

The Student Handbook has been prepared to assist all students in becoming acquainted with Bevill State Community College. It is designed to orient all students to the College's functions, organizations, policies, and regulations. Each student is held responsible for information contained in this handbook and in the College Catalog.

The Handbook does not contain all the standards or regulations of the College. Students should be familiar with information provided by organizations on campus and the academic departments. The College Catalog is the official announcement of program requirements and academic regulations of Bevill State Community College.

The information provided in this Handbook is accurate and current; however, changes may occur. The College reserves the right to make changes in regulations, policies, procedures and other matters as necessary without prior notice.

It is the policy of the Alabama Community College System, its Board of Trustees, and Bevill State Community College, a postsecondary institution under its control, that no person shall be discriminated against on the basis of any impermissible criterion or characteristic, including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law. Inquiries concerning Title IX should contact Mary Kinard at mary.kinard@bscc.edu (1411 Indiana Avenue, Jasper, AL 35501 • 205-387-0511). Anyone who has a disability that might require special materials, services, or assistance, should contact Abby Parker at abby.parker@bscc.edu (Fayette & Hamilton Campuses) or Sara Murray at sara.murray@bscc.edu (Jasper Campus & Sumiton Campuses), at least 48 hours in advance. For TDD users in Alabama, the Alabama Relay Center is available by dialing 7-1-1. All materials related to compliance with the Americans with Disabilities Act and Section 504 are maintained by the College coordinator, Beth Roberts beth.roberts@bscc.edu.

Opportunities for Participation

Opportunities for Participation and Student Organizations

All students are encouraged to contribute to the decision-making process of the College. They should voice their comments and suggestions through student organizations and follow the chain of command within those organizations. Student organizations and activities give the student body an opportunity to make positive contributions to both the community and the institution. Student organizations are open to admitted, degree-seeking students. Participation in specific organizations is open to those who qualify for membership.

A recognized student organization must sponsor extracurricular activities. The sponsor/advisor for the host organization must be present at each function. College facilities are made available to organizations for such activities when possible. Request forms for extracurricular activities may be obtained from the Office of Student Services. Approval for activities should follow established College procedures (see Procedures for Approval of Extracurricular and/or Fundraising Activities). Any student who brings a guest or visitor to the campus or any College sponsored activity is responsible for the conduct of the guest or visitor.

Ambassadors

Ambassadors are chosen on the basis of academic performance, individual interviews, and leadership abilities. In addition to serving as campus tour guides, Ambassadors host various College events, work with community and civic groups, and serve as College representatives at high school career days and community and civic activities. Ambassadors are selected annually.

Band and Chorus

These musical organizations perform at school concerts, and college and community programs. They also conduct concerts for area community events and organizations. Students may receive scholarships and academic credit for participation.

Bevill State Outdoors Club

The goal of the Outdoors Club is for all members to gain a greater respect, appreciation, and understanding of the outdoors and the steps necessary to preserve nature's outdoor resources. The Outdoors Club also provides a forum through which members can discuss ethics and safety of a responsible outdoors member as well as Constitutional and related rights regarding all outdoor sports. Membership is open to any Bevill State student.

Campus Ministries

As a nondenominational religious organization, Campus Ministries seeks to expand members' spiritual lives through service, fellowship, study, and recreation.

Circle K

Circle K is an organization open to all eligible students. Circle K is sponsored by the Kiwanis Club and is affiliated with Kiwanis International, Key Club, and Builder's Club.

Delta Rho Sigma

The purpose of the Delta Rho Sigma honorary is to support the success of pre-professional students from the two-year college. The honorary organization seeks to provide novel member opportunities for pre-professional service, leadership, and scholarship.

Fine Arts Association of Bevill (FAAB)

FAAB is a student organization dedicated to increasing students' appreciation and involvement in the Arts.

Fandom Club

The purpose of the Fandom Club shall be to provide a cultural organization for students to interact and express themselves with students who share common interests. Fandom genres include movies, television shows, anime, comics, books, art exhibits, musical bands, and games. Examples would be StarTrek, Doctor Who, and Sherlock.

Future Engineers and Mathematicians of Bevill State Community College (FEMB)

FEMB is open to any student majoring in Computer Science, Engineering, or Mathematics. The purpose of FEMB is to inform students and the public of the aspects of engineering and mathematics. FEMB will also assist students in the transfer process to four-year Colleges of Engineering.

The Garden Club

The Garden Club is open to all students at Bevill State. The purpose of this club is to promote environmental wellness by supporting environmentally friendly solutions. Established on the Fayette Campus in 2022, The Garden Club partners with local community organizations to beautify Bevill State campuses and establish communal gardens.

Intercollegiate Athletics

Bevill State, as a member of the Alabama Community College Conference and National Junior College Athletic Association, participates in volleyball, basketball, softball, baseball, and tennis.

Intramural Activities

A variety of intramural sports and activities are offered throughout the year for both men and women. Typical activities include flag football, basketball, softball, ping-pong, volleyball, pool, bowling, and chess.

National Technical Honor Society

The National Technical Honor Society is an organization to honor student achievement and leadership, promote educational excellence and enhance career opportunities. The vision of this organization is to be the leader in providing recognition for excellence in career and technical education and creating significant occupational opportunities for America's top workforce education students.

Nursing Honor Society - Alpha Delta Nu (ADN)

The purpose of the Nursing Honor Society-Alpha Delta Nu is to recognize the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a lifelong professional responsibility. The society also participates in the recruitment of qualified individuals into the nursing profession.

Phi Beta Lambda (PBL)

Phi Beta Lambda is the national postsecondary organization for all students enrolled in business, office, or vocational teacher education programs and who accept the purpose of PBL and subscribe to its creed. The purpose of the organization

is to provide opportunities for postsecondary students to develop vocational competencies for business and office occupations and business teacher education. PBL is an important part of the instructional program and promotes a sense of civic and personal responsibility. Through PBL, members learn how to lead and participate in group discussions, preside at meetings and conferences, work effectively with committees, and engage in practical problem solving and decision-making.

Phi Theta Kappa

Phi Theta Kappa is the premier national honor society in American junior and community colleges. Students who are inducted into the organization each year are honored for academic excellence, model citizenship, and community service.

Pride Club

The purpose of the Pride Club is to create an inclusive safe environment and to promote equality for LGBTQ+ students.

Red Cross Club

Guided by the fundamental principles of the American Red Cross and its mission to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors, the Beville State Red Cross Club will learn, practice, and exemplify humanitarian values through mission-related service projects. The club will plan and coordinate a minimum of three Red Cross mission-related service projects per year. The service projects will focus on preparedness, blood, and fundraising.

Scholars Bowl

The Scholars Bowl Team participates in academic competitions with other colleges throughout the state. Members are selected through tryouts, intramural competition, and scholarship applications.

Sigma Kappa Delta

Sigma Kappa Delta is the national English honor society for students in two-year colleges. Its purposes are to recognize and reward outstanding achievement in English language and literature, provide cultural stimulation, and promote interest in English.

Skills USA

Skills USA is a national youth organization for Career Technology Students. Skills USA is the only organization operating through public schools to build status for industrial and technical occupations. Skills USA offers prestige and recognition through awards and contests. Included in the organization are co-curricular activities that provide activities which make education and training more meaningful. The local and state clubs meet periodically to provide opportunities for the members to participate in educational, social, recreational, and vocational activities. Participating members develop leadership abilities, self-confidence, and poise. These activities also aid in stimulating positive attitudes, building character, and developing citizenship based on service to school, home, and community.

Student Nurses Association

The Bevell State Student Nurses Association is an affiliate of the Alabama Association of Nursing Students (AANS) and the National Student Nurses Association (NSNA). The purpose of the association is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care, to provide programs representative of fundamental and current professional interests and concerns, and to aid in the development of the whole person and his/her responsibility for the health care of people in all walks of life.

General Services

Academic Support Services

Academic advising, tutoring, study skills management, career exploration, and other academic support services may be accessed through the Office of Student Services.

When classes are not in session, and the College is not closed for school holidays, the operating hours are Monday-Thursday 7:30 a.m.-5:30 p.m. and Friday 7:30 a.m.-11:30 a.m. Special hours during semester registration and add/drop periods are posted as necessary.

Student Email

Bevell State students have email accounts through the College that may be used to communicate BSCC events, deadlines, and emergency information. For information on accessing student email please visit <https://www.bscc.edu/students/current-students/oneaccs-student-email>.

Books, Supplies, and Tools

Students furnish their own books, supplies, and tools. For the convenience of the student, books, supplies, and tools may be purchased through the online bookstore. Each career technical education program will supply a tool list to help the student in the purchase of the necessary tools. Selected texts and/or workbooks are identified for each course of study.

NOTE: The Exchange/Refund Policy may be obtained from bookstore personnel.

PTK Connect

PTK Connect is a FREE online tool developed by Phi Theta Kappa, an honor society serving community colleges. PTK Connect serves as a “one stop shop” designed for transfer-bound students to assist in gathering knowledge about four-year institutions transfer options and transfer scholarship opportunities. Students may also explore career pathways, including salary averages and employment stats by state and investigate which academic majors align with career interest. For more information, visit <https://www.ptk.org/ptkconnect> or contact the Office of Student Services.

Counseling

Community referral services are available through the Office of Student Services. A student in need of immediate counseling should call the Northwest Mental Health Center at 1-800-489-3971.

Expressive Activities by the Campus Community

In accordance with Act 2019-396 of the Alabama Legislature and the ACCS Board of Trustees' Policy 224.01: Expressive Activities by the Campus Community, effective December 9, 2020, Bevill State Community College's implementing policy on Expressive Activities by the Campus Community is as follows:

I. Findings.

Bevill State Community College finds the following:

- A. A primary function of Bevill State Community College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and that to fulfill that function, Bevill State Community College will strive to ensure the fullest degree possible of intellectual freedom and free expression.
- B. It is not the proper role of Bevill State Community College to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.
- C. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.
- D. Bevill State Community College supports free association and will not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.
- E. Bevill State Community College will strive to remain neutral, as an institution, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the institution, and Bevill State Community College will not require students, faculty, or staff to publicly express a given view of a public controversy.
- F. Bevill State Community College prohibits all forms of harassment as defined in Act 2019-396, which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

II. Speech and Expression in Outdoor Areas, Invited Speakers, and Security.

A. For purposes of this policy, the “Campus Community” includes Bevill State Community College’s students, administrators, faculty, and staff as well as the invited guests of the College and the College’s recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.

B. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of Bevill State Community College’s campus which enjoy general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article 1, Section 4 of the Alabama Constitution of 1901, including any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

C. Outdoor areas where expressive activities are not allowed include:

1. Areas within 10 feet of classrooms or places of residence;
2. Athletic facilities;
3. Class held in outdoor settings;
4. Areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.
5. Areas of parking/traffic flow.

D. Except for II.H. below, this policy does not apply to expressive activities that take place in indoor areas of Bevill State Community College property including, but not limited to, classrooms or classroom buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by Bevill State Community College’s Use of Facilities policy, subject to the requirement that Bevill State Community College must be open to any speaker whom Bevill State Community College’s student organizations or faculty have invited. These areas may be used for official events sponsored by the College or for non-college use under ACCS Board of Trustees Policies 500.01 and 507.01.

E. Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on Bevill State Community College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities.

