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PURPOSE OF STUDENT HANDBOOK

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 with the College Catalog. The Student Handbook is available online. Students may request a copy from the Dean of Student Services Office.

ACCREDITATION

J.F. Drake State Community and Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate Degrees and Certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Drake State.
STUDENT SERVICES

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 confirms that the institution, in context of its mission, promotes student learning and enhances the development of its students.

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

The Directorate’s goal is to work in concert with all College Directorates 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 and New Student Orientation, Library Services, Career Coaching, Career Placement, Student Activities and Organizations, Tutoring Services and TRiO 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 online students, off-site students, dual enrollment students, and Adult Education/GED/Ready-to-Work students. Student Services personnel serve as primary providers of student support, maintain office hours, maintain email access, and refer students to campus wide support services.

Resources are shared to all students, including on-campus, off-site students, online students, dual enrollment students, and Adult Education/GED/Ready-to-Work students through several websites 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, a student-centered two-year public institution, offers flexible and affordable university-transfer and technical degrees, certificates, adult and continuing education, and customized workforce training to fulfill the diverse needs of the community.

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 the education to the work environment.

To achieve this purpose, the goals of the Student Services Directorate are as follows:

- Provide pre-enrollment counseling and assessment that assist students in identifying their interests and abilities;
- Provide an orientation program that assists students in transitioning to the College and that 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 Student Services ensure that all provisions of the Family Educational Rights and Privacy Act policies are met concerning the release of public information and the release of information to students, instructors, high school counselors, advisors, administrators, and national organizations and agencies.

The Dean of Student Services 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 is the official policy of Drake State to admit all students who meet the established admissions criteria. No person shall be 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. The Office of Admissions is the first stop for students who desire to enter the college.

ACADEMIC TRANSCRIPTS POLICY

The transcript policy of the College includes the following:

1. In compliance with the Family Educational Rights Privacy Act (FERPA), the College does not release transcripts of a student’s work except upon the student’s written and signed request.
2. Official transcripts are sent to institutions, companies, agencies, etc. after the student’s written and signed request is received by the Admissions Office. The College honors FAX requests for sending official transcripts to third parties; however, transcripts will not be faxed to an individual or a receiving institution.

3. Official transcripts will be accepted when delivered “by hand”. The transcript must be official and in a sealed envelope with the seal unbroken. The College reserves the right to deny hand delivered transcripts if the seal is broken.

4. Official transcripts not released specifically to intuitions, companies, agencies, etc. will be stamped “ISSUED TO STUDENT.” Students should be aware that the receiving party has the right to decline the transcript stamped “ISSUED TO STUDENT.”

5. Transcript requests will be processed in the order in which they are received. Requests should be made at least one week before the transcripts are needed. Processing times will be longer at the start and end of each term.

6. All transcripts issued are free. Transcripts will not be issued for persons who have financial obligations to the College.

7. The Admissions Office does not issue or reproduce transcripts from other institutions. Request for transcripts or work taken at other institutions must be directed to the institution concerned.

8. Send transcript requests to the following:

   The Office of Admissions
   Drake State
   3421 Meridian Street, North
   Huntsville, Alabama 35811

Names, dates of attendance, social security number, 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.

ADMISSION SCHEDULE

Students are admitted at the beginning of each of the three academic semesters in all programs. The Fall Semester begins in August, the Spring Semester in January and the Summer Semester in May. All new students should check the Admissions Office for specific dates since they vary from year to year. New students should submit all applications and credentials for admissions to the Office of Admissions, at least three (3) weeks prior to the registration date.

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 ASSESSMENT 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 Education Development (GED) Test, and provide professional credentialing (e.g. WorkKeys or CompTIA 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. The following exams are offered:

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

COURSE PLACEMENT GUIDE

Level 1 is ACT Placement: all students who have taken the ACT within the last 5 years must make sure their scores are on file with the Admissions Office.

Level 2 Screening: (a) if students did not take the ACT test, (b) if students’ scores are over 5 years old, or (c) if students’ score do not meet guidelines, then the students must make sure that the Admissions Office has their official high school transcript. Level 2 screening is based upon high school GPA and course of study.

