in your county through the Alabama mental health system.

Option 1: The easiest way to find the services you may need is to call the Help Line at (800) 367- 0955. This line is operated by Alabama Department of Mental Health personnel who can direct you to professional services in your area.

Option 2: You may use the chart below to call the point of contact in your county for services related to mental illness, intellectual disabilities, and substance use disorders.

County	Mental Illness Services	Intellectual Disability Services	Substance Use Disorder Services
Baldwin	(251) 928-2871	(251) 947-5608	(251) 928-2871
Butler	(877) 530-0002	(877) 530-0002	(877) 530-0002
Conecuh	(251) 578-4545	(251) 578-4545	(251) 578-4545
Covington	(877) 530-0002	(877) 530-0002	(877)530-0002
Escambia	(251) 867-3242	(251) 867-3242	(251) 867-3242
Monroe	(251) 575-4837	(251) 575-4837	(251) 575-4837
Wilcox	(334) 682-4499	(334) 682-4499	(334) 682-4499
G and H Addiction Treatment Center, Inc. Treat the whole person: mind, body and spirit (866) 439-1807 Does not accept Medicare or Medicaid		Bradford Health Services (800) 333-1865	

Lakeview Center Inc. (Adult Outpatient Services) Phone: (850) 256-6280 Hotline: (850) 438-1617	The Treatment Center (888) 433-9869 Does not accept Medicare or Medicaid
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LOCAL TREATMENT FACILITIES

The treatment facilities listed below provide either alcohol, drug, or both alcohol and drug treatment on an outpatient, residential, or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. Inpatient services include such treatment as detoxification and short-term hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling and self-analysis.

Some of the listed facilities are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment.

There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

SUBSTANCE ABUSE TREATMENT CENTERS

Name	Address	Phone Number	Website
Southwest Alabama Behavioral Healthcare Systems	328 Claiborne Street Monroeville, AL 36460	(251) 575-4203	www.swamh.com
Southwest Alabama Behavioral Healthcare Systems	1321 McMillian Ave Brewton, AL 36426	(251) 867-3242	www.swamh.com
South Central Alabama CMHC Covington County Adult Intensive O/P Montezuma Complex	205 Academy Drive Andalusia, AL 36420	(334) 428-5050 Intake: (334) 428-5040	www.scamhc.org
South Central Alabama Mental Health Center: First Step	205 Academy Drive Andalusia, AL 36420	24-hour Helpline: 888-653-5557	www.scamhc.org
Lakeview Center Inc. Adult Outpatient	6021 Industrial Blvd Suite A Century, FL 32535	(850) 256-6280 Intake: (850) 256-6281 Hotline: (850) 438-1617	www.elakeviewcenter.org
Wilcox County Satellite	45 Camden Bypass Camden, AL 36726	(334) 682-4499 Hotline: (334) 412-1619	www.cahabamentalhealth.com

MENTAL HEALTH TREATMENT CENTERS

Name	Address	Phone Number
Genesis School	111 Perryman Street Evergreen, AL 36401	(251) 578-5291
Adult In Home Services Center Wide	19815 Bay Branch Road Andalusia, AL 36420	(334) 222-2525
South Central Alabama CMHC	19815 Bay Branch Road Andalusia, AL 36420	(334) 222-2523
Andalusia Adult Outpatient Covington County	19815 Bay Branch Road Andalusia, AL 36420	(334) 222-2525
South Central Alabama CMHC Therapeutic Group Home	205 Academy Drive Andalusia, AL 36420-4154	(334) 428-5050
Rehab Day Montezuma Complex Covington County	205 Academy Drive Andalusia, AL 36420	(334) 428-5050
Andalusia Therapeutic CRF Covington County	205 Academy Drive Andalusia, AL 36420	(334) 428-5050
South Central Alabama CMHC Butler County MH Center Day Treatment	185 Industrial Parkway Greenville, AL 36037	(334)382-2018
L V Stabler Memorial Hospital Geropsychiatric Care	29 L V Stable Drive Greenville, AL 36037-3850	(334) 382-2671
Century Clinic	6021 Industrial Blvd Ste. A Century, FL 32535-3312	(850) 256-6281
Baldwin County CMHC	2009 Medical Center Drive Bay Minette, AL 36507-4163	(251) 937-2010
Cahaba Center for MH/MR Services Wilcox County Satellite	45 Camden Bypass Camden, AL 36726-1751	(334) 682-4499

National Toll-Free Hotlines and Websites

Treatment Facility Locator

(800) 662-HELP

<http://findtreatment.samhsa.gov>

Cocaine Anonymous

<http://ca.org>

Marijuana Anonymous

<http://www/marijuana-anonymous>

Narcotics Anonymous

<http://na.org>

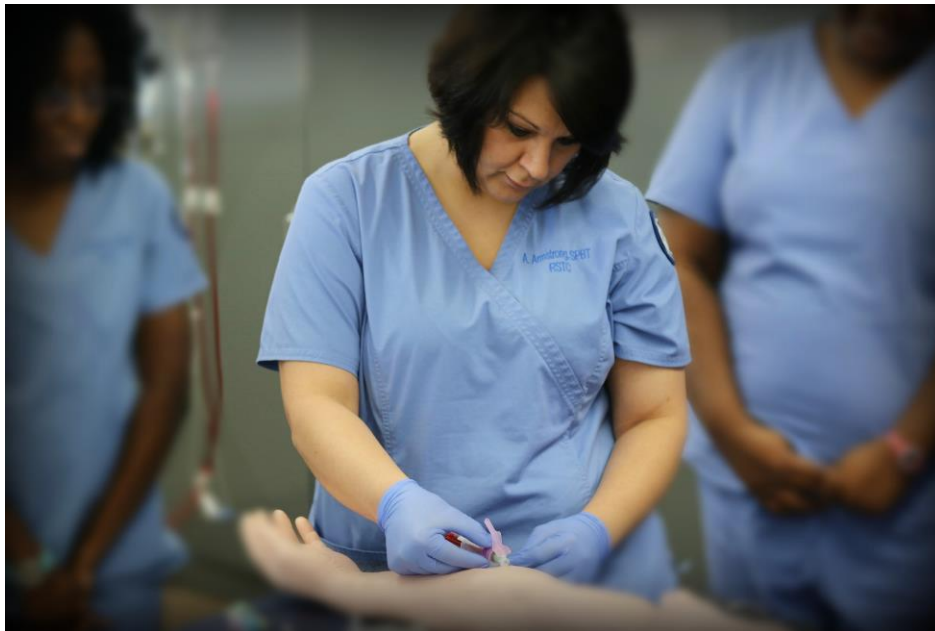
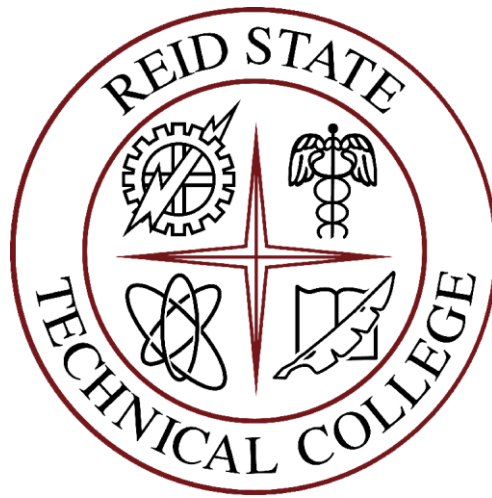
Alcoholics Anonymous

<http://www.aa.org>

SAMHSA's National Helpline (Substance Abuse and Mental Health Services Administration) free and confidential information is available in English and Spanish for individuals and family members facing substance abuse and mental health issues. Telephone: 24 hours a day, 7 days a week.

