

WCCS Student Handbook

Student Services

Philosophy

The Division of Student Services emphasizes the College's concern for the student's individuality and the growth of his/her total personality. The College provides opportunities that enhance the cultural, social, intellectual, and physical development of its students.

Student Handbook Disclaimer

Failure to read the Student Handbook does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the Student Handbook are subject to change without prior notice.

Student Records Policy and Procedures for Privacy of Student Educational Records

For Wallace Community College Selma to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established. Wallace Community College Selma accords all rights under the law to students who are declared independent. In accordance with this policy, after a student attains the age of 18, the College will not release any information pertaining to the student's academic records without written consent from the student. The student can obtain a Permission to Release Information Form from the Office of Student Services. Responsibility for protection of the privacy of students educational records rest primarily with the Dean of Students of the College. Educational records are defined by FERPA to include records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. There are five exceptions to this definition of educational records as published in the GUIDELINES FOR POSTSECONDARY INSTITUTIONS FOR IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 AS AMENDED, Revised Edition 1998, a publication of the American Association of Collegiate Registrars and Admissions Officers.

A. Student Access to Educational Records

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

1. Financial information submitted by parents.
2. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected.
3. Confidential letters and statements of recommendation placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or receipt of honors.

4. Educational records containing information about more than one student; however, in such cases the College must permit access to that part of the record which pertains only to the inquiring student. To review records, students and former students may go to the Admissions/Records Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record, students may be asked to complete a written request to review records in the Admissions/Records Office. The College may delay to a maximum of 45 days release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance or if accepted, do not attend.

Wallace Community College Selma does not provide copies of the contents of student records unless a student is not within commuting distance of the College and is, therefore, physically unable to be present to view the records on campus. A copying fee of 25 cents per sheet will be assessed.

B. Challenge of the Contents of Educational Records

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be in writing and must be submitted to the appropriate records custodian who is responsible for the division in which the students are enrolled. The records custodian must decide within a reasonable period of time whether the corrective action will be taken, and the records custodian must provide written notification to the student and the Dean of Students of the corrective action that has been approved. Students who are not provided the full relief sought by their challenge must be referred to the Dean of Students who will inform them of their right to a formal hearing. Students must make their request for a formal hearing in writing to the Dean of Students. The following procedures shall apply:

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

C. Disclosure of Educational Record Information

Wallace Community College Selma shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must: (1) specify the records to be released, (2) state the purpose of the disclosure, (3) identify the party or class of parties to whom disclosure may be made, and (4) be signed and dated by the student.

FERPA states that certain information from student records may be classified as directory information. The following information has been declared by Wallace Community College Selma as directory information:

Name
Address
Telephone Listing
Place and Date of Birth
Participation in officially recognized activities and sports
Major field of study
Weight and height of a member of an athletic team
Dates of Attendance
Degrees and awards received
Most recent educational institution attended

The information will be released to inquiring individuals or agencies unless students sign a Do Not Release Directory Information Form during the first two weeks of the term. Do Not Release Directory Information Forms are available in the Office of Student Services: Admissions/Records. THIS FORM MUST BE RE-SUBMITTED ANNUALLY.

FERPA established rules stating that some personnel and agencies may have access to students' "educational records" without the written consent of the students. Wallace Community College Selma will disclose information from a student's educational record only with the written consent of the student except to:

1. College officials who have been determined by the College to have a legitimate educational interest in the records. College officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional and clerical staff who directly relate to the administrative tasks of the College, College law enforcement officials, and College attorneys.
A College official has a legitimate educational interest if the official is performing a task that is specified in his or her position description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Dean of Students about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Wallace Community College Selma.
2. Certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. A student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. State and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. Organizations conducting certain studies for or on behalf of Wallace Community College Selma.
6. Accrediting organizations to carry out their accrediting functions.
7. Parents of eligible students who claim the students as dependents for income tax purposes.
Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form. In case of a divorce, separation, or custody when only one parent declares the student as a dependent, Wallace Community College Selma will grant equal access to the student's education records upon demonstration of dependency as described above.
8. Appropriate parties in a health or safety emergency, subject to a determination by the President or Deans.

9. Personnel complying with a judicial order or lawfully issued subpoena*, provided that the Admissions/Records Office makes a reasonable attempt to notify students in advance of compliance. (Within 10 calendar days)
10. An alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

***Note:** Wallace Community College Selma is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, order the College not to disclose the existence or contents of the subpoena.

Wallace Community College Selma will inform parties to whom personally identifiable information is released that they are not permitted to disclose the information to others without the written consent of the student. Wallace Community College Selma will maintain a record of all requests for, and/or disclosure of, information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

The following is a list of the types of records that Wallace Community College Selma maintains and their custodians.

Type of Record	Custodian
Admission	Dean of Students
Cumulative (current/ former students)	Dean of Students
Admission/Academic (new students, currently enrolled)	Dean of Students
Financial Aid	Financial Aid Director
Student Accounts	Dean of Business and Finance
Athletic Eligibility	Athletic Director
Disciplinary	Dean of Students

D. Annual Notification of FERPA Rights

Wallace Community College Selma will give annual notice to current students of their rights under the Act by publishing information in the WCCS Catalog and Student Handbook.

E. Permission to Release Student Information Form

If you register for a WCCS course, you hold the FERPA rights for that course and the College may not release your records for that course (or any other academic records) to anyone (including your parents or spouse) without your written permission. If you wish to release your student information to any other party, you must sign a Permission to Release Student Information Form (available in the Dean of Students' Office) and specifically designate the individuals to whom you wish to have your records released.

F. Facsimile Records (FAX)

Wallace Community College Selma honors FAX requests to send official transcripts to third parties, and Wallace Community College Selma will accept FAX transcripts for advising purposes only. An official transcript is required for admission purposes.

G. Computer Access to Records

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

H. Students Rights After Ceasing Attendance or Graduation

Students who have ceased attendance or have graduated from Wallace Community College Selma have basically the same FERPA rights as students currently attending, including the right to (1) inspect their educational records, (2) have a hearing to amend an educational record, and (3) have their educational

record privacy protected by Wallace Community College Selma. Former students do not have the right to request of Wallace Community College Selma nondisclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

I. Privacy Rights of Deceased Students

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

Guidance and Counseling Services

Guidance and counseling services are available to all students. Counselors assist students in obtaining maximum development of their potentialities and arriving at decisions which further their progress. These decisions most frequently involve one or more of the following: vocational and occupational choice, selection of educational goals, and matters of a social-personal nature.

All incoming freshmen will be tested in English, reading, and mathematics to help ascertain their proper placement in instructional courses. The ACCUPLACER test is the primary instrument used by the College for placement testing purposes. Counselors provide immediate feedback of test results and assist each freshman student in completing the first schedule of classes. At the time of enrollment in both Technical and Academic Programs, a student is assigned a program advisor who guides the student in scholastic matters. Services provided by counselors include: advising, registering, and career assessment, transfer counseling, and limited personal counseling. The Retention Advocate also provides assistance to students considering withdrawing from school or who do not meet academic progress. The Transfer Coordinator provides services to students to assist them in transferring to senior institutions.

An orientation course is available for all new students. The program is designed to provide the new student with knowledge of the physical environment of the campus and the institutional policies, to provide a fundamental knowledge of the educational offerings and requirements of the institution, and to provide the student with specific advising for initial registration.

Student Support Services Program

The Student Support Services (SSS) program at Wallace Community College Selma provides opportunities for academic development, assists participants with basic college requirements, and serves to motivate participants toward the successful completion of their postsecondary education. The goals of SSS are to increase the college retention and graduation rates of participants, facilitate the process of transition from one level of higher education to the next. The program is designed to foster an institutional climate supportive of the success of students from groups that are traditionally misrepresented in postsecondary education, individuals with disabilities, homeless children and youth, foster care youth, or other disconnected students. Services provided by the program include the following:

Academic Advising and Counseling

Counselors provide registration advisement and assistance in developing class schedules and course loads. Counselors monitor the academic progress of all participants and conduct individual conferences to keep participants informed of their progress and academic status.

Tutoring Services

Tutorial services are provided to participants on an "as needed" basis in a variety of required courses. Professional instructors and peer tutors perform all tutoring services. The tutors will help participants understand course content, prepare for exams, edit papers, prepare term papers, and manage study time.

Transfer Assistance

The Transfer Coordinator assists participants with transfer requirements to any four-year college or university in the nation. The Coordinator will also assist participants with the Statewide Articulation Reporting System (STARS) agreement.

Financial and Economic Literacy Education

Financial literacy education will teach participants decision-making skills needed to navigate the financial challenges of college life. Financial literacy education can also help participants avoid the negative economic, social, and academic consequences of uninformed spending decisions.

Personal and Career Counseling

Professional counselors are available to help participants understand and cope with the challenges students face in college. Counselors' help participants make the transition to college easier and try to resolve problems related to academic success. Counselors can also help participants with decisions regarding college majors and career choices.

Life Skills Workshops and Cultural Enrichment

Each semester, workshops are offered to enhance the academic and personal growth of participants in the program. Workshop topics include financial aid, social and communication skills, self-esteem building, time management, study skills, and goal setting. Cultural enrichment trips introduce participants to the fine arts and an enhanced awareness of cultural diversity. Trips include theatrical and musical productions, museums, and other events and/or exhibitions.

Eligibility Requirements – A student is eligible to participate in SSS if the student meets all of the following requirements:

- a. a citizen or national of the United States or meets the residency requirements for Federal student financial assistance.
- b. enrolled at the Wallace College Selma or accepted for enrollment in the next academic term.
- c. Has a need for academic support in order to pursue successfully a postsecondary educational program.
- d. a low-income individual, first-generation college student or an individual with disabilities.

Students must apply and be accepted in the program to receive program services. All program services are free to participants. For more information, contact the office of Student Support Services.

Student Success Coaching Program

The Student Success Program is a free resource for WCCS students to maximize their collegiate experience and achieve their goals of graduation, transfer or employment. Each student is assigned a Student Success Coach who will contact each student at least twice a month. These meetings are scheduled around the student and can occur through email, face-to-face meeting, telephone call, Instant Messaging or through Canvas. Communication is the most important tool a student has and will help as students navigate their educational journey.

Americans with Disability Act (ADA)

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Wallace Community College Selma is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with THE AMERICANS WITH DISABILITIES ACT (ADA). The College endeavors to provide students, employees, and the community an opportunity for success

with as few deterrents as possible. The College strives to create a welcoming environment and will work in good faith to meet the needs of all populations. The office of the College's ADA Coordinator (Ms. Octiavia Mason) is located in the Student Success Center. The ADA Coordinator's telephone number is (334) 876-9277.

The following procedures are in place at the College to assist anyone with needs for accommodation and/or with general concerns covered by the ADA:

A. Disabled Students

1. It is the responsibility of the student to notify the ADA coordinator of his or her need for accommodation (this should be done prior to or upon enrollment at the College) and to provide documentation of the disability. The documentation should address each specific accommodation and should be dated within three years of the enrollment date. Once documentation is filed in the ADA Coordinator's Office, the student's instructors will be notified of the requested accommodations.
2. It is the student's responsibility to notify the ADA Coordinator of enrollment in his/her initial and successive semesters by bringing a copy of his/her schedule to the ADA Office.
3. Prospective students are encouraged to contact the ADA Coordinator if assistance is required in applying for college admission or during the registration process.
4. In general, documentation for ADA accommodations is NOT retroactive. All assignments and test scores received before documentation will apply.

B. Criteria for Disability Documentation

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the technical and academic standards at Alabama College System institutions are entitled to reasonable accommodations. Under these laws, a disability is defined as any physical or mental condition which substantially limits a major life activity, a history of such a condition, or the perception of such a condition. Alabama College System institutions do NOT provide disability documentation for students. It is the student's responsibility to provide appropriate documentation to the College office responsible for handling the request and to request accommodations.

C. Providing Services for Students with Disabilities

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

All applications must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama College System institutions. Alabama College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements determined by Wallace Community College Selma (WCCS) to be essential or fundamental will not be modified. Alabama College System institutions strive to eliminate barriers to learning or participation in other institutional activities and provide the following services for students and faculty:

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

Providing reasonable accommodations for students with disabilities requires an individual assessment of need and is a problem-solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student.

