



DRAKE STATE

COMMUNITY & TECHNICAL COLLEGE

STUDENT HANDBOOK 2021-2022

drakestate.edu

DRAKE STATE

COMMUNITY & TECHNICAL COLLEGE

3421 Meridian Street N | Huntsville, AL 35811

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2021 – 2022 Student Handbook

Effective August 2021

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**Authorized by the
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**Approved by the
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The College reserves the right to make changes as required in course offerings, curricula, academic policies and other rules and regulations affecting students, as determined by the College and approved by the Alabama Community College System Board of Trustees. These changes will govern all enrolled.

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THE PRESIDENT'S MESSAGE

Dr. Patricia Sims

On behalf of the faculty and staff of Drake State Community and Technical College, it is my pleasure to welcome you to Drake State. I commend you on making the decision to invest in your academic and professional career. You have made the right choice and a decision that will prove to be invaluable to your future.

Since 1961, Drake State has provided high-quality, affordable, post-secondary educational opportunities to the Huntsville community. Thousands of students have been enriched by the value of a Drake State education. Our student-centered faculty and staff are committed to your success. Our goal is to provide you with the best education and training and resources to support you as you work towards your goals.

As we embark on 60 years of promoting excellence, we celebrate all of our students. Whether you are beginning your journey as a dual-enrollment student, transfer student, a career and technical education student, adult learner, a recent high school graduate, we launch great careers.

From the moment you arrive on campus, it is our mission to assist you with achieving your goal of attaining a certificate and/or degree to move forward in establishing your professional profile and career advancement. I encourage you to meet with your Success Advisor and discuss your Personal Program Map for completing your program. The faculty and staff are available to assist you on campus or virtually. I encourage you to stay connected with us, ask questions, talk to your instructors and explore all of the resources available to you.

Again, welcome to the Drake State family. We look forward to seeing you on campus or online and to making your "Your Future – Our Focus".

A handwritten signature in black ink that reads "Patricia B. Sims".

Dr. Patricia Sims
President

drakestate.edu

PURPOSE OF STUDENT HANDBOOK

Drake State Community & Technical College (Drake State) Student Handbook is intended to provide important information about college life. These materials represent a long tradition and will assist you in participating as an active member of our campus community. The College publishes a student handbook as a separate publication within the college catalog. The student handbook is available online.

ACCREDITATION

Drake State is member of the Alabama Community College System.

The Associate Degree Nursing program is a candidate for accreditation by the Accreditation Commission for Education in Nursing. Contact the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 or 404-975-5000, www.acenursing.org

The Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN). Contact the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326 or 404-975-5000, www.acenursing.org

The College's Automotive Technology program is recognized by the National Institute for Automotive Service Excellence, Automotive Service Excellence Education Foundation formerly NATEF, and is an ASE Master Certified Program.

Drake State's Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) program is nationally accredited through HVAC Excellence.

The Machine Tool program is accredited through the National Institute for Metalworking Skills (NIMS).

INTRODUCTION

Drake State provides student support programs, services, and activities consistent with its mission, while promoting student learning and advancing the development of its students. The College is dedicated to the belief that all people should have an equal opportunity to develop and expand their skills and knowledge throughout their lives.

The College provides an environment that is conducive to learning, easily accessible, and accommodating to students with a variety of needs. The current student support programs and services confirm that the institution, in context of its mission, promotes student learning and enhances the development of its students.

The Student Services Division operates as a major unit of the College and includes the Dean of Students and a professional team of directors and support staff. Examples of directors and staff include the Director of Admissions/ Registrar, Director of Financial Aid, Academic Completion Specialists, Career Coach, Career Placement Coordinator, Student Success Specialist, Testing Coordinator, Dual Enrollment Specialist, Office Professionals and a Program Assistant.

The Division's goal is to work in concert with all college departments to maximize student growth and development in support of students enrolled in instructional programs and courses. This goal is consistent with the overall mission of Drake State.

STUDENT SERVICES

Student Services at the College include Admissions, the Assessment/Testing Center, Financial Aid, Academic Advising, New Student Orientation, Library Services, Career Coaching, Career Placement, Student Activities and Organizations, and Tutoring Services. These services are integrated to help support the mission by providing administrative, academic, and student support to assist students in achieving their personal, academic, and career goals and to create an atmosphere conducive to learning by providing competent staff, up-to-date equipment, state-of-the-art technology, and adequate physical facilities. Support is provided for traditional, online, off-site, dual enrollment, and Adult Education/GED/Ready-to-Work students. Student Services personnel serve as primary providers of student support.

Resources are shared to all students through several webpages such as:

- Student Services (a consolidation webpage for prospective, new and returning students, with a link for Off-site/online education)
- Current Students (links to numerous resources)
- Programs (links to all academic programs including Adult Education/GED and Dual Enrollment)
- Workforce Development (links to Ready-to-Work, continuing education training, and training for Business and Industry)

INSTITUTIONAL MISSION

Drake State Community and Technical College offers flexible, affordable university-transfer and technical degrees, certificates, adult and continuing education, and customized skills training to fulfill the diverse workforce of employers.

Approved by the Alabama Community College System Board of Trustees – December 9, 2020

STUDENT SERVICES MISSION STATEMENT AND GOALS

The mission of Student Services is to provide a nurturing environment, support services, and extracurricular activities which serve to enrich the students' learning experience and assist them in achieving their goals.

The Student Services staff is committed to providing comprehensive services for prospective, current, and graduating students, making the transition from education to the work environment accessible. To achieve this purpose, the goals of the Student Services Division are as follows:

- Provide pre-enrollment counseling and assessment that assists students in identifying their interests and abilities;
- Provide an orientation program that assists students in transitioning to the College and enhances their opportunities for personal, educational, and career success;
- Provide convenient admission and registration services that facilitate access to the College;
- Provide accurate, current, and expedient financial assistance counseling and services in a manner that protects the dignity of the student;

- Provide advising suitable to the needs of students and a referral service for students whose needs require attention outside of the College;
- Provide tutorial services, career information, and job placement assistance;
- Provide opportunities for students to participate in leadership and cultural experiences as a supplement to their educational experience.

ADMISSIONS

The Office of Admissions accepts and reviews admissions applications, verifies transcripts, assists with the registration of students in courses, and reviews and clears student applications for graduation. Prospective students complete an online application for admission; however, support is available on computers in the Office of Admissions or throughout the campus.

Students also have access to their student records in the Office of Admissions where the Registrar is responsible for maintaining academic records and official permanent records for all matriculated students.

The Registrar is further charged with the responsibility to create and maintain student records prior to registration, such as the admissions application, placement test results, and transcripts, and to continuously maintain all student files in a safe and accessible manner, update all records required for the individual student, and update and maintain an adequate backup system for all computerized student records.

The Director of Admissions/Registrar and Dean of Students ensure that all provisions of the Family Educational Rights and Privacy Act policies (FERPA) are met concerning the release of public information and the release of information to students, institutional instructors, counselors, advisors, administrators, and national organizations and agencies.

The Dean of Students has the overall responsibility to supervise the student record-keeping system that is regularly updated and controlled by all provisions set forth in the FERPA policy. Written procedures are established to protect students' confidentiality. Students may inspect their educational records upon written request to the Registrar.

ADMISSIONS POLICY STATEMENT

It shall be the policy of Drake State to admit all students who meet the established admission criteria. Admission decisions will be made without regard to the applicant's race, color, disability, sex, sexual orientation, gender identity and/or expression, religion, creed, national origin, or age.

ACADEMIC TRANSCRIPTS POLICY

The transcript policy of the College includes:

1. In compliance with the Family Educational Rights and Privacy Act (FERPA), the college does not release transcripts of a student's academic work except upon the student's written and signed request or an electronic request via their Banner Self-Service account.

2. Official transcripts are sent to institutions, companies, agencies, etc. after the student's written and signed request is received by the Admission's Office. Drake State will not fax or email unofficial transcripts to an individual or a receiving institution.
3. Official transcripts that are not released specifically to institutions, companies, agencies, etc. but are issued directly to the student will be stamped ISSUED TO STUDENT. A student should be aware that the receiving party has the right to decline the transcript stamped ISSUED TO STUDENT.
4. All transcripts ordered through Parchment are free for the 1st copy and \$5.00 per copy thereafter. Transcripts printed in the Office of Admissions will be assessed a fee of \$5.00, even if it is the student's first request. Transcripts will not be issued for persons who have financial obligations to the College.
5. Name, dates of attendance, A#, and address to which the transcript is to be sent are to be included in the request. **NOTE: Students with name changes should include ALL former names.**
6. The Admissions Office does not issue or reproduce transcripts from other institutions. Requests for transcripts at other institutions must be directed to the institution concerned.
7. Official transcripts will be accepted when hand delivered in a sealed envelope. The college reserves the right to deny hand delivered transcripts if the seal is broken or if the transcript is stamped "issued to student".
8. Transcript requests should be made at least one week before the transcripts are needed. Processing times may be longer at the start and end of the term and if attendance was prior to 1999.
9. Requests for transcripts if attendance was prior to 1999 should be sent to:

The Office of Admissions
 J.F. Drake State Community and Technical College
 3421 Meridian Street, North
 Huntsville, Alabama 35811

ADMISSION SCHEDULE

Students are admitted at the beginning of each academic semesters: fall, spring, summer. All new students should check with the Admission's Office for specific start dates. New students must submit an application and supporting documentations to the Office of Admissions to be eligible for registration of courses.

iStart Strong New Student Sessions

This program is designed to provide information that will aid a new student in his/her transition to college and to stimulate an excitement for learning. A student is introduced to college policies, procedures, requirements, and services. Each new student must attend an iStart Strong session and register for an Orientation 101 course. A schedule of sessions is published each semester.

Orientation 101 (ORI 101)

Orientation 101 is a course requirement of all Drake State students. A student can waive the course requirement if he/she attended another institution and completed at least 12 semester credit hours.

Registration Schedule

Registration is scheduled for the beginning of each semester. Late registration is scheduled immediately following the registration period. Students registering during late registration must pay a late fee of \$25.00 in addition to all other fees.

TESTING AND ASSESMENT CENTER

The College provides a Pearson VUE Authorized Assessment/Testing Center to accommodate entrance placement examinations for all students, assist faculty in need of test proctoring, administer the General Educational Development (GED) Test, and provide professional credentialing (e.g. Work Keys, CompTIA, and MSSC Testing) for students and members of the community.

The Drake State Testing Center is committed to creating a positive atmosphere where students feel comfortable and confident that they will receive services in a professional manner and in a relaxed environment. Most testing is done on a walk-in basis - first-come, first-served.

The following exams are offered:

- Next Generation Accuplacer
- WorkKeys
- GED
- Pearson Vue Exams
- MSSC

Each student who enrolls for more than seven semester credit hours or fourteen weekly contact hours per semester/term is required to take computerized placement assessment and enroll in the appropriate course as indicated by the assessment results.

The College encourages all students to complete the assessment test for appropriate placement. The College provides appropriate developmental courses and other support to assist students who have deficiencies.

PLACEMENT POLICY

Drake State Testing and Assessment Center is located in Building 700 room 705. The testing center is open Monday through Friday and accepts walk-ins and appointments. All entering students are assessed through a 3-level screening guideline process.

- **Screening Level 1:** This level is the first level and determines placement via an ACT score that is not older than 5 years. All screening must begin here. See Level 1 chart for more information.
- **Screening Level 2:** This level is the second level of screening and only takes place if a student does not meet eligibility under (Level 1). Level 2 determines placement via a review of the high school GPA and English and math course grades. See Level 2 chart for more information.
- **Screening Level 3:** This level is the third level of screening and should only be utilized when a student is not eligible under Level 1 and Level 2 screening. Level 3 determines placement via Accuplacer scores. See Level 3 chart for more information.