F. Conduct that may materially and substantially disrupt the functioning of Bevill State Community College or infringe upon the rights of others to engage in expressive activities may include:

1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
3. Violations of a state, federal or local law, regulation, or ordinance;
4. Threats to passersby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
5. Following, badgering, or forcibly detaining individuals;
6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;
8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
9. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;

10. Engaging in expressive activities in prohibited or restricted areas as defined in Sections II.B. and II.C. above;
 11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
 12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.
- G. Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the College and the function of educational institutions.
- H. Bevell State Community College will provide police and security officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in this policy shall prohibit the College from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive activity or the anticipated reaction to the protected expressive activity. The President may waive this security fee, but may not base the decision on the basis of the content of the expressive activity or the anticipated reaction to the protected expressive activity, except in emergency situations in which there is a clear and present danger to the campus community or to the public. Bevell State Community College may also charge a use of facilities fee for the use of campus facilities, such as for the use of IT resources or cleanup costs. These fees will not be based on the content of the expressive activity. [Fees are outlined on the Request for Facility Use form]
- I. To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of security are expected to provide sufficient notice to the Director of Facilities and Security at least one week, but no less than 48 hours in advance of the event. Such arrangements enable Bevell State Community College to ensure the event takes place in a safe and constructive manner.
- J. Individuals and groups who engage in expressive activity in outdoor areas on Bevell State Community College property are subject to Bevell State Community College policies relating to the use and operation of campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespassing. Bevell State Community College prohibits the possession or use of clubs, bats, weapons, open flames, or other dangerous materials on campus property during these events.
- K. Bevell State Community College shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of Bevell State Community College who violate this subsection shall be handled through the Student Code of Conduct or Employee Conduct Code procedures.
- L. Nothing in this policy shall be construed to prevent Bevell State Community College from regulating and restricting expressive activity that is not protected by the United States Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:
1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
 2. Expressions that a court has deemed unprotected defamation.
 3. Harassment.
 4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence towards a particular individual or group of individuals.
 5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
 6. An action that unlawfully disrupts the function or security of the institution.
 7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.
- M. Complaints or questions regarding the application of this policy should be addressed in accordance with relevant Bevell State Community College policy by the Director of Facilities and Safety.

III. Commercial Activity on Campus

Individuals, organizations and groups, both internal and external to Bevill State Community College, may not conduct commercial transactions or engage in commercial speech on Bevill State Community College property unless authorized pursuant to ACCS Board of Trustees Policy 515.01 and approved by the President in advance.

Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and therefore deemed commercial speech under this policy.

IV. Policy Distribution

This policy will be included in new student, new faculty, and new staff orientation programs. Bevill State Community College shall disseminate this policy to all members of the Campus Community and make this policy available in handbooks and its website.

V. Relationship to Other Policies

This policy shall supersede and nullify any previous Bevill State Community College policies that could regulate speech on Bevill State Community College campus. However, this policy is not intended to supersede, nullify, or amend any Bevill State Community College policy that regulates the reservations and use of interior spaces on campus, or that charge incidental fees for the use of such spaces.

VI. Annual Report

Bevill State Community College will submit an annual report to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that includes the following:

1. The date and description of each violation of this policy.
2. A description of the administrative handling and discipline relating to each violation.
3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.
4. Any additional assessments, criticism, commendations, or recommendations Bevill State Community College sees fit to include.

Identification Cards

All Bevill State Community College students are required to obtain an official ID card that displays the student's photograph. ID cards are issued to all students and are valid for two years. The card is required for using the library, receiving financial aid, and utilizing the services and activities at the College. A student may receive discounts from certain local businesses when his/her ID card is presented at the time of purchase. Advertised days will be posted for making IDs. A student who uses the ID card in an illegal manner will be subject to disciplinary action. The following regulations apply to the ID card:

- Students are to carry their cards at all times and present them for identification when requested by College officials. Student ID cards are made for student use only. Students may be required to present their current ID in order to use the services and activities in the Student Center/Bear's Den.
- Loss or theft of cards should be reported to the campus Director of Student Services.

NOTE: Replacement cost is \$5.00.

Library Services

Bevill State Community College libraries strive to provide quality resources and services to support the programs of the College and to meet the learning and information needs of students, faculty, staff, and community members. Each of the four campuses and the Pickens County Educational Center have a library equipped with the latest technology for research. The library collections include more than 200,000 books, periodicals, non-print media, eBooks, and government document publications.

Bevill State libraries offer a link to the Alabama Virtual Library which may be reached through the Bevill State website at www.bscc.edu library link.

Bevill State library hours are open while classes are in session on the following schedule:

- Monday-Thursday: 7:30 a.m.-5:30 p.m.
- Friday: 7:30 a.m.-11:30 a.m.

Any change in library hours will be posted on library doors.

Additional information about BSCC libraries is available on the web at www.bscc.edu, in person, or by phone at 1-800-648-3271 and one of the following extensions:

- Fayette Campus -ext. 5141
- Hamilton Campus -ext. 5356
- Jasper Campus -ext. 5748
- Sumiton Campus -ext. 5241
- Pickens County Educational Center -ext. 5646

A BSCC ID card is necessary to borrow library materials. BSCC ID cards may be obtained from the Office of Student Services. The library staff will assign a barcode to the BSCC ID card which will be used as a library card. Instructors may reserve books and/or articles for students to use at the libraries.

Lost and Found

Inquiries about lost articles should be made in the Office of Student Services. Because the College is not responsible for students' personal property, books and supplies should be locked in a safe place when not in use. An identifying name or mark should be placed on all books and other personal property.

Parking and Traffic Regulations

All faculty, staff, or students (full or part time) having a motor vehicle or the use of one on campus must register it with the Campus Business Office. Students attending continuing education classes must see the instructor to obtain a special parking pass. Vehicles can be registered by submitting a Vehicle Registration Card to the campus business office. The Vehicle Registration Card may be obtained in the Campus Business Office. The Campus Business Office will issue two types of parking hangtags: (1) Faculty/Staff and (2) Student. The fee for a student hangtag is \$10.00 and is payable at the time the student registers. Hangtags are to be hung from the inside rearview mirror. It is the student's responsibility to keep the hangtag available for use in the vehicle he/she parks on campus. The hangtag is designed to be moved from vehicle to vehicle. If a student loses his/her hangtag or if it is stolen, a replacement hangtag must be purchased. The replacement fee for students and faculty/staff is \$10.00. Parking permits will be valid for the academic year beginning with the fall semester. An academic year consists of fall, spring, and summer semesters. Parking permit fees will not be prorated during the academic year. A student to whom the hangtag has been issued will be held responsible for any violation in which the vehicle is involved. In the event of mechanical failure of a vehicle, the owner/driver will be responsible for its removal as

soon as available services will permit. The Director of Student Services should be advised of its location. In an effort to maintain a safe and orderly campus, the College requires all drivers to park only in designated parking areas. Drivers not adhering to parking regulations will be ticketed. Citations will be issued for the following offenses:

- No hangtag;
- Parking in spaces reserved for the disabled;
- Parking in staff parking space;
- Parking in loading zone;
- Parking in fire lane;
- Blocking fire hydrant;
- Parking in a no-parking area (sidewalks, streets, campus lawn);
- Parking over the line (taking more than one parking space);
- Blocking through traffic;
- Speeding;
- Driving the wrong way on a one-way street;
- Reckless endangerment.

Parking citations carry a \$15.00 fine per violation payable at the Business Office. Fines not paid within seven (7) calendar days will double. There is a \$50.00 fine for parking in disabled parking places without a permit. Repeated violation of these regulations may result in the vehicle being immobilized with an auto boot. In case of vehicle immobilization, do not attempt to move the vehicle and immediately contact the Director of Student Services office. Additionally, violations such as parking in disabled parking space, parking in a loading zone, parking in fire lane, blocking a fire hydrant, and parking in a no-parking area may result in the vehicle being towed at the owner's expense. If a student finds that his/her vehicle has been towed he/she should immediately contact the Director of Student Services office for further information. The Director of Student Services reserves the right to cancel the registration of any vehicle on campus. Citations not cleared at the Campus Business Office will be posted to the student's account, which must be cleared before he/she will be allowed to register for future classes.

Bevill State Community College assumes no responsibility for damage to any vehicle brought to campus or any vehicle towed due to violations of policy.

NOTE: In addition to Bevill State parking and traffic regulations and policies, the 1975 Code of Alabama including provisions of Title 32 will be enforced.

Smoking/Tobacco Policy

The use of tobacco products (smoking, chewing, dipping, and vapor-producing electronic devices) is strictly prohibited in any College-owned or College-controlled facility or vehicle, including residence halls/dorms and on College sponsored trips. Smoking poses a significant health risk to both smokers and non-smokers. In addition, smoking can damage sensitive technical equipment and can be a safety hazard. Second-hand smoke can be annoying and is hazardous to non-smokers. The Office of Student Services should be contacted for information regarding the designated smoking areas located on the campus. Anyone interested in a program to stop the use of tobacco or tobacco products may contact the Director of Student Services on any campus.

Student Centers/Bear's Den

Student centers are provided at all locations for the convenience of students. The centers are designed for student use; therefore, ID cards may be checked.

Student Support Services

The federally funded Trio Student Support Services program provides support and assistance in addressing academic deficiencies for students who meet eligibility criteria. The program provides support services including financial aid counseling, mentoring, tutoring, academic advising, and computerized instruction. To receive these services, students must meet eligibility criteria.

For more information on Student Support Services, contact the Fayette Campus (ext. 5182), the Hamilton Campus (ext. 5357), the Jasper Campus (ext. 5357), or the Sumiton Campus (ext. 5446).

Official Recognition of Campus Organizations

Formation Of New Organizations, Chartering Procedures, And Continued Recognition

Any group wishing to form a student organization recognized by the College must submit a written request to the Dean of Students. The Dean of Students will present this request to the President's Cabinet for approval and then notify the group of the decision. At the appropriate time, a constitution containing the following information must be presented to the Dean of Students for approval:

- The name of the organization;
- The statement of purpose of the organization;
- Membership eligibility requirements;
- A list of participating students;
- A listing of officers by title and duties and any special function of the offices;
- A statement of the length of semesters of the officers and the time and method of election;
- A statement of when, where, and how often meetings will be held;
- A statement of membership dues, including amount and frequency of payment, and provision for disposition of any funds in the event of dissolution of the organization;
- A provision for club advisors and name of club advisor. Advisor must have been employed at least one year at Beville State and complete approval procedures; and
- A statement of any national, state, or regional affiliation with a copy of this affiliation's constitution attached.

Temporary Recognition

Temporary recognition may be given to organizations upon submission of a constitution containing the above listed requirements, permitting the organizations to function for not more than one semester pending official charter approval.

Review & Approval

Three typed copies of the proposed constitution must be submitted to the Dean of Students for suggestions, recommendations, and approval. In the event that recognition is withheld, appeal may be made to the President of the College. During the time that its application for recognition is being considered, or an appeal is being made, a group may not sponsor speakers or activities in the name of the proposed organization. The Dean of Students must also approve any change or amendment affecting the nature or purpose of the organization as originally approved, and an up-to-date copy of the constitution must be on file in the Dean of Student's office.

