

FROM START ...



TO FINISH



NEW STUDENT ORIENTATION GUIDE

2018-2019

WELCOME FROM THE PRESIDENT!

Welcome to the Wallace Community College family!

If you are enrolling in college for the first time, please be assured that our goal is to help you succeed in your educational and career goals. Our caring and dedicated faculty and staff are eager to assist you in selecting the courses required to fulfill your needs and in guiding you through a successful program of study. They are happy to answer your questions or simply offer encouragement when you need it.



Perhaps you have returned to college to prepare for a new career or to start a new phase in your life. If so, you will find a warm, welcoming atmosphere at Wallace. Students of all ages enjoy an easy rapport with their instructors and each other, and they agree that their educational experiences here are challenging, but rewarding. Our goal is to help our students move quickly and successfully into their chosen career fields or to make a smooth transition into a baccalaureate degree program at a four-year institution of choice.

Again, I extend to each of you a hearty welcome! Enjoy your time here and absorb all that we have to offer. Most of all, treasure your experiences at Wallace Community College. You will leave aware of your potential in life and ready to follow the path to a promising future. We look forward to serving you!

Sincerely,

A handwritten signature in black ink that reads "Linda C. Young". The signature is written in a cursive, flowing style.

*Linda C. Young, Ed. D.
President*

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WALLACE COMMUNITY COLLEGE STUDENT CREED

As a student of Wallace Community College, I believe in...

S - E - R - V - E

STRIVING for educational excellence by setting high but realistic goals; to diligently work to stretch my intellectual, physical, emotional and social limits; and to apply my time and mind to achieve academic excellence and complete my educational goals;

ENCOURAGING those around me by setting an appropriate example for all to follow;

RESPECTING the individuality and diversity of instructors and fellow peers;

VIEWING the application of knowledge that I obtain as power to succeed.

EXHIBITING integrity by remaining honest and true in all of my life endeavors.

I PLEDGE to uphold and honor the values in this creed as I progress forward in my life.

I PLEDGE to rid my life of behavior that may weaken the spirit of our community.

I PLEDGE always to strive to be better than I was yesterday!

WCC Diplomats, 2014

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) affords students certain rights with respect to their education records. They are as follows:

The right to inspect and review education records within 45 days of the day Wallace Community College receives a request for access.

Students and former students may request to review records by going to the Admissions and Records Office (Enrollment Services in Grimsley Hall of the Wallace Campus in Dothan or in Student Services in the Administration Building of the Sparks Campus in Eufaula) and presenting a valid photo identification card. Students may be requested to complete a Request to Review Education Records form if it is an inappropriate time to retrieve the record on short notice. Wallace Community College must provide the records for review within 45 days of receipt of request. Wallace Community College is not required to provide access to records of applicants for admission who are denied acceptance or who, if accepted, do not attend.

The right to request amendment of education records that students believe are inaccurate or misleading.

Students may challenge information in their education records that they believe to be incorrect, inaccurate, or inappropriate. This challenge must be made in writing and must be submitted to the appropriate records custodian within one year of the term of the records in question. The records custodian must decide within a reasonable period of time as to whether corrective action is warranted and must provide written notification to the student and the Director of Enrollment Services/Registrar of any corrective action approved. Students who are not provided full resolution sought by their challenge must be referred to the Dean, Student Affairs and Sparks Campus, who will inform them of their right to a formal hearing. All requests for a formal hearing must be made in writing to the Dean, Student Affairs and Sparks Campus.

The right to consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent.

Wallace Community College may disclose, without consent, "directory" information. The College has declared the following information to be "directory" information: name, address, telephone listing, 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, photographs, most recent educational institution attended, enrollment status, and e-mail address. Students have the right to request that the school refrain from disclosing directory information. A student can complete a request to prevent disclosure of directory information by going to the Admissions and Records Office (Enrollment Services in Grimsley Hall of the Wallace Campus in Dothan or in Student Services in the Administration Building of the Sparks Campus in Eufaula) and presenting a valid photo identification card.