English

- Placement into ENG 101
 - ACT English sub-score of 18 or above, or
 - HS GPA of 2.75 or higher and A or B grade in English IV, or
 - WritePlacer (Accuplacer) score of 5
- Placement into ENG 101 and ENG 099
 - ACT English sub-score of 17, or
 - HS GPA of 2.75 or higher AND grade of C in English IV, or
 - WritePlacer (Accuplacer) score of 4, or
- Placement into ENR 098
 - WritePlacer (Accuplacer) score of 3 or below

Mathematics

- Math Placement based on ACT math sub-score of 20 or higher – See Math Placement Guidelines Chart
- Placement into MTH 100 or MTH 110/MTH 109 or MTH 112/MTH 111
 - ACT math sub-score of 18 or 19, or
 - HS GPA of 2.75 or higher and A or B grade in Algebra II, or
 - Accuplacer Next Generation Math (QAS) score of 253-266 for MTH 100
 - Accuplacer Next Generation Math (QAS) score of 267-300 for MTH 110 or 112
- Placement into MTH 100 and MTH 099
 - ACT math sub-score of 17, or
 - HS GPA of 2.75 or higher and C in Algebra II, or
 - Accuplacer Next Generation Math (QAS) score of 243-252
- Placement into MTH 098
 - Accuplacer Next Generation Math (QAS) score of 200-242

NEXT-GENERATION ACCUPLACER

Our Next-Generation ACCUPLACER placement tests are now available with redesigned writing and math content. Next-generation ACCUPLACER placement tests more effectively help place students in classes that match their skill level.

Next-Generation Writing evaluates a test-taker's ability to revise and edit multi-paragraph text.

Questions cover two broad knowledge and skills categories, each containing three subcategories:

- Expression of Ideas
 - Development
 - Organization
 - Effective Language Use
- Standard English Conventions
 - Sentence Structure
 - Usage
 - Punctuation
- Next-Generation Quantitate Reasoning, Algebra, and Statistics (QAS) assesses the following knowledge and skills:

- Rational Numbers
- Ratio and Proportional Relationships
- Exponent
- Algebraic Expressions
- Linear Equations
- Linear Applications and Graphs
- Probability Sets
- Descriptive Statistics
- Geometry Concepts

For upcoming session dates and registration information, contact the Testing Coordinator at (256) 551-3116. The Drake State Testing and Assessment Center is located in Building 700 Room 705.

PLACEMENT RETEST POLICY

A student who wishes to challenge placement results may retest once per academic year provided there is evidence the student has completed test preparation activities. Additional preparation includes but is not limited to academic boot camps, online pre-tests, and placement test applications.

Drake State will charge a one (1) time fee for retesting per subject area of \$10. Placement test scores will be valid for three years from the date of the original or retest assessment.

CAREER COACHING SERVICES

The Drake State Career Coaching program provides valuable education and career planning information and resources to students and adults at any stage in life. A career coach is often housed in secondary and post-secondary schools and community colleges.

Drake State provides career coaching to assist students in the following areas:

- College and career planning assistance;
- Assessments: Skills, interest, and confidence analysis;
- Career change or displaced worker planning assistance and resources;
- Research on careers including skills, education, salary, and job expectations.

Career Coaches work to set goals and assist individuals with plans that are a best fit for them, regardless of the college or career choice the individual is considering. Coaching sessions can be done in groups or individually at a local school or a scheduled meeting location. Career coaching services are free of charge.

CAREER PLACEMENT ASSISTANCE

To ensure that students have the assistance they need in securing employment after completing their program of study and in keeping with the college's motto, Our Graduates Work, career planning and placement services are offered to all students at Drake State. The Coordinator of Placement and Apprenticeships works with industry partners to identify the industry needs for workers and assists in placing the right person for the job. This includes conducting job fairs and bringing potential employers to the College and having them conduct mock job interviews.

Prior to graduation, the Coordinator of Placement and Apprenticeships conducts workshops on interviewing, resume writing, positive work ethics, appropriate attire and other soft skills that are attractive to employers. Assistance is provided for students in writing and updating resumes and developing cover letters. Individual/group counseling is available for personal, academic and career counseling. Referrals are made to appropriate agencies when needed. Students are contacted by the Placement Office when the office is notified that a company is seeking to hire individuals with specific skill sets. Local, state and national job announcements are posted in CANVAS in the Career Services Course.

ACADEMIC ADVISING AND NEW STUDENT ORIENTATION

Student services also includes a new student registration session, academic advising and the requirement that all students successfully complete a new student orientation course, ORI 101: Orientation to College. Academic advising is an important component of student services. Academic advisement is completed using a split-intake model that includes both student services personnel and faculty advisors.

The purpose of the new student orientation program at Drake State is trifold: to present the student with information about the College, ease the registration process, and orient the student (over the first semester) to personnel, policies and procedures which can help him/her progress through the curriculum and associated activities. The college has Academic Completion Specialists, Admissions Office personnel, the Student Success Specialist and financial personnel to help new students transition into their first semester. The student is assigned a faculty advisor upon entry; however, the program faculty advisor typically takes over the advising process during the second semester of the student's matriculation.

The new student registration session helps the student plan his or her first semester. During this portion of the orientation, the student is advised concerning program requirements. The instructional divisions provide information to help new student advisors know exactly the assortment of courses needed to help a first semester student be successful.

During ORI 101, students are introduced to various staff persons and specific functions of the College; however, other topics covered include time management, study skills, health and fitness, and other relevant topics. The orientation course is a one credit hour course that spans the semester and can be taken in a traditional classroom setting or online setting for distance education students.

ADVISING AND TUTORIAL SERVICES

The College employs a full-time Student Success Specialist to help each student identify and progress through a set of educational opportunities relevant to individual aptitudes, knowledge, skills and interests. Individual or group counseling, career counseling, study skills sessions, time management sessions, drug awareness and alcohol prevention information, and other topics necessary for personal, academic and career planning are available to all students. Referrals are made to appropriate agencies when deemed appropriate.

The student success program at the College is conducted through a series of optional counseling sessions available on an “as needed” basis. The sessions are designed to ensure that all students have sufficient contact with an advisor to make their progress through the instructional program successful. The goal of the student success program is to help students identify and progress through a set of educational opportunities relevant to individual aptitudes, knowledge, skills and interests and offer incentives commensurate with each student’s motivation and achievement.

TUTORING SERVICES

The College offers free tutoring (Fall, Spring, Summer) to all students. The tutoring program is funded through Title III grants. The tutoring services provided include assistance in all general education courses and CTE programs. Referrals to tutorial services take place through the Student Success Specialist, Academic Completion Specialists or faculty members.

The objectives of advising and tutoring services are as follows:

- To challenge students to become introspective;
- To encourage students to make rewarding decisions;
- To help students develop positive self-images;
- To inspire in students a desire to maximize their potential, as rapidly as possible, in the process of reaching their educational or lifelong goals;
- To urge students to make decisions that will capitalize on their assets;
- To help students cope with reality;
- To guide students in their vocational choices and adjustments;
- To assist students with academic problems; and
- To counsel students concerning personal problems.

STUDENT SUCCESS

Drake State provides academic counseling to assist students in the following areas:

- Course scheduling
- Disability Services
- Placement testing
- Program planning
- Transfer information

While the instructor serves as the students’ primary advisor, supplemental services are available. It is the policy and practice of Drake State to ensure public accommodations and services, equal employment of goods, facilities, privileges, and advantages to all disabled individuals. The College will work with the Division of Rehabilitation Services and the Alabama Department of Education to provide special equipment necessary to ensure a satisfactory learning and working environment. It is the responsibility of the student to inform the Student Success Specialist of any special needs and/or if a disability exists.

FINANCIAL AID

Student support continues with financial assistance and Drake State's belief that every qualified student with the desire to attend the institution should have the opportunity to do so. Financial aid is available from a variety of resources, including scholarships and federal Pell grants. Students are counseled on their rights and responsibilities as it relates to financial aid availability and qualification requirements. The primary types of financial aid available to Drake State students include scholarships, grants, work study, and veteran's benefits.

FINANCIAL AID GUIDELINES

Students are required to pay tuition and fees in full upon registration. Students eligible for Title IV Student Financial Aid, grants and scholarships must pay their remaining amount due after aid has been applied, in order to complete their financial registration. Students may enroll with written authorization from sponsoring agencies. If the third-party sponsors have not paid the College within 30 days from the first day of the term, the student will be required to pay any outstanding balance or be subject to removal from classes. Students who add courses during the drop/add period must pay any additional balance due at the time the courses are added or be subject to removal from classes.

FINANCIAL GENERAL INFORMATION

Students are expected to meet all financial obligations when they become due. The College reserves the right to refuse admission or to terminate any student who fails to promptly meet his/her financial obligations to the College. Tuition and most other fees and expenses are due and payable at the time of registration. All money is handled through the Business Office. Students are expected to meet all financial obligations when due.



Tuition

Tuition is established by the Alabama State Board of Education and is subject to change at its discretion without prior notice.

Tuition and Fees 2021-2022

Semester	In-State	Facility	Technology	Building	Reserve	
Hours	Tuition	Fee	Fee	Fee	Fee	Total
1	133	9	9	9	1	161
2	266	18	18	18	2	322
3	399	27	27	27	3	483
4	532	36	36	36	4	644
5	665	45	45	45	5	805
6	798	54	54	54	6	966
7	931	63	63	63	7	1127
8	1064	72	72	72	8	1288
9	1197	81	81	81	9	1449
10	1330	90	90	90	10	1610
11	1463	99	99	99	11	1771
12	1596	108	108	108	12	1932
13	1729	117	117	117	13	2093
14	1862	126	126	126	14	2254
15	1995	135	135	135	15	2415
16	2128	144	144	144	16	2576
17	2261	153	153	153	17	2737
18	2394	162	162	162	18	2898
19	2527	171	171	171	19	3059
20	2660	180	180	180	20	3220
21	2793	189	189	189	21	3381
22	2926	198	198	198	22	3542
23	3059	207	207	207	23	3703
24	3192	216	216	216	24	3864

Out of State Tuition and Fees

Out-of-state tuition is equal to two times the in-state amount for tuition. All other fees remain the same. Students who apply for admission and reside in the Tennessee Counties which border Madison County, Alabama are extended in-state tuition. The state of Alabama requires proof of residency for twelve consecutive months in order to qualify for in-state tuition.

Veteran In-State Tuition PL115-251

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

- A Veteran using educational assistance under either chapter 30 (Montgomery GI Bill® – Active Duty Program) or chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence).
- Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- Anyone using educational assistance under chapter 31, Vocational Readiness and Employment (VR&E), also be charged the resident rate. Effective for courses and terms beginning **after March 1, 2019**, a public institution of higher learning must charge the resident rate to chapter 31 participants, as well as the other categories of individuals described above. When an institution charges these individuals more than the rate for resident students, VA is required to disapprove programs of education sponsored by VA.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

Mandatory Fees

- | | |
|-----------------------------|---|
| • Facility renewal: | \$9.00 Per Credit Hour |
| • Instructional Technology: | \$9.00 Per Credit Hour |
| • Reserve: | \$1.00 Per Credit Hour |
| • Building: | \$9.00 Per Credit Hour |
| • Graduation: | \$161.00 |
| • Complete Withdrawal: | Lesser of 5% of tuition & fees, or \$100.00 |

ONLINE OR HYBRID COURSES

Tuition for online and hybrid course follow the same fee schedule as above.

Fees are not charged for the following services:

- Application
- ID Card
- Transcript
- Parking
- Drop-Add

PUNITIVE FEES

Late Registration:	\$25.00
Overdue Library Book:	\$0.10 per Book, Per Day

Each program has additional charges for books, uniforms, tools, equipment, certification tests, licenses, etc., which are unique to the program. Specific information on additional expenses associated with a program of study may be obtained from an instructor and/or department head/program leader.

The Business Office accepts cash, money orders, cashier checks, VISA, Master Card, American Express, and personal checks.

Financial Regulations

Students are required to pay tuition and fees in full upon registration. Students eligible for Title IV Student Financial Aid, grants and scholarships must pay their remaining amount due after aid has been applied, in order to complete their financial registration. Students may enroll with written authorization from sponsoring agencies. If the third-party sponsors have not paid the College within 30 days from the first day of the term, the student will be required to pay any outstanding balance or be subject to removal from classes. Students who add courses during the drop/add period must pay any additional balance due at the time the courses are added or be subject to removal from classes.