(800) 662-HELP (4357). (800) 487-4889 (TDD)

BLOOD BORNE PATHOGENS EXPOSURE POLICY

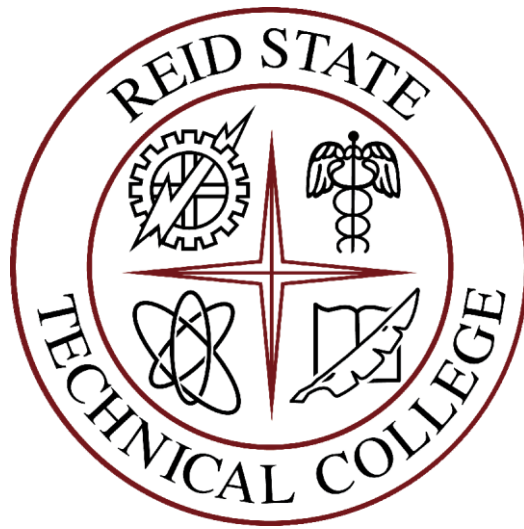


BLOOD BORNE PATHOGENS EXPOSURE POLICY

Reid State Technical College does not discriminate against qualified applicants, students, and employees who are infected with Hepatitis, HIV, or other blood borne pathogens. Students, applicants, and employees who are infected with a blood borne pathogen such as Hepatitis or HIV virus will not be excluded from enrollment or employment or restricted in their normal responsibilities or access to College services and facilities because of their infected status. The College adheres to the reporting and control guidelines and responsibilities as described by the Alabama State Board of Health and its Division of Disease Control.

The College also adheres to the rules and regulations established by the various health profession associations and organizations for students and health care practitioners infected with Hepatitis, HIV, and other blood borne pathogens to ensure the safety of the patient. These medical rules and regulations may exclude and/or restrict applicants, students, and employees from admission and/or other activities in programs such as the health professions, food preparation, childcare, and cosmetology, if medically based judgments indicate that infected persons may be harmful to the welfare of other applicants, students, and employees. Applicants, students, and employees should refer to the respective program for further information. Other resources are available through the local Health Department.

AMERICANS WITH DISABILITIES ACT (ADA)



REHABILITATION ACT

Reid State Technical College complies with Section 504 of the *Rehabilitation Act of 1973* as amended and does not discriminate on the basis of disability in admission of, access to, or treatment or employment in, its programs or activities. Questions or concerns regarding this Act should be directed to Dr. Kevin Ammons, ADA/504 Coordinator, P.O. Box 588, Evergreen, Alabama 36401, (251) 578-1313.

AMERICANS WITH DISABILITIES ACT (ADA)

The Americans with Disabilities Act (ADA) provides federal civil rights protection to people who are considered disabled. Compliance with the Americans with Disabilities Act is a priority of Reid State Technical College.

THE ALABAMA COMMUNITY COLLEGE SYSTEM PROVIDING SERVICES FOR STUDENTS WITH DISABILITIES

Services as amended reasonable accommodations are provided pursuant to Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*. The Alabama Community College System is committed to working with individuals with disabilities. It is a goal of The Alabama Community College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama Community College System institutions. Alabama Community College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by the respective College to be essential or fundamental will not be modified.

Alabama Community College System institutions strive to eliminate barriers to learning or participation in other institutional activities and provide the following services for students and faculty:

1. Screening of disability documentation
2. Determination of appropriate accommodations
3. Communication with faculty and/or staff regarding student needs
4. Referral to other available campus and/or community resources

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student. Appropriate accommodations may include but are not limited to:

1. Extended time of exams
2. Permission to tape lecture
3. Testing accommodations

4. Priority registration
5. Enlarged print/graphics
6. Priority seating
7. Distraction-reduced testing environment
8. Note-taking support
9. Alternative format materials

Students with disabilities are responsible for informing Reid State Technical College about the disability and the need for reasonable accommodations. This should be done prior to or upon enrollment at the College. Students must furnish adequate documentation of their disabilities from medical or other appropriate professional in order to substantiate the need for service.

SERVICES FOR STUDENTS WITH DISABILITIES

Reid State Technical College is committed to serving college students with disabilities. All departments across the campus are available to provide a broad range of services designed to meet the needs of college students with disabilities.

If you are applying to Reid State Technical College and you have a disability, the ADA Coordinator recommends you do not submit disability documentation to the admissions office. Admissions decisions are made without regards to disability status. Should you have any questions, please contact Dr. Kevin Ammons the ADA Coordinator at (251)578-1313, Ext. 231.

Disability Support Services

The ADA Coordinator is the central point of contact for students with disabilities. Services for students with disabilities focus upon providing individualized accommodations while promoting student responsibility and self-advocacy. The ADA Coordinator views the provision of reasonable accommodations for students with disabilities as a collaborative effort, requiring the cooperation of faculty, staff, and students.

Students who choose not to self-identify when they enter Reid State Technical College do not forfeit their right to identify themselves and to receive accommodations at a later date. However, Reid State Technical College is not obligated to provide accommodations or services for students with disabilities until students are registered with the ADA Coordinator and make known their need for accommodations each academic term.

Parking

Accessible parking areas are available to students who are certified for disability parking by their home county.

Library Resources Centers System Access and Assistance

Library staff may be contacted during business hours to ensure access to library collections and services. Special services include research assistance, telephone reference, and retrieval of materials, photocopying assistance, library orientation, special checkout arrangements, and extended loan periods for reserved materials. For more information please contact the Library at (251) 578-1313.

Alabama Department of Rehabilitation Services (ADRS)

ADRS exists to enable individuals with disabilities to reach their potential. ADRS provides necessary diagnostic, medical, educational, technology, independent living, vocational counseling, and employment services to eligible individuals with disabilities to assist them in entering into employment. They do not provide comprehensive psychological services. For more information, contact ADRS at (334) 293-7500, toll free number (800) 441-7607, or visit their website.

<http://www.rehab.alabama.gov>

Note: Students with disabilities are encouraged to become actively involved with campus organizations. One of our goals at Reid State Technical College is to assist students with developing self-advocacy skills and becoming an active member on campus. If you need more information about a campus organization, contact the Executive Director of Student Services at (251) 578-1313.

VERIFICATION OF DISABILITIES

Students with disabilities who are seeking services from Reid State Technical College are required to submit documentation to the office of the Executive Director of Student Services, who serves as the ADA Coordinator, to verify their eligibility for services under Section 504 of the Rehabilitation Act and/or the Americans with Disabilities Act. The documentation must specify a major life activity (such as walking, eating, writing, or learning) that has been substantially limited by a disability. The following guidelines ensure that documentation of disabilities is appropriate to verify eligibility and to support requests for accommodations. These guidelines correspond with federal guidelines and Reid State Technical College policies, and/or the Association on Higher Education and Disability (AHEAD) and/or Educational Testing Service (ETS) guidelines on documentation of disabilities.