The following exceptions permit disclosure without consent:

- a. School officials with legitimate educational interest*;
- b. Other schools to which a student is transferring;
- c. Specified officials for audit or evaluation purposes;
- d. Appropriate parties in connection with financial aid awarded to a student;
- e. Organizations conducting certain studies for or on behalf of the school;
- f. Accrediting organizations;
- g. The disclosure concerns sex offenders and other individuals required to register under state or federal law;
- h. To the student:
 - i. To an alleged victim of any crime of violence or non-forcible offense (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;
 - j. To parents of eligible students who claim the students as dependents for income tax purposes. Determining dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form;
- k. To comply with judicial order or lawfully issued subpoena; and
- l. Appropriate officials in cases of health and safety emergencies.

*Exception: "School officials with legitimate educational interest" are officials who are performing a task specified in their job 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. Wallace Community College has determined that the following school officials have legitimate educational interests: 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 members who directly relate to the administrative tasks of the College, College law enforcement officials, College attorneys, and students who serve on particular College committees.

The right to file a complaint with the U.S. Department of Education regarding alleged failures by Wallace Community College to comply with the requirements of FERPA.

Complaints regarding FERPA may be made with the following agency:

*Family Policy Compliance Office , U.S. Department of Education • 400 Maryland Avenue, SW • Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)*

RIGHTS AND RESPONSIBILITIES

Wallace Community College desires to make provisions for students to be as knowledgeable as possible regarding College policies and procedures and their rights and responsibilities relating to them. The information in this section and the sections that follow are designed to clarify information pertaining to rights granted to students and responsibilities students should fulfill as members of the Wallace Community College family.

Submission of an *Application for Admission* to Wallace Community College represents a voluntary decision on the part of the prospective student to participate in the programs offered by the College and pursuant to the policies and procedures of the College, the Alabama Community College System, and state and federal agencies where applicable. College approval of a student's application, in turn, represents the extension of a privilege to join the College community and to remain a part of it as long as he or she meets the required academic and behavioral standards.

Each individual student is guaranteed the privilege of exercising his or her rights without fear or prejudice. Such rights include, but are not limited to, the following:

- Students are free to pursue their educational goals.
- No disciplinary sanctions may be imposed on a student without the recourse of due process, except as outlined in the *Code of Student Conduct*.
- Free inquiry, expression, and assembly are guaranteed to all students, provided their actions do not interfere with the rights of others or the effective operation of the College.
- Academic evaluation of student performance will be neither arbitrary nor capricious.
- Students and prospective students have the right to review certain relevant information concerning College graduation and completion rates and any instances of campus criminal activity.

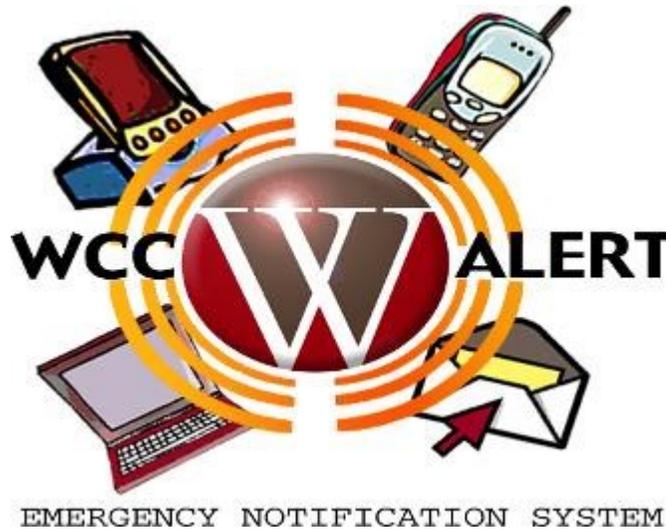
Within the limits of its facilities on both campuses and sites, Wallace Community College will be open to all persons without regard to sex, race, creed, religion, age, marital status, disability, or national origin. It is the responsibility of the College to publish its educational objectives and to make available the criteria it will use in evaluating student success in all programs. It is the responsibility of the student to acquaint him- or herself with these objectives and criteria as published and set forth by the College. The facilities and services of the College will be available to all enrolled students, provided they are used in a manner that is appropriate to an academic environment and with regard to College policies and operating procedures.