WITHDRAWAL

PARTIAL WITHDRAWAL

Students who drop a class during the regular drop/add period, but do not completely withdraw from the College, will be refunded the difference in the tuition paid and the tuition rate applicable to the reduced number of hours including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period. Student financial aid may be reduced based on a partial withdrawal which will require a recalculation of the financial aid benefit. Students are required to pay any resulting outstanding balance from a partial withdrawal which will require a recalculation of their financial aid benefit.

COMPLETE WITHDRAWAL

Students who officially withdraw from all classes for which they registered before the first day of class will be refunded the total tuition and other refundable fees, less an administrative fee of 5% of tuition and fees. Students who officially withdraw completely after the first day of classes but prior to the end of the third week of classes will be refunded according to the official withdrawal date, as follows:

REFUND SCHEDULE

Withdrawal before Classes Begin:	100% of tuition and fees.
Withdrawal during the First Week (Day 1-5):	70% of tuition and fees.
Withdrawal during the Second Week (Day 6-10):	45% of tuition and fees.
Withdrawal during the Third Week (Day 11-15):	20% of tuition and fees.

No refunds will be made in case of withdrawal after 15 days of classes.

TUITION REFUND

The Business Office will begin processing student refunds for all students who do not receive any type of student financial aid 7 days after students with financial aid refunds are issued. Remaining balance checks for students eligible for student financial aid will be disbursed 14 days after the published disbursement date listed on your student self-service banner account for students who have met the attendance requirements. Students who register late will receive their balance checks subsequently. Please refer to the Catalog for a more complete statement related to refunds.

VETERANS BENEFIT REFUND POLICY

The U.S. Department of Veterans Affairs requires all changes of enrollment to be certified within 30 days of action. For VA purposes, the effective date is the date the student withdrew or dropped the class. The U.S. Department of Veterans Affairs will process the information regarding change of enrollment and may establish a debt on the student, based on the effective date of the change. It is the responsibility of the student to satisfy any debt established on the student by the VA.

Students withdrawing from all classes in a semester will have the current and any future certifications terminated. If the student completely withdraws on or before the first day of the term, Drake State will return the tuition and fees payment received, directly to the VA, upon receipt of school debt letter. If the date of complete withdrawal is after the first day of the term, any credit balances that result from a refund of institutional charges will be issued to the student within 40 days from the date a credit balance is created on the Veteran student's account.

FINANCIAL AID REFUNDS

All student refunds will be available 14 days after the published disbursement date. The disbursement date is the date that financial aid is applied to student accounts to be used to pay fees, tuition and other authorized charges. This date is published on student's self-service banner account.

STUDENT FINANCIAL SERVICES

Drake State believes that every qualified student with the desire to attend the institution should have the opportunity to do so. Financial aid is available from a variety of sources, such as the Federal Pell Grant Program and the Alabama State Grant Program. Thus, financial aid in the form of scholarships, grants, and work-study is available to students who meet the criteria for such aid.

APPLICATION PROCEDURES

In order to determine eligibility for federal financial aid programs, the student should complete the Free Application for Federal Student Aid (FAFSA). The FAFSA form may be completed online at the U. S. Department of Education's website (www.fafsa.ed.gov). The student should list **Drake State's school code (005260)** in the section requesting the name of the college that he/she plans to attend.

Within one to two weeks after the FAFSA has been filed, the student will receive a Student Aid Report (SAR). Drake State will also receive an electronic copy if s/he has listed Drake State. The Financial Aid Office at Drake State is responsible for verifying that students meet all of the Department of Education's eligibility criteria. The student may also be asked to supply documents (tax transcripts from the IRS, wage and income transcripts, verification forms, etc.) to check the accuracy of the information reported in the SAR. If an error is found, the SAR must be returned to the processor for corrections.

STUDENT ELIGIBILITY

Policies that govern student eligibility are established by both the U. S. Department of Education and the post-secondary institution. The federal policies are the same regardless of the institution one attends, but the institutional policies may vary.

Students must meet the following eligibility criteria in order to receive federal financial aid:

- A. Have financial need;
- B. Have a high school diploma or GED;
- C. Be enrolled as a regular student in an eligible program;
- D. Be a U. S. Citizen or eligible noncitizen;
- E. Have a social security number;
- F. Be making satisfactory academic progress;
- G. Be registered with Selective Service, if required;
- H. Not be in default on any loan or owe a refund on any grant made at any institution under Title IV of the Higher Education Act of 1965, as amended.

The amount of financial aid a student is eligible to receive is based on the Expected Family Contribution (EFC) assigned by the U. S. Department of Education, the cost of attendance at Drake State, the student's enrollment status, whether the student is enrolled in a certificate or associate degree program and other information provided by the student.

FINANCIAL AID PROGRAMS

Federal Pell Grants

Federal Pell Grants are federal funds, available to undergraduate students who have not earned a Bachelor's or professional degree. These funds do not have to be repaid, unless the student withdraws or drops out of school. The amount will vary each term based on the student's enrollment status (full-time, three-quarter time, half time or less than half time). Any Pell funds not used in the fall and spring terms will be carried over into the summer term. Students must reapply for Federal Pell Grants each academic year.

Federal Supplemental Educational Opportunity Grant (SEOG)

This grant is awarded to Pell Grant students with the lowest Expected Family Contribution (EFC) and does not have to be repaid, unless the student withdraws or drops out of college. Federal funds are allotted to the College to award to students with exceptional financial need. The funds are awarded on a first come, first served basis. If the student fails to attend classes and the award drops off his/her account, the grant will be redistributed to other eligible students.

Federal Work-Study (FWS)

This is a program that allows students to earn funds for their education. The current pay for federal work study positions is published on the Drake State website (pay rates are subject to change) and is limited to a maximum of 19 hours per week. All eligible students indicating an interest in FWS will be considered for these limited funds by completing a work-study application located in the Financial Aid Office. Most job placements are on campus and work hours are usually after classes each day. Hiring is competitive and all interested students may not be able to be accommodated.

Alabama State Grant (ASAP)

The ASAP checks will be processed and mailed upon receipt of funds from the Alabama Commission on Higher Education in Montgomery.

OTHER TYPES OF ASSISTANCE

Institutional Scholarships are awarded on a competitive basis to applicants. **PRIORITY DEADLINES ARE ESTABLISHED EACH SEMESTER AND ARE POSTED ON THE COLLEGE'S WEBSITE AS WELL AS THE FINANCIAL AID OFFICE.** Most scholarships are used to recruit top quality students from local high schools but are also available to returning students. The two types of institutional scholarships awarded by the college are academic and leadership.

Academic scholarship recipients must have and maintain a 3.0 or better GPA on a 4.0 scale and maintain a full-time enrollment status. These scholarships cover the cost of tuition and mandatory fees and are renewed each enrollment status, whether the student is enrolled in a certificate or associate degree program. Scholarship recipients are required to sign a contract outlining the requirements for maintaining eligibility.

Leadership scholarship recipients must have and maintain a 2.5 or better GPA on a 4.0 scale and maintain a full-time enrollment status. These scholarships cover 50% of tuition and mandatory fees and renewed each enrollment status, whether the student is enrolled in a certificate or associate degree program. Scholarship recipients are required to sign a contract outlining the requirements for maintaining eligibility.

VOCATIONAL REHABILITATION

Vocational Rehabilitation students with documented disabilities who have been awarded funds for training by the state may see a Financial Aid Counselor to have their award entered into the system for processing.

EMPLOYER EDUCATIONAL ASSISTANCE

Employer Educational Assistance students whose employers provide educational benefits must provide documentation of this benefit from his/her company to a Financial Aid Counselor to be entered into the system for processing.

VERIFICATION POLICY

Students may be selected on a random basis by the federal government or the Financial Aid Office to verify the following items: (1) family income, (2) taxes paid, (3) family size, (4) number of family members other than parents attending a postsecondary institution, and (5) any other item identified by the Office of Financial Aid. Failure to submit the requested documentation will cause the student to forfeit entitlement to financial aid. Students needing to correct their Student Aid Reports (SAR) as a result of verification will be notified at the time of verification or shortly thereafter by mail, email or phone.

AWARDING POLICY

Students must have completed all required financial aid forms prior to the first day of the semester to avoid having to pay the initial cost of tuition, fees, books, and supplies themselves. Financial aid forms and materials submitted after the beginning of the semester will be processed as quickly as possible. Because FSEOG funds are limited, these funds are awarded on a need basis until funds are exhausted. Federal Work Study is awarded on an ongoing basis to eligible students with interest in, and the skills required for the job assignment.

Please Note: If a student's schedule includes a mini-term course that begins midterm, the amount of the Pell Grant award may change when the mini-term begins. The Office of Financial Aid may be contacted to determine if there will be an adjustment to the Pell Grant award.

DEPENDENT/INDEPENDENT POLICY

The Federal Government has identified, for student financial assistance programs, certain categories of students who must be considered Independent financial aid applicants. A student is considered an independent financial aid applicant if s/he meets one of the following criteria:

- A. Must be 24 years of age prior to January 1 of the application year;
- B. Is a veteran of the U.S. Armed Forces;
- C. Is on active duty in the U.S. Armed forces;
- D. Is an orphan or ward of the court;
- E. Is/was emancipated minor;
- F. Is/was in legal guardianship;
- G. Has a legal dependent other than a spouse;
- H. Is a married student;
- I. Is a homeless child/youth;
- J. Is determined homeless by HUD;
- K. At risk for homelessness;
- L. Is working on a masters/doctoral program;
- M. Has a child/children who receive more than half of their support from you.

An independent financial aid applicant is not required to submit parental information in the application process. However, if the independent applicant is married, spousal information must be reported.

A student who cannot meet at least one of the criteria is considered a dependent applicant and must provide parental information in the application process.

SPECIAL CIRCUMSTANCES

Eligibility is normally based upon the prior year's income. Under certain circumstances, however, eligibility may be based on the current year's income. Death of a parent or a spouse, separation or divorce of a parent or a spouse, loss of income due to natural disaster, or unemployment would allow students to file for special conditions and base eligibility on the current year's income. A student with one of these conditions should contact the Director of Financial Aid.

DISBURSEMENT INFORMATION

Federal Pell Grant: Pell Grant awards are based on the federal methodology from the information listed on your FAFSA application. Awards are subject to change if a student is selected for verification, enrolled in a program that does not lead to an Associate's Degree, enrolled less than full-time or fails to maintain satisfactory academic progress according to institutional policies. Recipients may charge tuition and fees to their Federal Pell Grant account. Students with small entitlements will be required to pay the difference. Remaining balance checks will be disbursed 14 days after the published disbursement date. Students enrolled in mini-session courses or courses with a late start date may not be eligible to receive a check or may receive miscellaneous balance checks based on actual enrollment hours for the first mini-session with additional funds being released after the second session begins. Students may call or come by the Financial Aid Office to inquire about their eligibility. Students who make a change in their course schedule (See Return of Title IV Funds Policy for additional information) or whose financial aid file is completed during the first two weeks of the semester will be mailed a check approximately two weeks after the first disbursement of checks. After the initial disbursement, checks will be processed every other week.

SATISFACTORY ACADEMIC PROGRESS

Students must declare a major and be working toward the completion of that major in order to receive financial aid. In order to receive aid, a student must be making satisfactory academic progress (SAP) regardless of whether he or she has previously received aid.

Satisfactory Academic Progress (SAP) will be measured at the end of each semester of enrollment after grades have been posted at J.F. Drake State Community and Technical College. Students are required under federal regulations to maintain certain standards of progress depending on the number of hours they have attempted in college. It is the student's responsibility to read and understand all policies associated with financial aid funding.

SAP includes three basic components: qualitative Grade Point Average (GPA), quantitative Hours Completed (completion rate), and timeframe.

The GPA is computed based on a 4.0 scale, with a 2.0 or higher GPA required for graduation.

GPA requirements for long-term certificate and degree seeking students

- If student has attempted 0-21 hours, they must maintain a 1.5 GPA
- If student has attempted 22-32 hours, they must maintain a 1.75 GPA
- If student has attempted 33 or more hours, they must maintain a 2.0 GPA

GPA requirement for short-term certificate (24 – 29 credit hours)

- If student has attempted 0-12 hours, they must maintain a 1.5 GPA
- If student has attempted 13 or more hours, they must maintain a 2.0 GPA

The completion rate is calculated by dividing the cumulative number of credit hours the student has successfully completed by the cumulative number of credit hours the student has attempted.