Reid State Technical College has an obligation and a responsibility to maintain confidentiality of evaluation information and does not release disability documentation.

Qualifications of the Evaluator

The name, title, and license/certification credentials of the evaluator, including information about license or certification (i.e., licensed psychologist) as well as the area of specialization, employment, and state in which the individual practices, must be clearly stated in the report. The following professionals are generally considered qualified to diagnose learning disabilities: clinical psychologists, school psychologists, neuropsychiatrists, learning disability specialist, diagnostician and psychiatrists who have expertise in evaluating the impact of learning disabilities on an individual's *educational* performance. All reports should be on letterhead, dated, and signed.

Current/Comprehensive Documentation

Generally, an evaluation should be no more than three years old. Documentation should substantiate the need for services based on the student's *current level of functioning*. A school plan such as an Individualized Education Plan (IEP) or a 504 Accommodation Plan is insufficient documentation but may be included as part of a more comprehensive report.

Identification of Learning Disabilities

Evaluation should include a clinical interview, assessment of aptitude AND academic achievement, and a diagnosis of Learning Disability.

Clinical Interview – Relevant information regarding the student’s academic history and learning abilities should be included. Also, medical, developmental, and social histories should be investigated and reported, along with any family history of educational, medical, or psychosocial difficulties. Medical, social, and psychological problems should be ruled out as causes of learning disabilities.

Assessment of Aptitude – A complete intellectual assessment, with standard scores reported, is required. The following tests are recommended for assessment of aptitude; other appropriate measures may be used at the examiner’s discretion.

1. Wechsler Adult Intelligence Scale (3rd Edition).
2. Stanford-Binet Intelligence Scale (4th Edition).
3. Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems.
4. The Slosson Intelligence Test–Revised and the Kaufman Brief Intelligence Test are screening devices, thus are not appropriate for the diagnosis of learning disabilities.

Assessment of Academic Achievement – Norm-referenced academic achievement tests, with all subtests and standard scores reported, are essential. The assessment should include evaluation of reading, math, and written language. Also, it may be useful to include other evaluations, such as informal inventories or classroom observations. The following standardized tests are recommended for assessment of academic achievement: other appropriate measures may be used at the examiner’s discretion.

1. Woodcock-Johnson Psychoeducational Battery – Revised: Tests of Achievement (to substantiate any processing problems).
2. Wechsler Individual Achievement Test (if student falls within age norms).
3. Kaufman Test of Educational Achievement (if student falls within age norms).
4. Key Math Diagnostic Arithmetic Test-Revised (if student falls within age norms).
5. Test of Written Language–3 (if student falls within age norms).
6. Grey Oral Reading Test 3 (if student falls within age norms).
7. The Wide Range Achievement Test (WRAT3) is a screening device, thus is not appropriate for the diagnosis of learning disabilities.

Diagnosis of Learning Disabilities

The evaluator should use direct language in the diagnosis of a learning disability based on Diagnostic and Statistical Manual of Mental Disorders (DSM-5) criteria: a **SPECIFIC statement that a learning disability exists is required for services and accommodations.**

Also, the evaluator **must describe the substantial limitation(s) to academic learning** that are presented by the learning disability. If the data indicate that a learning disability is not present, the evaluator should state that finding in the report. The report must outline any alternative explanations and diagnoses.

Recommendations for Accommodations

The report should include specific recommendations for academic accommodations **and** the rationale for such accommodations. If accommodations are not identified specifically in the diagnostic report, the ADA Coordinator must request this information before services can be provided. A history of accommodations does not in itself warrant the provision of similar accommodations at Reid State Technical College. The final determination of appropriate and reasonable accommodation rests with the ADA Coordinator.

The diagnostic report must include specific recommendations for accommodations and a detailed explanation of why each accommodation is recommended.

ATTENTION DEFICIT DISORDER (ADD) ATTENTION DEFICIT HYPERACTIVITY DISORDERS (ADHD)

Disability Verification

Qualifications of the Evaluator

The name, title, and license/certification credentials of the evaluator should be stated in the report. The following professionals are considered qualified to evaluate ADD/ADHD: physician, psychiatrist, clinical psychiatrists, neurologist, or neuropsychiatrists that have expertise in evaluating the impact of ADD/ADHD on an individual's *educational* performance. A diagnosis of ADD/ADHD by someone whose training is not in these fields is not acceptable. All reports should be on letterhead, dated, and signed.

CURRENT DOCUMENTATION

Evaluation should be no more than three years old and must provide a clear statement of the presenting problem. Changes may have occurred in the student's performance since a previous diagnosis, or new medication may have been prescribed or discontinued since the initial diagnosis was made. Documentation should substantiate the need for services based on the student's *current* functioning and must define the level of functioning and any limitations supported by evaluation data.

Identification of ADHD

A comprehensive evaluation should include a clinical interview, assessment of attention difficulties, and a diagnosis of ADD or ADHD using DSM-5 criteria. A school plan such as an IEP or a 504 Accommodation Plan is insufficient documentation but may be included as part of a more comprehensive report.

Clinical Interview

Because ADHD is, by definition, first exhibited in childhood and manifests itself in more than one setting, relevant historical information is essential. The student's academic history should be included. Medical, developmental, and social histories should be investigated and reported, along

with any family history of educational, medical, or psychosocial difficulties. A description of the individual's presenting attention symptoms should be provided, as well as any history of such symptoms. A family history of ADHD and the student's medication history also are important. High school IEP, 504 Plans, and/or a letter from a physician or other professional will not be sufficient to document ADD or ADHD. Medication cannot be used to imply a diagnosis.

Assessment of Attention Difficulties

The evaluator should include any assessment data that supports or refutes a diagnosis of ADHD. Assessments such as checklists and rating scales are very important, but checklists, surveys, or subtest scores should not be used as the SOLE criterion for a diagnosis of ADHD.

The evaluator should investigate the possibility of dual diagnoses and/or co-existing medical and/or psychological disorders that result in behaviors that mimic ADHD. Medical, social, and psychiatric problems should be ruled out as causes of ADHD.

Diagnosis of ADD/ADHD Using DSM-IV Criteria

Individuals who exhibit general problems with organization, test anxiety, memory, and concentration do not fit the diagnostic criteria for ADHD. Likewise, a positive response to medication by itself does not confirm a diagnosis of ADHD. The diagnostician should use direct language in the diagnosis of ADHD, avoiding the use of terms such as "suggests", "is indicative of", or "attention problems". **A SPECIFIC statement that the student is diagnosed with ADD or ADHD and the accompanying DSM-IV criteria are required for services and accommodations.** Also, the evaluator **must describe the substantial limitation(s) to academic learning** presented by the attention disorder. If the data indicate that ADHD is not present, the evaluator should state that finding in the report. Additionally, any alternative explanations or diagnoses must be ruled out.