Wallace Community College offers adaptive technology (equipment and software that assists students with reading, writing and listening) and alternative-format textbooks. Alternative-format textbooks include audio

books, scanned textbooks, as well as assistance with text-to-speech solutions which are also available for students with documented disabilities. Students may also bring voice recorders to capture the audio of lectures which they can later upload to a computer and use to review what was said in class. In addition, these students may utilize Peer Note-Taker and may receive extended time for in-class assignments and examinations. Other forms of support may include; tape, braille, enlarged text, use of scribes, readers.

Financial Aid

The primary purpose of the Office of Financial Aid at Wallace Community College Selma is to assist all students in securing the funds necessary to pursue their educational goals. While students and parents have the primary responsibility for paying the student's educational expenses, the goal of the College is to bridge the financial gap that may exist between the cost of the individual student's education and money available from the student's family, job income, savings, and any other resources. The Office of Financial Aid is committed to providing students and parents with the resources and information needed to become financially responsible.

Wallace Community College Selma offers the following types of student financial aid to those students who qualify:

1. Federal Pell Grant
2. Federal Work-Study Program (FWSP)
3. Federal Supplemental Educational Opportunity Grant (FSEOG)
4. Alabama Student Assistance Program (ASAP)
5. Presidential/Academic/Technical/ Certificate
6. Athletic
7. Senior Citizens
8. Employee Dependent Tuition Waiver Program
9. V.A. Benefits
10. Vocational Rehabilitation
11. Work Force Investment Act (WIA)
12. Alabama National Guard Education Assistance Program (ANGEAP)
13. Simpson Foundation Scholarships
14. American Legion Scholarships

Federal Student Financial AID Programs Title IV

Federal Pell Grant Program

The Federal Pell Grant Program provides direct grants from the U.S. Department of Education to undergraduate students for educational expenses. Since it is a grant program, the student does not have to repay the amounts received **AFTER 60%**. Federal Pell Grants will range in size from \$0 to a maximum of \$6,656 per year (amount subject to legislative changes). No eligible student will be denied a Federal Pell Grant. The award year at this institution begins the Fall Semester of each year and ends the Summer Semester of the following year.

To apply, the student, (and if applicable) parents and spouse must complete the Free Application for Federal Student Aid. For aid to be processed in a timely manner, the **Free Application for Student Federal Aid (FASFA)** should preferably be submitted two (2) weeks before registration. **IT IS HIGHLY ENCOURAGED THAT THE STUDENT COMPLETES THE FASFA ONLINE.** A student can apply using the Internet by the following:

1. Creating an FSA ID from the U.S. Department of Education.
2. Completing the FASFA or renewal FASFA at www.fasfa.ed.gov. The Wallace Community College Selma federal school code is 009980. The electronic process takes approximately one week for approval.

Once the student has a valid Student Aid Report (SAR) the Office of Financial Aid uses the guidelines set forth by the Department of Education to determine the amount of the grant award. This is accomplished by using the Expected Family Contribution (EFC) number on the ISIR, and the amount assigned to that number on the Pell Grant payment schedule for the current year. It should be noted that this institution does not determine eligibility requirements for a Pell Grant nor the amount of the grants. Awards are made at the time a student has a complete financial aid file. Also, this institution verifies each ISIR that has been selected for verification.

All **credit balances** in the student Pell Grant accounts are disbursed 14 calendar days from the first instructional day of each semester.

Verification Policy

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

Awarding Policy

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

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

It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the Alabama Community College System and Board of Trustees, that no person in Alabama shall, on the grounds of race, color, handicap, sex, religion, marital status, creed national origin, or age, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Dependent/Independent Policy

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

- Was born before January 1, 2000
- Is a veteran of the U.S. Armed Forces

- Is on active duty in the U.S. Armed forces
- Is an orphan, were in foster care or ward of the court
- Is/was an emancipated minor
- Is/was in legal guardianship
- Has a legal dependent other than a spouse
- Is a married student
- Is a homeless child/youth
- Is determined homeless by HUD
- At risk for homelessness
- Is working on a masters/doctoral program
- Has a child or children who receive more than half of their support from you.

An Independent financial aid applicant is not required to submit parental information in the application process; however, if the independent applicant is married, spousal information must be reported. A student who cannot meet at least one of the criteria is considered a Dependent Applicant and must provide parental information in the application process.

Campus-Based Programs

Wallace Community College's campus-based programs are Federal Work Study (FWS) and Federal Supplemental Educational Opportunity Grants (FSEOG). The institution receives a predetermined dollar amount from the Department of Education for each of these programs, and when that money is distributed, no more awards can be made from that program for that year. The institution determines each student's eligibility and the deadlines to apply for campus-based funds.

Federal Work-Study Program (FWS)

The Work-Study Program provides jobs for undergraduates and graduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service and works related to each student's course of study. The Office of Financial Aid determines who is eligible for work-study using the federal EFC from a valid ISIR and institutional cost of attendance. Work-Study applications are available in the Office of Financial Aid.

Students can earn at least the current minimum wage, but the amount may be higher depending on the type of work they perform and the skills required. The total Federal Work-Study award depends on when the student applies, the level of need, and the funding level of the school.

Awards are based on the amount of funds available.

Job sites are provided both on and off campus. If the student works on campus, the student is employed by the school. The employer for those students employed off campus will usually be a private non-profit organization or public agency.

The amount a student earns cannot exceed his/her total Federal Work-Study award. When assigning work hours, the Office of Financial Aid will consider the student's class schedule and academic progress. Work-study students may generally work additional hours upon request of the supervisor and approval from the Office of Financial Aid. Students are allowed to work during breaks with approval from the Office of Financial Aid.

Federal Supplemental Educational Opportunity Grants (FSEOG)

Federal Supplemental Educational Opportunity Grants are for undergraduates with exceptional financial need, that is, students with the lowest Expected Family Contributions (EFCs). Priority is given to students who receive Federal Pell Grants. FSEOG does not have to be paid back. There is no guarantee that every eligible student will be able to receive FSEOG; students at the institution will be awarded these funds based on a first come basis availability at the institution. Students can receive a minimum of \$100 and a maximum of \$4,000 a year.

Alabama Student Assistance Program (ASAP)

The Alabama Student Assistance Program funds are awarded to eligible Alabama residents who demonstrate need and who are enrolled at least halftime. The institution receives a predetermined dollar amount for this program, and when that money is distributed on a first come basis availability at the institution. Students can receive a minimum of \$300 and a maximum of \$5,000 a year.

Veterans Benefits

Veterans Educational Benefits are available to qualified Veterans, Dependents of Veterans, National Guard members, and Reserve members. To receive VA educational benefits, all recipients must be enrolled in an approved course of study. Benefits differ according to the Chapter of VA educational benefits for which the student qualifies. Students receiving VA educational benefits are responsible for registering only for courses that are included in their respective degree plans. Students receiving VA educational benefits must promptly notify the VA Certifying Official, located in the Office of Student Success when withdrawing from a class or all classes. Failure to do so may result in an overpayment from the Department of Veterans Affairs.

The student is liable for the overpayment. To continue receiving VA educational benefits, Veterans must attend their scheduled classes. Instructors will report students who are excessively absent to the Office of Admissions and Records and VA benefits may be reduced accordingly. The Department of Veterans Affairs may require approximately 60 to 90 days to process educational benefits. As a result, Veterans should be prepared to pay tuition and fees at registration. Benefits differ according to the Chapter of VA educational benefits for which the student qualifies. For more information about benefits or to apply, visit the U.S. Department of Veterans Affairs or call at 1-888-442-4551. For issues regarding your benefits, submit a complaint to the VA GI Bill® Feedback System. <https://www.benefits.va.gov/GIBILL/Feedback.asp>

Before making an application for educational benefits, the Veteran must complete the following:

- Step 1: An Application for Admissions to the College, Transcript Request Form(s) and send to high school and colleges attended, Transcript Request Form to request a GED transcript. Sit for the Compass Placement Assessment, if applicable
- Step 2: Report to the VA Certifying Official located in the Office of Financial Aid and submit the following documents:

Chapter 30 (Montgomery GI Bill®) submit certified copy of DD214 form

Chapter 35 (Veteran Dependents) submit Certificate of Eligibility form

Chapter 1606/1607 (Reserve or Guard) submit Notice of Basic Eligibility Form (NOBE)
Chapter 33–Post 9/11 Veterans submit Certificate of Eligibility
Chapter 31- Disabled Veterans submit Authorization and Certification Certificate

NOTE: Veterans benefits cannot be certified until meeting with the VA Certifying Official, at the College.

Veteran benefits cannot be received for courses previously passed unless an improved grade is required or for auditing courses. The Veteran will not be paid for courses in which an "I" (Incomplete) was previously received or for courses that are not a part of the declared major unless approved as a substitute for a required course by the appropriate Dean. All Veterans should contact the VA Certifying Official during registration in order to complete the proper forms for certification. If the enrollment period is temporarily interrupted, the VA Certifying Official will recertify when notification of re-enrollment is received from the Veteran.

Alabama G. I. Dependents Scholarship Program

The Alabama Department of Veterans Affairs offers financial assistance to eligible dependents of disabled Veterans (child, stepchild, spouse or un-remarried widow or widower) who are living or deceased. Qualifying Veterans must have been permanent civilian residents of Alabama prior to entry into military service. Other qualifying veterans' categories are former Prisoners of War (POW), declared Missing in Action (MIA), and those who died in service. The Alabama G. I. Dependents Scholarship Program does not pay for non-credit courses, transitional (remedial) courses, and facility and special building fees. In addition, the G. I. Dependents' Scholarship Program does not cover supplies or textbooks for non-credit and/or transitional (remedial) courses. The student is responsible for paying these charges. Veterans Service Officers of the Alabama Department of Veterans Affairs maintain an office in each county of the State. They can provide information and assist in filing the required forms. Their offices are located usually in the county courthouse. The Alabama Department of Veterans Affairs may be contacted directly at the following address: Alabama G. I. Dependents' Scholarship Program, Department of Veterans Affairs, Post Office Box 1509, Montgomery, Alabama 36102-1509. The telephone number is (334) 242-5077.

The following individuals shall be charged the in-state/in-district rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill®-Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill®), of Title 38, United States Code, who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 G.I. Bill® benefits (38 U. S. C. § 3319) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U. S. C. § 3311 (b)(9) who lives in the State of Alabama while attending a school located in the State of Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or death described above and must be using educational benefits under either Chapter 30 or Chapter 33, of Title 38, United States Code.
- Anyone using educational assistance under Chapter 35, Dependent Education Assistance (DEA) will be charged the in-state resident rate. Effective for courses and terms beginning after November 30, 2021, a

public institution of higher learning must charge the resident rate to CH35 Dependent Education Assistance (DEA) participants. When an institution charges these individuals more than the rate for resident students, VA is required to disapprove programs of education sponsored by the VA.

Alabama National Guard Education Assistance Program (ANGEAP)

The Alabama National Guard Education Assistance Program (ANGEAP) is designed to provide financial assistance to Alabama National Guard members. For additional information and applications, the National Guard member should contact his/her National Guard Unit.

Veterans Educational benefits include Chapters 30, 1606, 1607, 32, and 35. Chapters 1606 and 1607 are reserved for National Guard and Reserve members. Under these programs, the student receives an allowance directly from the government; the student is responsible for paying tuition and fees to the College.

Chapter 33 (Post 9/11 GI Bill®) covers tuition and fees which are paid directly to the College (according to the percentage of eligibility of the veterans). The student will also receive a housing allowance and books stipend. The student is still responsible for paying any remaining balance. For more information, please visit the Veteran Education Benefits website.

Chapter 35 covers Dependent Survivor benefits. Students receive payment based on enrollment. Funds are paid directly to the student.

Full-time VA Educational benefits will be awarded to a student who enrolls for a minimum of 12 semester hours in his/her VA-approved program of study. Awards for students enrolled less than full-time will be decreased proportionately. Students wishing to receive veteran benefits must have their schedules approved by the VA Counselor to assure that their courses are in the approved program of study.