Club Sponsors/Advisors: Eligibility And Role

All student organizations must have a qualified club sponsor/advisor approved by the appropriate Director of Student Services, who will work in concert with the Dean of Students in making selections. Rotation of advisors takes place at the end of each summer semester when possible. Persons with special talents needed for a particular club are given preference. In making the selections, every attempt is made to give all potential sponsors/advisors the opportunity to work with an organization. Preference is given to those who have not served in this capacity in the past. A faculty member who agrees to serve as a club sponsor/advisor accepts responsibility for encouraging the organization in its purpose and activities within the limits of College policy and the goals and objectives of the organization as set forth in the statement of purpose and constitution. Sponsors/advisors are responsible for being familiar with and operating within the following: this policy and other College regulations pertaining to student organizations, activities, and speakers; the constitution and purposes of the student organization they are sponsoring/advising; the activities and the projects of their organizations. No meeting is authorized or recognized unless attended by the sponsor/advisor or a substitute duly approved by the Director of Student Services. The proceedings of meetings held with a substitute must be reviewed by the sponsor/advisor. Speakers, special programs and activities, and program topics sponsored by the student organizations must have the formal approval of the club sponsor/advisor, the Director of Student Services, and the Dean of Students.

Meetings Of Clubs And Organizations

Recognized student organizations are required to hold their meetings on campus, and the College facilities will be made available to them. Special permission must be obtained from the Dean of Students or his/her designee for off-campus meetings.

Policies For Clubs And Organizations

Campus organizations shall be open to all eligible students without respect to race, creed, national origin, sex, or disability. All clubs and organizations must conform to the laws and policies of the State of Alabama, the Alabama Community College System Board of Trustees, Beville State and the Student Government Association. No club or organization shall interfere with or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes or campus activities without prior consent of proper College officials. Clubs or organizations shall not encourage any action that might cause disrepute to a student, employee, or College activity.

Tenure Of Student Organizations

Any organization determined not to fulfill its approved purpose and goals is subject to probation, reorganization, or dissolution. The Dean of Students may request minutes of meetings, financial statements, and/or any other information he or she may deem appropriate in determining the tenure of a student organization. The SGA may be invited to recommend to the Dean of Students whether a particular student organization should be continued in good standing, continued with probationary status for a specified period of time, reorganized, or disbanded.

Student Records

Student Records Confidentiality/Directory Information Policy

STUDENT RECORDS CONFIDENTIALITY/DIRECTORY INFORMATION POLICY (as provided by Public Law 93-380: Protection of Rights and Privacy of Parents and Students)

To comply with the Family Education Rights and Privacy Act (FERPA), known as the Buckley Amendment, the following policies and procedures have been established. This policy also serves as the annual notification of students' rights under FERPA, which is published annually in the College Catalog. It is the responsibility of the Office of Student Services to protect the privacy of student educational records. FERPA affords students the right to file a written complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Written complaints should be sent to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Student Records General Policy

No information from records, files, or other data directly related to the student, other than the directory information defined below, shall be disclosed without the written consent of the student. Consent shall include the specification of records to be released, the reasons for such release, and to whom records are to be released. Exceptions to this policy apply when satisfying compliance with a judicial order or pursuant to any lawfully issued subpoena, upon the condition that the student is notified of all such orders or subpoenas. The student will have ten days to respond to the College concerning the notification of subpoena in advance of the compliance by Beville State Community College. Additionally, records may not be withheld from appropriately authorized representatives, including educational and governmental officials, as provided by law. Students shall have access to all such information, with the exceptions as noted below, in accordance with the procedure outlined within this policy.

Definition Of Student

For the purposes of this policy, a "student" is defined as "any individual currently or previously enrolled in any course offered by Beville State Community College." This definition does not include prospective students or applicants that never enroll in a course.

Definition Of Educational Record

Student educational records are defined as those records, files, documents, and other materials which contain information directly related to a student and which are maintained by Beville State Community College or a party acting for Beville State. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a substitute are specifically excluded from this definition of educational record. Records which are made or maintained by institutional counselors or other professionals or paraprofessionals and which are maintained in connection with personal counseling or treatment and are not available to anyone who could not be involved within the College are also excluded from a student's educational record. Such records are, however, available to a physician or appropriate professional of the student's choice, if requested. Records created and maintained by the college law enforcement unit (Director of Student Services and/or Campus Police) solely for the purpose of law enforcement are also excluded from a student's educational record and are therefore exempt from the privacy restrictions of FERPA.

Release Of Directory/Public Information

The College will disclose the following “Directory Information” without prior consent of the student. It is considered part of the student’s public record.

- Name, address (local and permanent), and telephone number;
- Place and date of birth;
- Major field of study/program;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Enrollment status (full time or part time);
- Dates of enrollment;
- Certificates and degrees received;
- The most recent, previous educational agency or institution attended by the student;
- Awards and/or scholarships;
- Student photograph;
- E-mail address.

Students must submit a written objection to the release of any specific item or category of directory/public information to the Dean of Students or designee. This information will generally be released only to employers, prospective employers, representatives of the news media, and State or Federal education officials; however, Bevell State Community College reserves the right to disclose the information to other parties when its officials determine such disclosure is in order. Necessary information “in connection with a student’s application for, or receipt of, financial aid” may be legally released without obtaining prior permission from the student.

Location Of And Individuals Responsible For Student Records

Student records are maintained in the Office of Student Services on each campus. The College has designated the following officials as responsible for student records.

Dean of Students

The Dean of Students has the overall responsibility of providing an adequate student record system. This activity includes the maintenance and continuous updating of student records as controlled by provisions in this policy and governed by Public Law 93-380. The Dean of Students will be assisted in this responsibility by:

Directors of Student Services

The Directors of Student Services are charged with the responsibility of developing an individual student record upon a student’s acceptance to the institution. In addition, the Directors of Student Services are responsible for continuously maintaining all students’ files on campus in a safe and orderly manner and updating all records needed on the individual student, including compliance with provisions of this policy regarding the release of information to students, faculty advisors, counselors, institutional administrators, and local, state, and national organizations and agencies.

Director of Financial Aid

The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will see that all provisions of the individual student records policy are properly carried out.

Vice President of Administration and Operations

The Vice President of Administration and Operations will have the responsibility of compliance with all provisions as set forth in this policy as they apply to the release of financial information concerning individual students.

Disclosure Of Student Records To The Student

The student is accorded the right to inspect, in the presence of a Bevill State Community College staff member, records, files, and data primarily or directly related to his/her file. To inspect a file, a student must make a written request to the Dean of Students or designee. If a student desires to obtain copies of items in the educational record rather than personally reviewing the record, the written request to the Dean of Students must be signed and notarized to prevent disclosure to persons other than the student. A time for inspection shall be granted within 45 days of the date of request, and copies will be mailed within the same time period. Copies shall be made and provided to the student at a cost equal to the actual cost of reproduction, payable in advance. The right of inspection does not include financial statements of parents nor confidential recommendations placed in the file prior to January 1, 1975, (provided that such recommendations were solicited) with a written assurance of confidentiality or sent or retained with a documented understanding of confidentiality and used only for the purpose solicited and other confidential recommendations, access to which has been waived by the student in accordance with the "Waiver of Access" provision of this policy.

Challenging The Contents Of The Record

Bevill State Community College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed by presenting a written request to the Dean of Students. If, after inspecting a record, a student believes that information contained in the educational record is inaccurate or misleading or violates his/her privacy, the student may present a written request that the record be amended to the Dean of Students. A request for record amendment shall be answered by the Dean of Students within fifteen days of its receipt with information that the record has been amended as requested, or that the record has not been amended, and that the student has the right to a hearing on the matter. A written request for a hearing should be addressed to the Dean of Students, who will set the date and time for the hearing with reasonable notice of same to the student within 45 days of receiving the request. The request for a hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading nature, or inappropriateness. The Dean of Students shall examine the contested item with the Director of Student Services, hear the person responsible for placing the item in the file, if appropriate, and examine any documents or hear any testimony the student wishes to present. The Dean of Students may decide that the item should be retained or that it should be deleted/altered. There may be a decision that the material is accurate and appropriate but that the student should be allowed to place a written explanation in the file. If the decision is adverse to the student, the notice of decision shall include a statement that he/she has the right to place a statement in the record, commenting on the information and/or setting forth reasons for disagreeing with the decision. The Dean of Students shall issue a final written decision within ten working days of the conclusion of the hearing.

Waiver Of Access

Bevill State Community College may request that a student waive his/her right to inspect confidential recommendations regarding that student's **Application for Admission**, application for employment, or the receipt of an honor or other recognition.

If a student receives a request for waiver, the student has three options:

- He or she may sign and return the waiver.
- He or she may request a list of the names of persons who will be asked for recommendations before signing.
- He or she may refuse to waive the right of access. Such a waiver shall not be a condition for admission to the institution, financial assistance or any other benefits or services received by Bevill State Community College students.

Providing Records To Third Parties

The general policy of Bevill State Community College is to refuse access to or disclosure of information from student records to third parties without the written consent of the student. Should a student wish to have such records released, a signed and dated written request must be directed to the Dean of Students or designee, specifying the records to be released, the reason for release, the party or class of parties to whom records are to be released, and a request for copies to the student, if desired. Bevill State may then transfer or grant access to the information. The transferred information shall contain a statement that the information may be used by the receiving party or, if an organization, by its officers, agents, and employees for the purpose requested, but that the party shall not transfer the information to any other party except with the written consent of the student. A charge not to exceed the actual cost of reproduction will be assessed against the student when copies are made.

Student records will be made available to the following under the conditions noted, without the written consent of the student:

- College officials, including administrators, division chairpersons, instructional staff, counselors, staff, and other members serving on various committees who have legitimate educational interests. Legitimate educational interest exists if the information requested is necessary to (a) perform appropriate tasks that are specified in job description or contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; or (d) provide a service or benefit relating to the student or student's family.
- Officials of other schools, colleges, or school systems in which the student seeks enrollment.
- 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.
- 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 dependent, the College will grant equal access to the student's educational records upon demonstration of dependency as described above.
- Certain representatives of federal departments or agencies or state educational authorities, as provided by law, for the purpose of compliance with audit evaluation requirements of federally-supported educational programs or enforcement of Federal legal requirements of such programs.
- Persons or organizations providing financial assistance to students or to determine eligibility for financial assistance ("financial assistance" does not include payments made by parents).
- Recognized educational accrediting organizations.
- Organizations conducting studies for administrative evaluation tests, etc., provided that studies are not conducted in a manner which will permit personal identification of students or their parents by other than representatives of the organization and that the information will be destroyed when no longer needed for the purposes collected.
- In response to judicial order, or pursuant to any lawfully issued subpoena.

- An institution is not required to obtain a subpoena to produce educational records of a student if the records produced are needed by the institution to proceed with legal action as plaintiff or to defend itself.
- Other appropriate persons, in an emergency to protect the health or safety of the student or other individuals attending the institution.
- As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which the students' education records and personally identifiable information (PII) contained in such records – including the students' Social Security Number, grades, or other private information – may be accessed without the students' consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (Federal and State authorities) may allow access to the students' records and PII without the students' consent to any third party designated by a Federal or State authority to evaluate a federal-or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State authorities may allow access to the students' education records and PII without the students' consent to researchers performing certain types of studies, in certain cases even when the College objects to or does not request such research. Federal and State authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive the students' PII, but the authorities need not maintain direct control over such entities. In addition, in connection with statewide longitudinal data systems, state authorities may collect, compile, permanently retain, and share without the students' consent PII from the students' education records, and they may track the students' participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Bevill State will maintain a record indicating the name and legitimate interest of all disclosures except those made at the student’s request, those made pursuant to written consent, those designated as directory/public information, and those made pursuant to the exceptions noted above. This record of disclosure will become a part of the educational record, subject to inspection and review. As a multi-campus institution there are situations which warrant a transfer of a student’s permanent record to another campus. When deemed necessary the courier service personnel are requested by the transferring campus to hand deliver the records to the receiving campus Office of Student Services. The receiving campus then acknowledges the receipt by contacting the transferring campus Office of Student Services. The College ensures the security, confidentiality, and integrity of its student records.