Diagnosis must be clearly supported (with data provided) using relevant test data with standard scores to support conclusions, including at least:

1. WAIS-R.
2. Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language.
3. Behavioral Assessment Instruments for ADD/ADHD (normed on adults).

Recommendations for Accommodations

The diagnostic report should include specific recommendations for academic accommodations and the rationale for such recommendations. If accommodations are not identified specifically in the diagnostic report, the ADA Coordinator must request this information before services can be provided. A history of accommodations in itself does not warrant the provision of similar accommodations at Reid State Technical College. The final determination of appropriate and reasonable accommodation rests with the ADA Coordinator.

A summary of diagnostic findings is a component of the report. The summary might include an indication of how patterns of inattentiveness and/or hyperactivity validate the presence of ADHD and the elimination of alternative explanations for academic problems (such as poor study habits, lack of motivation, psychosocial or medical problems).

STUDENTS WITH MOBILITY, SENSORY, AND SYSTEMIC DISORDERS

DISABILITY VERIFICATION

Qualifications of the Evaluator

The name, title, and license/certification credentials of the evaluator should be stated in the report. The following professionals are considered qualified to evaluate mobility, sensory and systemic disorders: treating physician, orthopedic specialist, audiologist, speech pathologist or ophthalmologist who has expertise in evaluating such disorders. All reports should be on letterhead, dated, and signed.

Current Documentation

Evaluation should be no more than one year old. Changes may have occurred in the student's performance since a previous diagnosis, or new medication may have been prescribed or discontinued since the initial diagnosis was made. Documentation should substantiate the need for services based on the student's *current* functioning.

To determine eligibility for support services, the College needs specific information about the student's impairment and how this impairment constitutes a substantial limitation to a major life activity. Toward that end, the physicians report must include the following information:

1. Clinical Diagnosis based on International Classification of Disease, 9th Revision, Clinical Modification (ICD-9-CM), or most recent edition.
2. Date of diagnosis.
3. Last contact with individual.
4. Defined levels of functioning and any limitations.
5. Current treatment and medication.
6. Describe symptoms of this diagnosis with approximate date of onset.
7. Identify the major life activities affected by this disorder such as walking, learning, seeing, hearing, sleeping, etc.
8. Is the student currently taking any medication related to the condition for which the student is asking for reasonable accommodations? If so, please relate the impact of that medication on the student's ability to participate in an academic environment.
9. Please suggest accommodations/modifications to equalize this student's educational opportunities at the post-secondary level.
10. Please attach any other information relevant to the student's individual needs.

STUDENTS WITH PSYCHOLOGICAL DISORDERS

Qualifications of the Evaluator

The name, title, and license/certification credentials of the evaluator should be stated in the report. The following professionals are considered qualified to evaluate psychological disorders: clinical psychologists, neuropsychiatrists, psychiatrists, and licensed professional counselors who have expertise in evaluating the impact of psychiatric disorders on an individual's *educational* performance. All reports should be on letterhead, dated, and signed.

Current Documentation

Evaluation should be no more than one year old. Changes may have occurred in the student's performance since a previous diagnosis, or new medication may have been prescribed or discontinued since the initial diagnosis was made. Documentation should substantiate the need for services based on the student's *current* level of functioning.

To determine eligibility for support services, the College needs specific information about the student's impairment and how this impairment constitutes a substantial limitation to a major life activity. Toward that end, the physicians report must include the following information:

1. Diagnostic criteria:
 - a) Diagnosis by a mental health professional (psychologist, neuropsychiatrists, psychiatrist, and licensed professional counselor) that is an impartial individual not related to the student.
 - b) DSM-IV designation.
 - c) Date of diagnosis that is no older than three years.
 - d) Last contact with student.
 - e) Defined levels of functioning and any limitations.
 - f) Current treatment and medication
2. Describe symptoms that meet the criteria for this diagnosis.
3. Summarize present symptoms and prognosis.
4. Identify the major life activities affected by this disorder such as walking, learning, seeing, hearing, sleeping, etc.
5. Is the student currently taking any medication related to the condition for which the student is asking for reasonable accommodations? If so, please relate the impact of that medication on the student's ability to participate in an academic environment.
6. Please suggest recommendations for academic accommodations and your rationale for suggesting such accommodations.
7. Please attach any other information relevant to the individual's needs.

TRAUMATIC BRAIN INJURY (TBI)

DISABILITY VERIFICATION

Qualifications of Evaluator

The name, title, and license/certification credentials of the evaluator should be stated in the report. The following professionals are considered qualified to evaluate Traumatic Brain Injury (TBI): rehabilitation counselor, speech-language pathologist, orthopedic specialist, neuropsychologist and/or other specialist as appropriate who have expertise in evaluating the impact of TBI on an individual's *educational* performance. All reports (post-rehabilitation and within one year) should be on letterhead, dated, and signed.

To determine eligibility for support services, the College needs specific information about the student's impairment and how this impairment constitutes a substantial limitation to a major life activity. Toward that end, the physicians report must include the following information:

1. Clinical diagnosis based on International Classification of Disease, 9th Revision, Clinical Modification (ICD-9-CM), or most current edition.
2. Date of diagnosis.
3. Last contact with individual.
4. Current treatment and medications.
5. Assessment of cognitive abilities, including processing speed and memory (post-rehabilitation and within one year).
6. Analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities; post-rehabilitation and within one year).
7. Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.).
8. Identify the major life activities affected by this disorder such as walking, learning, seeing, hearing, sleeping, etc.
9. Is the student currently taking any medication related to the condition for which the student is asking for reasonable accommodations? If so, please relate the impact of that medication on the student's ability to participate in an academic environment.
10. Please suggest recommendations for academic accommodations and your rationale for suggesting such accommodations.
11. Please attach any other information relevant to the individual's needs.

Temporary Injuries and/or Illness

Students with temporary injuries and/or illness are not eligible for services under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990. Examples include but are not limited to ankle sprains, colds, and the flu.

Confidentiality of Disability Verification Documents

The ADA Coordinator is the only party that will review disability verification documents. The ADA Coordinator will not release disability documentation to any party, including the student. Students may request a copy of their documentation from the document's author. Strict confidentiality is maintained in all verbal communications with Reid State Technical College faculty and staff unless a student grants written permission or the ADA Coordinator is required to do so by law or court order.

How Reasonable Accommodations are Determined

An academic accommodation is essentially a problem-solving process. The task is to determine the necessary adjustments that will enable students with disabilities to have access to the same programs and services available to students without disabilities and to have their academic performance evaluated without the limiting effects of their disability. The objective of such adjustments is to accommodate the functional limitations of the student's disability while maintaining the integrity of college courses and programs.

The ADA Coordinator determines reasonable academic adjustments for students, taking into consideration recommendations from the physician, psychologist, or other clinician that diagnosed the student's disability. The ADA Coordinator also ascertains accommodations that previously have been used in educational settings with the student and considers student preferences for accommodation. In addition, the ADA Coordinator consults with faculty to assist with developing reasonable accommodations to individual course requirements.

The ADA Coordinator meets individually with students to discuss accommodations. Although some persons may have similar disabilities, each request for accommodation is considered on a case-by-case basis.