Vocational Rehabilitation

Students with disabilities may obtain grants covering tuition, fees, books, and tools through the Vocational Rehabilitation Service. For further information and application procedures, students should contact the West Central Alabama Vocational Rehabilitation Center in Selma, Alabama. The telephone number is (334) 872-8421.

Workforce Innovation and Opportunity Act (WIOA)

Students desiring to attend the Technical Division may be eligible for assistance (tuition, fees, books, and tools) under the Workforce Innovation and Opportunity Act (W.I.O.A.). Interested students must first apply at the Alabama State Employment Office and be determined eligible for services. For more information regarding W.I.O.A., contact the Selma Career Link at (334) 875-8909, or the Alabama State Employment Office.

Alabama National Guard Educational Assistance Program (ANGEAP)

ANGEAP, the Payer of Last Resort, will cover only the remaining balance of tuition and instructional fees that are not otherwise covered by other aid received by the student. Grants, scholarships, federal and state VA

benefits paid directly to the institution for tuition purposes are to be used first. Students desiring this type of assistance should obtain an ANGEAP application from their unit and complete Section I. They should then bring the application along with current bookstore receipts to the Veterans Affairs Office in the Office of Student Success. Awards will be determined on a first-in, first-out basis as long as funds are available.

Simpson Foundation Scholarship

The money for this fund was donated by the Simpson Foundation. Interest income from this fund is used to award one-year tuition and fee scholarships. Recipients are selected by the Financial Aid Director of the College. To be eligible to apply for this scholarship, the student must be a resident of Wilcox County. The student must also be a new student and plan to enter a terminal degree program (Associate in Applied Science Degree Program) in the Academic Division of our institution or a Technical Division program. College/University Transfer programs are not eligible under the Simpson Foundation Scholarship. A recipient for the scholarship must maintain an overall "C" average in order to keep the scholarship. A recipient may re-apply for a one-year renewal of the scholarship if he or she has maintained the appropriate GPA. Students wishing to apply for this scholarship should submit an application for the scholarship (available at the Office of Financial Aid) with copies of high school and college academic transcripts, a letter of recommendation, and an application for admission to the College to the Office of Financial Aid.

American Legion Scholarships

American Legion Post #20 has established state established scholarships for WCCS students. To be eligible, students must be residents of Alabama. Sons, daughters, grandsons, and granddaughters of veterans of World War I, World War II, Korean War, and Vietnam will receive first priority. Applications may be obtained from the WCCS Office of Financial Aid or from The Department Adjutant, The American Legion, and P. O. Box 1069, Montgomery, AL 36192. The application deadline is April 1 each year.

Presidential, Academic, Technical and Certificate Scholarships

There are a limited number of scholarships available to qualified students. To qualify for these scholarships, students must first be admitted to the institution, complete a scholarship application, submit a transcript, verification of ACT scores, and two letters of recommendation from non-relatives. Scholarships are awarded to first-time freshmen, and recipients of scholarships are notified in writing by the Scholarship Committee Chairperson. Deadline for complete application packets is April 1.

To qualify for a **Presidential Scholarship**, that covers tuition and fees, a student must have a composite ACT score of at least 26. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 3.25 GPA.

To qualify for an **Academic Scholarship**, that covers tuition and fees, a student must have a composite ACT score of at least 22. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 2.75 GPA.

To qualify for a **Technical Scholarship**, that covers tuition and fees, a student must have a composite ACT score of at least 16. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 2.50 GPA. This scholarship covers the Drafting and Design, Electrical Technology, Licensed Practical Nurse and Office Administration Programs.

To qualify for a **Certificate Scholarship**, that covers tuition and fees, a student must have a 2.75 or above Grade Point Average. To renew the scholarship for a maximum of four semesters, the student must be enrolled in at least 15 hours each semester and maintain a 2.50 GPA. This scholarship covers the Cosmetology, Welding, Masonry, and Nursing Assistant Programs.

Athletic Scholarships

Wallace Community College Selma is a member of the Alabama Junior College Conference and the National Junior College Athletic Association(s). WCCS participates in varsity competition in men's basketball, women's basketball, and men's baseball. Athletic scholarships are available for all these sports. These scholarships may cover tuition, fees, and books. Athletes must maintain a 2.0 GPA as determined by the NJCAA Rules of Eligibility to remain on scholarship status. For further information contact the Athletic Director at the College.

Senior Citizens Scholarships

This is a free tuition program for senior citizens. To qualify, a student must be at least 60 years old, accepted into either the Academic or Technical Division of the institution, and taking credit courses towards a program of study. Please note that this scholarship does not cover any applicable fees.

Employee Dependent Tuition Waiver Program

This tuition waiver program is designed for all full-time employees of The Alabama College System and their dependents. Any full-time employee of any public two-year college in the State of Alabama or of the Alabama Community College System Education is eligible to apply. Also, the spouse of any full-time employee and unmarried, natural or adopted children, or stepchildren of any full-time employee, residing in the employee's household may be eligible for this scholarship. This program covers tuition only. Applications are available in the Office of Financial Aid and on our website, all applicants must be approved by the President. Recipients of this scholarship must maintain a cumulative 2.00 GPA.

State, Community, and Other Financial Aid Programs

A variety of other Financial Aid is provided by state agencies, local community sources such as professional and civic groups, private foundations, and other sources. The types of aid, amounts, qualifications, and application procedures vary widely. The best source of information on these types of scholarships is usually high school counselors. The Office of Financial Aid highly encourages you and/or your parent(s) to visit our website at www.wccs.edu for the most up-to-date information on scholarships.

Academic Requirements for Federal Financial Aid

Satisfactory Academic Progress (SAP) will be measured each term according to the guidelines published by the U.S. Department of Education. Students are required under federal regulations to maintain certain standards of progress depending on the number of hours they have attempted in college. It is the student's responsibility to read and understand all policies associated with financial aid funding. Students should regularly check their account for the latest information regarding their Financial Aid Status which can be found under the financial aid tab. After accessing the financial aid tab, click financial status to view any warnings or suspension of financial aid.

1. To be eligible for Title IV Federal Financial Aid, students must meet the standards of progress applicable to all students at the institution.
 - a. Maintain Satisfactory Academic Progress (SAP).
 - b. Pass a minimum 2/3 of all classes attempted each academic year.
 - c. Complete a program of study within 1.5 times the normal length of the program.

Note: The institution will not include credits that do not count toward your current program.
2. When a student who is eligible for Title IV Federal Financial Aid is suspended, whether the student serves the suspension or is readmitted upon appeal, the student is not eligible to receive financial aid for the duration of the suspension. The student will not be eligible again to receive financial aid until he/she makes the cumulative GPA required for the number of credit hours attempted within their program or the semester based upon the escalating GPA scale (at least 12 credit hours attempted at the institution during that semester).
3. Eligible students may receive Title IV Federal Financial Aid for a period of time not to exceed 1.5 times the normal length of the specific program (the normal length of a specific program will vary depending on a student's enrollment status).
4. Each student on Title IV Federal Financial Aid must earn each academic year 2/3 of the minimum number of hours required for each academic year to complete a program in the normal length of time allowed. The normal length of time allowed for specific program completion is determined by the institution. If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required for program completion.
5. Students cannot be the recipient of more than 12 semesters of full-time Pell Grant.
6. Students who do not meet these standards will be ineligible for Title IV Federal Financial Aid.
7. Each student's academic progress will be evaluated at the end of each semester after grades are posted. This will be done also at the time the student completes his or her Pell Grant paperwork. A student who is unsatisfactory but who elects to re-enroll at his or her own expense can have his or her progress re-evaluated at the end of each semester to see if he or she has regained satisfactory academic progress by achieving the required overall GPA and/or required semester GPA and by passing the required minimum number of hours.

Minimum Standards of Satisfactory Academic Progress

SAP will be measured each term at George Corley Wallace State Community College. Students are required under federal regulations to maintain certain standards of progress depending on the number of hours they have attempted in college and their program of study. All students regardless of their enrollment status (full-time, half-time, part-time, etc.) are evaluated using the same measures. It is the student's responsibility to read and understand all policies associated with financial aid funding. Students should regularly check their account at "My Wallace Selma" for the latest information regarding their account. Financial Aid Status can be

found under the Financial Aid Tab. After accessing the Financial Aid Tab, click Financial Status to view your SAP status of good, warnings, or suspension of financial aid. Click on the blue hyperlink of the SAP status from this page and a personalized explanation will be available to the student to explain his or her SAP status. Title IV financial assistance programs including Federal Pell Grant, Federal Work-Study (FWS), Alabama Student Assistance Program, and Federal Supplemental Education Opportunity Grant (FSEOG) are all affected by SAP.

Program Completion, Credit Hours, Grade-Point Averages (GPAs) and Required Pace of Completion

I. Program Completion

The maximum time frame allowed to complete a program of study without financial aid penalty cannot exceed 1.5 times the published length of a specific program. Students are only allowed 150% of the length of the program to complete the degree or certificate. Example: General Studies is 60 credits. Students are allowed 150% or 90 attempted credits to complete the program successfully. If the student does not complete their program in the allotted timeframe their grant will be suspended. Every program is different. Students should check the catalog or Degree Works for the number of hours required for completion of their program of study and multiply 1.5 X the number of hours needed for graduation= MAX timeframe on ATTEMPTED credit hours. Students who submit an evaluation request form for MAX timeframe all attempted hours will be used in the program of study. If the student has completed a degree or certificate at another school the attempted (transfer) hours accepted by WCCS will be used toward the program of study. If the student has graduated from a program, we can evaluate the request form to determine if any hours can be excluded from the attempted hours toward the new program of student to determine the number of hours of eligibility left in their current program.

II. Required Credit Hours

The student must successfully complete a specific percentage of all classes attempted. Please review the chart below for your individual situation. For example, if a student attempts 33 credit hours, he/she must successfully complete at least 22 of the 33 hours. NOTICE: All hours attempted (including those from which the student withdrew, received incompletes, transferred in credit, and/or were paid by sources outside of financial aid) will be included in this calculation.

III. Required Grade Point Average (GPA)

A student enrolled in a Degree Program (AA, AS, AAS, or Standard Certificate) must achieve the following:

- 1.5 GPA and 58% completion rate after attempting 0-21 credit hours.
- 1.75 GPA and 62% completion rate after attempting 22-32 credit hours.
- 2.0 GPA and 67% completion rate after attempting 33 credit hours.

Students enrolled in Short Certificate Programs meet the following standards:

- After attempting 0-13 credit hours, must earn a 1.5 GPA and complete 58% of the enrolled hours.
- After attempting 13 or more credit hours, must earn a 2.00 GPA and complete 67% of the enrolled hours.

All hours attempted, including those in which the student withdrew, will be included in this calculation, even if Financial Aid was not received.

IV. Financial Aid Warning

If a student fails to achieve the required cumulative GPA or does not successfully complete the required percentage of overall hours, he/she will be placed on financial aid warning. Students on warning will be allowed to receive aid and will be notified of their warning status within the MyWallaceSelma account. Warning will be lifted in the subsequent term if the student attains the required cumulative GPA and/or successfully completes the required percentage of hours at the end of the warning semester.

V. Financial Aid Suspension

If a student does not have the required GPA and completion rate after his/her warning semester or if the student fails to follow the Plan he/she will be suspended from federal financial aid. If placed on academic suspension, a student is NOT eligible to receive financial aid for the duration of suspension, even if he/she is readmitted to the College upon academic appeal. The student may regain eligibility for financial aid when the overall satisfactory academic progress requirements are obtained.

VI. Appeal Process

A student who fails to meet satisfactory academic progress requirements may submit a written appeal to the Financial Aid Appeals Committee. The student may appeal that result on the basis of his injury or illness, the death of a relative, or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to make satisfactory progress at the next evaluation. The student may file an appeal at Wallace Community College Selma by submitting a Financial Aid Appeal Form to the Financial Aid Office. The forms are available in the Financial Aid office and online. Appeals may be submitted to the Office of Financial Aid up until approximately one week prior to term of planned attendance.