Changes In The Policy

This policy statement is subject to change by any additional federal regulations or court decisions that may modify and/or negate any portion of the regulations of Public Law 93-380.

Campus Safety/Security

Emergency Notification And Class Dismissal

Bevill State has an emergency communications system called the **Bear Alert**. The system allows students, faculty, and staff to receive time-sensitive emergency messages in the form of e-mail, voice and text messages. Bear Alert is a mass notification system that supplements existing means of emergency communication, including outdoor warning sirens and severe weather alert radios.

In the event of an emergency, **Bear Alert** will send messages to all Bevill State e-mail addresses. In addition, all Bevill State faculty and staff who have a valid ID are automatically signed up to receive text and voice message emergency alerts. These records are updated each semester. Students will receive initial information through their BearMail student accounts, but can later configure their settings to receive notifications through several methods including voicemail, e-mail, and text

messages. Students may login to the Bear Alert Systems at www.myschoolcast.com/go/BSCC/ at any time and edit their account so that they receive emergency notifications. The information supplied is considered confidential and will not be shared or used for other purposes. Participants will only be contacted through the system in the event of an emergency.

Bevill State strongly recommends that you provide at least one phone number (cell phone is recommended) for **Bear Alert** to ensure that you receive important messages in a timely manner. Any contact information you provide will only be used for emergency notifications. Additional information about the Bear Alert system is available at <http://www.bscc.edu/students/current-students/bear-alert>.

In the event that Bevill State must close at any time other than on those dates that are designated in the College calendar, the administration will notify students and the general public by means of radio, television, e-mail accounts (when available), and Bear Alert provided to all currently enrolled students. Official closings will be announced via the College's Social Media outlets and website as well as on local TV stations including:

WBMA Channel 33/40	Birmingham
WBRC Channel 6	Birmingham
WVTM Channel 13	Birmingham
WACN Channel 16	Jasper
WTVA Channel 9	Tupelo
WCBI Channel 4	Columbus

During inclement weather each student is expected to decide whether it is safe to travel to the College.

Campus Police Phone Numbers

Dispatcher 205-387-0549 or 205-387-0511, ext. 5866;

Fayette Campus Police 205-438-1733;

Hamilton Campus Police 205-442-1567;

Jasper Campus Police 205-438-1734;

Sumiton Campus Police 205-282-1346;

Pickens County Educational Center Police 205-259-0673

Fayette Campus

The contact is the Student Services Office at 205-932-3221, ext. 5103. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator by calling 205-932-3221, ext. 0. After office hours, call 9-1-1.

Hamilton Campus

The contact is the Student Services Office at 205-921-3177, ext. 5385. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator at 205-921-3177, ext. 0. After office hours, call 9-1-1.

Jasper Campus

The contact is the Student Services Office at 205-387-0511, ext. 5770. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator at 205-387-0511, ext. 0. After office hours, call 9-1-1.

Sumiton Campus

The contact is the Student Services Office at 205-648-3271, ext. 5201. In absence or unavailability of the Director of Student Services, the situation should be reported to the College operator by calling 205-648-3271, ext. 0. After office hours, call 9-1-1.

Instructional Sites

The center directors carefully secure instructional sites, and local law enforcement patrols the center parking areas.

Pickens County Educational Center

The contact person is the Center Director at 800-648-3271, ext. 5632.

Health Care Procedures

Bevill State Community College has developed emergency health care provisions for any individual on campus who is injured, assaulted, or becomes suddenly ill.

Procedures For Medical Emergencies

If serious injury occurs on campus, call 9-1-1. In case of serious injury or illness, qualified personnel should quickly perform the following steps:

- The victim should be kept still and comfortable. **THE VICTIM SHOULD NOT BE MOVED!**
- The victim should be asked, “Are you okay?” and “What is wrong?”
- Breathing should be checked. If breathing stops, a qualified person should be found to assist respiration.
- The pulse should be checked. If there is no pulse, a qualified person should administer chest compressions.
- Serious bleeding should be controlled by direct pressure on the wound, avoiding direct contact with blood. Everyone should keep in mind standard precautions against blood-borne pathogens.
- Assistance should be continued for the victim until help arrives.
- The assisting personnel should look for emergency medical I.D., question witness(es), and give all relevant information to emergency medical personnel.

An accident report for all injuries must be completed and submitted to the Director of Student Services.

Health Sciences faculty are certified in cardiopulmonary resuscitation and trained to respond to medical emergencies. Bevill State Community College offers training in first aid and CPR.

NOTE: Any expense for hospitalization, transportation, or emergency treatment is the responsibility of the student.

Emergency Telephone Number

Call 9-1-1 for all emergencies.

Children On Campus Policy

Bevill State Community College does not provide childcare services. Students, faculty, and staff are expected to arrange for their personal childcare in a manner that does not involve College facilities or resources. Students who fail to comply with this policy will not be admitted to classes and may be asked to leave campus until off-campus childcare arrangements can be made. Bevill State Community College will not be liable for any injury, property loss, or damage suffered by any party as a result of a violation of this policy.

Minor children who are students of Bevill State Community College, or who are participants in any official educational activity or event recognized by the College, must be provided adequate and appropriate adult supervision. These individuals should always be under the control and supervision of an adult to ensure safety.

Student Conduct Code

The publication of the Student Conduct Code documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be aware of the College Conduct Code and knowledgeable of the fact that they will be held accountable for compliance with its provisions. By enrollment and affiliation with the College, a student or organization neither relinquishes the right nor escapes responsibilities of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission, as well as the safety, health, and well being of all students and other persons on campus. Therefore, students and organizations are obligated to abide by the rules and policies established by the College. It is assumed that students enrolling in the College are mature and have a desire for constructive learning. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person—whether a student, visitor, faculty, or staff member or the College itself is strictly prohibited.

Application

The Student Conduct Code applies to individual students as well as formal and informal groups either involved in College-related activities or functioning as official representative(s) of the institution. Furthermore this Conduct Code is applicable to the behavior of students and organizations participating in College-sponsored events, both on and off the College campus or property. The College expects the conduct of each student and organization to be in conformity with standards of common decency and decorum, with recognition of and respect for personal and property rights of others, and with the educational mission of the College. Violations will render a student subject to disciplinary action under procedures that provide for adequate notice and a fair hearing. Penalties for violations may include reprimand, remuneration, probation, loss of privilege, community service, suspension, expulsion, and/or other penalties which may be set forth in College regulations. The student shall be entitled to a hearing according to regular disciplinary procedures.

Procedure For Bringing A Charge Of Nonacademic Misconduct Against A Student

Charges of a disciplinary nature may be filed against a student by another student or member of the administration, faculty, or staff. Charges of any case involving violation of published policies and regulations must be submitted in the form of a

verbal or a written complaint to the Director of Student Services. Upon notification of formal charges being proffered against a student, the Director of Student Services will inform the Dean of Students of the nature of the charge(s) and the student(s) involved. If the Director of Student Services deems that the presence of the student(s) poses a continuing danger to persons, property, or the ongoing threat of disruption of the institution or its operations, the Dean of Students will be notified, and the student(s) may be temporarily suspended from the College. In such cases, a Student Disciplinary Hearing will be held within 72 hours, excluding Saturday, Sunday, and official College holidays, of the student's suspension.

In all cases that involve a charge of non-academic misconduct, the Director of Student Services must make a preliminary investigation by consulting the primary parties involved to determine whether the charges may be disposed of informally without the initiation of disciplinary proceedings. The following charges (1-14) may be disposed of by an informal process with resolution between the student or group of students and the Director of Student Services:

1. Dishonesty or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;
2. Lewd, obscene, licentious, indecent exposure, or inappropriate dress;
3. Lewd, obscene, licentious, or indecent conduct or the verbal or written threat of such action against another person;
4. Unauthorized class attendance of guests and family members of a student without permission of Director of Student Services;
5. Smoking, including chewing tobacco, dipping, vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on College-owned or College-controlled property, with the exclusion of designated smoking areas.
6. Filing a false report or knowingly making a false statement interfering with the investigation of any situation described in this Conduct Code and/or the annual campus safety and security report;
7. Trespassing or unauthorized entry;
8. Publishing, aiding in publishing, circulating or aiding in circulating, anonymous publications or petitions;
9. Placement, establishment, or maintenance of any mobile, impermanent, or temporary living quarters on property of the College which shall include, but not be limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes, and/or use of sanitary facilities on a regular, daily basis;
10. College instructors and staff may limit student use of electronic devices such as cell phones, pagers, cameras, laptop computers, iPads, and iPods where such devices might interfere with the normal activity of the College. Students may use electronic devices to record class lectures.
11. Display of pornographic or sexually explicit materials, including but not limited to: clothing, videos, magazines, books, posters, photographs, or computer screens.
12. Any form of gambling;
13. Failure to comply promptly with directions of College officials or law enforcement officers acting in the performance of their duties.
14. Unauthorized possession of College, state, or federal property or supplies.

Any member of the College community may file charges against a resident/visitor of campus residence halls for misconduct related to the following minor residence hall infractions in or on the grounds of residence halls. The following process will be followed to reach disposition of charges filed against a resident/visitor:

- a. Charges must be filed with the Director of Student Services;

b. The Director will thoroughly investigate the charges filed;

c. The Director will dispose of any of the following infractions (15-27) through an informal resolution between the Director and the student/visitor.

15. Violation of published policy governing residence hall visitation and occupancy.

16. Splicing into or otherwise tampering with existing electrical wiring or cable television connections or computer cables.

17. Excessive absences from residence hall meetings.

18. Possession of candles, incense, or other flame-emitting articles.

19. Possession of state, federal, local, or miscellaneous signs illegally obtained.

20. Possession of cats, dogs, hamsters, guinea pigs, mice, spiders, lizards, snakes, or other pets, on either a permanent or visitation basis. Animals that have been preserved through taxidermy are also strictly prohibited.

21. Possession of unapproved appliances.

22. Possession of paint-ball guns and equipment, dart boards and darts, or any type of potentially hazardous recreational game or equipment.

23. Solicitation and sales without permission from the Residence Hall Manager/Housing Personnel.

24. Possession of weight-lifting apparatus and waterbeds.

25. Playing musical instruments.

26. Leaving a student housing room door unlocked or leaving the room with excessive lights, radios, or other electrical appliances left on.

NOTE: A sanction will be issued to all residents of that room.

27. Possession or display of empty alcoholic beverage containers in residence hall.

After initial investigation of charges (1-27), the Director of Student Services will decide the appropriate disciplinary action required. If the accused is dissatisfied with the decision of the Director of Student Services he or she may submit a written request within 24 hours for a hearing before the Student Disciplinary Committee. If the student and Director of Student Services are satisfied with the conclusion of the case at this point, the Director will notify the student and the party bringing the charge(s).