Completion rate (attempted hours) required by long-term certificates and degree seeking students

- If student has attempted 0-21 hours, they must maintain a 58% completion rate.
- If student has attempted 22-32 hours, they must maintain a 62% completion rate.
- If student has attempted 33 or more hours, they must maintain a 67% completion rate.

Completion rate (attempted hours) required by short-term certificate (24-29 credit hours).

- If student has attempted 0-12 hours, they must maintain a 58% completion rate.
- If student has attempted 13 or more hours they must maintain a 67% completion rate.

Federal regulations require that students must complete their educational objective within a maximum time frame of one and one-half times the length of the program in which they are enrolled, since the purpose of the Federal Title IV financial aid programs is to assist students in meeting their educational expenses while they progress toward timely completion of their educational objectives.

- A student is only allowed 150% of the respective program length to complete the degree or certificate.
- For example, a degree-seeking student can attend Drake State three years, which is 150% of a two-year major.
- Failure to complete within allotted timeframe will result in loss of eligibility.
- All hours attempted, as well as transfer hours accepted, will be included in the maximum timeframe calculation. (ex: course forgiveness, academic bankruptcy, developmental, and incompletes)
- A change in major or academic program does not reset the 150%.

ADDITIONAL REGULATIONS RELATING TO SAP INCLUDE THE FOLLOWING:

- If a student does not meet any of the requirements listed he/she will be given one warning semester to attempt to get back in good standing in which he/she will be eligible to receive aid.
- After attending one warning semester, the student must have the required GPA and completion rate to continue receiving financial aid assistance.
- If a student loses eligibility, he/she may appeal---given student has mitigating circumstances that caused unsuccessful coursework. If appeal is approved by appeals committee then the student will be granted one additional probation semester to establish satisfactory academic progress. If student is not granted a probationary semester, then the student must be a cash paying student until satisfactory academic progress is achieved. At that point, the student could re-establish eligibility.
- Additional information as to the treatment of repeated, incompletes, withdrawals, transfer credit, academic bankruptcy, course forgiveness, and transitional (remedial) classes is as follows:
 - Repeat classes will be factored into the GPA, completion rate, and maximum timeframe calculations. In addition, a student can only repeat a successfully-passed class utilizing federal aid once.
 - Student may receive financial aid for up to 30 attempted remedial credit hours. If this number is exceeded, the student will be placed on financial aid suspension. If the student enrolls in the same remedial course more than three (3) times, financial aid will not apply for any subsequent enrollment(s) in this course.
 - Incompletes will be factored into the GPA, completion rate, and maximum timeframe calculations. Incomplete (I grade) coursework must be completed by the end of the next term. At the end of the next term, all unfinished coursework will be calculated as an F.
 - Withdrawals will not be factored into the GPA calculations but will be included in the completion rate and maximum timeframe calculations.
 - Transfer credits will not be factored into the GPA calculation but will be included in the completion rate and maximum timeframe calculations. Only passed classes designated as a "C" or higher will be transferred in from other accredited institutions.
 - Bankrupted (Academic Bankruptcy) classes will be factored into the GPA, completion rate, and maximum timeframe calculation.
 - Forgiven (Course Forgiveness) classes will be factored into the GPA, completion rate, and maximum timeframe calculations.
 - Transitional (remedial) classes will be factored into the GPA, completion rate, and maximum timeframe calculations.
 - After a grade change (except an Incomplete) has been instituted for a prior term, SAP will be recalculated at that time. When an Incomplete grade is updated to a final grade, it will be factored into the SAP calculation at the time of the next formal evaluation.
- Dropped courses during the add/drop period will not be factored into GPA, completion rate, or maximum timeframe calculations.
- In some cases, a student who is not meeting SAP may regain eligibility for Title IV aid. Options may include a) paying for classes or b) successfully appealing.
- The lifetime eligibility for receiving federal financial aid is 12 full-time semesters which equals 600%. A student's percentage used can be viewed on NSLDS and compared to the Banner

form RNASLXX. (If student has less than full-time enrollment, the percentage will be prorated).

INFORMATION REGARDING FINANCIAL AID APPEALS INCLUDE THE FOLLOWING:

- A student may submit a Financial Aid Appeal if he/she can provide documented proof of mitigating circumstances. Mitigating circumstances are those that are beyond the student's control. If student files an appeal due to exceeding the MAX timeframe, he/she must be meeting other two components of the SAP calculation (GPA and pace).
- A student must submit the appeal and all documentation pertaining to the appeal, by the published appeal deadline. Submitting a Financial Aid Appeal is NOT an automatic approval.
- Appeal Form
- The Financial Aid Appeals Committee will meet each semester to consider completed appeals. The decision of the Appeals Committee is final. Only one appeal per academic year will be considered.
- A student will be notified of the decision made by the Committee by email. Students may check Self Service Banner for academic progress status.
- A student must follow the terms of his/her appeal if approved or lose financial aid eligibility.
- An academic plan may be instituted for a student as an opportunity to restore the student to proper Satisfactory Academic Progress at a specified future point in time. The plan can be voided if the student changes majors or does not follow the prescribed academic plan. This plan is used specifically for students that exceeded MAX time frame and granted an appeal.

Satisfactory Academic Progress for students utilizing veteran educational benefits:

Public Law 114-315 Section 404: Academic Progress and Outcome Measures

In accordance with 38 CFR 668.34, Service Members, Veterans, and/or eligible dependents meeting the eligibility criteria and receiving Department of Veteran Affairs Education Benefits are required to maintain satisfactory academic progress. Academic progress is based on the quantitative and qualitative requirements of degree, certificate, and learning programs of the educational institutions of which Service Members, Veterans, and/or eligible dependents are enrolled.

RETURN OF TITLE IV FUNDS WHEN A STUDENT WITHDRAWS

WITHDRAWAL - FEDERAL POLICY

A student is not entitled to 100 percent of his/her federal grant(s) until s/he has completed 60% of the semester. In most cases, the student would have received 100 percent of his/her grant before that time. Therefore, if a student receives a federal grant and withdraws before 60 percent of the term has passed, s/he will likely owe a portion of the grant back to the Pell grant program.

Complete Withdrawal

A student who withdraws completely before completing 60% percent of any given term may be required to return a portion of the Title IV financial aid grants he/she received (excluding Federal Work-Study wages).

The amount to be returned is based on the concept of "earned" and "unearned" federal financial aid. The percentage of time enrolled determines the percentage of earned aid. For example: If a student attends through

the first 25 days of a 100-day term, the percentage of earned aid is 25 percent. The remaining 75 percent of the aid received is therefore unearned and must be returned to the federal financial aid programs.

In some circumstances, a student may be required to repay a portion of the unearned aid received. Each student who owes a repayment will be notified in writing of the requirement to repay Title IV funds. If a student owes a prior balance for the previous year, s/he may use up to \$200 of the new year's award to pay the past balance.

If s/he fails to repay unearned Title IV funds, his/her eligibility for federal financial aid will be terminated.

The requirements to return federal financial aid are separate from the College's refund policy. Therefore, a student may still owe funds to the College to cover unpaid institutional charges. The College may also charge you for any federal financial aid program funds that were required to be returned.

If a student completely withdraws after completing 60 percent of the term, no repayment is required as s/he is considered to have earned 100 percent of his/her award for the term.

Any grant money a student has to repay is considered a federal overpayment. The student must either repay that amount in full or make satisfactory arrangements with either Drake State or the Department of Education to repay the amount.

The repayment or arrangements for the repayment must be made within 45 days of the date the student is notified of the overpayment or the student will lose further eligibility for all federal aid for attendance at any college until the debt is paid in full.

The withdrawal may cause him/her to be placed on financial aid probation because he/she has not met the Satisfactory Academic Progress requirements of completing 2/3 of all classes attempted.

Unofficial Withdrawal

A student who stops attending all of his/her classes before 60% of the term is completed without completing a withdrawal form or notifying his instructors of his intent to return to classes will automatically be classified as a failure to pass due to attendance and will be reported to the Department of Education. S/He may then be required to repay a portion of the aid s/he has received based on a midpoint date used as the date of determination. This will also cause him/her to be placed on financial aid probation because s/he has not met the Satisfactory Academic Progress requirements of completing 2/3 of all classes attempted.

VETERAN AND MILITARY AFFAIRS

The Veteran and Military Affairs representative is located in the Financial Aid office. The Office of Veteran and Military Affairs is responsible for providing assistance to Veterans, active duty military personnel, and dependents of Veterans enrolled at Drake State.

Services available include:

- Referral services;
- General and specific information regarding available benefits;
- Assistance in filing claims for such benefits;
- Reporting of enrollment information.

Benefits for veterans include:

- Montgomery GI Bill® (Chapter 30);
- Post 911 GI Bill® (Chapter 33);

- Montgomery GI Bill® – SR (Chapter 1606);
- Reserve Education Assistance Program (REAP/Chapter 1607);
- Dependent Educational Assistance (DEA/Chapter 35);
- Alabama National Guard Education Assistance Program (ANGEAP);
- Alabama GI Dependent Scholarship;
- Veterans Vocational Rehabilitation (Chapter 31).

Any student in the Alabama National Guard or Reserve component is responsible for notifying instructors of orders for military leave. S/he will be terminated from all classes, and upon return, a re-entry form will be processed. If the designated time frame for return is not adhered to, the Department of Veterans Affairs will be notified of the termination, and all educational payments will cease. If a Veteran terminates educational training before the end of a term, the VA will determine liability for repayment of benefits.

A veteran receiving VA benefits is required to pre-register for classes. Failure to meet this requirement may result in termination or delay of monthly benefits. It is the student's responsibility to notify the College's VA representative of any change in enrollment.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

S.C. O'NEAL, SR. LIBRARY AND TECHNOLOGY CENTER

The mission of the S. C. O'Neal Sr. Library and Technology Center is to provide comprehensive and innovative information services to support scholarship, learning and the instructional programs offered by Drake State. The library supports the administration, faculty, staff, students and community clientele by employing traditional resources and current technology to facilitate access to information.

The library also provides state-of-the-art hardware and software programs. The instruction, and training needed to use the equipment and services effectively, along with emerging technologies, promotes and serves as the model for information technology needs of the college. Students have access to books, periodicals, databases, and other electronic resources. The library also offers a variety of technology aids to assist with learning needs.

GENERAL INFORMATION

The S.C. O'Neal, Sr. Library and Technology Center is a multifaceted complex located at the heart of the campus. The goal of the Center is to create a wholesome learning environment through the use of a variety of print, electronic, and audiovisual resources and equipment.

RESOURCES AND SERVICES

The library houses a host of resource materials which support the instructional programs at Drake State Community and Technical College. The overall collection consists of books, industrial and technical manuals, periodicals, software programs, electronic databases and a variety of audio-visual materials and equipment for use on an individual or group basis. Other resources include the vertical file, Black Collection, plus much more.

The library's services consist of access to the Internet and Wi-Fi, the Alabama Virtual Library (AVL), ProQuest Global Newsstream database, photocopying/fax, laminating, and much more. Also available to students are printing and copying services offered at reasonable costs.

PERSONAL COMPUTERS

Two open labs are provided in the library for individual use. Students are asked to adhere to the Computer Usage Policy of the college. All students are required to sign the computer log before using all personal computers. As a reminder, priority is given to academic or instructional assignments versus recreational activities.

THE ALABAMA VIRTUAL LIBRARY (AVL)

The Alabama Virtual Library (www.avl.lib.al.us) provides all citizens of the State of Alabama with on-line access to essential library and information resources. The Alabama Virtual Library can be accessed from all computer labs on campus having Internet connections and also from the campus website (www.drakestate.edu) using the Library link.

The Library is the point of contact for students to register for home access to the Alabama Virtual Library. All students who own personal computers are encouraged to request an AVL card from the Reference Desk, located on the first floor of the Library.

PROQUEST GLOBAL NEWSSTREAM DATABASE

ProQuest Global Newsstream Database searches are a combination of periodical retrieval software and quality information available via the Internet. ProQuest is available on the campus in any computer lab with internet connectivity. ProQuest (www.proquest.com) can also be accessed through Canvas Learning Management System on the library's web page at www.drakestate.edu.