Services of a Personal Nature

Services of a personal nature are not considered accommodations in postsecondary education. Examples of personal services include but are not limited to tutoring, attendant care, transportation and mobility.

Accommodations and Services

The ADA Coordinator may recommend the following accommodations and services. The ADA Coordinator recommends specific accommodations based upon documentation received and individual class requirements. The following examples of common accommodation requests may not be appropriate in all situations. Furthermore, these examples are not an exhaustive listing of all possible accommodations that may be implemented in the classroom setting.

Testing Accommodations - Testing accommodations may include extended time, reduced- distraction testing situations, taped or orally administered tests, alternate test formats, readers, and/or scribes. Testing accommodations are provided within each department, if possible. Students should discuss testing accommodations with their instructors at the beginning of each term.

Alternate Formats for Assignments – In many cases, assignments may be submitted in formats other than those stated in course requirements.

Tape Recording and/or Note takers - Students may be permitted to tape record class lectures and/or may request peer note takers.

Academic Classroom Aids – In many cases, students may be permitted to use calculators, dictionaries, word processors, spell checkers, and/or grammar checkers for in-class and out-of-class work.

Adaptive Computer Technology – The College may offer assistance with document readers and other adaptive computer technology.

Academic Assistance – Academic assistance may be provided through note takers, scribes, readers, and/or sign language interpreters. However, federal law does not require the College to provide services that place an undue administrative or financial burden upon the College. The College is not required to provide services of a personal nature, including assistance with eating, toileting, or mobility.

The Accommodation Process

It is the student's responsibility to request accommodations each term. To request academic accommodations, students are required to complete a series of steps, preferably at the beginning of each term. Registered students may request accommodations at any point during the term. However, students that do not give sufficient notice of accommodation requests are not guaranteed optimal accommodations will be implemented. (Requests for interpreters must be made at least 6 weeks in advance). Students have an obligation to inform Reid State Technical College in a timely manner of accommodation requests.

Student obligations with accommodation requests are as follows:

1. Meet with the ADA Coordinator to discuss accommodation requests.
2. Complete an Accommodation Request Form.
3. The ADA Coordinator will prepare an Accommodation Letter to the instructor of each course. The student signs each Accommodation Letter.
4. Deliver an Accommodation Letter to the instructor of each course for which accommodations are requested.
5. Discuss how accommodations will be implemented with the instructor of the course. The ADA Coordinator is available to offer suggestions to the student and faculty member.
6. Report any problems with accommodation implementation to the ADA Coordinator.

Students are required to deliver and discuss Accommodation Letters with faculty before accommodations will be implemented. Instructors are not obligated to provide accommodations until such time they are notified by official hand delivered letter to do so. Also, accommodations are not retroactive. In other words, faculty are not obligated to accommodate prior exams, assignments, or any course related activity before an Accommodation Letter is delivered and discussed.

Students are entitled to appeal accommodation decisions of the ADA Coordinator, faculty or other Reid State Technical College entities. Please refer to the 504/ADA Grievance Process for Students below.

504/ADA Grievance Process for Students

Questions and concerns regarding accommodations and services for students with disabilities should be directed initially to the ADA Coordinator. If the ADA Coordinator cannot provide information or suggestions that resolve issues involving disability rights issues, a meeting with the student, the faculty member (if applicable), the ADA Coordinator and the Executive Director of Instructional Services at Reid State Technical College is the second step in resolving disagreements.

If an agreement concerning disability rights is not reached at this point, the final step in the grievance process involves the dissenting party filing a formal grievance. During the grievance process, the student is entitled to receive accommodations recommended by the ADA Coordinator.

The process for filing an official grievance is located in the *Reid State Technical College Catalog/Student Handbook*.

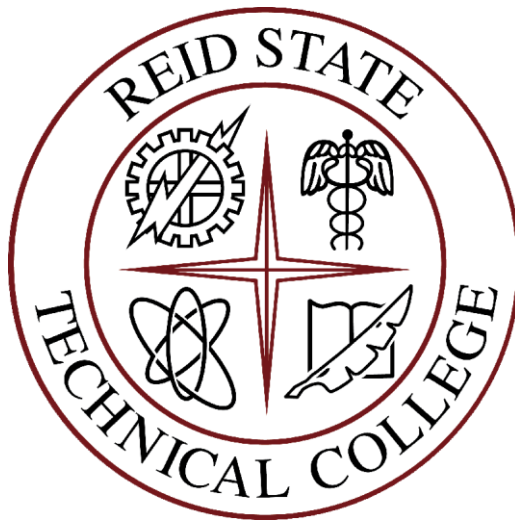
STEPS IN THE GRIEVANCE PROCESS

1. Consult the ADA Coordinator.
2. If the situation cannot be resolved in step one, you are encouraged to meet with the ADA Coordinator, the course instructor (if applicable), and the Executive Director of Instructional Services at Reid State Technical College to discuss your concerns. (The ADA Coordinator will schedule this meeting at the student's request).
3. If a result is not achieved in step two, it is recommended you submit a formal, written grievance to the President of the College.

Should you disagree with the outcome of the Grievance Process, you may file a formal complaint with the Office for Civil Rights:

Office for Civil Rights
Atlanta Office
U. S. Department of Education
61 Forsyth Street S. W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: (404) 974-9406
Facsimile: (404) 974-9471
Email: OCR.Atlanta@ed.gov

FORMS



P.O. Box 588
Evergreen, AL 36401
Phone: 251-578-1313
Fax: 251-578-5355

P.O. Box 400
Atmore, AL 36504
Phone: 251-368-0166
Fax: 251-368-0168

E-Mail: rstc@rstc.edu

APPLICATION FOR ADMISSION AND RE-ADMISSION

INSTRUCTIONS: Read this application thoroughly. PRINT IN INK as you answer all questions on both sides. Then mail or deliver it to the Office of Admissions on the main campus. All transcripts and other credentials should be on file prior to enrollment dates.

TESTING: The Placement Test is required for all entering freshmen and transfer students.

REID STATE TECHNICAL COLLEGE operates under the open door admissions policy. Any student who has a standard high school diploma or possesses the High School Equivalency Certificate (GED) will be admitted. Non-high school graduates may enroll in some technical programs under "Ability to Benefit" guidelines.

STUDENT ID NUMBER (7 digits) APPLICATION DATE YOUR MAJOR AT REID STATE

□ □ □ □ □ □ □ □ □ □ □ □ _____

SEMESTER ENROLLMENT BEGINS: FALL SPRING SUMMER DAY * EVENING

NAME _____ Social Security No. _____

Telephone No. () _____ Cell No. () _____ Email _____

Current Mailing Address _____ Zip Code _____ County _____

Permanent Mailing Address _____ County _____

Name of person to call in case of emergency _____

Date of Birth _____ / _____ / _____ Place of Birth _____

Name of last high school attended _____ City _____

Grade completed in high school _____

**REID STATE TECHNICAL COLLEGE
GRIEVANCE REPORT--FORM A**

TO: _____

FROM: _____

DEPARTMENT/PROGRAM: _____

Home Address: _____

Home Phone: _____

PART I. GRIEVANCE

Date(s) of occurrence(s) upon which grievance is based: _____

Description of Grievance: (If Complainant is alleging a violation based on gender, handicap or disability, Complainant should include a reference to the pertinent section(s), if known, of the relevant statute of regulation.) (Use additional pages if necessary to describe grievance.)