The following charges (28-49) must be referred to the Student Disciplinary Committee in accordance to the following process:

a. Charges must be filed with the Director of Student Services;

b. The Director of Student Services will thoroughly investigate the charges filed;

c. The Director of Student Services will forward the findings of the investigation to the Dean of Students.

28. Excessive violations of the published student conduct code, residence hall visitation, and/or occupancy policies.

29. Forgery, alteration, or misuse of College documents, records, or identification;

30. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other activities on College premises by either Beville State Community College or non-College persons or groups;

31. Destruction, damage, or misuse of College, public, or private property;
32. Conduct in violation of federal, state statutes, or local ordinances, which threatens the health and/or safety of the College community or adversely affects the educational environment of the College;
33. Conviction of any misdemeanor or felony, which adversely affects the educational environment of the College;
34. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, telephone system, labor, material, space, facilities, or services;
35. Hazing in any form is strictly prohibited. Hazing is any mental or physical requirement or obligation placed on a person by a member of any organization, or by an individual, or by a group of individuals, which could cause discomfort, pain, or injury, or which violates any legal statute or College rule, regulation, or policy. Hazing has been defined as but is not limited to, the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is also considered to include the creation of a situation, which results in, or might result in, mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called "personal favors." Activities of this nature shall be dealt with promptly and sternly;
36. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence any member of a judicial body named in Student Conduct 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, etc.;
37. Possession, while on College-owned or controlled property, of firearms, ammunition, explosives, fireworks, pellet guns, bows and arrows, knives, or other dangerous devices. (Weapon possession will be enforced according to Alabama state law.)
38. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a College-sponsored function;
39. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on College property or at a College-sponsored function;
40. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
41. Theft, accessory to theft, and/or possession of stolen property;
42. Physical or verbal abuse, threat of violence, intimidation, physical, mental, or sexual harassment;
43. Entering false fire alarms, tampering with fire extinguishers, alarms, or other equipment;
44. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and benefit from educational facilities;
45. The use of Beville State Community College computer terminals and/or telecommunications equipment on College-owned or College-controlled property for personal use or for purposes of obtaining pornographic or sexually explicit information;
46. Threatening, harassing, lewd, obscene, or violent communications through e-mail, fax, or other methods of data/information transmission;
47. Terrorist threat to Beville State Community College or from College-owned or controlled property;
48. Software tampering, espionage, sabotage, and criminal mischief.

49. Sexual violence refers to physical acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. (The College's Assault and Violence Policy can be found in the Non-discrimination section of the Catalog. A student charged with this conduct violation will be immediately referred to the Grievance Procedures and Resolution of Harassment, Discrimination and Sexual Violence Complaints policy. Sanctions for this violation may range from probation to expulsion, depending on the severity of the incident.)

50. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College.

NOTE: *If a student violates policy related to alcohol or substance abuse and is under 21, the Director of Student Services will notify the student's parents.*

Student Disciplinary Committee Composition And Responsibility

- The Campus Student Disciplinary Committee shall have the dual function of safeguarding the rights of students and maintaining a climate of integrity and safety for all members of the College community.
- The Committee shall consist of two (2) faculty members, one (1) professional staff member, one (1) support staff member and one (1) student. The Dean of Students shall serve as the chairperson for each campus Student Disciplinary Committee.
- The Dean of Students shall appoint the Student Disciplinary Committee. The faculty and staff members shall serve a term of two years. Each year one faculty member and one staff member shall rotate off of the Committee and the Dean of Students will appoint a replacement for the two (2) vacant seats on the Committee. A student officer from a campus student organization shall be appointed annually to serve a term of one year on the Student Disciplinary Committee. Committee substitutions may be necessary if a conflict arises in scheduling hearings in a timely manner.
- The Chairperson will preside over all hearings and serve as a non-voting member of the committee. Any Committee member who has any personal interest or special information concerning a particular case should recuse themselves from that case.
- The Committee shall maintain an adequate record of the history and disposition of each case. The Director of Student Services' designee shall attend all Student Disciplinary Hearings and keep a written record of the proceedings. The Chairperson shall maintain the written record of the hearing and the decision. The record shall include a summary of the evidence upon which the Committee based its decision. At the conclusion of each hearing the Chairperson will turn over notes and records from the proceeding to the Director of Student Services to be retained for five years after the disposition of all cases.

Student Rights And Responsibilities

- The student does not forfeit any constitutional rights upon entrance into the student body of Beville State Community College.
- By virtue of the student's request for admission into Beville State Community College (via application), the student agrees to abide by the College's rules, regulations, policies, and Conduct Code.
- The student may have a representative present at any Student Disciplinary Committee hearing for advisement only. The representative will not have the right to cross-examination. The student's refusal to answer questions shall not be construed as admission of guilt.

Procedure For Conducting The Hearing On Non-academic Misconduct

The Director of Student Services must submit a written notification informing the student that he or she has been charged with specific violations of the Student Conduct Code. Within five days (excluding Saturdays and Sundays and College holidays) of the formal charge being brought against a student, the written notification will be hand delivered to the student if at all possible; otherwise, it will be delivered by certified mail. The Director of Student Services must send a copy of the charge(s) and the investigation report to the Dean of Students. The Director of Student Services shall activate the Student Disciplinary Committee. Within five calendar days of the receipt of the charges, the Director of Student Services must set a time for the hearing and must notify all parties in writing of the time, date, and location of the hearing.

The procedure for conducting a hearing must contain the following elements:

1. No less than twenty-four hours before the disciplinary hearing (excluding Saturdays and Sundays and official College holidays), the Director of Student Services must submit a written notification of the date, time, and location of the hearing to the student charged with misconduct.
2. The hearing must be conducted in such a way as to afford due process to all parties involved.
3. The hearing must be private and confidential, except by consent of all parties.
4. The Chairperson will state the charge(s) and define the evidence based on the investigative report. The student must have an opportunity to examine evidence, cross-examine witnesses, offer witnesses on his/her behalf, and respond on his/her own behalf.
5. The student charged must be permitted the right to have a representative present. However, only the student may address the Committee or witnesses directly. In the case of an international student or a student with a disability, such as hearing or speech impairment, the Chairperson will determine the appropriateness of allowing a representative to speak on behalf of the student.
6. Either party may offer testimony (written or oral) of witnesses. Written statements shall be admissible; however, should the accused student challenge any significant part of the written statement, the Disciplinary Committee may choose to disregard the challenged portion in its study of evidence and testimony presented. If the Committee so desires, it may reconvene the hearing when the witness(es) may appear and be questioned by the Committee and the accused.
7. The burden of proof rests with the person(s) bringing the charge(s).
8. The student shall have the right to cross-examine any witness against the student or to refute any written testimony.
9. If the accused student fails—without good cause, in the judgment of the Chairperson of the Committee—to appear at the designated time of the hearing, the Chairperson may conduct the hearing without the presence of the accused.
10. The Committee members must deliberate in confidential discussion. A majority vote shall be required for the committee's decision.
11. The Chairperson will notify the student and any appropriate member of the College community within twenty-four hours in writing of the decision of the Committee.
12. The decision of the Committee shall be considered final except in case of appeal.

Sanctions Imposed For Violations Of Non-academic Misconduct

1. **Censure** -A statement to the offender that he/she has violated Bevill State Community College regulations and of the possibility of more stringent disciplinary action in the event of future violations. A censure statement may be given by the Director of Student Services or the Student Disciplinary Committee.
2. **Community Service** -Performance of duties under the supervision of approved local agencies or College officials to be completed within a specified time frame. If service is not completed in a timely manner the Director of Student Services will invoke restitution for service not completed. Community Service may be given by the Director of Student Services or the Student Disciplinary Committee.
3. **Disciplinary Probation** -A specified period of monitoring the student behavior to ensure compliance with Bevill State Community College Policies and Regulations, local, state, and federal ordinances. Any additional violations incurred while on probation may result in suspension or expulsion. Disciplinary probation may be given by the Director of Student Services or the Student Disciplinary Committee.
4. **Disciplinary Limitations** -Exclusion from participation in designated activities for a specified period of time. Any additional violations incurred while on disciplinary limitations may result in suspension or expulsion. Disciplinary limitations may be given by the Director of Student Services or the Student Disciplinary Committee.
5. **Residence Hall Suspension** -A student may be suspended from the residence hall for infraction of Student Housing Rules and Regulations. Suspension will be for a designated period of time. Residence Hall Suspension may be given by the Director of Student Services or the Student Disciplinary Committee.
6. **Suspension** -Dismissal from classes and extracurricular activities for a specified period of time. Suspension is issued by the Student Disciplinary Committee or may be approved by the Dean of Students should a student waive the right to a student disciplinary hearing. (In the case that a student poses an immediate threat to the campus community, the Director of Student Services may issue a temporary suspension, with a Student Disciplinary Hearing to be held within 72 hours, excluding Saturday, Sunday, and College holidays).
7. **Restitution** -Requirement to compensate the College or other injured party for the value of damaged, lost, misappropriated, destroyed property, or unfulfilled community service. The Director of Student Services or the Student Disciplinary Committee shall set the amount and form of the restitution.
8. **Expulsion** -Termination of student status for a definite or an indefinite period. Expulsion is issued by the Student Disciplinary Committee or may be approved by the Dean of Students should a student waive the right to a student disciplinary hearing.

The conditions of readmission, if any, in the case of suspension or expulsion shall be stated in writing to the student.

Appeals Board

The Appeals Board, consisting of the Vice President of Instructional and Student Services, Vice President of Administration and Operations, and one student officer from a campus student organization, shall hear and act on appeals only. The function of the Appeals Board is to consider all sides and all testimony/evidence and to render a decision on the appeal. The Vice President of Instructional and Student Services will serve as the Chairperson of the Appeals Board and will be responsible for appointing Board members, scheduling, and conducting the appeal and informing the student of the Board's decision. The Vice President of Instructional and Student Services secretary shall serve as recorder for the appeal.

Procedure For Appeal

A student accused of non-academic misconduct may appeal the decision of the Student Disciplinary Committee or the Director of Student Services through the following process:

The accused must submit a written appeal to the Chairperson of the Appeals Board. The appeal must be requested within five (5) days, excluding Saturdays and Sundays and official College holidays following the receipt of the decision of the Student Disciplinary Committee or the Director of Student Services. If a student chooses to exercise the right of appeal, his/her status may remain unchanged as determined by the Student Disciplinary Committee or the Director of Student Services until the appeals process has ended. Therefore, sanctions as determined by the Student Disciplinary Committee or the Director of Student Services, except in cases of threat of danger to the campus community, should not take effect until the student has exhausted the appeals process.

1. The appeal is limited to review of the full report of the Student Disciplinary Committee or the Director of Student Services. The Appeals Board may uphold the decision rendered by the Student Disciplinary Committee or Director of Student Services, amend the decision, or overturn the decision.
2. Within three (3) days of the appeal, excluding Saturdays and Sundays and official College holidays, the Appeals Board Chairperson must set a time, date, and a location for the meeting of the Board.
3. Within two (2) days after hearing the appeal, excluding Saturdays and Sundays and official College holidays, the Appeals Board shall send written notice of its decision to the student and to all appropriate members of the College community.

If, after following the procedure outlined above, the student still seeks redress, he/she may appeal to the College President. This appeal to the President must be made in writing, must state the reason(s) for the appeal, and must be submitted within two (2) days, excluding Saturdays and Sundays and official College holidays, of receipt of notice by the student(s) of the decision of the Appeals Board.