CIRCULATION OF MATERIALS

Students with current identification cards may borrow up to ten (10) resources (books and audio-visual materials) from the library for a period of thirty (30) days. Resources are renewable provided there are no "holds" in place for the circulating items. Delinquent materials will incur fines at a rate of ten (10) cents per day.

BORROWING PRIVILEGES- RECIPROCAL LENDING AGREEMENTS

The S. C. O'Neal, Sr. Library and Technology Center have reciprocal lending agreements with Alabama A&M University, Athens State University, Calhoun Community College, Oakwood University, and the University of Alabama of in Huntsville.

Drake State students are allowed to check out the following number of resources at the reciprocal lending agreement institutions:

- Alabama A&M University 5
- Athens State University 3
- Calhoun Community College 5
- Oakwood University 8
- University of Alabama in Huntsville 3

Students attending the reciprocal lending agreement institutions are allowed to check out the same number of resources from Drake State Community and Technical College. All students participating in reciprocal lending agreements must provide a valid student ID from their institution and a current address and telephone number.

Practical Nursing students may also use the University of Alabama, Huntsville, Primary Medical Library Facility located near Huntsville Hospital.

Other community members who wish to check out library materials may request a community user account. To open an account, community members must pay a \$20 fee and provide a picture ID, proof of address and two phone numbers. The account is valid for two years and membership is renewable. Community users may have two items on loan at one time.

Children wishing to borrow material must have a parent or guardian check out the material for them. The material will be checked out in the parent or guardian's name and the parent or guardian will assume all responsibility for the material including fines and replacements costs if the material is lost or damaged. Fines are \$0.10 per day for each overdue item.

Hours of Operation

The library staff, upon request, provides instruction, orientation and personal assistance during regular operational hours as follows:

Monday – Thursday: 7:30 a.m. to 7:00 p.m.

Friday: 7:30 a.m. to 11:30 a.m.

Weekends: Closed

The hours may vary when classes are not in session and on holidays.

If you have questions, email directly to library@drakestate.edu or call 256-551-5207.

LIBRARY USER BEHAVIOR POLICY

All visitors of the S.C. O'Neal, Sr. Library and Technology Center are expected to follow Drake State's Student Code of Conduct. All visitors should familiarize themselves with the Code of Conduct. A copy of the Code of Conduct can be provided upon request.

Behavioral Expectations

1. Library users are expected to keep noise levels low. Groups working on projects are encouraged to utilize the group study room to engage in discussion without disturbing others in the library;

2. All behavior that disturbs or endangers other library users or staff is prohibited. This includes loud noises, misuse of library materials or facilities, or verbal or physical harassment;
3. Cell phones MUST be turned off or muted. ALL cell phone conversations must be held outside the library;
4. ABSOLUTELY NO FOOD OR DRINK IS PERMITTED IN THE LIBRARY;
5. ABSOLUTELY NO TOBACCO USE IS ALLOWED INSIDE OR OUTSIDE THE LIBRARY;
6. Library users are expected to follow the instructions of the library staff;
7. Children 18 years of age and under must be accompanied by an adult AT ALL TIMES, unless they are high school students participating in the College's Dual Enrollment program. Children should NEVER be left unattended and are expected to comply with all library policies. Students may not leave their children in the library unattended while they are in class. The library staff is not responsible for the care of children or for supervising their use of library materials or facilities. Library materials must not be damaged in any way; and
8. Personal belongings should not be left unattended. The library is not responsible for lost or stolen items. Items that are found will be held at the circulation desk until the first day of each month then disposed of if they are not claimed.

Failure to comply with ANY of the rules listed above or Drake State's Code of Conduct may result in the following consequences:

- Disciplinary action by Drake State
- Expulsion from the building
- Legal action, where applicable
- Loss of access

Drake State and the S.C. O'Neal, Sr. Library and Technology Center staff reserve the right to change and/or update this policy at any time.

STUDENT POLICIES, PROCEDURES, AND GENERAL CAMPUS INFORMATION

ACADEMIC FREEDOM

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT NOTICE

Drake State protects the security, confidentiality, and integrity of student records.

Drake State shall not permit access to or the release of education records or personally identifiable information contained therein, other than directory information as defined with the paragraph titled "Directory Information," without the written consent of the student, to any party other than the following:

1. Other school officials and teachers of the college who have been determined by the college to have legitimate educational interests;
2. Officials of those schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
3. Certain authorized representatives of federal departments/agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way that prevents personal identification except when specifically authorized by federal law. The data will be destroyed when no longer needed for such purposes in connection with a student's application for, or receipt of, financial aid;
4. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974;
5. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, provided such studies do not permit the personal identification of students to be released to persons other than representatives of said organizations and providing that such information will be destroyed when no longer needed;
6. Accrediting organizations in order to carry out their accrediting functions; and
7. Pursuant to a lawful subpoena or court order; other appropriate persons in an emergency to protect the health or safety of the student or others.

ANNUAL NOTIFICATION OF FERPA RIGHTS

Drake State provides students an annual notice of their Family Educational Rights and Privacy Act (FERPA) rights. Students will be notified by publication of the regulations in the College Catalog/Student Handbook, Annual Security Report and College's Website.

Student Records Defined

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the confidentiality of student education records. The term "educational records" at Drake State is aligned with FERPA and generally includes any record, whether in a printed, handwritten, audio, video, or computer media format, maintained by Drake State containing information directly related to a student. Certain records are, however, excluded by FERPA from this broad definition, such as those made by instructional, supervisory, and administrative personnel and kept in their sole possession.

All computerized records of student admission, educational academic transcripts, financial aid, and financial accounts are maintained on the Banner computer system or electronic storage.

All users must have a valid user I.D. and password that provides them access to specific menus which have been assigned based on user requirements. In addition to the use of passwords to secure computerized student records, the entire computer network is secured by a firewall.

Paper copies of academic student records are stored in secured file rooms located in the Admissions Office under the supervision of the Director of Admissions/Registrar. Hard copies of student financial aid records, student accounts, and student disciplinary records are stored in locked offices in securable filling cabinets under the supervision of the Director of Financial Aid, the Director of Fiscal Affairs, and the Dean of Students.

Student Identification Numbers

The College assigns generated student identification numbers (A numbers), instead of Social Security numbers, as a means of protecting students from identity theft. These unique numbers are used to help prevent unauthorized access to student records. Social Security numbers are only accessible to administrative departments that are required to use them for state and federal reporting.

Confidentiality of Student Records

Confidentiality and access to student record information is controlled in accordance with the Family Educational Right and Privacy Act of 1974 (FERPA) and the implementing regulations, 34 C.F.R Part 99 to ensure confidentiality of student record information. Certain information classified as public or directory information may be released to the general public without prior written consent from a student. If the student requests non-disclosure of their records, their statement of non-disclosure is kept in their file and anyone using the system cannot release the information. Information is not released to third parties without the written consent of any student who requests non-disclosure of public or directory information.

In addition to FERPA, the College is in compliance with the Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102. These Standards are intended to ensure security and confidentiality of records and information.

Integrity of Student Records

Drake State maintains information about students which facilitates the educational development of students and the effective administration of the college to guarantee the protection of student right of privacy and access as provider under FERPA. Only authorized personnel have passwords that allow them to view and edit student records information. Access is limited to only the information necessary for the user's job and student record retention is governed by state and federal guidelines.

Backup Measures

The College uses digital imaging as a method of storing paper documents. Paper documents are imaged and stored digitally on the College's image server. These documents are then accessible to select personnel on campus. A complete backup of the image server is performed nightly. The Banner system is backed up to an additional local server at the College.

NOTICE: Under the Federal Family Educational Privacy Rights Act, 20 U.S.C. 123g, Drake State may disclose certain student information as "directory information." Directory information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students, as well as information about the student's participation in officially recognized activities and sports, the weight

and height of members of athletic teams, the dates of attendance by students, degrees and awards and the most recent previous educational agency or institution attended by a respective student. If any student has an objection to any of the aforementioned information being released during any given semester or academic year, the student should notify the Registrar, in person or in writing, during the first three weeks of the respective semester or academic year.

DIRECTORY INFORMATION

The following information with respect to each student has been designated by the College as directory information, which may be made available to the public, absent a student's request that any such information not be released:

1. Student's name, address, telephone number;
2. Dates of attendance;
3. Educational agencies or institutions most recently attended by the student;
4. Program of study, degree desired and classification;
5. Participation in officially recognized activities, clubs, and organizations;
6. Degrees and awards received;
7. Enrollment status; and
8. Photographs.

If any student has an objection to any of the aforementioned information being released during any given semester or academic year, the student should notify the Registrar, in person or in writing, during the first three weeks of the respective semester or academic year.

Disclaimer: This policy statement is subject to change by any additional federal regulations or court decision that may modify and/or negate any portion of these regulations. This statement of policy will be published in the future in appropriate College publications.

CHANGE OF MAJOR

Students who wish to change their major must complete a Change of Major form and submit to the Admissions Office in order to facilitate the change. Changes requested after the start of the current term will be effective at the start of the following term.

EXITING STUDENT FOLLOW-UP

Once a student exits Drake State, the institution may collect and retain information pertaining to student employment. Questionnaires are sent directly to the former student, and students are asked to cooperate in this endeavor by accurately completing the questionnaire and returning it in an expedient manner. The information collected on an individual basis is kept confidential.

DRAKE STATE ONLINE BOOKSTORE

Students may purchase required books and supplies from the Online College Bookstore located on the College's website. Books and supplies may be purchased with available student financial aid and other sponsored funds during the initial part of each term.

Students who purchased books from the Drake State Online Bookstore will have an opportunity to sell back books to our Online Bookstore when buybacks are applicable. For more information please visit drakestate.edu.

STUDENT IDENTIFICATION CARDS

All students are issued ID cards each academic year of enrollment. Students are encouraged to carry their ID card at all times. There is a \$5.00 fee for replacement cards.

ASSESSMENT OF STUDENT SATISFACTION

The institution measures the effectiveness of support services using periodic administration of the Ruffalo Noel Levitz Student Satisfaction index. Please visit the Institutional Effectiveness Office for more information.

MEETING WITH STUDENTS

The Student Services Division conducts individual and group student meetings regularly. These meetings provide an opportunity for regular interaction with students as well as to keep students informed of activities, services, and policies affecting the quality of their college experience. Such topics as financial aid, registration schedules, student competitions, student clubs, tutoring services, new programs, graduation plans, Spring Fling activities, and campus career fairs are among the items discussed at these meetings.

COLLEGE FUNDRAISING OR COLLEGE SOLICITATION ACTIVITIES

Any fundraising or solicitation activity that employs the name, image, or reputation of Drake State in an effort to secure external financial contributions will be considered fundraising or solicitation in the name of the College and is subject to this policy.

All contributions are the property of Drake State. Any restrictions placed on donations will be included in the standard bookkeeping for the College. Only gifts, bequests, devises, endowments, trusts and similar funds that are designated for the use of Drake State consistent with the state goals and mission of the College will be considered for acceptance.

SOLICITATION OF FUNDS

Any formal solicitation of gifts to the College will be made only by authorized representatives, including staff, departments, divisions and students of Drake State.

FUNDRAISING BY FACULTY, STAFF, OR COLLEGE DEPARTMENTS

Faculty and staff members with ideas for the solicitation of funds or gifts-in-kind to benefit programs and activities at the College must receive written approval from the President or the President's designee prior to any action being taken.

FUNDRAISING BY STUDENT ORGANIZATIONS

Students, when fundraising through student organizations, are required to adhere to the rules and regulations of institutional fundraising policies. Organizations are to receive prior approval from the Dean of Students and the President or the President's designee before commencing any fundraising activities. Fundraising should be for the benefit of the collective organization or an approved charitable cause. Monies raised should not be for the specific benefit of individuals (within or outside the organization.)