Level 3 Screening: if students do not meet placement requirements pursuant to the guidelines for Level 1 and Level 2 screenings, then they will need to schedule a date to take the Next-Generation ACCUPLACER test.

There is no charge the first time students take the Next-Generation ACCUPLACER test. However, there is a $10 retest fee if a student wishes to challenge their test results provided there is evidence the student completed test preparation activities. All placement test results are valid for five years from the original or re-test date.

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
  o Development
  o Organization
  o Effective Language Use

• Standard English Conventions
  o Sentence Structure
  o Usage
  o Punctuation

• Next-Generation Quantitative Reasoning, Algebra, and Statistics (QAS) assesses the following knowledge and skills:
  o Rational Numbers
  o Ratio and Proportional Relationships
  o Exponents
  o Algebraic Expressions
  o Linear Equations
  o Linear Applications and Graphs
  o Probability Sets
  o Descriptive Statistics
  o Geometry Concepts

For upcoming session dates and registration information, contact the Testing Coordinator at (256) 551-3116. Testing times are Monday – Thursday, 8:30 a.m. or 2:00 p.m. Friday tests are administered at 8:00 a.m. only. 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 career placement coordinator 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 Career Placement Specialist 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 on the Job Announcement Bulletin Board located in Building 700 and the CANVAS electronic job board.

**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 new student advisors to help new students transition into their first semester as well as admissions office personnel, the Student Success Specialist, and financial aid personnel. 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 who helps 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 success 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.

Tutoring Services

The College offers free tutoring (Fall, Spring, Summer) to all students. The tutoring program is funded through NSF and Title III grants. The tutoring services provided include assistance in Mathematics, Reading, Computer Information Systems, Welding, Culinary, HVAC, Cosmetology, and Library Services. Referrals to tutorial services take place through the Student Success Specialist or through faculty members.

Tutoring Services are managed through the use of Accudemia software that schedules tutoring appointments, tracks group and individual tutoring visits, and helps the College manage tutors and tutees.

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.

Advising Centers

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.

TRIO SERVICES

TRiO Student Support Services is a U.S. Department of Education funded program that provides advice and assistance in course selection, assists students with information on the full range of student financial aid programs, benefits and resources for locating public and private scholarships, and assistance in completing financial aid applications.

TRiO Services also provides individualized counseling for personal, career, and academic information, activities, and instruction designed to acquaint students with career options; exposure to cultural events and academic programs not usually available; and mentoring programs. Services are provided to students in order to assist them with retention, completion, and fostering an institutional climate that is supportive of first-generation low income students.

The program is free of cost to participants and provides opportunities for academic development, assists students with basic college requirements, and motivates students toward the successful completion of their postsecondary education.

The goal of TRiO is to increase the college retention and graduation rates of its participants. Enrollment in this program is limited. Entry into the program is competitively determined.

Interested students should contact the TRiO Office (Room 702) at 256-551-7279 to determine eligibility for the program.

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 before the first day of class. 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 registration. Students may enroll with written authorization from sponsoring agencies.
If the third-party sponsor rejects submitted charges, 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. Please refer to the Catalog for a comprehensive Financial Aid section.

**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.

**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 and emerging technologies in order to promote currency and serve as the model for information/technology needs of the college. Students have access to books, periodicals, electronic resources such as databases, and a variety of technology to assist in their learning needs.

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**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 variety of resource materials which support the instructional programs at Drake State. The collection consists of books, industrial manuals, periodicals, newspapers, software programs, electronic collections and a variety of audiovisual materials and equipment for use on an individual or group basis. Other resources include the vertical file, Black collections, plus much more.
The Library’s services consist of access to the Internet, the Alabama Virtual library, ProQuest, photocopying/fax, laminating and much more.

**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/instructional assignments versus recreational activities.

**The Alabama Virtual Library (AVL)**

The Alabama Virtual Library ([www.avl.lib.al.us](http://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](http://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 Newstand Database**

ProQuest Newstand Database Searching is a combination of periodical retrieval software and quality information available via the Internet. ProQuest is available on the campus in any lab with internet connectivity. ProQuest ([proquest.com/login](http://proquest.com/login)) can be accessed through the library’s web page at [www.drakestate.edu](http://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 holds have not been placed on any circulating items. Delinquent materials incur fines at a rate of 10 cents per day.