The decision of the President is final. The President may approve, overturn, or amend the prior decision(s). The President shall send the student and all appropriate College personnel written notification of the decision rendered.

NOTE: *All Disciplinary activities will be noted in the student's disciplinary record.*

Due Process For Student Academic/ Instructional Grievance Cases

Students are guaranteed procedural and substantive due process in all cases involving formal academic grievances. The College also assures each student that no action will be taken on grounds which are not supported by academic policies/procedures. A student should immediately seek a resolution of all academic grievances with the instructor. If a satisfactory conclusion cannot be reached, the student should appeal in writing to the appropriate Division Chair immediately. Within five (5) days of this notice, excluding Saturdays, Sundays, and official College holidays, the appropriate Division Chair will take testimony from the student, the instructor, and all appropriate witnesses and will issue a decision in writing to the student and provide a copy to the Associate Dean responsible for Academic Transfer, Health Science or Career Technical Education as appropriate. The student may appeal in writing to the appropriate collegewide Associate Dean. Within three (3) days of this notice, excluding Saturdays, Sundays, and official College holidays, the collegewide Associate Dean will issue a decision in writing to the student and provide a copy to the Dean of Instruction. The student may appeal in writing to the Dean of Instruction. Within three (3) days of this notice, excluding Saturdays, Sundays, and official College holidays, the Dean of Instruction will issue a decision. The decision of the Dean of Instruction is final.

Student Grievance Policy/Procedures

Bevill State Community College recognizes that in order to efficiently and effectively carry out its mission, students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate authorities. Any student who has a grievance against a member of the Bevill State Community College faculty, staff, or administration concerning any form of race discrimination (Title VI, Civil Rights Act of 1964), sex discrimination (Title IX of the Educational Amendments of 1972), violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) should follow the Grievance Procedures and Resolution of Harassment and Discrimination Complaints Against Employees policy.

Any student who has a grievance against another student should make a written complaint to the Director of Student Services to be handled according to the Procedure for bringing a Charge of Non-Academic Misconduct Against a Student process found in the Student Handbook.

REFERENCE:

Title VI of the Civil Rights Act of 1964, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title IX of the Educational Amendments of 1972, "No person in the United States shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Section 504 of the Rehabilitation Act of 1973 as amended in 1974, "No otherwise qualified handicapped individual in the United States, as defined in Section 706 (6) of this title, shall solely by reason of his/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." The Americans with Disabilities Act of 1990, "No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other semesters, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or a local government. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of goods, services, facilities, privileges, advantages, and accommodations of any place of public accommodation...shall ensure that interstate and intrastate telecommunications relay services are available...to hearing-impaired and speech-impaired individuals in the United States."

Drug and Alcohol Abuse Prevention Policy

Drug And Alcohol Abuse Prevention Policy

Bevill State complies with the regulations and initiatives as prescribed by federal regulations in the Anti-Drug Abuse Act of 1988. The College is strongly committed to providing a drug-free learning and working environment.

It is the policy of Bevill State Community College that, during the month of September of each academic year, information reported in compliance with the Drug-Free Workplace Act shall be made available to students and employees of Bevill State. Programs on drug and alcohol abuse prevention are offered for students the 3rd week of October each year during National Collegiate Alcohol Awareness Week. It is further the policy of Bevill State that annually, the Dean of Students and Directors of Student Services review the College's Drug and Alcohol Abuse Prevention Program and shall:

1. Determine the effectiveness of its program and report to the President any revisions needed by the program to make it more effective;
2. Ensure that the standards of conduct described in Part II hereof are fairly and consistently enforced; and

3. Submit any findings and/or recommendations.

The President shall implement, effective the ensuing September, any of the Committee's recommended revisions deemed appropriate and reasonable.

Standards Of Conduct And Enforcement

Bevill State Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Bevill State Community College shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to desist from such behavior immediately. 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 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: (Those provisions which refer to drug "Schedules" are making reference to the authorization by the State Legislature for the State Board of Health to classify drugs in semesters of their potential for abuse and their current usage in medical treatment. 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 Schedules IV and V. The Schedules may be found in the Code of Alabama (1975), sec. 20-2-23, et seq.)

- Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975], sec. 13A-11-10).
- Possession, consumption, or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by fine of \$25-\$100 or a 30-day jail term. (Code, sec. 28-1-5).
- Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50-\$500 and, at the discretion of a judge, a jail sentence of up to six months. (Code, sec. 28-4-20, et seq).
- 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, at the discretion of a judge, a jail sentence of up to six (6) months (Code, sec. 28-1-1).
- Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable, upon first conviction, by a fine of \$250-\$1,000 and/or one year in jail plus suspension of drivers' license for 90 days. (Code, sec. 32-5A-191).
- Possession of marijuana for personal use is punishable by a fine of up to \$2,000 and/or a jail sentence of up to one year (Code, sec. 13A-12-214).

- Possession of marijuana for other than personal use is punishable by a fine of up to \$5,000 and a prison sentence of not more than ten years (Code, sec. 13A-12213).
- 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 \$10,000 and/or a prison term of not less than two years and not more than 20 years (Code, sec. 13A-12-211).
- The selling, furnishing or giving by a person 18 years or older to a person under 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 \$20,000 and/or a prison term of not less than ten years and up to life (Code, sec. 13A-12-215).
- Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than \$5,000 and/or prison term of not more than ten years (Code, sec. 13A-12-212).
- Conviction for an unlawful sale of a controlled substance within a three-mile radius of an educational institution brings with it an additional penalty of five years of imprisonment with no provision for parole (Code, sec. 13A-12-250).
- The use, or possession with intent to use, of drug paraphernalia is punishable by up to one year in jail and/or a fine of up to \$2,000 (Code, sec. 13A-12-260).
- The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by not more than one year in prison and/or a fine of up to \$1,000. 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 \$10,000 (Code, sec. 13A-12-260). Penalties for subsequent violations of the above-described provisions are progressively more severe than the initial convictions.

Local Ordinances

The State of Alabama Code has been adopted locally. Any other provisions as are applicable to the City of Jasper, City of Sumiton, City of Fayette, City of Hamilton, City of Carrollton, Walker, Marion, Pickens, Fayette, Lamar, and Winston counties have also been adopted.

Health Risks Of Drug And Alcohol Use And Abuse

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

Cannabis

- Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
- Regularly observed physical effects of cannabis are a substantial increase in 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 damages 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.

Cocaine

- Includes cocaine in powder form and “crack” in crystalline or pellet forms.

- 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 may transmit AIDS, hepatitis, and other diseases. Preparation of free base, 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. Crack or free base rock is extremely addictive, and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures. The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

Depressants

- Include such drugs as barbiturates, methaqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Meproamate, Xanax, etc.
- 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.

Narcotics

- Include such substances as heroin, morphine, opium, and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin), and such drugs as Percocet, Percodan, Darvon, Talwin, Lortab, Lorcet, Anexia, etc.
- 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 disease such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

Inhalants

- Include such substances as nitrous oxide ("laughing gas"), amyl nitrate, butyl nitrate (found in asthma inhalants), chlorohydrocarbons (used in aerosol sprays), and hydrocarbons (found in gasoline, glue, and paint thinner).
- Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite (asthma inhalant) cause rapid pulse. 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 concentration of inhalants can cause suffocation by displacing 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.

Designer Drugs

- Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as “Ecstasy”), and analogs of phenecyclidine.
- Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain 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, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines 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 phenecyclidine cause illusions, hallucinations, and impaired perceptions.

Student Housing Rules and Regulations

General Standards Of Behavior

The prevailing goal of the residence life program is to develop communities within the residence halls that foster informal learning. The most crucial factor in this effort is the human element, that is, being responsible members of the community. As members of this community, students are given certain rights and privileges, and with these come a number of responsibilities. Students residing in the residence hall setting will be living in a community that is comprised of people with diverse backgrounds, interests, concerns, opinions, and standards. In order to make this kind of community livable, enjoyable, and conducive to academic pursuits, a set of standards that defines what is and what is not acceptable behavior is necessary.

Students’ Responsibilities

- Students are responsible for knowing and abiding by all policies of the residence hall system and Bevill State Community College.
- Students are expected to take an active role in monitoring the behavior that occurs in the residence hall community. It is a student’s responsibility to confront others who are violating hall policies and/or to report such violations to the residence hall staff.
- Students are expected to cooperate with requests from staff members when they are acting in their official capacity within the College structure. A notification to see a staff member must be honored.
- Students are not to misrepresent or misuse their student identification or fail to show their student identification card upon request of a Bevill State staff member or administrator.

Emergency Weather Contacts

Bevill State monitors weather conditions 24 hours a day. The Administration provides updates and alerts to the entire campus community throughout times of inclement and threatening weather conditions via the Bear Alert System. Student housing residents should be alert to the danger of threatening weather conditions and maintain communications with College Administration in regard to evacuation and safety measures. During regular office hours, contact the Resident Manager or the Office of Student Services. When weather conditions threaten during the evening or on weekends, residents should follow the instructions posted inside each room.

Missing Student Notification Policy And Procedures

The Higher Education Opportunity Act of 2008 requires each student to identify a contact person or persons whom the institution will notify within 24 hours if the student is determined by the institutional police or security department or the local law enforcement agency to be missing. This contact information will be registered confidentially. The contact information is collected on the Student Housing Application. The Dean of Students will be notified if a housing resident is missing for 24 hours.

Student Housing Policies

Student housing at Bevill State is a unique, enjoyable experience that provides educational, social, and cultural development opportunities for students. The BSCC Housing Policy is based on the premise that students have the right to expect a quiet, clean, safe atmosphere in which to live, study, and develop as individuals.

Rules are inherent in all group living situations. Sound laws and regulations provide order essential to personal freedom and academic achievement. Enrollment at Bevill State obligates a student to become familiar with and to comply with established standards and regulations. All student housing policies are subject to change by the College Administration to provide a safe and healthy environment for all students.

The College realizes that not all individuals can adjust to group living. For this reason, and to safeguard the rights and privileges of the majority of its students, the College reserves the right to dismiss any student from the dormitory for misconduct when such action is deemed necessary. The College reserves the right to relocate residents whenever necessary; however, no resident may relocate from his/her assigned room without both notifying and receiving permission from the Resident Manager and the Director of Student Services.

It is expected that students living in and visiting College residence facilities will cooperate with the Resident Manager and with each other in maintaining a routine of living conducive to wholesome college life. Living in student housing is a privilege, and the College reserves the right to revoke this privilege whenever the action(s) of a resident does not comply with the standards and regulations established by the College.