The *Code of Student Conduct* of Wallace Community College addresses behavior and actions that have an adverse impact on the achievement of educational goals. It is the responsibility of the student to become familiar with the regulations governing student conduct and to adhere to policies where applicable. Lack of knowledge regarding College policies will not excuse any student from adherence to policies or sanctions that may be imposed for violations. The College reserves the right to dismiss any student whose conduct and behavior pose a threat to the College environment or the health, safety, or security of others.

Complaint Grievance Procedures

In the operations and programs of Wallace Community College, it is important that students, faculty, staff, and external constituents are treated fairly and receive prompt response to problems and concerns. For this reason, the College provides procedures to promote prompt and responsible resolution of issues raised by students, faculty, staff, and external constituents. Persons may use these procedures freely without fear of retaliation. The College distinguishes two levels of actions when persons feel their civil rights have been violated or they have not been treated fairly with regard to those rights: complaints and grievances. Please see the College Catalog and Student Handbook that outlines the details thereof.

WCC ALERT EMERGENCY NOTIFICATION SYSTEM



Wallace Community College has contracted with an outside vendor to provide mass electronic notification of emergency information to the College community via e-mail, text message, pagers, web crawler, and the Wallace home page. This Emergency Notification System will augment existing policies and procedures for handling emergencies by accelerating the notification process. It will be used for situations that involve potentially serious disruptions of regular activities or threats to the health and well-being of the faculty and staff or students.

Wallace Community College will only activate WCC Alert in cases of a major emergency that affects the College as a whole, any of its campuses or centers, and the community (in whole or in part):

- Weather-related campus closings or delays.
- Natural disaster (such as blizzard, hurricane, ice storm, earthquake, flood).
- Man-made disaster (fire, chemical spill or release, etc.).
- Active shooter (suspected or confirmed active shooter on campus or near campus).
- Timely warnings for compliance with the Clery Act as appropriate.
- Other major emergency as determined by the College.

The Emergency Alert System **will not** be used for:

- Routine campus announcements and/or news.
- Street or parking lot closings (unless they are related to an emergency).
- Other routine information dissemination.

How to sign up for this free service:

- Log into <http://www.wallace.edu/wccalert>
- Click on “Click here to sign up for this system.”
- Follow the online instructions.