If an appeal is approved, the student will be placed on Financial Aid Probation or Plan. The student will be notified by phone or in writing of the Financial Aid Appeals Committee's decision. If the appeal is denied, the student has the right to appeal the Committee's decision to the Dean of Students in writing. The President has the final authority to accept, reject, or modify the decision of the Committee. **Appeals for academic reinstatements granted by other departments do not constitute reinstatement of financial aid eligibility.**

VII. Transfer/Re-Admit Students

All transfer and re-admit students, to the College, must meet the minimum grade-point standards indicated above in order to be eligible for financial aid. Students who do not meet these standards will be ineligible to receive Title IV funds at the College. In addition, students who transfer to Wallace are required to submit an official copy of their academic transcript(s) from all previously attended postsecondary institution(s). Initially, the transcript from the last college attended will be considered to evaluate Satisfactory Academic Progress of transfer students who apply for Federal Student Aid. After the Director of Admissions and Records completes the evaluation of these transcripts, transfer credits that apply to the student's major at the College will be included in the hours attempted and hours earned for future Satisfactory Academic Progress evaluations. However, transfer students GPAs are not included in the Satisfactory Academic Progress evaluations.

VIII. Monitoring Progress

Academic progress will be monitored each term.

IX. Repeating Courses

A student receiving a Federal Pell Grant may repeat courses not successfully completed; however, all hours will be included in the satisfactory academic progress calculations. Students may repeat successfully completed courses one additional time.

X. Developmental Courses

A student may receive financial aid for up to 30 attempted developmental credit hours. If this number is exceeded, financial aid cannot cover any additional developmental classes. If the student enrolls in the same developmental course more than three times, financial aid will not apply for any subsequent enrollment(s) in this course. Developmental courses count the in the completion rate calculation for academic progress.

XI. Audit Courses

Audited courses are not considered credits attempted or earned and students cannot receive financial aid for these courses.

Grades:

W - Withdrawal

A grade of "W" is assigned to a student who officially withdraws or is unofficially withdrawn from the College or from a course prior to 70 percent of the term being completed. This specified date is included in the Student Calendar for each term. It is the responsibility of the student to become familiar with the dates in the Student Calendar in order to know the exact withdrawal dates. A student who is officially withdrawn or is unofficially withdrawn from the College after 70 percent of the semester has been completed will receive the grades that he/she has earned at that time of withdrawal. A grade of "W" earns zero quality points and, for financial aid purposes, is counted in hours attempted by the student. Students who withdraw from classes after receiving

Title IV aid face the possibility of being placed on either Financial Aid Warning or Financial Aid Suspension. Additionally, financial aid recipients who completely withdraw are subject to the Federal Return of Title IV Funds Policy (R2T4). This Policy may require Title IV recipients who completely withdraw from all classes before completing 60% of either the semester or the term to repay a portion of any grant funds received to the Title IV Programs.

I - Incomplete

With the permission of the Dean of Instruction, a grade of Incomplete ("I") may be assigned when a student's work in a course is incomplete because of circumstances beyond the student's control but is otherwise of passing quality. An Incomplete ("I") grade does not count toward course work completed and is not counted as course work attempted. Therefore, the Incomplete ("I") grade does not negatively impact the incremental measurement of progress. Although the Incomplete ("I") grade is NOT counted in hours earned or attempted, the grade that replaces the "I" is counted in both hours earned and attempted, once the "I" is removed. An "I" grade is intended to be only an interim course grade. Unless the deficiency is made up within the following semester, the "I" automatically becomes an "F" when grades are processed at the end of the next semester. At the time that final grades are entered each semester, an Incomplete Grade Contract form must be signed by the student, instructor, division chair and the Dean of Instruction and submitted to the Office of Admissions and Records.

Students' Rights and Responsibilities

Students have the responsibility of knowing the requirements for applying for financial aid, college refund and repayment policies, procedures relative to guidelines affecting a financial aid award, and procedures relative to disbursement of financial aid. Students also have the right to obtain information about financial assistance programs available at the College. Please email the financial aid office at finaid@wccs.edu if you have any questions.

Appeal Process for Mitigating Circumstances

A student who fails to meet one or more of the satisfactory academic progress requirements may submit a written appeal to the Financial Aid Appeals Committee. The student may appeal that result on the basis of his injury or illness, the death of a relative, or other special circumstances. The appeal must explain why the student failed to make satisfactory progress and what has changed in the student's situation that will allow the student to make satisfactory progress at the next evaluation.

If an appeal is approved, the student will be placed on Financial Aid Probation or Plan. The student will be notified by phone or in writing of the Financial Aid Appeals Committee's decision. If the appeal is denied, the student has the right to appeal the Committee's decision of the Dean of Students in writing. The President has the final authority to accept, reject, or modify the decision of the Committee. **Appeals for academic reinstatements granted by other departments do not constitute reinstatement of financial aid eligibility.**

1. An appeal letter stating mitigating circumstances;
2. Documentation of mitigating circumstances. No documentation could lead to the Appeal not being processed.

This written appeal should explain reasons for noncompliance with the Satisfactory Academic Progress Standards, include an academic plan of study developed with her/his major advisor for bringing her/his grades into compliance with the policy, and steps that will be taken to prevent a reoccurrence of failure to meet SAP. If an appeal is approved, the student will be placed on Financial Aid Probation and awarded financial assistance for this period. Only one appeal per academic year may be submitted.

Mitigating circumstances include, but are not limited to, the death of an immediate family member or an extensive illness of the student or immediate family member for which the student is a care giver. Appeals

may be submitted to the Office of Financial Aid up until approximately one week prior to term of planned attendance. The student will be notified of the Financial Aid Appeals Committee's decision. If the appeal is denied, the student has the right to appeal the Committee's decision to the Dean of Students Affairs in writing. The President has the final authority to accept, reject, or modify the decision of the Committee. **Appeals for academic reinstatements granted by other departments do not constitute reinstatement of financial aid eligibility.**

Students' Rights and Responsibilities

- Students have the right to obtain information about financial assistance programs available at the College.
- Students have the right to discuss financial aid decisions with personnel in the Office of Student Financial Aid.
- Students have the right to appeal financial aid decisions.
- Students receiving financial aid are responsible for registering only for courses that are in their degree plan.
- Students are responsible for following application and/or reapplication procedures.
- Students are responsible for informing the Office of Financial Aid of any change in their enrollment status.
- Students are responsible for understanding the Federal Financial Aid Satisfactory Academic Progress Policy.

Federal and State Refund Policies

Federal Refund Policy

Financial Aid recipients, who are awarded Federal Student Aid (FSA) funds and completely withdraw, drop out or otherwise fail to complete the semester will be subject to the Return of Title IV Funds Refund Policy (R2T4). The term "Title IV Funds" refers to the Federal Student Aid (FSA) Programs authorized under the Higher Education Act of 1965, as amended (Title IV, HEA Program) which includes Federal Pell Grant (FPG) and Federal Supplemental Educational Opportunity Grant (FSEOG). The percentage of Title IV aid earned is found by dividing the number of calendar days completed by the student, at the time of withdrawal, by the number of calendar days in the semester. If more than 60% of the semester is completed, the student is considered to have earned 100% of the Title IV aid disbursed. The amount of Title IV aid earned is found by multiplying the amount of aid disbursed for the semester by the percentage of Title IV aid earned. If the amount earned is less than the amount of aid disbursed, the difference must be returned to the appropriate Title IV Program. If the student earned more than what was disbursed, a late disbursement may be due to the student. If the amount earned equals the amount disbursed, no further action is required.

The responsibility to return amounts unearned to the Financial Aid Programs may be shared by both the College and the student. The College is required to return to the Department of Education the lesser of the total amount of unearned Title IV funds or an amount equal to the student's institutional charges multiplied by the percentage of Title IV aid unearned, no later than 45 days after it is determined that the student withdrew. If the College returns less than the amount of unearned aid, the student must return the difference. If the student is required to return unearned aid, this is considered an overpayment and the amount is reduced by 50%. Within 45 days of determining the student's date of withdrawal, the College will send notification to the student of any overpayment. After receiving the written notification, the student is permitted 45 days to make satisfactory payment arrangements with the United States Department of Education. While the overpayment is due, the student will remain eligible for financial aid for 45 days.

State Refund Policy

The State Refund Policy applies if a student attends the College and receives Federal or State financial aid and the withdrawal date is before or during the first three weeks of the term. The refund is calculated as follows:

Partial Withdrawal

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

Total Withdrawal

Students who are officially or unofficially withdrawn from all classes for which they are registered before the first day of classes will be refunded the total amount of tuition and other refundable fees. Students who officially or are unofficially withdrawn completely on or after the first day of classes but prior to the end of the third week of classes will be refunded according to the withdrawal date as follows:

Total Withdrawal before the official first day of classes	100% refund
Total Withdrawal during first week	75% refund
Total Withdrawal during second week	50% refund
Total Withdrawal during third week	25% refund
Total Withdrawal after the end of the third week	NO REFUND

An administrative fee not to exceed 5% of tuition and other refundable institutional charges or \$100 whichever is smaller shall be assessed for each withdrawal within the period beginning the first day of classes and ending at the end of the third week of classes. The first official day of classes is indicated on the Student Calendar as the day that classes begin. The first day of class is the first day classes are offered within any term configuration, including mini-terms. The calendar also indicates the last day to drop/add. For calculating refunds, a week is defined as the first day of class running seven calendar days including Saturday and Sunday. For mini-terms, refunds are calculated on a pro rata basis.

Revision and Cancellation of Financial Aid

The College reserves the right to review, revise or cancel a financial aid award at any time due to changes in financial or academic status, or the student's failure to comply with applicable Federal and/or State laws and/or Regulations or College policies. In addition, a financial aid award is subject to revision should the annual allocation of funds from the Federal government be reduced below the anticipated funding level for a program(s) or should budget limitations be placed upon funds which are intended for student financial aid purposes. In addition, students cannot receive need-based assistance in excess of their determined financial need. The information contained in this section of the College Catalog is subject to change.

ID Cards

Students are required to have their ID cards when they are on campus. Students must show their ID cards to any college representative upon request. Failure to do so may result in disciplinary action. ID cards are used to admit students to college activities, to validate student's enrollment status, to receive federal aid refunds, to check materials out of the library and other general related purposes. ID cards are issued for two academic years and will be validated each semester when students clear fees. One ID card is issued every two years; replacement cards cost \$5.00 each. To receive your ID card, you may visit the campus police department Monday-Thursday 8:00 a.m. to 4:00 p.m. A current computer generated student schedule with the student's name and student number clearly visible is required.

Lost and Found

Inquiries pertaining to lost articles should be made to the receptionist at the front desk in the Administration Building and/or the Campus Police Department. Students who find articles may leave them in one of the places mentioned above.

Since the College cannot be responsible for personal property, it is recommended that books and supplies be locked in a car or locker when not in use. An identifying name or mark should be placed in all textbooks, notebooks, and other student-owned materials.

Housing

Wallace Community College Selma does not provide on- or off-campus dormitories and does not take a direct or continuing responsibility for student residence.

WCCS Campus Police

Mission

The mission of the WCCS Campus Police Department is to work with all members of the campus community to preserve life, maintain human rights, protect property, and promote individual responsibility and fulfill community commitments.

We are committed to enhancing the quality of life on campus by working cooperatively with the public and within the framework of the constitution to enforce the laws, preserve the peace, reduce fear, and provide for a safe environment.

As our mission, we believe in the dignity and worth of all people. We are committed to providing high-quality, community-oriented, sensitive police service; protecting constitutional rights; problem-solving; teamwork; openness; continuous improvements; and providing leadership to the police profession. We encourage and seek diversity in our work force, which permits us to grow and respect each person as an individual. We strive for a safe, healthy work force.

We strive to provide a safe environment for students, faculty, staff and other campus visitors. A person who is not a student, officer, or employee of this institution, who is not authorized by employment or by status as a student of this institution to be on campus or at any other facility owned, operated, or controlled by the governing board of this institution, or who does not have legitimate business on the campus or facility, or any other authorization, license, or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal, orderly, peaceful, or efficient conduct or activities of WCCS, may be directed by a campus police officer or other campus official to leave the campus or facility. If the person fails to do so, trespass charges may be pursued by the Campus Police.