**Reciprocal Usage Agreements**

Drake State faculty, staff, and students with proper identification may borrow resources and use the services available through the J.F. Drake Memorial Learning Resources Center, Alabama A & M University. Through this reciprocal agreement, two (2) books may be borrowed at any one time.

Practical Nursing students may also use the University of Alabama in Huntsville (UAH) primary Medical Library Facility near Huntsville Hospital.

**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](mailto: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.

Borrowing Privileges

The S.C. O’Neal, Sr. Library and Technology Center has reciprocal lending agreements with Alabama A&M University, Calhoun Community College, Oakwood University and the University of Alabama in Huntsville. Students enrolled at these institutions are allowed to check out five items by providing a valid student ID and a current address and phone number.
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. The parent or guardian assumes all responsibility for the material including fines and replacements costs if the material is lost. Fines are 10 cents per day for each overdue item.

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 and maintains special security measures to protect and back up data by restricting computer and physical access to academic records, providing Family Educational Rights and Privacy Act (FERPA) training for employees, maintains FERPA information on the website, in the College Catalog and Student Handbook, and has and maintains special security measures to protect and back up data and maintains all sensitive and confidential computer data in a secure environment. The institution publishes a FERPA annual disclosure to students.

ANNUAL NOTIFICATION OF FERPA RIGHTS

Drake State provides students and 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 the College 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 filing cabinets under the supervision of the Director of Financial Aid, the Dean of Fiscal Affairs, and the Dean of Student Services.

**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 categories of information with respect to each student have 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 should not be released without the student’s prior consent:

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

A student who wishes to change to another program of study must obtain permission from the Admissions Office. A change of major form must be completed and submitted to Admissions in order to facilitate the change. Students may change programs during the drop-add period or at the beginning of the next semester.

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.tbconcourse.com.

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.

STUDENT BODY PROFILE

According to the Fast Facts webpage, published by the Office of Institutional Effectiveness, Drake State’s student body profile for the 2017-2018 academic year comprises approximately 50% full-time students, 50% part-time students, 51% female students and 49% male students. Drake State’s student body includes 55% Black or African American, 34% White, 2% Hispanic Latino, 4% Two or more races, 1% Asian, and 1% American Indian or Alaska Native.

ASSESSMENT OF STUDENT SATISFACTION

The institution measures the effectiveness of support services using periodic administration of the Ruffalo Noel Levitz Student Satisfaction index. In the spring 2017 administration, the majority of students were very satisfied with campus support services. Additionally, the administration of the found
Drake State performed better than other community colleges in the South in the categories of “Academic Advising/Counseling,” "Admissions and Financial Aid," and "Campus Support Services," among other areas.

MEETING WITH STUDENTS

The Student Services Directorate 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 J.F. Drake State Community and Technical College. 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 J.F. Drake State Community and Technical College 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 Student Services 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 Student Services 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 Student Services 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 J. F. Drake State Community Technical College, 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 Student Services prior to soliciting funding sources.

All gifts and/or contributions are the property of J.F. Drake State Community and Technical College. 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 J.F. Drake State Community and Technical College 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 Student Services and the President by submitting a written request for approval.

The following information should be included in the written request:

1. The name of organization;
2. A statement of purpose of the organization;
3. The membership eligibility requirements;
4. A list of officers by title and the specific function of each office;
5. A statement of terms of the officers and the time and method of election;
6. Proposed meeting schedule;
7. 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
8. 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 Student Services 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 Student Services.
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:

- Student Government Association
- Cyber Security Club
- International Association of Administrative Professionals
- Medical Assisting Technology Club
- National Technical Honor Society
- Phi Beta Lambda
- Phi Theta Kappa
- Royal Court
- Library Book Club
- Skills USA
- TRiO Services

COMPUTER CRIME ACT

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

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 State 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.