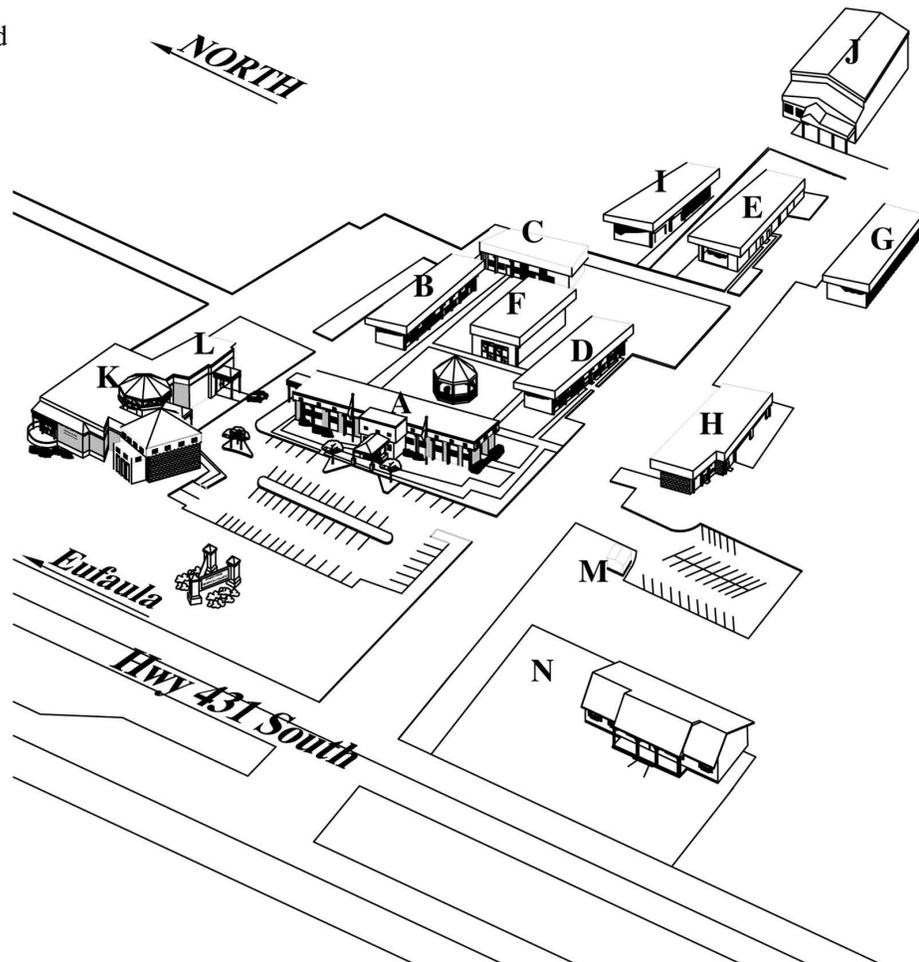
Campus Safety and Security

Information relating to campus safety and security, safety tips on campus, crime reporting, electronic surveillance, and more can be found on the College Web page at <http://www.wallace.edu/security/>.



SPARKS CAMPUS

- A Administrative Offices, Academic Classrooms, Admissions, Bookstore/Business Office, Business Technologies, Campus Dean, Campus Police, Computer Information Science, Counseling, Financial Aid, Student Services, TRiO Student Support Services, TRiO Talent Search, Veterans Affairs
- B Applied Engineering Technology, Practical Nursing
- C QEP Math Lab, Writing Lab
- D Child Development, General Academics, Science
- E Air Conditioning/Refrigeration
- F Cafeteria
- G Maintenance/Custodial Services, Workforce Development Cabinetmaking
- H Cosmetology, Engineering Graphics & Animation
- I Adult Education, Criminal Justice, Welding Simulation Lab
- J Welding Technology
- K Alabama Technology Network-Eufaula Center, Certified Nursing Assistant (CNA), Ready to Work
- L Learning Resource Center
- M Security
- N TRiO Upward Bound



Revised: 1/8/15

QUICK REFERENCE CALENDAR: 2018-2019

WALLACE COMMUNITY COLLEGE 2018-2019 CALENDAR*

AUGUST 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SEPTEMBER 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2018

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2018

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2019

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

FALL SEMESTER, 2018

August 13-15+	Instructor In-Service
August 16-17	Registration
August 20	CLASSES BEGIN
August 21	Drop and Add; Late Registration/ Late Fee
September 3 [■]	Labor Day
October 12	MID-TERM
November 12 [■]	Veterans Day
November 19-21+	Instructor In-Service
November 22-23 [■]	Thanksgiving Holidays
December 14	END OF TERM
December 17-19+	Instructor In-Service
December 20-21+	Faculty Holidays
December 22-31 [■]	Christmas Holidays

SPRING SEMESTER, 2019

January 1 [■]	New Year's Day Holiday
January 3-4+	Instructor In-Service
January 7-8	Registration
January 9	CLASSES BEGIN
January 10	Drop and Add; Late Registration/ Late Fee
January 21 [■]	Dr. Martin Luther King, Jr. Day
March 5	MID-TERM
March 25-29+	Spring Break
May 6	END OF TERM
May 7-10+	Instructor In-Service
May 9	GRADUATION (Wallace Campus)
May 10	GRADUATION (Sparks Campus)
May 13-14+	Faculty Holidays

SUMMER SEMESTER, 2019

May 15+	Instructor In-Service
May 16, 20	Registration
May 21	CLASSES BEGIN
May 22	Drop and Add; Late Registration/ Late Fee
May 27 [■]	Memorial Day
June 25	MID-TERM
July 4-5 [■]	Independence Day
July 31	END OF TERM
August 1+	Instructor In-Service

