

and Discipline Committee (b) offer an amended verdict subject to the approval of the President of the College, or (c) recommend a new hearing before the Conduct and Discipline Committee. The meeting of the appellate body is not a hearing and neither the student nor his/her legal counsel may be present during the appellate proceedings.

STUDENT GRIEVANCE POLICY

I. POLICY

These policies and procedures are established to resolve grievances of students, which result from acts or omissions of faculty or administrators and to resolve student conflicts. Resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant.

II. PROCEDURES

When a student believes he/she has a grievance, an effort should be made to resolve the grievance by discussion with the faculty member, staff member, or appropriate administrator involved. If these discussions do not lead to a satisfactory result, the complaint may then be taken to the next highest level listed in the following procedure. If the grievance relates to the challenge of a grade the student should follow the Grade-Appeal Policy on page 242. If the grievance arises from a classroom situation the student should take the following steps in seeking redress:

- a. Consult with the instructor involved, in person or by written contract, no later than within the first twelve college working days from the date the grievance occurred.
- b. If an agreement or a compromise is not achieved with the instructor, the student must take a written statement to the division chairperson within 7 college working days from the instructor's final decision. (A written grievance should include a description of the effort made to resolve the grievance at the previous level.)
- c. If the student is still not satisfied that a fair and equitable solution has been found, the student should take a written grievance to the Dean of Instruction within 7 college working days from the Division Chairperson's final decision.
- d. If the grievance does not arise from a classroom/instructional issue, a complaint should be made to the appropriate administrator within the first 12 college working days from the date of the grievance.
- e. The student should read "The Judgment" section (Section IV) of this policy carefully before contacting the Dean of Students/Associate Dean of Student Services for a hearing before the Conduct and Discipline Committee.
- f. As a last resort and only after steps a through d have been completed, the student should take the grievance in writing to the Dean of Students/Associate Dean of Student Services and the chairperson of the Conduct and Discipline Committee. The grievance must be filed by the last day of class of the semester following the semester in which the grievance occurred.

No instructor or administrator shall be allowed to delay the resolution of a grievance by

failing to hold a consultation with a student within five instructional days of the initial request. Normally such consultation should occur immediately after receipt of the student request unless bona fide reasons such as illness, personal emergency, classes not in session, or absences for professional reasons make this time limit unreasonable.

In instances when the personalities or problem involved would make starting at the level of the complaint too awkward or embarrassing, students may initiate a complaint at the next higher level listed.

III. ROLE OF THE CONDUCT AND DISCIPLINE COMMITTEE

The chairperson of the committee shall be the administrative officer of the committee. The chairperson's duties shall include arranging for appropriate times and places for committee meetings and hearings; informing committee members of the times and places of committee meetings and hearings; securing and distributing to the committee written materials appropriate for its consideration; arranging for the recording of committee proceedings; maintaining committee records which are to be kept on permanent file in the Office of the Dean of Students and informing, in writing, the appropriate persons of the decision of the committee.

Members of the committee may at any time disqualify themselves from consideration of any given case or cases because of personal bias or a conflict of interest.

Either party to the hearing may request of the chairperson that any member or members of the committee be excluded from consideration of the case. Such a request must be for cause and be brought to the chairperson's attention as the first step in the hearing. In the event a member is disqualified by a majority vote of the committee from consideration of a case, the President shall appoint a replacement. The replacement must meet the general requirements of regular committee members.

IV. JUDGMENTS

Committee members shall arrive at a judgment in consultation among themselves after the parties have been dismissed. Only members of the committee who have been present during all of the meetings and who have heard all testimony related to the alleged grievance may vote on the case.

A majority vote of such qualified members shall constitute a judgment.

A decision of the committee relating to redress of grievances is final insofar as the student is concerned.

The committee has the authority to change or direct changes in student grades, faculty conduct, or other disputed areas. A course of action deemed appropriate by the committee shall be carried out unless the student or faculty member chooses to appeal the committee's decision to the President of the College. The appeal must be made in writing to the President no later than seven college working days after the date of the committee's decision and must be resolved within a maximum of 30 college working days after receipt by the President.

If a redress requires a policy change or administrative directive, the committee shall refer its recommendations to the President of the College or appropriate administrator.