- All student fundraising activities, whether originating from a club or department-sponsored organization or a campus service area, that occur on campus and do not involve outside solicitation must be approved by the Dean of Students and the President and/or the President's designee prior to scheduling facilities, advertising, or contacting for services.
- Soliciting local businesses, national corporations, or individuals (alumni, friends of the College, etc.) by any student organization for donations (money, sponsorships, gifts, premiums) to support campus fundraising must be approved by the Dean of Students and the President and/or the President's designee before any contact can be made.

RESTRICTED GIFTS

Acceptance of a gift imposes a legal obligation to comply with the terms established by the donor. Therefore, it is necessary that the nature and extent of the obligation be clearly understood. For this reason, the terms of each restricted gift will be reviewed with the utmost care to ensure that the gift retains its original usefulness and beneficial qualities. Gifts deemed to be unacceptable because of the restrictions the donor has placed on its use shall be returned unto the donor. Criteria for determining a gift to be unacceptable include the following:

1. The purpose of the gift is inappropriate or not conducive to the best interest of the College; or
2. The gift obligates the College to undertake responsibilities, financial or otherwise, which it may not be capable of meeting for the period required by the terms of the gift.

CONFIDENTIALITY

Information obtained pertaining to any constituent of the College (personal/profile information, financial records, etc.) must be considered property of Drake State, and therefore private and confidential. All representatives and departmental units of the College engaging in the cultivation and solicitation process of any potential donor must keep any and all records private and in strict confidence.

Procedures

Before soliciting any potential funding sources, the employee, department or division must obtain direct written approval from the President or President's assigned designee. All students and student organizations must receive an additional approval from the Dean of Students prior to soliciting funding sources.

All gifts and/or contributions are the property of Drake State. Any restrictions placed on donations will be included in the standard bookkeeping for the College. Any and all gift checks made by private donors, individuals or corporations must be made payable to Drake State and marked for its intended use/restricted purpose. Accompanying all gifts should be documentation notating the following:

- Name and full mailing address of donor(s)
- Purpose of the gift if applicable

All gifts and pledges received directly by a student, student organization, employee or departmental units must be promptly remitted with copies of any accompanying documentation to the Business Office for processing and recordkeeping. Under no circumstance may individuals deposit funds collected under this provision within any personal accounts. Upon completion of the fundraising activity will be results be reported to the President and/or the President's designee.

ATHLETICS AND DORMITORIES

Drake State does not maintain dormitories for students nor does the College engage in intercollegiate athletics.

OFFICIAL RECOGNITION OF CAMPUS ORGANIZATIONS

PROCEDURES FOR OBTAINING OFFICIAL RECOGNITION CHARTERING

The College encourages extracurricular activities that develop individual initiative, group leadership, and cooperation. Student organizations and activities must be faculty and/or staff sponsored and must be approved by the College President.

Any group wishing to organize on campus must receive permission from the Dean of Students and the President by submitting a written request for approval.

1. The following information should be included in the written request:
2. The name of organization;
3. A statement of purpose of the organization;
4. The membership eligibility requirements;
5. A list of officers by title and the specific function of each office;
6. A statement of terms of the officers and the time and method of election;
7. Proposed meeting schedule;
8. A statement of membership dues, including the amount and frequency of payment and provision for the disposition of any funds in the event of dissolution of the organization; and;
9. Names and titles of club advisor(s).

Temporary Recognition

Temporary recognition may be given to organizations upon the completion, submission, and approval of the above stated information. The organization must submit an official charter within one semester.

Review And Approval

A copy of the proposed constitution must be submitted to the Dean of Students for suggestions, recommendations, and approval. A written appeal may be made in the event that official recognition is withheld. The President of the College will make the final decision. A group may not sponsor activities during the time that its application for recognition is being considered or an appeal is being made. After receiving approval, any changes in advisors, or any amendment affecting the nature or purpose of the organization as originally stated must be approved by the Dean of Students.

STUDENT ACTIVITIES AND ORGANIZATIONS

Students have the opportunity to participate in a variety of activities while matriculating at the College. The College embraces the belief that student activities serve to support the academic programs and provide students with the opportunity to develop the soft skills needed to be successful in the workplace. Those soft skills include good communication skills, the ability to work as a team, the opportunity to develop and demonstrate leadership skills.

Students are encouraged to participate in clubs and organizations. The following student organizations are available for students to develop team-building and leadership skills, to offer opportunities for skills competitions, and for building relationships with industry professionals:

- Drake State Blue Eagle Student Ambassadors Program
- Cyber Security Club
- Entrepreneurship Club (E-Club)
- International Association of Administrative Professionals
- Medical Assisting Technology Club
- National Technical Honor Society
- Phi Beta Lambda
- Phi Theta Kappa
- S. C. O'Neal Library and Technology Center Book Club
- Skills USA

COMPUTER CRIME ACT

The provisions of the Alabama Computer Crime Act are applicable to Drake State. This act provides for criminal prosecution of any person(s) who knowingly, willingly, and without authorization destroys or manipulates intellectual property.

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

INTERNET ACCEPTABLE USE POLICY

ACCEPTABLE USE OF PROVIDED ACCESS TO ELECTRONIC INFORMATION, SERVICES, AND NETWORKS

In making decisions regarding student access to the Internet, Drake State is proud to offer Internet access to all students. This is a privilege provided for the student, a privilege which must not be abused. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world.

The College expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those which have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing College-provided Internet access must first have the permission of Drake State's professional staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the college. The same general rules for behavior and communications apply.

The purpose of College-provided Internet access is to facilitate communications supporting research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Drake State.

Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers would always be private.

Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
2. To transmit obscene, abusive, or sexually explicit language;
3. To access, upload, download, or distribute any music files;
4. To violate any local, state, or federal statute;
5. To vandalize, damage, or disable the property of another individual or organization;
6. To access another individual's materials, information, or files without permission; and
7. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of college policy and rules may result in loss of College-provided access to Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices

regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Drake State makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The College will not be responsible for any damages users suffer, including -- but not limited to -- loss of data resulting from delays, interruptions in service or loss of service. The College will not be responsible for the accuracy, nature, or quality of information gathered through College-provided Internet access.

The College will not be responsible for unauthorized financial obligations resulting from College provided access to the Internet.

Computer Acceptable Use Policy

This policy defines acceptable uses of computer hardware, software, networks, communication lines, Internet access, and Email transmissions, herein referred to as Systems. Violations of this policy may result in restricted use of Systems and/or disciplinary action.

Systems are provided for business and educational purposes only, and users are encouraged to utilize this technology as a tool to efficiently perform their job tasks. Systems are owned by the College and subject to access by staff for maintenance, repair, updating, or monitoring. Documents, spreadsheets, databases, and Email transmissions on any System may be subject to examination at any time. Users must comply with all federal, state, or local laws and regulations, and applicable policies of accessed networks, such as the Alabama Research and Education Network.

In determining the appropriate use of Systems, one should compare its use to the proper use of other equipment, for example the use of the telephone systems. As with any excessive use of the telephone, excessive personal use of Systems including Email and Internet access is not allowed, and will be appropriately addressed by management. Email transmission to Drake personnel and students should follow the same etiquette and rules as telephone traffic.

Users must respect the privacy and usage privileges of other users and must not access, modify, or delete any files or data without the permission of the owner or creator of such files. Users should not install any software, make modifications to the configurations of, install new components, or in any way modify the Systems without the approval of the Information Technology Department and President of the College.

Installation of software without adhering to established copyright laws for that product is strictly prohibited. At NO time should the Systems be used to sell items for personal gain, solicit income, win contests, view pornography, gamble, play computer games, transfer copyrighted materials, engage in any illegal activity, or engage in threatening or mischievous activity.

Users will utilize passwords, log off and shutdown PCs overnight, and perform other measures as defined by the College Information Technology Department to insure adequate security of Systems and data.

Drake E-Mail Acceptable Use Policy

Drake State has implemented Drake State Student E-Mail Accounts as its official way of communicating important updates to students around the campus.

To uphold the quality and reputation of your Drake State E-Mail Account, your use of Drake State E-Mail is subject to these program policies. If you are found to be in violation of these policies at any time, as determined by Drake State in its sole discretion, the College may warn you or suspend or terminate your account and take any appropriate legal action.

The use of Drake State E-Mail is a privilege, not a right, and the College maintains the right to limit access. Drake State Student E-Mail is NOT guaranteed to be private. The College has the right to monitor and track Drake State E-Mail usage and access information stored in any user directory. The College may deny, revoke, or suspend specific user accounts.

It is acceptable to use Drake State E-Mail for purposes relating directly to education, research, professional development, personal communications, and growth.

Unacceptable Use

It is not acceptable to use Drake State E-Mail in such a way as to interfere with or disrupt network users, services, or equipment. Drake State E-Mail resources may not be used in the following manner:

- To generate or facilitate unsolicited commercial email (“spam”). Such activity includes, but is not limited to:
 - Sending email in violation of the CAN-SPAM Act or any other applicable antispam law;
 - Imitating or impersonating another person;
 - Sending emails to users who have requested to be removed from a mailing list;
 - Selling, exchanging or distributing to a third party the email addresses of any person without such person’s knowledge and continued consent to such disclosure;
 - Distributing unsolicited emails to significant numbers of email addresses belonging to individuals and/or entities with whom you have no preexisting relationship;
- To send, upload, distribute or disseminate or offer to do the same with respect to any unlawful, defamatory, harassing, abusive, fraudulent, infringing, obscene, or otherwise objectionable content;
- To intentionally distribute viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of destructive or deceptive nature.;
- To conduct or forward pyramid schemes and the like;
- To transmit content that may be harmful to minors;
- To impersonate another person (via the use of an email address or otherwise) or otherwise misrepresent yourself or the source of any email;
- To illegally transmit another’s intellectual property or other proprietary information without such owner’s or licensor’s permission;

- To use Drake State E-Mail to violate the legal rights (such as rights of privacy and publicity) of others;
- To promote or encourage illegal activity;
- To interfere with other Drake State E-Mail users' enjoyment of the service;
- To conduct commercial activities and other activities conducted for personal gain;
- To promote religious or political causes or to promote fundraising or lobbying;
- Solicitations not approved by the College;
- Vandalism and mischief that incapacitates compromises or destroys College resources and/or violates federal and/or state laws;
- Violating software copyrights and usage licensing agreements; and;
- Violating any federal, state, or local law/regulation, or College policy/procedure

INTELLECTUAL PROPERTY RIGHTS

A student has the right to trademark or copyright any literary material and to patent any inventions unless duties of the courses enrolled in, or the College, charges the student with, or includes, the duty of producing material for the College to copyright or trademark, or to develop an invention for the College to patent. A student is entitled to all profits earned from copyrighted or trademarked materials or patented inventions developed exclusively on the student's time and without the use of College funds, materials, or facilities.

Copyrighted or trademarked material or patented inventions developed totally or partially on College time with the use of College materials or facilities or with College funding shall be owned by the College.

STUDENT CODE OF CONDUCT

GENERAL POLICIES

The Drake State Student Code of Conduct provides the standards of conduct by which students and organizations are expected to abide. Enrollment and affiliation with the College in no way relinquishes the right nor provides an escape of responsibilities of local, state, or federal laws and regulations.

The conduct of each student and organization is to conform with the standards of common decency, with respect being given to the rights and property of others. The Student Code of Conduct is applicable to conduct which occurs on the College premises or which occurs while participating in official College sanctioned activities. A student may be disciplined and may be found in violation of the Student Code of Conduct for the following:

- Dishonesty, cheating, forgery, plagiarism, misrepresentation, or alteration of College documents, records, or identification;
- Disruptive or disorderly conduct including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to
- raid;

- Disorderly conduct which interferes with the rights and opportunities of those who attend the College for the explicit purpose for which the college exists;
- Profanity and/or obscene language or conduct;
- Threats (verbal or written); physical abuse, intimidation, and physical or mental harassment;
- Harassment, intimidation, physical assault or sexual assault;
- Possession while on College-owned or controlled property of firearms, explosives or other dangerous instruments/devices;
- Possession, sale, or consumption of alcoholic beverages or controlled substances on College property or at a College or student sponsored event; being under the influence of alcoholic beverages or controlled substances on College property or at a student or College sponsored event;
- Theft, accessory of theft, or being in possession of stolen property;
- Trespassing or unauthorized entry;
- Lewd, obscene, licentious, indecent or inappropriate dress;
- Improper use of the internet or other computer technology made available for student use;
- Violation of written College rules, policies, and regulations;
- Violation of the College Computer Usage, Email and Internet Acceptable Use Policies; and
- Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;

Failure to comply with the authority of College officials acting within the capacity of their positions or any other activity or conduct not specifically stated herein which impairs or endangers any person or property of the College is considered to be in violation of the rules and regulations of the College.