* Tentative Calendar (subject to change)
+ No Classes
■ College Closed

MARCH 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

JULY 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

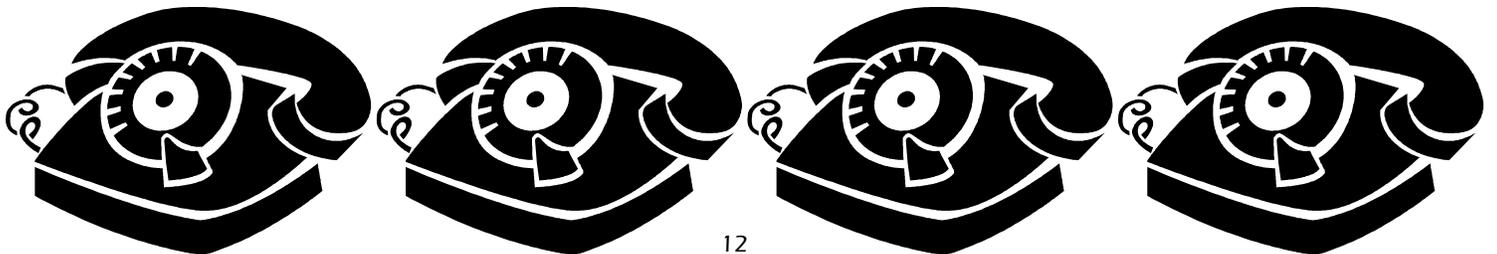
AUGUST 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

QUICK REFERENCE DIRECTORY

WALLACE CAMPUS

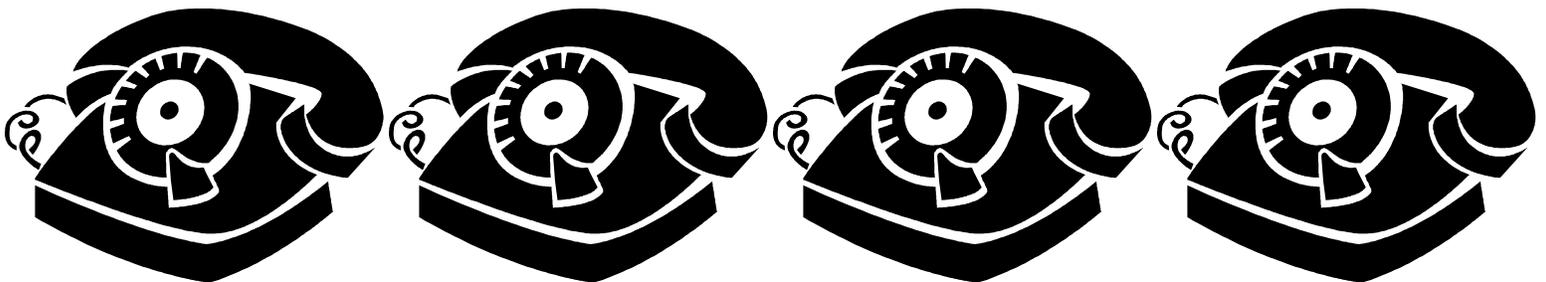
<u>DEPARTMENT</u>	<u>BUILDING</u>	<u>PHONE</u>
<u>ADMISSIONS/RECORDS</u>	<u>GH-131</u>	<u>556-2468</u>
<u>BOOKSTORE</u>	<u>CH-408</u>	<u>556-2240</u>
<u>BUSINESS OFFICE</u>	<u>GH-Lobby</u>	<u>556-2206</u>
<u>CAFETERIA</u>	<u>Cunningham Hall</u>	<u>556-2249</u>
<u>CAMPUS POLICE/SECURITY</u>	<u>Security Building</u>	<u>556-2251</u>
<u>CAREER DEVELOPMENT CENTER</u>	<u>GH-117</u>	<u>556-2208</u>
<u>CAREER TECHNICAL PROGRAMS</u>	<u>GH-163</u>	<u>556-2254</u>
<u>COMPUTER LAB</u>	<u>CTC-127/128</u>	<u>N/A</u>
<u>COUNSELING SERVICES</u>	<u>GH-120</u>	<u>556-2281/2294</u>
<u>DISABILITY SUPPORT SERVICES</u>	<u>GH-116</u>	<u>556-2587</u>
<u>EMERGENCIES</u>		<u>983-3521</u>
<u>FINANCIAL AID/VETERANS' AFFAIRS</u>	<u>GH-141</u>	<u>556-2476/2479</u>
<u>INSTRUCTIONAL AFFAIRS</u>	<u>GH-163</u>	<u>556-2254</u>
<u>LEARNING RESOURCES CENTER (LRC)</u>	<u>Library</u>	<u>556-2217</u>
<u>MATH LAB</u>	<u>CAS</u>	<u>556-2351</u>
<u>STUDENT & CAMPUS SERVICES</u>	<u>GH-116</u>	<u>556-2587</u>
<u>STUDENT GOVERNMENT ASSOCIATION</u>	<u>CH-38</u>	<u>556-2508</u>
<u>STUDENT LIFE</u>	<u>CH-36</u>	<u>556-2477</u>
<u>STUDENT SUPPORT SERVICES</u>	<u>GH-110</u>	<u>556-2368</u>
<u>SWITCHBOARD</u>	<u>Library</u>	<u>983-3521</u>
<u>TESTING (ACCUPLACER, CLEP, BIO, etc.)</u>	<u>GH-126</u>	<u>556-2296</u>
<u>DISTANCE EDUCATION /TECHNOLOGY HELP</u>	<u>CTC-124</u>	<u>556-2464</u>