We desire to inform all students, staff, and faculty members of the policies and procedures for safety and security at WCCS. This information is published by the WCCS Campus Police Department to meet requirements outlined in Public Law 101-542, the Jeanne Clery Act. It is our wish to keep the campus community informed of any criminal activity which may have an impact on personal safety or security. A copy of this report will be made available upon request. If you wish to obtain a copy, please stop by the WCCS Campus Police Department.

Patrol Procedures

WCCS campus police officers and security monitors perform patrol duties on foot and in vehicles 24 hours a day to protect persons against bodily harm and property against fire, theft, vandalism, and illegal entry. The entire campus receives patrol coverage to detect violations of security and safety. Campus police officers and security monitors will maintain a log of all persons and vehicles that enter the campus 24 hours a day when classes are not in session.

The Campus Police Department also provides a variety of other services such as security escorts for student/faculty on campus, jump-starting vehicles, unlocking car doors, and providing general information about the campus and events.

Security Monitors are non-sworn employees who control vehicle access to the campus between the hours of 6:00 P.M. and 6:00 A.M. daily and on weekends. Security monitors will maintain a daily log of all persons and vehicles that enter the campus between the hours of 10:30 P.M. and 6:00 A.M.

Traffic Rules, Regulations, and Parking

On-campus Parking and Traffic is enforced by the WCCS Campus Police Department. We urge you to help us control our parking and traffic problems for the safety of everyone. The following rules and regulations pertain to all students, staff and the public.

1. The Speed Limit on campus is 15 miles per hour.
2. Parking decal must be placed on the inside of the windshield, driver side lower corner so it may be checked by officers. If you do not have a decal, you may obtain one from the Office of the Campus Police. The first decal will be issued at no cost, and subsequent decals will cost \$5.00 each.
3. In case a student needs assistance, contact Campus Police in the Student Center by telephone (334) 375-6036, or contact the evening coordinator at (334) 876-9227.
4. All vehicle operators must comply with campus regulations and the laws of the State of Alabama.
5. No parking will be allowed next to the yellow curbs, loading zones, or ramps.
6. No students, faculty, or staff will be allowed to park in spaces marked visitors or handicapped.
7. Vehicles parked in handicapped spaces must have a handicapped decal displayed.
8. Students requiring handicap parking may obtain a handicap parking placard by reporting to the Campus Police Department.
9. To be legally parked, a vehicle must be within the lines designating the parking spaces.
10. Do not invite theft by leaving articles of value in your automobile. Anything left in vehicle should be locked in the trunk. LOCK YOUR CAR! Thefts, tampering with vehicles, or other offenses should be reported to the Campus Police.
11. The College assumes no responsibility for losses from fire, theft, or from any other cause when vehicles are parked on campus.
12. The registered owner of vehicle is responsible for his vehicle regardless of who is driving. He/she is responsible for all citations issued to the vehicle.
13. Parking or loitering on campus after normal day or evening classes and/or special activities is prohibited. Offenders will be asked to leave by the Campus Police or Security Monitor.
14. Officers will issue citations for violation of the above rules. The fine for each violation is indicated on the citation. If you receive a citation, it must be paid within ten (10) working days. Students with outstanding traffic citations will not be issued transcripts or allowed to register for further course work.
15. The College reserves the right, after a reasonable attempt is made to contact the owner(s), or notice has been posted, to remove and impound illegally parked or abandoned vehicle; or any vehicle found on campus without a decal, with an unauthorized or altered decal, or with no license plate; or any vehicle parked in such a way as to constitute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The College also reserves the right to immobilize any vehicle by use of a wheel lock, and the removal of such wheel lock will require payment of existing fines. The owner(s) shall thereafter be responsible for any cost involved in removing, impounding, and storing of such vehicle. The College shall not be liable for any damage to any vehicle which occurs during the removal or impoundment.

Escort Services

The Campus Police Department will provide escort services to those who wish to be escorted from any location on the campus to their vehicles. If you wish to be provided an escort, contact the Police Department at (334) 876-9248 and give your location. A police officer or security monitor will come to your location and escort you to your vehicle or other location on campus.

Security of Campus Facilities

All classrooms and administrative buildings are opened and secured by the Police Department. All classrooms and administrative buildings are normally opened by 6:30 A.M. and secured by 10:30 P.M., Monday through Friday. During weekends, the classroom buildings are opened and secured as dictated by weekend class schedules.

Buildings/offices will not be unlocked to permit access unless the person seeking entrance has been issued a key for the respective areas and for some reason does not have a key in his or her possession.

Alcohol and Substance Abuse

WCCS is committed to providing a safe, productive, educational, work environment; therefore, WCCS has adopted policies and programs to promote a campus free of alcohol and other drugs.

The unlawful manufacture, distribution, dispersion, possession or use of illegal drugs by students or employees is prohibited at any time on any WCCS property or school activity. No employee who is impaired by any illegal drug or alcohol will be allowed to work or be in the workplace. No student who is impaired by any illegal drug or alcohol will attend classes or any college activity.

It is the responsibility of the Campus Police Department to enforce state and local laws and school policies in regard to alcohol and drug-related activities. WCCS will impose sanctions consistent with local, state, and federal laws for employees and students who violate these standards of conduct. Sanctions include but are not limited to:

- a. Referral for prosecution;
- b. Probation, suspension, or expulsion of students; and
- c. Suspension or termination of employees.

Local Law Enforcement Support

The WCCS Campus Police Department will work closely with and receive support from the Selma City Police Department, Dallas County Sheriff's Department, and Alabama State Troopers. These agencies will be contacted in the event such support is required. It is our intention to foster a healthy working relationship with these state, county, and local law enforcement agencies.

Enforcement Authority

All sworn police officers assigned to the WCCS Campus Police Department receive their powers and authority from the Code of Alabama, Title 16, Chapter 22, Sections 1 and 2, which state: "The president or chief executive officer of any state college or university shall have the authority to appoint or employ one or more suitable persons to act as police officers to keep off intruders and prevent trespass upon and damage to the property of the college or university or of the said university. Such persons shall be charged with all the duties and invested with all the powers of police officers.

Any officer appointed pursuant to the provisions of 16-22-1, is a peace officer whose authority extends to any place in the state; provided that the primary duty of any such police or peace officer shall be the enforcement of the law on property owned or leased by the institution of higher education employing such officers; provided further, that he shall not otherwise act as a peace officer in enforcing the law except:

1. When in pursuit of any offender or suspected offender who is charged with the commission of a crime while on the premises of said institution; or
2. To make arrests otherwise lawfully for crimes committed or for which there is probable cause to believe have been committed, within his presence or within the boundaries of said property owned or leased."

Statement on Harassment

Wallace Community College Selma complies with the policies of the Alabama Board of Trustees which is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of the Board of Trustees policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated on any campus, site, or in any division or department by any employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally-sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the College community are respected, that harassment of students and employees is unacceptable conduct and will not be tolerated at any of the institutions that comprise The Alabama College System.

Non-Discriminatory Environment

A nondiscriminatory environment is essential to the mission of The Alabama College System. A sexually abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee. It is essential that the institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. The institutions of the Alabama College System will take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy will be disciplined as appropriate to the severity of the offense.

Employees and students of The Alabama College System will strive to promote a college environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff will adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students.

For these purposes, the term "harassment" includes, but is not necessarily limited to: Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, age, or disability. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical conduct of a sexual nature.

Harassment of employees or students by non-employees is a violation of this policy. Any employee or student who becomes aware of any such harassment should report the incident(s) to the appropriate college official. Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to the behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes an unwelcome sexual advance, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

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

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

Any incident of sexual harassment will be reported to the grievance officer as promptly as possible after the harassment occurs.

The employees of the institutions within The Alabama College System determine the ethical and moral tone for these institutions through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between college personnel of different ranks which involve partiality, preferential treatment, or the improper use of position will be avoided. Consensual amorous relationships that might be appropriate in other circumstances are inappropriate when they occur between an instructor or any student for whom he or she has a responsibility, between any supervisor and an employee, or between a college employee and a student where preferential treatment results. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel will be aware that any amorous relationships (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the grieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who will be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of sexual harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals will be reported immediately to the grievance officer or other appropriate official.

This policy will be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program will be utilized to assist all members of the college community to understand, prevent, and combat harassment. The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

A. Definition of Sexual Harassment

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. Physical assault;
2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
3. Direct propositions of a sexual nature;
4. Subtle pressure for sexual activity;

5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (i) comments of a sexual nature; or (ii) sexually explicit statements, questions, jokes, or anecdotes;
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following: (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
8. Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or education environment, and serve no educational purpose related to the subject matter being addressed.

B. Reporting Acts of Sexual Harassment

Harassment against another student, faculty member, staff member, or administrator should be reported to the Dean of Students. If the student experiences sexual harassment from a person who is not a WCCS student or employee, the student should contact the College Security Office and the Dean of Students. Wallace Community College Selma is committed to providing a positive, discrimination-free educational environment.

Student Grievance Procedures

Any student who has a grievance against any other student or against a member of the WCCS faculty, staff, or administration concerning any form of race discrimination (Title VI, Civil Rights Act of 1964), sex discrimination (Title IX of the Educational Amendments of 1972), sexual harassment (Title VII), or violation of the rights of the disabled (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) should first attempt to informally resolve the matter with the individual involved and should contact the Dean of Students. (**Discrimination and Harassment Policy**)

Appropriate corrective action will be taken immediately; however, if the grievance cannot be informally resolved, the formal procedures listed below should be followed. These procedures attempt to protect the student's right to file a grievance and provide the right of due process for all parties involved in the grievance.

Responsibilities of the President and the Dean of Students

The Dean of Students, as the President's designee, has the responsibility of officially convening the Grievance Committee for the purpose of dealing with acts of race discrimination, sex discrimination, sexual harassment, or violation of the rights of the disabled. *Note: In the event that a grievance is filed against the Dean of Students, the President will designate another person to serve in lieu of the Dean of Students in the procedural due process outlined.*

The Dean of Students will convene the Grievance Committee only after the following procedures have been implemented:

1. Grievance charges made by the student(s) must be submitted in writing to the Dean of Students. The grievance must be signed and as detailed as possible.
2. If charges so warrant, the Dean of Students may recommend that the President suspend, with pay, the faculty member, staff member, or administrator being charged until a hearing decision is rendered on the grievance charges.
3. The Dean of Students will notify the student(s) or member of the WCCS faculty, staff, or administration of the charges(s) against him or her within five days (excluding Saturday, Sunday, and holidays). The notification will be in writing and will be mailed certified/return receipt mail.

4. The accused must set up an appointment with the Dean of Students who will provide documentation of the charges.
5. After meeting with the Dean of Students, the student or member of the WCCS faculty, staff, or administration who is charged may request a Grievance Committee hearing.
6. The Dean of Students will contact the President and inform him of the request made by the accused. The Grievance Committee will consist of two faculty members and one administrator or staff member named by the President to serve along with the Dean of Students who is a non-voting member of the committee.
7. After the Grievance Committee members are named, the Dean of Students will notify the complainant(s) and the accused of the time, date, and location of the Grievance Committee hearing. The notification will be in writing and delivered by certified/return receipt mail. A student(s) who has demanded a hearing before the Grievance Committee and who fails to appear at the designated date, hour and place of the hearing, after notice thereof, shall be deemed to have waived the right to a hearing and the right to appear before the Grievance Committee. The Grievance Committee may then proceed with the hearing. In the event the accused student(s) shall be unable to attend the hearing for good cause at the appointed time, prior written notice of the inability to attend shall be submitted to the Dean of Students whereupon a new date shall be set by the Dean of Students. Only one such extension shall be granted except where failure to grant additional extension would cause undue hardship to the student(s).
8. All parties involved may be advised by a counsel during the hearing. Counsel will not be allowed to ask or answer questions.
9. Refusal by the student(s), faculty member, staff member, or administrator to answer questions will not be construed as an admission of guilt.
10. At the conclusion of the hearing, the Grievance Committee will render a decision by a majority vote and make recommendations.
11. The Dean of Students will forward to the President, within five working days, a copy of the written decision and recommendations issued by the Grievance Committee.
12. The President has the final authority to accept, reject, or modify the decision of the Grievance Committee. The President's decision will be forwarded to the accused within ten working days.