- To be eligible for on campus housing an individual must be 18 years old and enrolled as a full-time student (minimum of 12 credit or 12 contact hours, fall and spring terms) at Bevill State. A minimum of 9 credit hours or 9 contact hours must be taken on campus during fall and spring terms. Students under the age of 19 must have parents' signatures on the housing application and Housing Lease Agreement.
- Summer term residency is limited and current residents must obtain approval from the Director of Student Services if summer residency is required. Students who are approved for summer residency must pre-register for the required summer term enrollment status or approval may be withdrawn.
- A resident who is absent from his/her scheduled classes for more than five (5) consecutive days must inform the Director of Student Services and Resident Manager in writing. Failure to do so may result in termination of the housing lease.
- The required deposit of \$150 is to be paid prior to the student moving any personal belongings into the dorm room or apartment. When moving out of student housing, the student must follow checkout procedures and return his/her key(s) to receive a deposit refund. The deposit is required each academic year and an amount of \$75.00 will be retained from all deposits for general maintenance and pest control fee each year.
- A \$75 fee will be assessed for replacing lock and keys or for failure to turn in key(s).
- Residents must remove personal belongings and vacate the premises within 24 hours of the last scheduled final exam, or within 24 hours of withdrawing from Bevill State, or within 24 hours from dismissal from Bevill State, and/or within 24 hours of lease termination. **Unclaimed items will be disposed of immediately.**
- Residents are responsible for cleaning the room as part of the check-out procedure. Failure to clean the room as part of the check-out procedure will result in an additional \$50 cleaning fee.

- During school holidays of five (5) days or more, as noted in the College Calendar, residents may not reside in student housing.
- Residents must sign a Housing Lease Addendum prior to the end of each term either to continue or terminate occupancy. Failure to sign the Addendum will terminate the lease.
- Each resident must have all personal furniture or equipment (including small appliances) approved by Housing personnel/Resident Manager before moving into the dorm room. Failure to obtain approval may result in the removal and/or disposal of items that are considered a detriment to the safety and well-being of student residents and/or the College environment.
- Residents are responsible for the cleanliness of their rooms and surrounding grounds. Garbage, rubbish, and other waste must be removed daily from rooms and yard and placed in designated receptacles. There will be unannounced inspections for cleanliness.
- The College unconditionally reserves the right to inspect all portions of rooms at times convenient to its staff and to require compliance with housing policies. **Needed repairs should be reported to the Resident Manager immediately.**
- It is mandatory for residents to attend meetings called by the Resident Manager and/or the Director of Student Services. These meetings are kept to a minimum and, when called, are of importance to all residents.
- **Children (immediate family members only) visiting a housing resident must be under the supervision of the resident being visited at all times.**
- All persons must be fully clothed when in the lounges, lobbies, or in the presence of visitors.
- If deemed necessary and advisable for the safety, security, or the maintenance of an educational atmosphere, a room or any personal belongings of the student resident (including vehicles) may be searched. Searches will be conducted if there is reasonable cause to believe that a student is using his/her room for a purpose in violation of federal, state, or local laws, or College regulations, or if the College Administration deems that a serious threat of security and safety exists. All room searches must be approved by the Dean of Students or designee.
- **Each student resident will be responsible for any damage to his/her assigned room or to the furniture, fixtures, and equipment, and for damage or loss caused by him/her to any part of the residence hall. When two or more students are involved in damage to College property, and it cannot be ascertained which student is responsible for the damage or loss, an assessment will be made against both or all equally.** Additionally, assessments for certain violations will be made to the entire residence hall community. The use of such materials as paste, glue, nails, tacks, staples, screws, etc., on walls, furniture, and woodwork (including inside and outside doors) is prohibited. Only non-damaging tape is permissible for use on walls and doors. Bumper sticker-type adhesive must not be used on any surface.
- In the residence hall, there are Quiet Hours set aside for study. **Quiet Hours are in effect from 10:00 p.m. until 9:00 a.m. with the exception of Friday and Saturday. On Friday and Saturday, Quiet Hours begin at 12:00 midnight and end at 9:00 a.m. the following day. Unnecessary noises and disturbances are not permitted at any time and may warrant immediate dismissal. Quiet hours may be extended during scheduled final exam periods.**
- The College is not responsible for any loss or damage to the personal property of occupants.
- Each student is urged to provide for the security of his/her own belongings by locking his/her room and by carrying personal property insurance. **Thefts should be reported to the Resident Manager.**
- Residents must have a Bevill State student ID card and parking decal. Parking decals are available in the Business Office, and Student ID's are made on designated days in the Office of Student Services. Identification may be verified at any time by any Bevill State Community College personnel.
- Residents and non-residents may visit in the rooms of residents daily, during the following times: Sunday-Wednesday 10:00 a.m. until 11:00 p.m. and Thursday-Saturday 10:00 a.m. until 1:00 a.m. **Residents must be in their respective rooms when visitation ends Sunday-Wednesday by 11:00 p.m. and Thursday-Saturday by 1:00 a.m.**
- A visitor must be at least 18 years of age, a Bevill State student, or a member of a student's immediate family. Identification of visitors may be verified.
- Overnight visitation is prohibited.
- The student or roommate has the right to refuse visitation.
- Visitors must be accompanied by a resident of the dorm.
- Students are responsible for the conduct of any visitor(s) while on College-owned or College-controlled property. Visitors are subject to the same conduct code, policies, and procedures as student residents.
- Areas surrounding the residence hall are off limits to all nonresidents as well as residents after visiting hours.

If a resident or non-resident is injured while in violation of any regulation or policy as stated in the Bevill State Student Conduct Code and Student Housing Policy the College shall not be held liable.

The Resident Manager or any other authorized official of the College will issue written notifications to residents and non-residents who violate College policy. The Director of Student Services will impose appropriate sanctions for the policy violation. If more than one student is involved in the violation of the Student Housing Policy, and the College cannot determine who is responsible for the violation, all students involved will receive a notification of violation.

Though violation of the aforementioned policies can result in immediate suspension or expulsion from the residence halls, it is understood that any regulation or policy violation as stated in the Bevill State Student Conduct Code and Student Housing Policy will result in disciplinary action. These procedures will provide for adequate notice and a fair hearing of the appeal.

The Student Conduct Code outlines due process procedures for all student disciplinary cases.

If a student violates policy related to alcohol, substance abuse, or pornography and is under the age of 21, the College will notify the parents.

Non-student violators of the Student Housing Policy or Student Conduct Code will be referred to local law enforcement agencies.

Bevill State Community College Intellectual Property Rights Statement

Bevill State Community College Intellectual Property Rights Statement:

This policy regarding Intellectual Property Rights is in accordance with the Bevill State Community College Copyright Policy and State Board Policy 321.01 Copyright, Trademark, and Patent Ownership.

Ownership Of Materials

As a general principle, Bevill State claims ownership of all educational materials involved in teaching classes, on all four campuses and at the respective centers. Such ownership includes, in particular, test banks, syllabi, web courses, and hybrid courses. However, Bevill State cedes control of the assessments, class notes, presentations, and handouts.

The exceptions to this rule are materials that are produced in the course of duties based on the employment contract or program agreement and are intended for the institution to copyright, trademark, or patent.

Rules Of Intellectual Property For Students

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

The student must get written consent from the College in order to use or publish material for which the student is not an author or collaborator.

An employee must get permission from a student to use that student's work as a sample/model. At the student's request, the work will be published anonymously, or under a pseudonym.

As previously stated, students have the right to publish any of their own creative work and are entitled to 100% of the royalties for these works.

Bevill State Community College Copyright Policy

Employees and students are expected to understand and adhere to the copyright law of the United States (Title 17, United States Code), as adapted by the Technology, Education and Copyright Harmonization Act (TEACH). Copyright law must be followed when performances, displays, copies, or other reproductions of copyrighted material are made available to students. This includes the posting of copyrighted material on Canvas or other online sites. Under the TEACH Act, it is permissible to make copyrighted materials available to students, provided that students are notified that the materials may be subject to copyright protection, and that materials:

- do not exceed an amount or duration comparable to that typically displayed in a live classroom setting;
- are directly related to the course content;
- are an integral part of the teaching content;
- are intended solely for and are available only to students enrolled in the course; and
- are retained only for the class session.

Copyright Act 1976 Fair Use Clause

The Fair Use clause of the 1976 Copyright Act applies to material used for nonprofit educational purposes, when only the amount of material necessary for instruction is used, and when no impact is made on the market.

General Guidelines For Employees And Students

You are adhering to the copyright law if:

- you are the copyright owner;
- you have express written permission;
- the material is in the public domain; or
- the Fair Use clause applies to the material.

The following examples are intended to aid in implementing the Copyright Policy:

- Journal articles may be scanned and placed on Web sites as long as course access is limited to the students currently enrolled in the class.
- Presentations using copyrighted photographs and music may be used in an online presentation without permission as long as access is restricted to the students enrolled in the class.
- A book chapter may be added to a library reserve or online course as long as access is limited to students enrolled. The chapter must be removed at the end of the semester.
- Books may not be copied for students. Only one library reserve copy of the textbook is allowed for students. More than one would be an infringement on the marketing ability of the copyright holder.

Rules Of Thumb For Employees And Students

- Link to files, instead of downloading, whenever possible.
- Assume that a work is copyrighted unless it states that it is not.
- Read the terms of use for each file-sharing site.
- Always provide attribution for all downloaded files.
- Do not download files with private information such as phone numbers and addresses.

Bevill State has designated a copyright agent to receive notification of claimed copyright infringement on the College's website as required by the Digital Millennium Copyright Act. If a person believes his or her work is being infringed on Bevill State's website, he or she should notify Tana Collins-Allred, Director of Enrollment Management, Public Relations, and Recruiting, Bevill State Community College, 1411 Indiana Avenue, Jasper, AL 35501; e-mail: tana.collins@bscc.edu; (205) 648-3271.

According to the Digital Millennium Copyright Act, the notification of claimed infringement must include:

- identification of the copyrighted work claimed to have been infringed (include ISBN, title, etc.);
- identification and URL of the material that is claimed to be infringing;
- information sufficient to contact the complaining party, such as an address, telephone number, fax number, and electronic mail address; and
- other information relating to the claim. Any copyright concerns or questions about the Bevill State website should be directed to Tana Collins-Allred at tana.collins@bscc.edu.

Resources

The teach act toolkit is an online resource for understanding copyright in distance education: <http://www.lib.ncsu.edu/scc/legislative/teachkit/overview.html>.

Educational Multimedia Fair Use Guidelines describe copyright protections in the electronic environment: <http://www.utsystem.edu/ogc/INTELLECTUALPROPERTY/faculty.htm#mm>.

Federal Law regarding Copyright issues -Title 17, United States Code: <http://www.copyright.gov/title12>

Summary Of Civil And Criminal Penalties For Violation Of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Bevill State Community College Internet Policy

Bevill State Community College Internet Policy

1. Under the terms of this agreement, you will be given access to the Bevill State Community College Internet/Network System. A user ID and password will be assigned by the Computer Services Office. This will be your Internet/Network account. You will be provided with an e-mail address. All Internet/Network access using Bevill State Community College time, equipment and/or resources will be administered by and coordinated through the Bevill State Community College Computer Services Office.
2. Software for access to the Internet/Network, e-mail, and the World Wide Web must be approved by the Computer Services Office or will be provided for the user by the Computer Services Office. In service training sessions will be held on these topics and support will be provided for the approved software. If it is determined that the user is using any software different from what has been approved by the Computer Services Office or provided by the Computer Services Office and the user does not have prior approval from the Computer Services Office for the use of such software, the user's access to the Internet/Network is subject to being immediately revoked.
3. The user is solely responsible for the use of his or her network account and the confidentiality of the password. The user's access will be suspended or changed immediately upon notification to the Computer Services Office that the user's password has been stolen, lost or otherwise compromised. Allow NO ONE to use your network account.
4. If the user's account is suspended or revoked, an appeal can be made in writing to the President of Bevill State Community College.
5. Bevill State Community College has contracted with Charter Communications and the Alabama Super Computer Authority to allow the user access to the Internet. To this extent, Bevill State Community College is unable to control the quality of the connection or speed of the transmission of Information passing through the network. This service/data is provided to Bevill State Community College on an "as is, as available" basis, without warranty of any kind, expressed or implied, including, but not limited to, the warranties of performance, merchantability and fitness for a particular purpose. Use of any information, programs, or data obtained via the Bevill State Community College Internet access is at the user's sole risk. Bevill State Community College and the Computer Services Office specifically disclaim any responsibility for the accuracy or quality of information obtained through this service.
6. This agreement shall be governed by and construed under the policies of Bevill State Community College and the laws of the state of Alabama.
7. Failure of Bevill State Community College to enforce any provision of this agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision.
8. Bevill State Community College Internet/Network access and services are provided to support open research and education in and among Institutions, plus open scholarly communication and research. Use for other purposes is not acceptable.
9. Bevill State Community College and the Computer Services Office will not be responsible for any damage the user suffers from use of the Bevill State Community College Internet/Network access. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or the user's errors or omissions, or due to inadvertent release or disclosure of information sent by the user.