QUICK REFERENCE DIRECTORY (cont'd)

SPARKS CAMPUS

<u>DEPARTMENT</u>	<u>BUILDING</u>	<u>PHONE</u>
<u>ADMISSIONS/RECORDS</u>	<u>A-11</u>	<u>4257</u>
<u>BOOKSTORE</u>	<u>A-Lobby</u>	<u>4243</u>
<u>BUSINESS OFFICE</u>	<u>A-Lobby</u>	<u>4243</u>
<u>CAMPUS DEAN/STUDENT AFFAIRS</u>	<u>A-15</u>	<u>2266</u>
<u>CAREER AND JOB ASSISTANCE</u>	<u>A-11</u>	<u>2208</u>
<u>CAREER TECHNICAL PROGRAMS</u>	<u>A</u>	<u>2451</u>
<u>COMPUTER LAB</u>	<u>A-1</u>	<u>N/A</u>
<u>COUNSELING SERVICES</u>	<u>A-11</u>	<u>4270</u>
<u>DISABILITY SUPPORT SERVICES</u>	<u>A-11</u>	<u>4270</u>
<u>FINANCIAL AID/VETERANS' AFFAIRS</u>	<u>A-12</u>	<u>4014</u>
<u>LEARNING RESOURCES CENTER (LRC)</u>	<u>L</u>	<u>4248</u>
<u>SECURITY</u>	<u>M</u>	<u>4209, 798-1228</u>
<u>STUDENT SUPPORT SERVICES</u>	<u>A-7</u>	<u>4244</u>
<u>SPARKS CAMPUS</u>		<u>687-3543</u>
<u>TESTING (ACCUPLACER, GED, BIOLOGY, COMP)</u>	<u>A-2</u>	<u>4249</u>



PROGRAM/DEGREE OPTIONS

PROGRAM	DEGREE			Dothan		Eufaula	
				Day	Eve	Day	Eve
Academic Options							
Associate in Arts	AA			X	X	X	X
Associate in Science	AS			X	X	X	X
Career and Technical Options							
Air Conditioning/Refrigeration	AAS	CER	STC	X		X	
Automotive Technology	AAS	CER		X			
Business Technologies							
Accounting Technology Concentration	AAS			X	X	X	
Business Computer Applications Concentration	AAS			X	X	X	
Office Administration Concentration	AAS			X	X	X	
Supervisory Management Concentration	AAS			X	X	X	
Child Development			STC	X	X	X	X
Administrator Concentration	AAS	CER		X	X	X	X
Educarer Concentration	AAS	CER		X	X	X	X
Computer Information Science			STC	X	X	X	X
Concentration	AAS			X	X	X	
Application Development with Swift	AAS						
Microcomputer Specialist Concentration	AAS			X	X	X	
Cyber Security Concentration	AAS			X	X	X	
Software Development Concentration	AAS			X	X	X	
Cosmetology		CER		X		X	
Esthetics		CER		X			
Nail Technology			STC	X		X	
Criminal Justice							
Forensic Investigation	AAS			X	X	X	
Law Enforcement	AAS			X	X	X	
Engineering Graphics and Animation							
Architectural Graphics	AAS	CER		X	X	X	
Engineering Graphics	AAS	CER		X	X	X	
3-D Design and Animation	AAS	CER		X	X	X	
Graphics Communication	AAS			X	X	X	
Electrical Technology	AAS		STC	X	X		
Applied Engineering Technology							
Industrial Systems Technology	AAS		STC	X		X	
Nuclear Systems Technology	AAS			X			
Welding Technology		CER	STC	X		X	

PROGRAM/DEGREE OPTIONS (CONT.)