Right of Appeal

If the President's decision does not satisfy the complainant and should the grievance allege race discrimination (Title VI), sex discrimination (Title IX), sexual harassment (Title VII), or violation of the rights of the disabled (Section 504 and ADA), the complainant may file a written grievance with one or more of the following:

1. The Chancellor as defined in the State Policy and Procedure Manual.
2. The regional office of the Office of Civil Rights of the U.S. Depart. of Education within 180 days of the act.
3. The Equal Employment Opportunity Commission within 180 days of the decision issued by the institution.

Reference

Title VI of the Civil Rights Act of 1964 states, "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

Title IX of the Educational Amendments of 1972 states, "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Section 504 of the Rehabilitation Act of 1973 as amended in 1974 states, "No otherwise qualified disabled individual in the United States, as defined in Section 706 (6) of this title, shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits or, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Americans with Disabilities Act of 1990 states in part: "No covered entity shall discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination by a department, agency, special purpose district, or other instrumentality of a State or local government. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of goods, service, facilities, privileges, advantages, and accommodations of any place of public accommodation. ...shall ensure that interstate and intrastate telecommunications relay services are available for the hearing-impaired and speech-impaired individuals in the United States."

Student Challenge/Appeal Procedure

Purpose

WCCS Student Challenge/Appeal Procedure is to ensure that WCCS students' problems and potential problems (except for discrepancies already addressed) are handled in a fair, equitable and orderly manner.

Procedures

Step One:

Informal Challenge:

When appropriate, the student must discuss the challenge with the appropriate faculty, staff, administration or other student within five (5) school calendar days after the incident. Most incidences can be resolved through this process. If the challenge is not resolved, a written challenge may be submitted by the student to the Department Chair/ Program Director.

Step Two:

Formal Challenge:

If the student is not satisfied with the results of the discussion with faculty, staff, administration or other student, a written challenge will be submitted by the student to the Department Chair/ Program Director. A statement regarding the nature and date of the challenge and any other relevant information; along with the names of all persons involved must be included in the written statement.

Step Three:

After receiving the written challenge, the Department Chair/ Program Director will respond to the challenge within five (5) school calendar days by scheduling an appointment with all persons cited. All persons cited shall be notified by the Department Chair /Program Director. Written documentation shall be made of this meeting with the Department Chair/Program Director. If the challenge directly involves the Department Chair /Program Director, the same procedure shall be followed.

Step Four:

The decision of the Department Chair/Program Director may be appealed to the Dean of Instruction for an academic challenge or the Dean of Students for a non-academic challenge; for final grade appeal procedure students must use the procedure listed on page 207 of the WCCS Student Handbook.

The chain of communication is the instructor, the program director/ department chair, dean of instructions or dean of students, and president. No grievance will be heard at a higher level unless the student has gone through the proper chain of communication, in writing and within the designated time frames.

If the student is not satisfied with the results, the college appeal process on page 197 of the WCCS Student Handbook should be followed.

Informal Student Complaint Process

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

ISSUE	1ST RESPONSE - LEVEL I	LEVEL II
Academic Instructor Concerns	Instructor	Department Chair/Division Dean
Technical Instructor Concerns	Instructor	Department Chair/Division Asst. Dean
Academic Probation/Suspension	Records/Admissions	Dean of Students
Admissions Application Process	Records/Admissions	Director of Admission and Records
Assessment/Testing Center	Advising Center Staff/Testing Center Staff	Director of Admissions and Records
Academic Advising	Counselors	Dean of Students
Canvas Technical Assistance	E-Learning	Dean of Instruction
Bookstore	Bookstore Manager	Dean of Business & Finance
Student Guided Campus Tours	Admissions Office	Dean of Students
Discipline outside the classroom	Campus Police/Staff Member	Dean of Students
Grade Appeals	Instructor	Division Chair/Dean of Instruction
Financial Aid Issues	Financial Aid Staff	Director of Financial Aid
Veteran Benefits	V.A. Coordinator	Director of Financial Aid
Tutor Support	Subject Area Lab Assistant	Director of Student Support Services
Students with Disabilities	ADA Coordinator	Dean of Students
Student Orientation	Orientation Instructor	Dean of Students
Transcripts	Records Office Staff	Director of Admission and Records
Refund Requests	Business Office Staff	Dean of Business & Finance
Parking Tickets	Campus Police	Director of Security and Facilities/Division Dean
Police	Campus Police Staff	Director of Security and Facilities/Division Dean
Workforce Faculty	Workforce Faculty	Assistant Dean of Instructon

Formal Student Complaint Process

If an informal conference regarding a complaint fails to reach the outcome requested by the student, the student may initiate the formal process by filing a written complaint with the Dean of Student of the person designated by the Dean of Students.

1. The complaint shall be filed within 30 calendar days of the alleged conduct unless there is good cause shown for delay, including but not limited to delay caused by an attempt at informal resolution. The complaint shall be as specific as possible in describing the conduct being complained about.
2. The Dean of Students or Designee shall meet with all parties either separately or together, to discuss the complaint and to try to resolve it. If a resolution is not possible and there are factual issues in dispute, an investigation shall be conducted.
3. The Dean of Students or Designee shall separately interview all persons with relevant knowledge and information.

Student Conduct

Code of Student Conduct

By publication of this Code of Student Conduct, Wallace Community College Selma calls to the special attention of students and organizations the standard of conduct by which they are expected to abide. Students and organizations shall be aware of the Code and should know they will be held accountable for its provisions. By enrollment at the College, a student or organization neither relinquishes rights nor escapes responsibilities of local, state, or federal laws and regulations. The College has an interest in the maintenance of a campus environment that is conducive to the educational mission in addition to the safety, health, and well-being of all students and other persons on campus. Students at the College are considered to be responsible adults, serious of purpose, and enrolled for the primary purpose of further educational goals. It is assumed that students enrolling in the College are mature and have a desire for constructive learning and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or the intentional attempt to injure or interfere with the personal or property rights of any person: whether a student, member of the College community, visitor, or the College itself, is strictly prohibited.

Application

The Code of Student Conduct applies to individual students as well as formal and informal groups thereof and is applicable to the behavior of students and organizations on and off the College campus which is determined to be incompatible with the educational environment and mission of the College.

Misconduct

Each student's and organization's conduct is expected to be in accordance with standards of common decency and decorum, with recognition and respect for the personal and property rights of others and the educational mission of the College. A student or organization may be disciplined and is deemed in violation of the Code of Student Conduct for the following:

1. Dishonesty, such as cheating, plagiarism or knowingly furnishing false information to the members of the College faculty or to other officers or employees of the College in pursuit of their official duties;

2. Use of profane language or verbal abuse toward any College employee or student;
3. Forging, alteration, or misuse of College documents, records, or identification;
4. Repetitious issuance of worthless checks made payable to the College and/or its subdivisions;
5. Failure to comply with the authority of College officials acting within the capacity and performance of their positions;
6. Violation of written College rules, policies and regulations;
7. Obstruction or disruption of teaching, research, administration, service, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups;
8. Destruction, damage, or misuse of the College's, public or private property;
9. Conduct in violation of federal or state statutes or local ordinances which threatens the health and/or safety of the College community or which adversely affects the educational environment of the College;
10. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College;
11. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services;
12. Hazing, i.e., any mental or physical requirement or obligation placed upon a person (e.g., a student) by a member of an organization, an individual, or group of individuals which could cause discomfort, pain, or injury, or which violates any legal statute or College rule, regulation, or policy. [Hazing has been defined as, but not limited to, the striking, laying open hand upon, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing is any action taken or situation created, whether on or off the campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is also considered to be the creation of a situation which results in or might result in mental or physical discomfort, embarrassment, harassment or ridicule, including servitude often called "personal favors." Wallace Community College Selma does not approve or condone hazing; thus activities of this nature shall be dealt with promptly and sternly];
13. Lewd, obscene, licentious or indecent conduct or the verbal or written threat of such action against another person;
14. Lewd, obscene, licentious, indecent, or inappropriate dress;
15. Harassment, intimidation, bribery, physical assault, etc., or any other means, implied or explicit, to influence any member of a judicial body named in the Code, including witnesses, faculty and staff members, students, before, during, or after a hearing. [Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc., in this type of situation];
16. Possession, while on the College-controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;
17. Possession and/or consumption of alcoholic beverages or non-prescribed drugs on College property or at a student- or College-sponsored function;
18. Being under the influence of alcoholic beverages or non-prescribed drugs on College property or at a student or College-sponsored function;
19. Unauthorized manufacture, sale, delivery or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;
20. Theft, accessory to theft, and/or possession of stolen property;
21. Physical abuse, threat of violence, intimidation, and physical or mental harassment;
22. Trespassing or unauthorized entry;
23. Triggering or tampering with fire extinguishers, alarms, or other safety equipment;
24. Any participation in a violation of the College visitation policy;
25. Placement, establishment, or maintenance of any mobile, impermanent or temporary living quarters on property of the College which shall include, but not be limited to, tents, mobile homes, camping devices, trailers, vans, and motor homes, and sanitary facilities;

26. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College for the purpose for which the College exists—the right to utilize and enjoy facilities provided to obtain an education. This prohibits the playing of radios inside buildings, on sidewalks, on lawns, and at any other location which would cause disruption of college activities;
27. Written communication, whether hard copy or electronic means (including but not limited to texts, emails, other social media), that includes threats, abrasive inappropriate tone, intimidation, and/or coercion towards any employee or student.
28. Any other activity or conduct not specifically stated herein which impairs or endangers any person, property, or the educational environment of the College.

Disciplinary Procedure

1. A complaint regarding the conduct of any student or organization may be filed by any person having knowledge of the alleged activity. The College may also file a complaint.
2. Such complaints must be made in writing and directed to the Dean of Students.
3. The Dean of Students shall make a thorough investigation of the allegations within the complaint. If the Dean of Students determines there is probable cause to believe that the student or organization in question indeed violated the Code of Student Conduct, a written notice of the nature of that offense shall be sent via certified mail, return receipt requested, to the student's or organization's address of record. Alternatively, mail delivery may be performed by a College employee. The notice shall require the student or organization's officer(s) to make an appointment within five calendar days of receipt of said notice to discuss the charges with the Dean of Students. Failure to arrange said appointment shall be taken as an admission of the allegations contained in the complaint and a waiver of a hearing, and the Dean of Students shall assign a sanction(s) deemed appropriate.
4. Pursuant to paragraph 3, the Dean of Students shall meet informally with the accused student or organization and present the student or organization with the complaint. If the Dean of Students believes probable cause exists that the student or organization is in violation of the Code of Student Conduct, the student or organization may be offered the opportunity of executing a statement accepting the sanction deemed appropriate by the Dean of Students and waiving the right to a hearing before the Discipline Committee. Any student or organization who fails to execute the statement aforementioned shall be deemed to have demanded a hearing before the Discipline Committee.
5. In the event that the student or organization demands a hearing before the Discipline Committee, the student shall be provided with a written statement of the charges as filed in order to provide the student or organization reasonable notice of the conduct or circumstances on which the alleged violation is based. Said statement shall advise the student or organization that it is permissible to appear alone or with counsel before the Discipline Committee, and to be present during all phases of the hearing except during the Committee's deliberation. Counsel shall not speak for or in behalf of the accused student or organization but may only act in an advisory capacity. In the event of a closed hearing, the Discipline Committee may allow the student or organization to have a maximum of three observers in the hearing. Additionally, the statement shall set out that the student or organization will be provided the opportunity to present evidence and to have reasonable cross-examination of witnesses. The student or organization shall be required to give written notice, within 48 hours, whether the hearing shall be open or closed; failure to do so shall be taken as a request for a closed hearing.
6. The hearing before the Discipline Committee will be scheduled as soon as practical, but not sooner than five calendar days, nor later than thirty calendar days from the date of the student's or organization's meeting with the Dean of Students.
7. A student or organization who has demanded a hearing before the Discipline Committee and who fails to appear at the designated date, hour and place of the hearing, after notice thereof, shall be deemed to have waived the right to a hearing and the right to appear before the Discipline Committee. The Discipline Committee may then proceed with the hearing. In the event the accused student or organization shall be unable to attend the hearing for good cause at the appointed time, prior written notice of the inability to

attend shall be submitted to the Dean of Students whereupon a new date shall be set by the Dean of Students. Only one such extension shall be granted except where failure to grant additional extension would cause undue hardship to the student or organization.