Drake State is committed to assuring that its employees and students work and learn in an environment free from discrimination and/or sexual harassment.

Discrimination means making a difference in treatment in any service, program, course or facility for Drake State on the basis of race, color, creed, gender, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.

Harassment means the use of verbal or physical conduct which does the following:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive academic or employment environment;
2. Has the purpose or effect of unreasonable interference with an individual's academic or employment performance;
3. Otherwise adversely affects academic or employment progress. The term "harassment" encompasses "sexual harassment," which means unwelcome sexual advances, unwelcome physical contact of a sexual nature, unwelcome requests for sexual favors, and other verbal or physical conduct of a sexual nature (including, but not limited to, the deliberate repeated making of unsolicited gestures or comments, or the deliberate or repeated display of sexually graphic materials, which are not necessary for educational purposes), when the following conditions exist:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status as a student or employee;
- b) Submission to or rejection of such conduct by an individual is used as a basis for enrollment, rating, or grading of a student or employee;
- c) Such conduct has the purpose or effect of substantially interfering with an individual's academic or work progress, or creating an intimidating, hostile, or offensive academic or work environment.

NONDISCRIMINATION POLICY STATEMENT

The following policy reflects Drake State's commitment to equal opportunities in education and employment:

No person shall be denied employment, excluded from partaking in, denied the benefits of, or subjected to discrimination in any program, activity, or employment on the basis of gender, race, color, disability, religion, national origin, age or ethnic group.

Drake State complies with nondiscriminatory regulations under Title VII of the Civil Rights Act of 1964, Title IX Educational Amendment of 1972, which prohibits discrimination based on sex; Title IX, Section 106.8, which prohibits sexual harassment; Section 504 of the Rehabilitation Act of 1973, which prohibits violations of the rights of the disabled; and Title VI, which prohibits discrimination based on race, color, or national origin, and the Americans with Disabilities Act (ADA) of 1990, covering policies for public accommodations for disabled individuals.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles II, VI, VII, IX, and Section 504 (ADA), may contact the college's Title IX Coordinators. .

Katie Chance (employees)

Human Resources Specialist

Building 500 3421

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Huntsville, AL 35811

(256) -551-5214

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STANDARDS OF CONDUCT AND ENFORCEMENT THEREOF

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, suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately refrain from such behavior and/or leave the premises.

If any employee, student, or visitor engages 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.

DUE PROCESS OF STUDENT DISCIPLINARY CASES

Drake State Community and Technical College is committed to ensuring an environment for all employees and students, which is fair, humane, and respectful. The College assures each student that no action will be taken on grounds that are not supported by academic policies and procedures.

Emphasis will be placed upon achieving an equitable resolution to problems rather than seeking to emphasize guilt or punishment. Students are guaranteed procedural due process in situations involving severe disciplinary problems. The following procedures will be followed:

Procedure for Bringing Charges

1. Any student, faculty member or administrator may file a charge in writing against a student for misconduct. The charge is to be filed with the Dean of Students.
2. The complainant must file with the Dean of Students within thirty (30) calendar days following the date of the alleged violation(s). Upon receipt of the charge, the Dean will provide the student with a written statement of the charges and determine the course of action regarding the accusations. During this stage, the accused may admit to the charge and waive the right to the Hearing Board, and disciplinary action will be determined by the Dean of Students.
3. If disciplinary proceedings appear warranted, the Dean of Students will set a date, time and place for the hearing, and the accused will be informed by written notice at least two (2) days before the hearing. Anytime up until the day of the hearing, the accused may waive the right to a hearing, admit the charge and have the punishment be decided by the Dean of Students. Under such circumstances, the accused will be informed of the disciplinary action within five (5) days.
4. Any student whose presence poses a possible danger to persons or property of the College or an ongoing threat of disrupting the academic process may be removed from the campus immediately.
5. Written notification of the date, time, and place of the hearing shall be sent to the student within five days of a complaint being filed.

6. A Disciplinary Committee comprised of the Dean of Students, faculty, staff and a student representative will be selected to hear each disciplinary case.
7. The Dean of Students will notify the student(s) in writing of the results and findings of the Student Disciplinary Committee and the course of appeal to the President.

Disciplinary Sanctions

Upon the determination that a student(s) has violated any of the rules, regulations, or guidelines set forth in this Code, the following disciplinary sanctions may be imposed, either singly or in combination by the appropriate College officials:

- **Censure** – A statement to the offender that he/she has violated College regulations and of the possibility of more stringent disciplinary actions in the event of future violations.
- **Restitution** – Reimbursement for damage or misappropriation.
- **Disciplinary Probation** – Students placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of the student. Any conduct in violation of this Code while on probationary status may result in the imposition of further action.
- **Suspension** – Students who are suspended are deprived of student status and are separated from the College for a stated period of time. The suspension shall appear on the student's disciplinary record.
- **Expulsion** – Termination of student status for a definite or indefinite period. The conditions of readmission, if any, shall be stated in writing to the student.

STUDENT COMPLAINT/GRIEVANCE AND APPEAL POLICY

Drake State recognizes that in order to efficiently and effectively carry out its mission, its students must feel confident that any valid complaint or grievance a student may make concerning the college will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by Drake State Community and Technical College.

The Drake State Student Handbook defines the initial steps to solve a complaint, as well as defines sexual harassment, discrimination, and grievance as follows:

- **Complaints** - Academic or non-academic areas of dissatisfaction with instructional or support services. Examples of academic complaints include a disputed course grade, faculty performance, or course information. Examples of non-academic complaints include a disputed late registration fee, delivery of support services, or student conduct.
- **Sexual Harassment**- Inappropriate introduction of sexual activities or comments into the workplace or learning environment. While sexual harassment may involve relationships among equals, it often involves relationships of unequal power, giving rise to elements of coercion centered on sexual activity for opportunities of benefit such as improved job or academic status.
- **Discrimination**- Difference in treatment in any service, program, course or facility on the basis of race, color, creed, gender, religion, sex, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status, or parental status.
- **Grievance** - An unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate College officials and who is not satisfied with the plan of resolution

Initial Steps to Resolve a Complaint

Informal Student Complaint Process

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

Wherever possible, complaints at Drake State are handled in an informal manner. Administrators, faculty, and staff maintain an “open-door” policy to discuss issues of concern for all students. Faculty and staff serve as a resource for individuals seeking assistance in resolving matters within the College community. Students are encouraged to first attempt to resolve complaints with the faculty or staff person. If unresolved, students should next speak to the departmental chairperson or supervisor of the faculty or staff member in an effort to resolve the matter. If still unresolved, the student should lodge their complaint with the Dean of Instruction (academic complaints) or Dean of Students (non-academic complaints). The chart below details the initial area for assistance referral and subsequent contact areas. If students have any questions about the applicable area for assistance, they should consult with the Title IX Coordinator, who will advise the student if some other procedure is applicable to the type of complaint they are seeking to resolve.

Informal Complaint Referral Chart

Issue	1st Response - Level I	2nd Response - Level - II
Academic Instructor Concerns	Instructor	Division Chair
Grade Appeals	Instructor	Division Chair
Academic Probation/Suspension	Admission Records	Registrar/Director of Financial Aid
Admissions Application Process	Admissions	Director of Admissions/Registrar
Assessment/Testing Center	Testing Center Coordinator	Dean of Students
Academic Advising	Instructor	Division Chair
Canvas Technical Assistance	IT Help	IT Coordinator
Bookstore	Business Office Clerk	Director of Fiscal Affairs
Campus Tours	Enrollment Specialist	Director of Admissions/Registrar
Discipline Outside of the Classroom	Operations/ Staff Member	Dean of Students
Financial Aid Issues	Financial Aid Staff	Director of Financial Aid
Veteran Benefits	Veteran and Military Affairs Clerk	Director of Financial Aid

Tutor Support	Instructor	Division Chair
Students with Disabilities	Student Success Specialist	Dean of Students
Student Orientation	Student Success Specialist	Dean of Students
Transcripts	Admissions Records	Director of Admissions/Registrar
Refund Requests	Business Office Staff	Director of Fiscal Affairs
Workforce Development Concerns	Director of Workforce Development	Dean of Instruction
Adult Education Concerns	Director of Adult Education	Dean of Instruction

Formal Student Complaint Process

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process described below by timely filing a written complaint the respective Dean. Any student enrolled at Drake State who wishes to make a formal complaint about an academic matter must report that matter in writing to the Dean of Instruction, who is responsible for managing academic complaints. Any other types of complaints are considered non-academic and are reported to the Dean of Students, who is responsible for managing non-academic complaints. If the complaint involves a specific occurrence, the complaint shall be made within ten (10) working days of the occurrence.

The written complaint is completed on a [Student Complaint Form](#) which includes the date the complaint was reported, the student’s name, student identification number, contact information and current enrollment status. The specific elements of the complaint review that are included in the records are as follows:

1. The date of the incident;
2. Whether or not the complaint is an academic or non-academic matter;
3. If the complaint involves a specific person and/or department;
4. A description of the complaint, including specific details and additional documentation;
5. Whether the complainant has had an opportunity to speak to a Drake State faculty or staff member regarding the complaint;
6. The person to whom the complainant spoke regarding the complaint;
7. The outcome of the conversation the complainant had with a Drake State faculty or staff member regarding the complaint;
8. Signature and Date Complaint Form completed by complainant;
9. A processing section for either the Dean of Instruction and/or Dean of Students to complete.

If, after discussion between the student and the respective dean, it is determined that the complaint can be resolved immediately; the college official will take action to resolve the complaint and will submit a report within ten working days of the filing of the complaint to the President and other appropriate college officials, detailing both the complaint and its resolution.

Grievance Procedures

If any student's complaint is not or cannot be resolved at the first level of supervision as described in the paragraphs above, such an unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate College officials under the paragraphs above and who is not satisfied with the plan of resolution shall have the right file a grievance with the College official and shall include the following information:

1. Date the original complaint was reported;
2. Name of the person to whom the original complaint was reported;
3. Detailed facts of the complaint;
4. Proposed action to be taken by the receiving official to resolving the complaint;
5. Specific action to be taken by the receiving official to resolve the complaint;
6. Specific objection(s) to be the proposed plan of resolve;
7. Other information relevant to the grievance that the complainant wants considered.

If the complainant fails to file notice of appeal by 4:30 pm on the 15th calendar day following having received the plan of resolution, the right to further appeal is forfeited.

Investigation Procedures

The Grievance Officer, either personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance and shall research the applicable statute, regulations or policy, if any. The factual findings from the investigation by the Grievance Officer shall be stated in a written report.

The report will be submitted to the complainant and to the party against whom the complaint was made, the "Respondent," and shall be made a part of the hearing record, if a hearing is requested by the complainant.

STUDENT GRIEVANCE PROCEDURES INVOLVING DISCRIMINATION, SEXUAL HARASSMENT, AND RIGHTS OF THE DISABLED

Introduction

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

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

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

Anti-Harassment Policy

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

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

- Language, behavior, or other activity that has the intent or effect of unduly demeaning, embarrassing, or discomforting any person, or creating an environment that is unduly demeaning, embarrassing, or discomforting to any person or persons of reasonable sensitivity.
- Harassment of employees or students by persons who are not employees or students shall also be a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institutional official.

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

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational opportunities;
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.

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

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

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

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

Steps Defined

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

A. Initial Steps

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

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

B. Interim Resolution

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

C. Formal Grievance Process

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

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

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

The Dean of Students will notify the student or a member of the Drake State faculty, staff or administration of the charge(s) against him/her within five business days of receiving the formal

grievance statement. If after a reasonable attempt to notify the student, faculty member, staff member, or administrator of the charges against him/her, the Dean of Students is unable to do so, then the Dean of Students may suspend the student, or the President of the College or his/her designee may suspend with pay the faculty member, staff member, or administrator until a hearing is held and decision rendered.