<i>PROGRAM</i>	DEGREE			Dothan		Eufaula	
				Day	Eve	Day	Eve
Nursing and Allied Health Options							
Associate Degree Nursing	AAS			X	X		
Emergency Medical Services - Paramedic	AAS	CER	STC	X			
Emergency Medical Technician (EMT)			STC	X	X		X
Advanced Emergency Medical Technician (AEMT)			STC	X	X		X
Medical Assisting	AAS			X			
Phlebotomy			STC	X		X	X
Physical Therapist Assistant	AAS			X			
Practical Nursing		CER		X	X	X	
Radiologic Technology	AAS			X			
Respiratory Therapist	AAS			X			

TUITION AND FEES SCHEDULE

All students are required to pay tuition and fees according to dates published in registration schedules. Sponsored students whose tuition and fees are paid by agencies such as Vocational Rehabilitation Services, Department of Veterans' Affairs, and Title IV Grants must have written authorization on file to be exempt from personal payment.

When students fail to pay their tuition by the designated deadline, their course schedule will be voided, and they will have to repeat the entire registration process.

Note: Tuition and fees at Wallace Community College are subject to change at the beginning of any term and prior to or during the 2018-2019 academic year as a result of state budget proration and other factors beyond the College's control.

Semester Hours	In-State Tuition	Out-of-State Tuition	Bond Surety Fee	Facility Fee	Special Building Fee	Technology Fee	TOTAL In-State	TOTAL Out-of-State
1	\$ 129	\$ 258	\$ 1	\$ 9	\$ 8	\$ 9	\$ 156	\$ 258
2	\$ 258	\$ 516	\$ 2	\$ 18	\$ 16	\$ 18	\$ 312	\$ 570
3	\$ 387	\$ 774	\$ 3	\$ 27	\$ 24	\$ 27	\$ 468	\$ 855
4	\$ 516	\$ 1,032	\$ 4	\$ 36	\$ 32	\$ 36	\$ 624	\$ 1,140
5	\$ 645	\$ 1,290	\$ 5	\$ 45	\$ 40	\$ 45	\$ 780	\$ 1,425
6	\$ 774	\$ 1,548	\$ 6	\$ 54	\$ 48	\$ 54	\$ 936	\$ 1,710
7	\$ 903	\$ 1,806	\$ 7	\$ 63	\$ 56	\$ 63	\$ 1,092	\$ 1,995
8	\$ 1,032	\$ 2,064	\$ 8	\$ 72	\$ 64	\$ 72	\$ 1,248	\$ 2,280
9	\$ 1,161	\$ 2,322	\$ 9	\$ 81	\$ 72	\$ 81	\$ 1,404	\$ 2,565
10	\$ 1,290	\$ 2,580	\$ 10	\$ 90	\$ 80	\$ 90	\$ 1,560	\$ 2,850
11	\$ 1,419	\$ 2,838	\$ 11	\$ 99	\$ 88	\$ 99	\$ 1,716	\$ 3,135
12	\$ 1,548	\$ 3,096	\$ 12	\$ 108	\$ 96	\$ 108	\$ 1,872	\$ 3,420
13	\$ 1,677	\$ 3,354	\$ 13	\$ 117	\$ 104	\$ 117	\$ 2,028	\$ 3,705
14	\$ 1,806	\$ 3,612	\$ 14	\$ 126	\$ 112	\$ 126	\$ 2,184	\$ 3,990
15	\$ 1,935	\$ 3,870	\$ 15	\$ 135	\$ 120	\$ 135	\$ 2,340	\$ 4,275
16	\$ 2,064	\$ 4,128	\$ 16	\$ 144	\$ 128	\$ 144	\$ 2,496	\$ 4,560
17	\$ 2,193	\$ 4,386	\$ 17	\$ 153	\$ 136	\$ 153	\$ 2,652	\$ 4,845
18	\$ 2,322	\$ 4,644	\$ 18	\$ 162	\$ 144	\$ 162	\$ 2,808	\$ 5,130
19	\$ 2,451	\$ 4,902	\$ 19	\$ 171	\$ 152	\$ 171	\$ 2,964	\$ 5,415
20	\$ 2,580	\$ 5,160	\$ 20	\$ 180	\$ 160	\$ 180	\$ 3,120	\$ 5,700
21	\$ 2,709	\$ 5,418	\$ 21	\$ 189	\$ 168	\$ 189	\$ 3,276	\$ 5,985
22	\$ 2,838	\$ 5,676	\$ 22	\$ 198	\$ 176	\$ 198	\$ 3,432	\$ 6,270
23	\$ 2,967	\$ 5,934	\$ 23	\$ 207	\$ 184	\$ 207	\$ 3,588	\$ 6,555
24	\$ 3,096	\$ 6,192	\$ 24	\$ 216	\$ 192	\$ 216	\$ 3,744	\$ 6,840