8. The hearing before the Discipline Committee shall not be strictly legal in nature, but shall proceed as follows:
 - a. The Discipline Committee shall be composed of three (3) faculty or staff members and two (2) students appointed by the President of the College. One of said faculty members shall serve as Chairperson of the Discipline Committee. The Dean of Students shall screen the committee members prior to the hearing for any prejudicial knowledge. Any member determined to possess prejudicial knowledge may be replaced with other qualified faculty members and/or students.
 - b. Chairperson of the Discipline Committee shall instruct all persons other than the student's or organization's advisor(s), three observers, the Dean of Students, the College's Counsel, and the remaining members of the Discipline Committee to leave the room. In the event of an open hearing, anyone may be present, so long as his or her presence does not disrupt the hearing process. The Chairperson of the Discipline Committee shall have the authority to remove anyone who disrupts a disciplinary hearing. Only upon the express written consent of the accused student or organization is the hearing of the Discipline Committee open to the public.
 - c. A record of all proceedings shall be kept in the form of a tape recording, and a copy may be reproduced at the expense of the accused student or organization.
 - d. The proceedings shall open with the Chairperson of the Discipline Committee reading the charge against the student or organization. The student or the organization's representative shall then make a plea of guilty or not guilty.
 - e. The Dean of Students shall present the evidence against the accused student or organization with the accused student or organization afforded the opportunity for reasonable cross-examination.
 - f. The accused student or organization then may present evidence by oral testimony, witnesses, and/or written sworn affidavits, and the Dean of Students shall be afforded the opportunity for reasonable cross-examination.
 - g. Rebuttal evidence may be presented by either party as necessary but not so as to be redundant.
 - h. The accused student or organization may make a closing statement, and the Dean of Students may make a closing statement.
 - i. The Discipline Committee may have an attorney present to act as an advisor to the Discipline Committee. This attorney shall not question witnesses or have any role other than to act as an advisor to the Committee and inform both parties of their legal rights.
 - j. After the presentation of all evidence, the Discipline Committee shall retire in closed session. The Committee shall deliberate and make its determination by a majority vote.
 - k. The Discipline Committee can determine that the accused student or organization in fact did commit the act as charged only if it is reasonably satisfied that the evidence supports the charge.
 - l. Once the Discipline Committee has reached its decision, the student or organization and the student's or organization's counsel or advisor may return and be informed of the result.
 - m. Other than rules of evidence regarding search and seizure, formal rules of evidence shall not be observed in proceedings before the Discipline Committee. However, decisions of the Committee on the issue of violation(s) of the Code of Student Conduct will be based solely upon evidence introduced at the hearing. Evidence of previous violations of rules and regulations or violations of local, state or federal laws, ordinances, and regulations shall not be considered in any way by the Committee in determining whether the violation charged was in fact committed, but such evidence may be considered by the Committee in consideration of the appropriate sanction.
 - n. If the accused student or organization is found innocent, then the hearing is ended. However, if the student or organization is found guilty, the Dean of Students may recommend sanctions to be imposed. The student or organization shall then have an opportunity to make a statement to the Discipline Committee.

- o. The Discipline Committee shall then deliberate the sanctions in closed session with only members of the Committee present. The Discipline Committee may consider the sanctions recommended to it, but it may impose lesser or greater sanctions than recommended. The determination of sanctions will be by a majority vote.
- p. Once the Committee has reached its decision, the student or organization, their counsel or advisor(s) and the person presenting the case then may return and be informed of the results.
- q. The Disciplinary Chair shall provide the student or organization a written statement of the determination of the Discipline Committee within 72 hours of the close of the hearing.
- r. The student may appeal the decision of the Discipline Committee to the President. Such an appeal must be in writing, signed, and filed in the President's Office within seven (7) calendar days of the decision.
- s. The President may approve, overturn, or amend any recommendation of the Disciplinary Committee.

Sanctions

A student or group of students deemed to be in violation of the Code of Student Conduct is subject to the imposition of the following sanctions upon individual students or organizations, either separately or severally:

- a. Reprimand– A written notice that the continuation or repetition of specific conduct may be cause for further disciplinary action.
- b. Restitution– Compensation for damages to a property right limited to the actual cost of repair or replacement.
- c. Probation– This sanction may include the exclusion from participation in privileges, such as extra-curricular activities, the suspension of activity card, and/or suspension of on-campus driving privileges. Additionally, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Code of Student Conduct, the student may be either suspended or expelled. The provisions of the probationary period shall be determined and expressed by the committee.
- d. Voluntary Withdrawal– A student may be given the option of voluntarily withdrawing from the College. The Discipline Committee may specify a period of time before the student may apply for readmission. To qualify for readmission, the student must receive approval from the Dean of Students and meet the academic standards for readmission.
- e. Suspension– Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed two years. To qualify for readmission after suspension, a student must receive the approval of the Dean of Students and meet the academic standards for readmission.
- f. Expulsion– An indefinite termination of student status from the College for a period of not less than two years. To qualify for readmission after expulsion, a student must receive the approval of the Dean of Students and meet the academic standards for readmission.
- g. Interim Suspension– Any indication of facts that could cause imminent danger or harm to the health, safety, and welfare of the accused, students, faculty, other persons or College property or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the Dean of Students. This interim suspension may continue until such time as a disciplinary hearing is held to consider the matter.

The imposition of the herein above enumerated sanctions may be stayed pending appeal, at the discretion of the President of the College upon written request by the student or organization.

Appeal

1. A failure to request an appeal as stated herein shall be an admission of the charges and consent to the sanctions imposed by the Discipline Committee.
2. A written appeal must specifically state the grounds of such appeal, which are limited to newly discovered evidence, violation of procedure, or that the imposed sanction was unduly harsh, improper, or lenient under the circumstances.
3. The Dean of Students may appeal the decision of the Discipline Committee to the President if the sanctions delivered are deemed inappropriate or the Committee failed to act.
4. The student or organization shall be provided with a written statement of the decision of the President within ten working days from the date of filing the request for appeal.
5. The President may approve, overturn, or amend any recommendation of the Discipline Appeal Board. The President shall notify, in writing, the student(s) or organization, the Discipline Committee, the Discipline Appeal Board, and the Dean of Students of the decision(s) rendered.

Academic Honesty Policy

One of the chief goals of Wallace Community College Selma is to promote *academic honesty*. Student actions which deter or discourage intellectual growth are defined as *academic dishonesty* and are listed as follows:

- a. Any form of cheating on any exam, quiz, problem, or other exercise which is a requirement of a course.
- b. Plagiarism on an assigned paper, theme, report, or other written material submitted to meet course requirements.
- c. Use of papers or any other materials from Internet sources and submitted as the student's own.
- d. Having in the immediate testing area materials or devices not expressly authorized by the test administrator.
- e. Intentionally providing false information to any College official.
- f. Alteration or unauthorized use of any College record or document.
- g. Unauthorized use of College Computer facilities, programs, and/or data.
- h. Presenting as genuine any invented or falsified citation or material.

Academic Honesty Disciplinary Procedure

1. A complaint of academic dishonesty against a student may be made by any person (faculty, staff or student) having knowledge of the alleged activity. If a faculty member initiates the complaint, he/she may not confiscate exam/assignment materials immediately but will notify the student after the exam/assignment is completed that he/she will have a hearing on possible cheating. Such a complaint must be made in writing, signed, addressed to the Dean of Students, and filed in the Dean of Students Office within seven (7) calendar days of the alleged activity.
2. The Dean of Students shall investigate the allegations made in the complaint within seven (7) calendar days of receipt of the complaint. If the Dean of Students determines there is reasonable cause to believe that the student violated the Academic Honesty Policy or the items under "Misconduct," the Dean will notify the student in writing of the specific charges against him/her. The notice shall require the student to make an appointment within seven (7) calendar days of receipt of said notice to discuss the complaint with the Dean of Students. Failure to arrange said appointment shall be taken as an admission of the allegation(s) contained in the complaint and a waiver of a request for a hearing. Consequently, the Dean of Students shall assign a sanction deemed appropriate.
3. Pursuant to paragraph 2, the Dean of Students shall meet informally with the accused student and present the complaint. If the Dean of Students determines that reasonable cause exists that the student is in violation of the Academic Honesty Policy, the student may be offered the opportunity of executing a statement accepting the sanction deemed appropriate by the Dean of Students and waiving the right to a hearing before the Discipline Committee. Any student who fails to execute the aforementioned statement

shall be deemed to have demanded a hearing before the Discipline Committee. The purpose of this hearing is to permit both the student and the complainant to present their respective sides of the alleged incident.

4. In the event that the student demands a hearing before the Discipline Committee, the rules of notice and hearing are the same as described in the Disciplinary Procedure section of the College Catalog/Student Handbook.
5. Upon conclusion of the hearing, the Committee Chair will explain to the student the results of the hearing and any penalty that will be imposed on the student. If the student is determined innocent, the exam/assignment will be graded following the hearing. If student guilt is established through the due process procedure for policy items "a" through "d" above, only then may the instructor assign a grade of "0" or "F" on the assignment in question. For violations involving policy definitions "e" through "h" above, the Discipline Committee may suspend the student for a specific period of time or expel the student from the College.
6. The student may appeal the decision of the Discipline Committee to the President. Such an appeal must be in writing, signed, and filed in the President's Office within seven (7) calendar days of the decision.

Final Grade Appeal Procedure

Any student wishing to file an appeal of a final grade must employ the following procedure.

An appeal of a final grade must be made in writing and directed to the Dean of Instruction. The letter of appeal must have the following characteristics:

- a. Word-processed, or typed; not hand-written;
 - b. Signed;
 - c. Dated;
 - d. Current home address (not P.O. Box);
 - e. Current telephone number.
1. A student may appeal final grades of A, B, C, D, and F. A student may not appeal final grades of I or W. Each grade appeal must be filed separately – i.e., if a student wishes to appeal two or more final grades awarded in a given semester, each appeal must be filed separately. The appeal must be filed no later than the end of the term (fall, spring, or summer) following the term in which the final grade in question was received. For example, in order to appeal a final grade received in the spring semester, a student must file the appeal not later than the end of the next (i.e., summer) term.
 2. The Dean of Instruction shall make a thorough investigation of the grade appeal. If the Dean of Instruction determines there is insufficient evidence to support an appeal or lack of evidence, a written notice shall be sent to the student explaining the findings and course of action available to the student. The Dean of Instruction will give such notice to the student not later than 28 calendar days from receipt of the student's letter of appeal. The student has the right to appeal the decision of the Dean of Instruction to the President within seven (7) calendar days of receipt of the decision. An appeal to the President must be constructed in the same format as described in VII-1 above.
 3. If an official hearing is needed, a Grade Appeals Committee consisting of three WCCS faculty members and two WCCS students will be formed by the President to hear the final grade appeal. A student may present evidence by oral testimony, witnesses, and/or written sworn affidavits to support the appeal request. The instructor in question will be afforded the opportunity for reasonable cross-examination of all evidence submitted at the hearing.
 4. The student shall be notified in writing by the Chair of the Grade Appeals Committee within seven (7) calendar days of the decision of the committee.
 5. A student has seven (7) calendar days from the date of the notification of the decision of the Grade Appeals Committee to appeal to the President.

6. The President may approve, overturn, or amend any recommendation of the Grade Appeals Committee. The President shall notify, in writing, the student, the Dean of Instruction, and the Grade Appeals Committee of the decision(s) rendered.