Complainant

(Submit original and two copies to the Grievance Officers.)

PART II. GRIEVANCE OFFICER'S REPORT

TO: _____ **Home Address:** _____

FROM: _____ **DATE:** _____

(or Designee)

Response to Grievance stated above: (Attach additional pages or documents, if necessary.)

a) Findings and conclusions of hearing officer/committee:

b) Proposed actions by College in response to report of hearing officer/committee:

Grievance Officer (or Designee)

COPY TO:

**REID STATE TECHNICAL COLLEGE
GRIEVANCE APPEAL--FORM B**

TO: REID STATE TECHNICAL COLLEGE PRESIDENT

FROM: _____

DEPARTMENT/PROGRAM: _____

Home Address: _____

Home Phone: _____

PART I. NOTICE OF APPEAL

Nature of grievance being appealed: _____

Appeal Statement(s): (Please specify objection(s) to finding(s), conclusion(s), or recommendation(s) of Report of President of Reid State Technical College and/or report arising from grievance hearing. Attach any supporting documents and include photocopy of report. Use additional sheets if necessary.)

Complainant

COPY TO: President, Reid State Technical College
Respondent(s) to Grievance (if other than College)

PART II. REPORT TO PRESIDENT

TO: _____ **HOME ADDRESS:** _____

FROM: PRESIDENT

Date Appeal Received: _____

Date of Report: _____

Response to Appeal: _____

President (or Designee)

**REID STATE TECHNICAL COLLEGE
GRIEVANCE APPEAL TO ALABAMA COMMUNITY COLLEGE SYSTEM
BOARD OF TRUSTEES -- FORM C**

TO: Mr. Jimmy Baker, Chancellor
Alabama Community College System

FROM: _____

DEPARTMENT/PROGRAM: _____

**PART I. NOTICE OF APPEAL TO ALABAMA COMMUNITY COLLEGE SYSTEM
BOARD OF TRUSTEES**

- a) Nature of grievance being appealed: _____
- b) Appeal Statement(s): This is an appeal of the Chancellor's Response to Complainant's Appeal submitted on Grievance Appeal -- Form B and a request for a review by the Alabama Community College System Board of Trustees to review the Chancellor's report (attached hereto) and the initial grievance report (also attached)

Complainant

COPY TO: President, Reid State Technical College
Respondent(s) to Grievance (if other than College)

**PART II. REPORT OF ALABAMA COMMUNITY COLLEGE SYSTEM BOARD OF
TRUSTEES**

TO: _____ **Home Address:** _____

FROM: _____
Alabama Community College Board of Trustees

Date Appeal Received: _____

Date of Response: _____

Response to Appeal: _____

COPY TO: President, Reid State Technical College
Chancellor, Alabama Community College System
Respondent(s) to Grievance (if other than College)

Reid State Technical College Enrollment Management Office

REQUEST FOR ACADEMIC BANKRUPTCY

NAME: _____ STUDENT ID NUMBER: _____
Last First MI

ADDRESS: _____
Street/Box

_____ Phone: (____) _____
City State Zip

Semester(s) for which I am requesting academic bankruptcy:

I understand that:

1. I must meet requirements mandated by the Alabama Community College System Board of Trustees as outlined in the current Reid State Catalog;
2. Academic bankruptcy may be implemented only once;
3. I may be liable for repayment of any federal financial aid funds, veteran's benefits, or other forms of financial assistance.

_____ Date: _____
Student Signature

This form must be approved by the registrar before academic bankruptcy can be implemented.

For Office Use Only

- Approved
 Disapproved

Date of Transcript Notation

Registrar

Date

RELEASE OF INFORMATION FORM

REID STATE TECHNICAL COLLEGE

I, _____, the undersigned, hereby authorize the following individual, agency, institution or organization, Reid State Technical College (Records Custodian), to release and provide to:

Name: _____

Address: _____

Fax: (_____) _____ - _____ with copies of documents as may be listed below. I acknowledge that I understand the purpose of the request and that authorization is hereby granted voluntarily.

Student Information: _____

Student Name (Last, First, Middle):

Address: _____

Phone: (_____) _____ - _____

Date of Birth (mm/dd/yy): _____/_____/_____

Requested Information or Documents:

- Student academic report
 - Student enrollment status
 - Other (Please explain in detail): _____
- _____
- _____

NOTE: I understand that this release is valid for a period of one hundred and twenty (120) days. I further understand that I may cancel or revoke this authorization at any time in writing.

Dated this _____ day of _____, _____

By my signature below, I consent to the release of the above listed information / documents.

Printed Name of Student: _____

Signature of Student: _____

REID STATE TECHNICAL COLLEGE

REQUEST FOR REVIEW OF RECORD

TO BE COMPLETED BY STUDENT:

Date _____

Student ID Number _____

I, _____, wish to review my record in
(Print Student Name)

the Enrollment Management Office.

Signed _____

FOR OFFICE USE ONLY:

This record contains the following:

- ___ Application for Admission to the College
- ___ High School Transcript/GED
- ___ College Transcript(s)
- ___ Permanent Record
- ___ Transcript Request Form(s)
- ___ Social Security Verification Form(s)
- ___ Full Time Status Verification Form(s) – Financial Agencies
- ___ “B” Form(s)
- ___ Grade Change Form(s)
- ___ Name and Address Change Form(s)
- ___ Graduation Check sheet

Registrar Signature _____

Date Reviewed _____

-or-

Executive Director of Student Services Signature _____

Date Reviewed _____

**REID STATE TECHNICAL COLLEGE
DO NOT RELEASE DIRECTORY INFORMATION**

STUDENTS SHOULD COMPLETE THIS FORM AND RETURN TO THE OFFICE OF ADMISSIONS AND RECORDS WITHIN THE FIRST TWO WEEKS OF THE SEMESTER IF HE OR SHE WANTS THE FOLLOWING INFORMATION KEPT CONFIDENTIAL.

This form must be resubmitted annually.

1. Name
2. Address
3. Telephone Listing
4. Date and Place of Birth
5. Major Field of Study
6. Participation in Officially Recognized Activities and Sports
7. Weight and Height of Members of Athletic Teams
8. Dates of Attendance
9. Degrees and Awards Received
10. (10) The Most Recent Previous Educational Agency or Institution Attended by the Student

IF THE STUDENT DOES NOT FILL OUT THE FORM BELOW AND RETURN IT TO THE ADMISSIONS AND RECORDS OFFICE WITHIN TWO WEEKS OF THE SEMESTER, THE INFORMATION WILL BE RELEASED TO INQUIRERS.

=====

DO NOT RELEASE DIRECTORY INFORMATION

STUDENT NAME _____

STUDENT ID NUMBER _____

ADDITIONAL COMMENTS _____

ALL-ALABAMA ACADEMIC TEAM

Name _____
(Last Name) (First Name) (M.I.)