**ACCEPTABLE USE**

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:
o Sending email in violation of the CAN-SPAM Act or any other applicable antispam law;
o Imitating or impersonating another person;
o Sending emails to users who have requested to be removed from a mailing list;
o 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;
o 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
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 Drake State 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 VI, VII, IX, Section 504, may contact the college’s Title IX and Age Discrimination Act Coordinator, the Dean of Student Services in the Library 3rd floor or the Section 504 (ADA) and Title II Coordinator, the Student Success Specialist in Suite 702 Building 700.

HARASSMENT POLICY

It is the policy of Drake State to provide students an academic atmosphere free of harassment, including sexual harassment. Sexual harassment is a form of sex discrimination. A common form of sexual harassment is the 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.

Each employee of the College is responsible for the enforcement of this policy and for setting an example with respect to conduct. The exploitation of institutional, academic, or supervisory authority to sexually harass students, faculty, or staff is a form of illegal sex based discrimination.

Violation of this policy is a violation of Title IX of the Education Rights Act of 1972 and of Title VII of the Civil Rights Act of 1964. Further, violation of this policy can lead to suspension or termination of employment or student status, liability for Drake State and civil or criminal liability for the harassing employee.

Individuals or any class of individuals who believe that they have been subjected to discrimination prohibited by Titles VI, VII, IX, Section 504, may contact the college’s Title IX and Age Discrimination Act Coordinator in the library 3rd floor (students) or the Section 504 (ADA) and Title II Coordinator in Suite 702 Building 700 (students). Faculty and staff should contact Human Resources.

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 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 Student Services.

2. The complainant must file with the Dean of Student Services 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 Student Services.

3. If disciplinary proceedings appear warranted, the Dean of Student Services 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 Student Services. 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 Student Services, faculty, staff and a student representative will be selected to hear each disciplinary case.

7. The Dean of Student Services 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 J. F. 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 shall have the right file a grievance with the College official.

**INITIAL STEPS TO RESOLVE A COMPLAINT**

Any student enrolled at Drake State who wishes to make a complaint about an academic matter must report that matter in writing to the Dean of Instruction, the person responsible for managing academic complaints. Other types of complaints are considered non-academic and are reported to the Dean of Student Services, the person 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 made on a 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:

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

If, after discussion between the student and the respective college official, it is determined that the complaint can be resolved immediately, the college official will take action to resolve the complaint and will submit a report within ten 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:

- Date the original complaint was reported;
- Name of the person to whom the original complaint was reported;
- Detailed facts of the complaint;
- Proposed action to be taken by the receiving official to resolving the complaint;
- Specific action to be taken by the receiving official to resolve the complaint;
- Specific objection(s) to be the proposed plan of resolve;
- 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.

Alabama’s Two-Year Institutions of Higher Education-Student Complaint Process

In 2015, the Alabama Legislature vested oversight of the state’s public two-year institutions of higher education (known as the Alabama Community College System (ACCS) with the Alabama Community College System Board of Trustees. The Alabama Legislature further directed the Board of Trustees to delegate to the System’s Chancellor the authority to act and make decisions concerning the management and operation of the community and technical colleges.

The Chancellor is assisted in these duties by the staff of the System Office, formerly known as the Alabama Department of Postsecondary Education. Consumer and student complaints that are not resolved at the institutional level are thus arbitrated at the state level by the ACCS System Office.

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly.

The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution’s official complaint/grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:
a) If, after exhausting all available institutional processes, a student’s complaint remains unresolved, the student may appeal to the Alabama Community College System using the System’s official Student Complaint Form, which is contained in this document and also available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

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

b) The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.

c) The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.

d) The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.

e) If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.

f) The System Office will monitor the institution’s compliance to ensure the completion of any required corrective action.
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.

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 Licensed Practical 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.

**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 a campus police officer 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 email account frequently for important campus announcements.

All postings, leaflets, pamphlets and any other forms of announcements/notices must be approved by the Dean of Student Services 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 Student Services 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 Director of Operations. Written documentation is required for all accidents/injuries. Forms may be obtained from the instructor or the Director 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.
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.

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

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 Student Services, 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 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.)