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

D. Investigation Procedure

The Dean of Students shall have the right to conduct such preliminary hearing(s) as the Dean of Students or designee shall deem necessary to complete his/her investigation. The Dean of Students shall conduct a factual investigation of the grievance allegations and shall research each applicable statute, regulation, and/or policy, if any. The Dean of Students shall determine, after completion of the investigation, whether or not there is substantial evidence to support the grievance. The factual findings in the investigation and the conclusion of the Dean of Students (Grievance Officer) shall be stated in a preliminary written report which shall be submitted to the Grievant and to the party or parties against whom the complaint was made and shall be made a part of the hearing record, if a hearing is subsequently conducted. Each of the parties shall have the opportunity to file written objections to any of the factual findings and, if there is a hearing, to make their objections part of the hearing record. If the Grievance Officer finds the grievance is supported by substantial evidence, he or she shall make a recommendation in the report as to how the grievance should be resolved. Upon the receipt of the Grievance Officer's preliminary report, the Grievant and the Respondent shall have three (3) business days to notify the Grievance Officer of the respective party's request for a hearing. The Dean of Students may, nevertheless, at his/her discretion, schedule a hearing on the grievance if to do so would be in the best interest of the College. In the event that no hearing is to be conducted, the Grievance Officer's report shall be deemed a final report and shall be filed with the President, with a copy to be provided to the Grievant.

E. Hearing Procedure

In the event that the Dean of Students schedules a hearing, the Title IX Coordinator or designee will appoint a qualified five-person committee. The Dean of Students shall serve as the nonvoting chairperson. A quorum shall consist of four members of the committee and the chairperson. Unless the President determines otherwise, or both parties agree in writing for the hearing to be public, the hearing shall not be open to the public.

At the hearing, the Grievant and the Respondent(s) shall be read the grievance statement. After the grievance is read into the record, the Grievant shall have the opportunity to present such oral testimony and offer such other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such testimony and offer such other evidence as he/she deems appropriate to the Respondent's defense against the grievance. In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the College.

Any party to a grievance hearing shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, shall act in an advisory role only and shall not be allowed to address the hearing body or question any witness. In the event that the College or its administration at large is the Respondent, the College representative shall not be an attorney or use an attorney unless the Grievant is also permitted to be assisted by an attorney or other personal representative.

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

The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

F. Report of Findings and Conclusions

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

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

G. Resolution of Grievance

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

H. Appeal Procedure

The President of Drake State shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Grievance Committee. The President shall not be bound in any manner by the recommendation(s) of the hearing committee, but shall take it (them) into consideration in imposing his/her decision. The charged student, faculty member, staff member, or administrator may file a written request with the Title IX Coordinator and Dean of Students requesting that the President of the College review the decision of the Grievance Committee. The written request must be filed within 15 calendar days following the party's receipt of the hearing report. If the appeal is not filed by the close of

business on the fifteenth day following the party's receipt of the report, the party's opportunity to appeal shall have been waived. If the appeal does not contain clear and specific objections to the hearing report, it shall be denied by the President. The President of the College shall issue his/her opinion to accept, reject, or modify the decision of the Grievance Committee within 15 calendar days of the initiation of the appeal process. If the decision of the Grievance Committee does not satisfy the complainant and should the grievance allege discrimination (Title VI), sexual harassment (Title IX), or violation of the rights of the handicapped (Sec. 504), the complainant may file a written grievance with:

1. The Alabama Community College System pursuant to Alabama Community College System policies and procedures, with respect to Title IX violations;
 - a. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official [Student Complaint Form](#) or at the ACCS website (www.accs.edu). Students may submit completed complaint forms by printing the form, signing it, and then either scanning it and emailing it to complaints@accs.edu or mailing it to:

Alabama Community College System
Attention: Office of the Vice Chancellor
for Instructional and Student Services
P.O. Box 302130 Montgomery, AL 36130-2130

2. The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.
3. The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
4. The Vice Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
5. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.
6. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.
7. The regional office of the Office of Civil Rights of the U.S. Department of Education within 180 days of the discriminatory act;
8. The Equal Employment Opportunity Commission within 180 days of the discriminatory act.

Exception

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

COMPLAINT POLICY FOR VETERAN AFFAIRS (VA) STUDENTS

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.

GENERAL POLICIES

ACADEMIC CALENDAR

Drake State publishes and makes available the Academic Calendar, grading policies, and refund policies to students and the general public. The College publishes the Catalog and Student Handbook on the College website and in print. The Academic Calendar is published within the Catalog and Student Handbook and is also published online.

GRADING POLICIES

The institution's grading policies are published in the Catalog. These policies include an explanation of the College's grading system and procedures for course forgiveness, and academic bankruptcy. The Catalog also publishes grading policies specific to the Registered Nursing Program.

Each instructor distributes the grading policy in the course syllabus to every student at the beginning of each semester which includes methods of evaluation and grading policies specific to the course and instructor. These policies adhere to those published in the Catalog. The refund policies are published in the Catalog.

ONLINE/HYBRID COURSES POLICIES

The College offers courses that are online or hybrid in format. Students taking online classes can access the Catalog online via the College website. Students can also access information concerning the Academic Calendar, grading policies, and refund policies on the College's website.

ELECTRONIC DEVICE USE

Students are not to disrupt the class or other students with electronic devices. Students may have electronic devices in the classroom or instructional laboratory as permitted by the instructor. Class disruptions from the use of electronic devices in classes or labs may result in students being removed from class or lab.

TOBACCO-FREE POLICY

Drake State is now a 100% Tobacco Free Campus. Smoking is not permitted on campus grounds. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a

monetary fine and tickets will be issued by campus security for violations of Drake State's tobacco-free policy.

CAMPUS POSTING/ANNOUNCEMENTS

Bulletin boards are placed throughout buildings on campus for the posting of notices and/or announcements. Signs, posters, or literature is prohibited from being posted in restrooms, on glass panels, windows, walls, doors, ceilings, or any other surface that may suffer damage as a result of tape or tacks.

Students are encouraged to check their Drake State E-mail and Canvas accounts frequently for important campus announcements.

All postings, leaflets, pamphlets and any other forms of announcements/notices must be approved by the Dean of Students prior to being displayed or distributed on campus.

DRUG-FREE SCHOOLS AND CAMPUSES

In compliance with Section 22, of Public Law 101-226, entitled "Drug Free Schools and Campuses," Drake State hereby gives notice of the institution's policy to prevent the use of illicit drugs and the abuse of alcohol by students and employees. The basic elements of the policy are listed below:

- 1) A statement prohibiting the unlawful possession, use, or distribution of illicit drugs or abuse of alcohol by employees or students on Drake State property or at any activity conducted, sponsored, or authorized by or on behalf of Drake State;
- 2) A description of the applicable legal sanctions under local, state, or Federal law for the unlawful possession or distribution of illicit drugs and abuse of alcohol;
- 3) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- 4) A description of the drug and alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees and students;
- 5) A clear statement of the sanctions which the institution will impose against employees and students who violate the policy;
- 6) A biennial review by the institution of its program in an effort to: (a) determine its effectiveness and implement changes to the program if they are needed, and (b) ensure that the sanctions required by item No. 5 above are consistently enforced; and
- 7) A copy of the Drug and Alcohol Abuse Prevention Policy/Program referred to in this statement is available from the Office of the Dean of Students Office.

CAMPUS SAFETY

SAFETY PROCEDURES

1. The practice of safety is an integral part of the institution's educational program. Students are required to purchase and use safety protective coverings as required by their department;
2. The college has published procedures for fires, bomb threats and extreme weather lockdown. Each of these procedures requires certain behavior on the part of each student. All students should be familiar with the procedures for these emergency situations;

3. All accidents, injuries and serious illness occurring on campus should be immediately reported to the instructor and the Dean of Operations. Written documentation is required for all accidents/injuries. Forms may be obtained from the instructor or the Dean of Operations;
4. Evacuation routes are posted in each classroom, office and other specified areas; and
5. Intercom instructions will advise students of what to do in emergency situations.

FIRST AID

Students requiring first aid should notify their instructor or the first available College official. In the event that a person needs emergency medical treatment, emergency services should be contacted and College officials notified. A person suspected of being seriously ill or injured (broken bones, unconscious, etc.) should not be moved until medical personnel arrive. Any costs, such as transporting student to the hospital, hospitalization, or treatments are the responsibility of the student. The College does not provide emergency medical service. All areas are equipped with first aid kits to treat minor injuries.

INCLEMENT WEATHER

All class cancellations or College closings due to inclement weather will be announced through the media. Notices will be carried on the following radio and television stations: Rocket City Broadcasting, WAAY 31, WAFF 48, WAHR, WHNT 19, WEUP, WDRM, WRSA, and WZYP.

For students on campus during inclement weather, intercom announcements will provide instructions for what to do in an emergency situation.

Note: Day classes include all classes held during the 8:00 a.m. -5:00 p.m. period. Evening classes are defined as all classes meeting any time after 4:00 p.m. until the College closes at the end of the evening session.

UNATTENDED MINORS

Children are not allowed to attend classes and must be accompanied by an adult at all times. Children visiting the campus are expected to comply with all College policies. The accompanying adult is responsible for ensuring compliance.

VIOLENCE AGAINST WOMEN ACT (VAWA)

Drake State has a commitment to safety and security and complies with the Violence Against Women Act and the Federal Clery Act, both helping to bolster response to and prevention of violence.

VAWA requires colleges and universities, both public and private, participating in federal student aid programs to increase transparency about the scope of sexual violence on campus; guarantee victims enhanced rights; provide for Standards in institutional conduct proceedings; and provide campus community-wide prevention educational programming.

In compliance with VAWA and Clery, Drake State has processes in place to actively collect and share data on violent incidents, and we regularly offer sexual assault, domestic violence, dating violence and stalking prevention workshops. For more information contact the Dean of Students, Dean of Operations or the Counseling Office for details.

ANNUAL SAFETY REPORT

Drake State is required to publish and distribute an Annual Safety Report (ASR) by October 1 of each year. The ASR must include crime statistics for three calendar years as well as all of the required campus safety and security policies and procedures.

RULES OF THE ROAD–CAMPUS PARKING & DRIVING SAFETY

This information has been developed to provide details regarding rules and requirements for operating vehicles on the campus of Drake State. The information provided is designed to assist faculty, staff, students, and visitors in providing a safe, secure, and orderly method of parking and operating vehicles on the campus.

- **Vehicle (Campus) Registration** - All vehicles owned or regularly used on campus by faculty, staff, and students are required to be registered with the I.T. Department. Each person seeking to register his or her vehicle(s) is required to provide a valid driver's license, current vehicle registration (tag and tax receipt), and proof of insurance. All vehicles in the State of Alabama are required to have liability insurance.
- **Vehicle Decal**– Upon completion of the vehicle registration, a Drake State parking decal (hangtag) will be issued. The parking decal must be displayed in the vehicle while it is in use (operating or parking) on the campus. Visitors are not required to have a parking decal.
- **Parking Enforcement** – All vehicles are required to be parked in the assigned parking zones. Parking areas for faculty, staff, and visitors are indicated by designated markers. All other areas are available throughout the campus for student parking. Vehicles in violation of parking in designated zones will be towed at owner's expense.
- **Speed Limit** – The posted speed limit on the campus of Drake State College is 15 MPH.
- **Loud Music** – Music played from your vehicle should not be heard over 25 feet away from the vehicle.
- **Security** – All regulations regarding loud music, parking, speeding, and other moving violations will be enforced by campus security. Violators (individuals who excessively violate the rules or who operate vehicles in a manner which compromises the safety of others) will forfeit their driving privileges on campus.

For information regarding vehicle (campus) registration and parking decals, contact the I.T. Department at 256-551-3126. Information regarding Enforcement-related issues should be directed to campus security at 256-551-5223. Questions or concerns pertaining to enforcement issues can also be directed to the Director of Operations.

ALABAMA GUN LAW

The Gun Free Schools Act of 1994 and the Alabama Community College Board of Trustees Policy Number 511.01 issued December 1994 prohibits firearms on campus or any other facility operated by the College

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