E-mail _____

Home Address _____
(Street Address) (City) (State) (Zip)

Home Phone (____) _____ **Office/Cell Phone** (____) _____

Date of Birth _____ **Student ID Number** _____

Course of Study _____ **Career Goal** _____

Credits Earned _____ **Credits Currently Carried** _____ **Cumulative GPA** _____

Nominee expects to earn an associate degree of _____ **in** _____
(Month) (Year)

Students should write a 500-word essay on the following: campus activities, community activities, and honors and awards.

Reid State Technical College
VOLUNTARY DISCLOSURE OF DISABILITY

Dear Student:

The purpose of the Americans with Disabilities Act (ADA) is to ensure that students who may have special needs are provided with reasonable accommodations to help them achieve academic success.

It is important to understand that while this disclosure is voluntary, a student with a disability has the legal responsibility to request any necessary accommodations in a timely manner and to provide the institution with appropriate, current documentation of the ADA condition. Completing this form is the first step in that process. Once this form has been received by the ADA Coordinator, you will receive additional information as to how to proceed with requesting accommodations and providing documentation.

The information on this form will be kept strictly confidential and used only to provide appropriate services.

IF YOU ARE NOT DISABLED, PLEASE STOP HERE. DO NOT COMPLETE THIS FORM.

Name: _____ SSN: _____

Home Address: _____

Home Phone Number: _____ E-mail: _____

Nature of Disability:

Limited major life activity:

- Deaf
- Hearing Impaired
- Blind
- Visually Impaired
- Mobility Impaired
- Attention Deficit
- Other health Impaired
- Other (please specify)

- Reading
- Writing
- Mathematics
- Attention
- Physical Activity
- Mobility
- Speech
- Other (please describe)

Will you be receiving assistance from Vocational Rehabilitation Services, the Division of Services for the Blind, or other agencies? Yes _____ No _____ (If yes, please specify which agency or service.)

Student Signature

Date

Please return completed forms to:
Dr. Kevin Ammons
Reid State Technical College
ADA Office
P. O. Box 588
Evergreen, AL 36401

REID STATE TECHNICAL COLLEGE

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

Disability Verification for Students with
Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD)

TO BE COMPLETED BY PSYCHIATRIST/PSYCHOLOGIST/DIAGOSING PHYSICIAN

_____ is requesting academic accommodations/services through the ADA office at Reid State Technical College (RSTC). To ensure the provision of reasonable and appropriate services for students with Attention Deficit Disorder or Attention Deficit Hyperactivity Disorder, RSTC requires documentation of disability and information from a qualified medical professional which provides:

1. the diagnosis of ADD/ADHD;
2. a description of attention difficulties and functional limitations in an educational setting;
3. an indication of the severity and longevity of the condition;
4. information about medications prescribed and the side effects of these medications;
5. clear and specific reasonable accommodations.

To facilitate the gathering of such information, we ask that you respond to the following questions.

1. Date of Diagnosis: _____
2. Date of last contact with student: _____
3. What procedures/assessments were used to assess/diagnose ADD/ADHD?
4. Describe the symptoms, which met the criteria for this diagnosis with approximate date of onset.
5. Describe the severity of the condition and this student's functional limitations in an educational setting.
6. Is this student taking medication? If yes, please list medication(s); indicate date of initial prescription and possible side effects of this medication.

DISABILITY VERIFICATION CONTINUED

7. Will this student continue to need accommodations when utilizing recommended medication?

8. In addition to the diagnostic report, please attach any other information that you feel is relevant in determining appropriate accommodations for this student.

Other Comments:

Signature: _____ Date: _____

Print Name and Title: _____

Address: _____

Telephone: _____ E-mail: _____

Thank you for your assistance in completing this verification form. Please return this information to the ADA Coordinator listed below:

Dr. Kevin Ammons
Reid State Technical College Executive
Director of Student Services
ADA Coordinator
P. O. Box 588
Evergreen, AL 36401
Phone: (251) 578-1313
Edith A. Gray Library & Technology Center Student Services Department

ADA OFFICE

STUDENT RESPONSIBILITIES AGREEMENT

The following is a contract stipulating your responsibilities as a student with a disability, who is requesting disability services via the ADA Office.

1. In a situation where classroom accommodations are needed, I will arrange to meet with my instructor(s) to discuss the nature of my disability.
2. At this meeting, I will discuss with my instructor the kinds of course modifications that are appropriate to my special needs: test modifications (oral, extended time), the use of one or more of the following items: tape recorder, calculator, note taker, etc.
3. If at any time during the course of a semester direct advocacy is needed, I will promptly contact the ADA Coordinator to obtain the assistance needed.

My signature below verifies that I agree to the above set of responsibilities.

Student's Name (print) : _____

Student's Signature: _____ Date: _____

Form received by: _____ Date: _____

CLASSROOM ACCOMMODATIONS

Student's Name:	Student Number:
Course:	Semester:
Day/Time of Course:	Instructor's Name:
Accommodations Proposed:	

ADA Coordinator's Signature

Date

Student's Signature

/Date

Instructor's Signature/Date

NOTE: This document and the information obtained herein are **CONFIDENTIAL** and shall not be shared with any party, except to the extent necessary to carry out appropriate accommodations. However, this document shall be subject to review by appropriate state and federal authorities to ensure compliance by Reid State Technical College with applicable federal, state and local disabilities laws and statutes.

INITIAL STUDENT INTERVIEW

NAME: _____

STUDENT ID # _____

DATE: _____

NATURE OF NEED FOR ACCOMMODATION: _____

NATURE OF ACCOMMODATION REQUESTED: _____

Documentation received: _____ Yes _____ No

If NO, student has been advised that documentation of disability from clinical psychologist, psychiatrist, physician, or other professional skilled in determining functional limitation, is required. Student accepts responsibility for providing such documentation. Accommodations will not be provided until documentation is on file in the ADA Compliance Officer's office.

This document and the information contained herein are CONFIDENTIAL and shall not be shared with any party except to the extent necessary to carry out appropriate accommodation(s); provided, however, that this document shall be subject to review by appropriate State and Federal authorities to ensure compliance by Reid State Technical College with applicable rules, regulations, and statutes.

Permission to release appropriate documentation to College personnel is hereby granted.

Student Signature

Date

ADA Compliance Officer

Date

Keep a copy for office files and forward a copy to the Instructor.

FOLLOW-UP TO INSTRUCTOR

NAME: _____ COURSE: _____

STUDENT ID #:: _____ INSTRUCTOR: _____

DATE: _____

NATURE OF NEED FOR ACCOMMODATION: _____

NATURE OF ACCOMMODATION REQUESTED: _____

Documentation received: _____ Yes _____ No

If NO, student has been advised that documentation of disability from clinical psychologists, psychiatrist, physician, or other professional skilled in determining functional limitations, is required. Student accepts responsibility for providing such documentation. Accommodations will not be provided until documentation is on file in the ADA Compliance Officer's office.

This document and the information contained herein are CONFIDENTIAL and shall not be shared with any party except to the extent necessary to carry out appropriate accommodation(s); provided, however, that this document shall be subject to review by appropriate State and Federal authorities to ensure compliance by Reid State Technical College with applicable rules, regulations and statutes.