Acceptable Uses

- Education, research, and completion of assigned activities.
- Communication and exchange for professional purposes, to maintain currency, or to debate issues in a field or subfield of knowledge.
- Use for disciplinary-society, university-association, government-advisory, or standards activities related to the user's research, professional development and/or instructional activities.

- Use in applying for or administering grants or contracts for research or instruction, but not for other fund raising activities.
- Any other administrative communications or activities in direct support of research and instruction.
- Announcements of new products or services for use in research or instruction, but not advertising of any kind.
- Communication incidental to otherwise acceptable use, except for illegal or specifically unacceptable use.
- When the user obtains access to other networks through Bevill State Community College Internet access, he or she must comply with the rules appropriate for that network. The entire burden of complying with such laws and regulations rests with the user.

Unacceptable Uses

- Internet/Network access provided by Bevill State Community College is to be used solely for College-related business and/or educational purposes. College provided time, equipment, or access is prohibited.
- The Bevill State Community College Internet/Network access may only be used for lawful purposes. Transmission of any material in violation of any federal or state statute or regulation or Bevill State Community College policy is prohibited. This includes, but is not limited to, copyrighted material, material legally judged to be threatening or obscene, or material protected by trade secret. The user agrees to indemnify and hold harmless Bevill State Community College from any claims resulting from your use of the Bevill State Community College Internet/Network System.
- Bevill State Community College will immediately revoke the user's access if evidence of illegal or illicit activity is found and traced to your account. Additional disciplinary action may be taken at the discretion of the President of the College.
- Use for for-profit activities is prohibited unless covered by the General Principle or as a specifically acceptable use, is prohibited.
- Extensive use for private or personal business is prohibited.
- Users of Bevill State Community College network services shall not disrupt any of the networks as a whole or any equipment or system forming part of its systems, or any services provided over, or in connection with, any of the Bevill State Community College networks.
- Bevill State networks shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.
- Advertising of commercial offerings is forbidden. Discussion of a product's relative advantages and disadvantages by users of the product is encouraged. Vendors may respond to questions about their products as long as the responses are not in the nature of advertising.
- It is not acceptable to use the Bevill State Community College Internet/Network access so as to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized entry to any other machine accessible via the network. No external devices such as personal laptops, phones, iphones, external hard drives, PDA's, wireless access devices or any other devices without prior approval from Computer Services Department.
- It is assumed that information and resources accessible via Bevill State Community College Internet/Network access are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. It is therefore not acceptable for an individual to use Bevill State Community College Internet access to access information or resources unless permission to do so has been granted by the owners or holders of rights. It is therefore not acceptable for an individual to use Bevill State Community College Internet/Network access to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.
- Much of the information on the Internet belongs to somebody. Much of this owned information can be freely downloaded, forwarded, recirculated, and used, so long as the appropriate ownership information and any other guidelines in them are followed. However, a sizable percentage of the information and files accessible through the Internet are not there for free, unrestrained reuse. For example, if one retrieves and uses shareware, such as from the many anonymous-FTP archive sites, that person is obligated to pay the indicated license fees, and respect the associated rules.

- The use of the network is a privilege which will be revoked at any time for abusive conduct. Such conduct would include, but not be limited to, placing of unlawful information on a system, the use of obscene, abusive, or otherwise objectionable language in either public or private messages, the sending of messages that are likely to result in the loss of recipients' work or systems, the sending of "chain letters" or "broadcast" messages to lists or individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others.

Netiquette (Internet Etiquette)

- Be considerate in the use of computer and network resources. Avoid doing unnecessary activities during primary working hours that may slow down system response time, congest the network, or cause system crashes.
- Observe "posted rules" such as those displayed in login banners and in Appropriate Usage Policies, Terms & Conditions, etc. For example, requests to limit dial-up or telnet session times.
- Obey any commercial restrictions and considerations.
- Learn, understand and respect the organization's policies regarding personal use of Internet and other resources and services, such as personal use, time-of-day restrictions, etc. If necessary, get a private account on a public-access Internet account provider and private email account.
- Remember that the Internet is a very public shared resource. Be mindful of what you do in terms of not abusing resources or talking about private information.
- You are in public. Unless you are satisfied with the security surrounding your activities, never do or say anything you wouldn't be willing to see on the front page of tomorrow's newspaper or posted on the bulletin boards in the mailroom.
- Always bear in mind that you are representing Bevell State Community College as you use the Internet/Network.
- These terms and conditions supersede all previous representations, understandings or agreements and shall prevail notwithstanding any variance with terms and conditions of any order submitted.
- Use of the Bevell State Community College Internet access constitutes acceptance of the terms and conditions.

Social Media Policy

It shall be the policy of Bevell State Community College to use social media to educate, inform, and collaborate with its students, staff, faculty, stakeholders, and members of the communities it serves. Content is guided by the Public Relations Department.

Bevell State expects its employees and students to be honest, respectful, and transparent in their social media communication as they would be in person and to respect privacy, confidentiality, and copyright laws. Posted content on the college's social media sites should always be accurate, concise, student-oriented, sensitive to diverse audiences, and respectful of the college and its constituents.

Individuals engaging in and communicating through official Bevell State social media outlets must agree to respect the terms of the College's social media policy and must understand that Bevell State officials have the right to remove any content that is deemed offensive, profane, inappropriate, of a threatening nature, or can be construed as a defamation of character. Bevell State reserves the right to block any individual who violates these guidelines. Bevell State is not responsible for posts or comments made by visitors using its social media outlets. Abusive content posted by visitors to Bevell State's social media outlets should be reported to the Public Relations Office immediately. Concerns about any content posted on any official social media outlet of the College should also be reported to the Public Relations Office.

Because technology and terms associated with social media change and evolve continuously, this policy may be updated with additional guidelines related to the management and implantation of the College's social media efforts as needed. Such changes will be published as quickly as possible.

REQUIRED DISCLAIMER

All BSCC department and student social networking platforms must include or link to the following disclaimer: This [TYPE OF SOCIAL MEDIA] account and/or page is a resource of an organization affiliated with Bevill State Community College. Content on this page may not necessarily reflect the opinions of the College or its leadership. In addition, any and all content posted by "fans" is the property and responsibility of the fans, not BSCC, and the College accepts no liability or responsibility for any fan-posted content or target site linked to from this page. While we appreciate and encourage the thoughtful exchange of ideas, conversations will be monitored and comments may be deleted if threatening, inappropriate, offensive or libelous language is used, or if comments on a post veer off-topic from the original post. Any commercial offers may be removed from the site.

For Facebook pages, the above disclaimer verbiage should be copied and posted in the "Story" section, accessible through the page's "About" area. In the case of social media platforms that do not include the ability to post a long disclaimer, such as Twitter and Instagram, the Communications Department will assist with the appropriate disclaimer process and link.

PERMISSIBLE USE OF GRAPHICS INCLUDING BSCC LOGOS AND OTHER BRANDING

Departments maintaining social networking platforms are only permitted to use the College logos that have previously been approved by the Public Relations Department, unless the department is required by an outside, affiliated or parent organization to post a specific logo. Contact the PR Department for help with official College logos, or to gain approval of any personalization planned for the department/student social media logo. Graphics, videos and other content not specifically generated by the College, including content retrieved from a search engine, are not to be used without express legal permission. Contact the PR Department for assistance in obtaining appropriate forms of media.

GENERAL RULES FOR POSTING

All BSCC faculty, staff and students should consider their messages, audiences and goals. Keep information on social media platforms frequent and up-to-date. Pages that are not being used regularly must be deactivated and removed. Social media channels at Bevill State must be continually updated and monitored. Accounts that have been inactive for more than one month may be subject to deactivation or deletion. Deactivation and deletion will be carried out by contacting and working with the department. Link back to content on Bevill State's website where possible: If you are unsure how to do this,

please contact the Public Relations Department. Protect our institutional voice and reputation: Posts on social media platforms should support the College in a professional tone and with good taste. While online, faculty, staff and students

should always be mindful that they are representatives of the College. Maintain confidentiality: Do not post confidential or proprietary information about BSCC, its students or its employees. Internet postings should respect copyright, privacy, fair use, financial disclosure and other applicable laws. Be discreet, respectful and accurate: Verify facts before you post. Use proper spelling, punctuation and grammar. Poor grammar and spelling reflect negatively on you and the College. If you are unsure about the content of a post, see the "Style Guide" below, or contact a member of the PR Department for assistance.

PERMISSIBLE SOCIAL MEDIA CONTENT

Employee administrators are responsible for all content on the social networking platforms they manage. Examples

of content permitted on BSCC social media include: · Links to media stories concerning the school (e.g. news releases, articles written by the local paper, videos produced by local TV broadcasters, etc.) · Event announcements with links to or images of fliers and recaps of events · Posts from instructors announcing they are available to tutor, information about student support services, career center information, etc. · Information on graduation · Interaction with "fans" such as polls about what kind of academic programs the College should offer · Important updates or announcements · Posting photos or videos of events, and marketing videos created by BSCC · Interesting facts (e.g. "This semester, Bevill State has students enrolled from ages 15 to 83; the oldest student to ever attend was 96.") · Updates on athletic teams and student clubs and activities · Announcements on discounts at the College's bookstores · Enrollment information with a link to student services.

Account administrators are also responsible for deleting inappropriate postings by external social media users and third parties from their page. These include, but are not limited to: derogatory language including any use of language that discriminates based on race, sex, sexual orientation, ethnicity or religion.

STUDENT GUIDANCE FOR PARTICIPATING IN SOCIAL MEDIA

All Students of Bevill State Community College should understand that all postings through the College's social media are public and are expected to follow acceptable behavior and comply with Alabama law, Alabama Community College System policies, and policies outlined in the Bevill State Student Handbook located in the College's Catalog.

Officially recognized student organizations are encouraged to develop a social media presence. Since these organizations are affiliated with the college, these social media activities should comply with all college policies found in the Catalog. College organizations seeking to have a social media presence should make a written request to the Dean of Students. The Dean of Students will approve requests. Maintenance and content development of the approved social media sites will be the responsibility of the student organizations.

Abusive content posted to Bevill State's social media outlets, or violations of the College's Social Media Policy should be reported immediately. Any student who believes that he or she has been treated unfairly or unjustly with regards to social media, should report it as outlined in the College's Student Grievance Policy.