Drug and Alcohol Abuse Policy

Drug and Alcohol Abuse Policy Introduction

It is the policy of Wallace Community College Selma that during the month of September of each year, the information contained in this document shall be distributed to each student and employee of Wallace Community College Selma. It is further the policy of Wallace Community College Selma that during May of 1991 and every other May thereafter, a committee assigned by the college president shall review its Drug and Alcohol Abuse Prevention Program and shall:

1. Determine the effectiveness of its program and report to the president any revisions needed in the program to make it more effective;
2. Ensure that the standards of conduct are fairly and consistently enforced; and
3. Submit a written report to the President stating the findings and recommendations of the committee.

Each new academic year, the President shall direct the implementation of any revisions made by the committee which the President deems appropriate.

Standards of Conduct and Enforcement Thereof

Wallace Community College Selma is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drugs by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, Wallace Community College Selma shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, suspension, termination of employment, or requirement that the employee participates in and/or successfully complete an appropriate rehabilitation program. Any visitors engaging in any act prohibited by this policy shall be called upon to immediately desist from such behavior.

If any employee, student or visitor shall engage in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

Legal Sanctions Regarding Unlawful Use, Possession, or Distribution of Alcoholic Beverages and Illicit Drugs

Activities which violate Alabama laws concerning illicit possession, use, and distribution of alcoholic beverages or drugs include, but are not limited to, the following. (Those provisions which refer to drug

"Schedules" are making reference to the authorization by the State Legislature for the State Board of Health to classify drugs in terms of their potential for abuse and their current usage in medical treatment. Schedule I consists primarily of "street drugs" such as heroin, morphine, marijuana, LSD, mescaline, etc. Schedule II includes opium, cocaine, and methadone, among other illicit drugs. Schedule III drugs include those which have less potential for abuse than Schedule I or II, and those substances with the least potential for abuse are included in Schedule IV and V. The Schedules may be found at [Code of Alabama](#) [1975].

Where to Get Assistance

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

National Hotlines

1-800-729-6686 (M-F, 8:30 am - 4:30 pm) National Institute of Drug Abuse Information and referral line
1-800-662-4357 National Institute of Drug Abuse Hotline
1-800-622-2255 National Council on Alcoholism
1-212-269-7797 National Council on Alcoholism and Drug Dependence, Inc.

Local Information and Referral Numbers:

Cahaba Center for Mental Health/Mental Retardation Services (A/D)

1017 Medical Center Parkway
Selma, AL 36701
PH (334) 875-2100

Cahaba Cares

912 J. L. Chestnut Boulevard
Selma, AL 36701
PH (334) 874-2600

Chilton/Shelby Mental Health Center

110 Medical Center Drive
Clanton, AL 35045
PH (205) 755-5933

Hill Crest Behavioral Health Services

6869 5th Avenue South
Birmingham, AL 35212
PH (205) 833-9000

Behavioral Medicine PC

1306 Old Orrville Road
Selma, AL 36701
PH (334) 877-3322

Salvation Army

2104 Franklin Street
Selma, AL 36701
PH (334) 872-1646

Activities and Organizations

Athletics

Wallace Community College Selma participates in varsity competition in basketball, baseball, and volleyball. WCCS is a member of the Alabama Community College Conference and the National Junior College Athletic Association. The College participates against other members of the conferences and other Alabama community colleges and community colleges in other states. A balanced and well-rounded program of activity courses, professional courses, intramural competition, extramural competition, and varsity athletics is available.

Intramurals

Intramural sports at Wallace Community College Selma are based upon student interest. An active intramural sports program is available to all students during the academic year. Activities that have previously been offered include badminton, basketball, table tennis, road runs, tennis, and bowling.

Student Activities and Organizations

The student governing body of this Institution is the Student Government Association. The purpose of this organization is to serve the student body; to serve and work toward the betterment of the institution and surrounding communities; to provide and unify a sound student body in the common motive of democratic self-government; to encourage cooperation among students, faculty, and administration; to promote a sense of loyalty and school spirit to Wallace Community College Selma; to help provide various campus activities to enhance students' enjoyment of college life; and to stimulate personal growth and social development.

Any student organization requires the approval of the college administration and the majority vote of the Student Government Association. A written statement of purpose and student interest must be presented to and approved by the Dean of Students prior to the organization and must include the following criteria:

1. The official name of the proposed organization;
2. Name of faculty advisor;
3. Statement of when, where, and how often meetings will be held;
4. Statement acknowledging that the proposed organization is subject to all college regulations and policies.

All student activities and organizations require faculty supervision and require prior approval of the Dean of Students or the President's designee. Any student group wishing to sponsor a student activity must identify faculty to provide supervision of the activity and must obtain approval from the Dean of Students to conduct the activity.

Funds supporting student organizations or activities must be deposited in the Business Office along with other institutional funds. Expenditure of funds for student activities must be initiated by purchase requisition and/or check request and approved by the Dean of Students and the Dean of Business and Finance.

All student organizations are open to all students of this institution who qualify for membership. No student will be denied membership in any organization nor participation in any approved activity by reason of race, sex, religion, age, or national origin.

Homecoming Court

A male and female homecoming court is selected by popular vote on an annual basis by the student body. Each court consists of two freshmen attendants, two sophomore attendants, and a sophomore queen and king. Full-time female and male students with a minimum GPA of 2.00 are eligible to enter the competition. The sophomore male and female receiving the most votes will be crowned Homecoming King and Queen. The homecoming court reigns during the homecoming basketball game and festivities.

Phi Theta Kappa

Phi Theta Kappa is the International Honor Society in American junior and community colleges. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Alpha Eta Tau, the local chapter at WCCS, has been classified as an active chapter and is fully affiliated with the International Headquarters. To be eligible for Alpha Eta Tau Chapter of Phi Theta Kappa, a student must be enrolled in a degree program, have accumulated at least 12 semester hours, have an overall GPA of 3.5 or better, be of good moral character, and shall possess recognized qualities of citizenship.

Student Government Association

This organization seeks to provide effective representation of student opinion in all phases of college life; to provide an effective organization for the administration of student activities; to stimulate student activity in college affairs; to improve student physical, social, and cultural welfare; and to promote full cooperation between students, faculty, and administration. SGA officers are elected each spring semester.

WCCS Campus Ambassadors

The WCCS Campus Ambassadors program seeks to provide opportunities for outstanding students to develop leadership and communication skills through involvement in student recruitment and community relations activities at the College. WCCS Campus Ambassadors assist with new student recruitment activities, serve as campus tour guides for prospective students and special guests of the College, and represent the student body at official functions.

Membership:

Membership in the WCCS Campus Ambassador Program shall be based on a selection process.

Eligibility Requirements:

Students seeking consideration for the WCCS Campus Ambassadors Program must meet the following general eligibility requirements:

1. Be enrolled at WCCS as a full-time student,
2. Have completed 12 semester hours at WCCS,
3. Possess a cumulative GPA of 3.0 or higher,
4. Demonstrate leadership potential at WCCS or from high school,
5. Demonstrate excellent communication skills (written and verbal),

6. Be a positive, productive team member,
7. Exhibit strong interpersonal skills,
8. Be willing to serve and represent WCCS and interface with the many communities which the College serves,
9. Appreciate WCCS' institutional mission and goals,
10. Attend scheduled mandatory training,
11. Commit to a minimum of 3 hours per week to WCCS Campus Ambassador's duties.

Selection Process:

Students who wish to apply for the WCCS Campus Ambassadors Program will be asked to complete an application. Upon submitting a completed application, applicants will be required to participate in an interview process with a screening committee.

Students will be critiqued on grades, knowledge of WCCS, personality, communications skills, appearance, extracurricular involvement, and demonstrated leadership potential. The committee will select a group of finalists who will be invited to participate in the final phase of the selection process.

Based on the finalists' performance, the selection committee will choose those individuals who will be recommended to the WCCS Campus Ambassador Advisor for membership in the program.

Program Requirements:

During their tenure in the program, WCCS Campus Ambassadors will be required to enroll as full-time students, maintain a 3.0 or higher grade point average, participate in required activities, maintain appropriate conduct, with no disciplinary actions, and participate in periodic training and leadership development activities. WCCS Campus Ambassadors will be asked to sign a contract, which specifies their responsibilities and the expectations for the position. Failure to satisfactorily fulfill any of the expected duties and responsibilities may result in expulsion from the program.

Incentives and Rewards

Students who successfully participate in the WCCS Campus Ambassador Program will receive the following benefits:

1. Letter of commendation from the President of WCCS to be used for seeking employment or transfer scholarships
2. Leadership experience
3. Opportunity to refine communications skills
4. Wardrobe items for official use

For more information, please contact WCCS Campus Ambassador Adviser:

Shuntelra Logan
Enrollment Management Specialist/Academic Adviser
WCCS Campus Ambassadors Adviser
Wallace Community College Selma
3000 Earl Goodwin Parkway
Selma, AL 36702
334.876.9287

Skills USA

Membership in Skills USA is open to all students enrolled in the technical education programs. The club motto is: "Preparing for Leadership in the World of Work." Skills USA Olympics competition is held annually on the local, state, and national levels. Interested students should see the Skills USA advisors or contact a counselor for additional information.

Campus Facilities

WCCS Bookstore

WCCS Bookstore is located in the Student Center. New and used textbooks, supplies, and tools are available. The Bookstore also carries a line of emblematic clothing and accessories. WCCS Bookstore is open from 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to 12:00 noon on Fridays. For additional information call 334-876-9284, visit wccs.bncollege.com, or "Like" on Facebook at WCCS Bookstore.

Health Services and First Aid

First aid kits are located in the technical shops, science laboratories, and other buildings throughout the campus. Cardiac defibrillators are located in the Campus Police office, Health Sciences Building, and Student Center (2nd floor HR kitchen). Accidents or illnesses that require more than first aid are referred to the local hospital which is located within a ten-minute drive of the College. The expense of hospitalization or emergency treatment will be borne by the student.

Student Center

The Student Center is provided for the convenience of the students and affords a congenial meeting place between classes. Because space is limited, identification cards will be checked from time to time to assure maximum use by students rather than non-students.

Telephones and Messages

College telephones may be used by students only in emergency situations. The College will accept messages for students in case of emergencies such as family illness, accident, or death. In such instances, every effort will be made to locate the student.

In the interest of respect for faculty and fellow students, and in order to facilitate learning, students should set their cell phones to 'off,' 'silent,' or 'vibrate' while in class or in the College Library. In addition, a student may not receive cell phone calls while in class or in the College Library unless the student is an active-duty public service officer (fire, police, EMT), or provides the College (in advance) with documentation of a disability for which they need a cell phone.

Library

The Library is located in the Library-Gymnasium Complex. The spacious facility has a book collection of approximately 16,000 volumes, approximately 4,350 different units of media along with facilities for their use, and periodical materials. The Library and Reading Room are available for student and faculty use from 7:00 a.m. to 8:30 p.m., Mondays through Thursdays, and from 7:00 a.m. to Noon on Fridays. Hours may vary during the Summer Semester. For additional information dial 334-876-9344.

Wi-Fi Technology

Laptops, smartphones, and other wireless devices, may be freely connected to the WCCS public hotspot named "WCCS Connect!"

Procedures of Expression

Bulletin Boards and Posters

The bulletin boards located in the Student Center, Library-Gym Complex, and the Administration Building may be used by students to display announcements of interest. These announcements must be approved prior to posting by the Dean of Students. Students have the responsibility of removing the announcement when expired.

Student Participation in Government and Institutional Decision-Making

The college organizational structure provides for and encourages student involvement in the affairs of the college through the Student Government Association. The SGA meets at regular intervals, and the meetings are open to all students who wish to observe the proceedings. Every student should feel at liberty to make suggestions to the SGA, to any committee, or to any office of the college administration.

The president of the SGA serves as a member of the Admissions Committee, the Student Activities Committee, and the Disciplinary Appeals Board. Additional student involvement is obtained through student representation on various committees including the Admissions Committee, Disciplinary Committee, Student Activities Committee, and the Disciplinary Appeals Board.

Students are asked to provide feedback and input through course/faculty evaluations each semester. This feedback is valuable in assessing and improving course outcomes. Full democratic student participation is expected and encouraged. Ultimately, legal responsibility for the administration of the College rests with the College president, and all actions are subject to his review and approval.