Permission to release appropriate documentation to College personnel is hereby granted.

Student Signature

Date

ADA Compliance Officer

Date

STUDENT'S SPECIAL ACADEMIC SERVICES REQUEST

NAME: _____

STUDENT ID# _____

DATE: _____

CLASS: _____

INSTRUCTOR: _____

NATURE OF NEED FOR ACCOMMODATION: _____

This document and the information obtained herein are CONFIDENTIAL and shall not be shared with any party except to the extent necessary to carry out appropriate accommodation(s); provided, however that this document shall be subject to review by appropriate State and Federal authorities to ensure compliance by Reid State Technical College with applicable rules, regulations, and statutes.

Permission to release this referral to appropriate personnel is hereby granted.

Student's Signature

Instructor's Signature

Keep a copy for your files and forward a copy to the ADA Compliance Officer

INSTRUCTOR'S ACCOMMODATIONS AND SERVICES REPORT

for STUDENTS with DISABILITIES

STUDENT'S NAME: _____ STUDENT ID #: _____

CLASS: _____ SEMESTER: _____ YEAR: _____

DAYS/TIME OF CLASS: _____ INSTRUCTOR: _____

1. Describe the accommodations/services that you provided to the student (attach examples/copies of relevant documents where appropriate). If applicable, note the days you assisted the student on an individual basis.

- 2 Briefly describe the student's overall performance in your class and offer any other remarks that you deem appropriate.

Instructor's Signature

This document and the information contained herein are CONFIDENTIAL and shall not be shared with any party except to the extent necessary to carry out appropriate accommodation(s); provided, however, that this document shall be subject to review by appropriate State and Federal authorities to ensure compliance by Reid State Technical College with applicable rules, regulations, and statutes.

Student's Signature

Date

Keep a copy for your files and forward a copy to the ADA/504 Coordinator, Dr. Kevin Ammons located in the Edith A. Gray Library & Technology Center.

PERSONS TO SEE FOR ASSISTANCE

Title	Name	Location
Executive Director of Student Services	Dr. Kevin Ammons	Edith A. Gray Library & Technology Center
ADA Coordinator	Dr. Kevin Ammons	Edith A. Gray Library & Technology Center
Enrollment Specialist	Ms. Angela Oliver	Edith A. Gray Library & Technology Center
Enrollment Service Coordinator	Mr. Marshall Presley	Edith A. Gray Library & Technology Center
Dual Enrollment Coordinator	Ms. Latricia Simpkins	Edith A. Gray Library & Technology Center
Bookstore Manager	Ms. Laushaun Watson	Administration Building
Executive Director of Financial Services	Ms. Lynne Steadman	Administration Building
Cashier	Ms. Kasey Bradley	Administration Building
Counselor	Dr. Kevin Ammons	Edith A. Gray Library & Technology Center
Financial Aid Director	Mrs. Christy Goodwin	Edith A. Gray Library & Technology Center
Testing Coordinator/Career Coach	Ms. Shelby Thomas	Edith A. Gray Library & Technology Building
Registrar	Ms. Vickie Nicholson	Edith A. Gray Library & Technology Center
Scholarship Office	Ms. Christy Goodwin	Edith A. Gray Library & Technology Center
Security Officer	Mr. James Wilkins	Student Center
Student Activities	Dr. Kevin Ammons	Edith A. Gray Library & Technology Center

Addendum

Distance Education Policy

Through distance education, RSTC is reaching beyond its campus into homes and workplaces to help students overcome the obstacles of time, geography, and career commitments. Distance education at RSTC is defined as a formal education process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. Distance education courses are based on the same instructional outcomes and objectives as on-campus courses.

Online courses and hybrid courses are offered by the College. These courses are listed in the class schedule each semester.

Online Courses – An online distance education course is delivered via the internet using a campus supported Learning Management System (LMS). Reid State Technical College uses CANVAS as the LMS. No on-campus meetings are required, with the exception of proctored exams. The final exam for all online courses are required to be proctored.

Hybrid Courses – A hybrid distance education course replaces the majority of face-to-face and/or theory time with online instructional time so that at least 50% of the content is provided in an entirely online format. The final exam for all hybrid courses are required to be proctored.

Students may find additional information or minimum technology and skill requirements as well as other general information on the College website or by contacting Mr. Steven Preyear, the LMS administrator at 251-578-1313 ext. 211 or spreyear@rstc.edu.

Definition of Correspondence Education

Correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

Identification of Students

RSTC does not charge any additional fees for the costs that may be directly incurred with the verification of student identity for students enrolled in distance education courses. However, students enrolled in distance education courses will be required to present a valid photo ID (RSTC ID, state issued ID or driver's license, passport, or military ID) and have access to a computer with a microphone, webcam capabilities, and Internet access. This may result in direct costs to the student not imposed by the College.

Policies and Procedures for Protecting Student Privacy in Distance Education

Reid State Technical College is committed to protecting the privacy of students enrolled in all courses, regardless of the mode of instruction (online, hybrid, or face-to face); therefore, all of the College policies regarding student privacy and information security apply to distance education courses. College personnel are required to uphold these policies and follow these procedures to protect student privacy in distance education:

- The College requires the use of Canvas Learning Management System to teach all distance education courses in order to ensure the security of student course material, communication, student work submission, and grades. Instructors are required to use Canvas to post course material, send announcements, facilitate collaboration among students, collect student work, deliver tests and quizzes, and post grades.
- Secure College usernames and passwords are generated through the admissions application process. These credentials generate a single sign-on service allowing students access to Canvas, email, grades, transcripts, and all other student services through the secure student portal using their RSTC

generated username and password. Although the College assumes the initial responsibility for issuing and maintaining a secure username and password to all students, students are instructed to change their passwords once they have signed into the portal for the first time. Their self-created password is encrypted and stored in the institution's active directory. Other than the user, no one on campus, including the information technology (IT) department, has access to the new password. Students can securely manage all aspects of their password through the student portal.

- Students are assigned an official College email address at the time of admission, and the College email system is required for all official communication with students.
- Faculty are required to keep student usernames, work, scores, and grades confidential. Students in distance education courses do not have access to other students' work or grades. Students are instructed not to share login and password information with others.
- College personnel are required to follow the College and FERPA guidelines for sharing student educational record information with other faculty, staff, parents, or others outside of the College.

Password Protection

All courses with electronic content are password protected and each student enrolled in the course is given a username and password to the learning management system.

Student Privacy

In order to protect the privacy of students enrolled in distance and correspondence education courses, the faculty will not publicly post any grades or personal information for any student.

Grades must be posted securely, visible only by each individual student, in his/her password-protected student grade book.

To further protect the privacy of students, all faculty must contact students using the secure communication system in the learning management system or through the College provided email accounts for both faculty and students. Students can view their entire communication history in their learning management system inbox. As with any other password protected email account, other individuals cannot access or view the message history.

NOTES

Amended 12/17/2021
Amended 01/14/2022
Amended 02/16/2022
Amended 03/15/2022
Amended 03/30/2022
Amended 06/14/2022
Amended 08/06/2023
Amended 01/08/2024
Amended 04/09/2024