STUDENT RECORDS, POLICIES AND PROCEDURES

Central Alabama Community College complies with the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA) which provides that all students and former students of Central Alabama Community College have the right to inspect their educational records (includes records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution.) Responsibility for protection of the privacy of student educational records rests primarily with the Dean of Students/Associate Dean of Student Services or Registrar. Under the law, at the postsecondary level, parents have no inherent rights to inspect a student's education records unless one of the conditions are not listed on page 27. The right to inspect is limited solely to the student. For further information, see the extended section on FERPA guidelines on pages 27 - 31.

STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a federally funded program that provides educational support to Central Alabama students. The program provides tutors in math and English as well as counseling services for students who qualify. Student Support Services is located in the Administration Building on the Alexander City Campus and in the Bill Nichols Building on the Childersburg Campus. Each office has a special tutorial computer lab for SSS students. For further information see Student Support Services on page 44.

STUDENTS WITH DISABILITIES

Disclosure of a disability is voluntary; however, if a student with a disability has a special need related to his/her disability and would like to request assistance for accommodations, he/she may contact the appropriate college official to apprise the official of his/her needs. The ADA Coordinator for the Alexander City campus is Tiffanie Character, Student Affairs Specialist (phone [256/215-4269](tel:2562154269)), ADA Coordinator for the Childersburg campus and the Talladega Center is Mrs. Sandra Wilson (phone [256/378-2038](tel:2563782038)).

Before most accommodations are made, the student must present documentation of his/her disability dated within the last three years. If the disability is of a physical nature, the documentation should be from the appropriate medical doctor. If the student has a learning disability, the evaluation should include test results and a statement of the disability from an appropriate mental health professional or medical physician. All requests for accommodations will be considered and a determination of a reasonable accommodation will be made. In making reasonable accommodations, an educational institution is not required to waive or modify program requirements or lower academic standards that are reasonable and nondiscriminatory. Once the proper documentation has been received, students will receive forms to request special accommodations, which must be completed by the student and instructor/counselor and returned to the ADA Coordinator. Instructors should receive the accommodation forms and complete during the first week of class so that accommodations can be made as early as possible. Required forms should be returned to the ADA Coordinator. Under no circumstances will accommodations be

made retroactive. Accommodations will be provided after the appropriate information has been received and the student has been approved by the ADA Coordinator to receive accommodations.

A student with a disability should ask about the essential functions that have been established within various curricula. Certain types of disabilities may prohibit a student from succeeding in some majors and/or career and technical programs.

Information on facilities and services for disabled students can be obtained from the ADA Coordinator's Office. Any questions, concerns, complaints, request for information or request for the provision of reasonable accommodations for persons with a disability should be directed to the ADA Coordinator's Office. If the ADA Coordinator cannot find a resolution to the concern, students should contact the Dean of Students/Associate Dean of Student Services office.

TELEPHONE MESSAGES FOR STUDENTS

The College will accept messages for students only in emergencies. In such emergencies, every effort will be made to locate the student. On the Childersburg campus students will be permitted to utilize a telephone in Student Services in the Administration Building. Students who need to place calls on the Alexander City campus should go to the Counseling Area in the Administration Building. Students needing to place a call from the Talladega Center should go to the Administrative Office of the College. Calls made should be for transportation, checking on sick family members, or other emergencies. Calls should be limited to one minute.

TELEPHONES AND PAGERS

Classroom and laboratory use of pagers, cellular telephones, and other electronic communication devices is prohibited.

TRANSITIONAL COURSES

Students who place in transitional/remedial courses should meet with a counselor to select the appropriate course(s) for their major. Students may be exempt from these courses based on a COMPASS retest or appropriate ACT/SAT scores. COMPASS retesting must be done through the Office of Student Services. Students may retest on each section of the COMPASS only once within a three-year period. A cost of \$8 is charged for retesting.

Transitional courses should be viewed in a positive light. They are meant to prepare students to succeed when they take college-level courses. The transitional courses are evaluated on a successful/unsuccessful basis and do not influence the student's grade point average.

TUBERCULOSIS SCREENING POLICY

Central Alabama Community College works to ensure the health and safety of its students and employees, which includes a screening process to identify tuberculosis (TB) disease (active TB) or latent TB infection (LTBI) in students.

Individuals with active TB are required by Alabama law to be treated for TB or to remain isolated to protect others from the disease. Individuals with LTBI are advised to be treated to reduce their risk of developing active TB in the future. International students from countries with a high burden of