INTERNET COURSES ARE \$129 PER CREDIT HOUR PLUS FEES

Total credit hours exceeding 19 must be approved by the Dean, Instructional Affairs.

In-state Tuition. In-state tuition is \$129 per semester hour.

Out-of-state Tuition. Out-of-state tuition is two times the in-state tuition per credit hour. Wallace Community College allows in-state tuition for certain neighboring Florida and Georgia residents. Out-of-state tuition rate applies to internet courses.





Mission and Purpose

In keeping with the philosophy that the capabilities of each individual student should be developed, Wallace Community College admits all students who have the capability to benefit from institutional programs and courses. This open-door policy grants admission to first-time college students, transfer students, transient students, audit students, accelerated high school (early admission), dual enrollment/dual credit students, international students, and students seeking readmission. The Admissions and Records Office is responsible for administering all admissions policies and procedures for general admission to the College.

Services and Programs Available

Student Services—Admissions

- Admission to the College (including receipt of transcripts from high school or other colleges)
- Readmission after one term of non-attendance (excluding summer)
- Official acceptance notification (acceptance letter and admissions agreement)
- Conditional/unconditional admission for one term

Student Services—Records

- Enrollment Verifications
- Degree Audits
- Transcript Requests
- Graduation Procedures
- Name/Address Changes
- Major Changes
- Insurance Forms
- Registration Materials

Registration/Advising

- Advisor Assignments
- Registration
- Web Registration Procedures
- Drop/Add (begins first day of class)
- Late Registration (begins first day of class)

Major/Degree Options

- Major declaration—Application for Admission
- Degree Option Declaration—Application for Admission—Associate in Arts (AA), Associate in Science (AS), Associate in Applied Science (AAS), Certificate (CER), Short Certificate (STC)

***The dictionary is the only
place where success comes
before work.***

-Vince Lombardi

- Major/Degree Option Change
- Catalog Option Change

Grades of “I” (Incomplete)

- Calculate as “F” in grade point average (GPA)
- Failure to clear (mid-term the following term) results in assignment of “F” grade

Transcripts

- WRITTEN or ONLINE (*myWCC*) request (Family Educational Rights and Privacy Act—FERPA) to Admissions and Records Office; PHOTO ID required if in person
- No charge
- OFFICIAL transcripts—mailed to colleges or organizations
- UNOFFICIAL transcripts—issued to students

Grade Reporting

- Grades Distribution—no longer mailed
- Online Access (<http://www.wallace.edu>), *myWCC*, at end of each term

Catalog References

- Grading System
- Standards of Academic Progress
- Degree Requirements

How to Access Student Information

If you need to know your advisor’s name, need an unofficial transcript, or you want to take a look at your degree plan, follow the directions below:

- Go to www.wallace.edu
- Open the drop down box entitled “Quick Links”
- Click on *myWCC*
- USER ID: Your student ID number (no dashes or spaces)
- PIN Number: Six digit date of birth (example: 040881, you will be required to change your default password)

Then click on the information you are seeking.



Mission and Purpose

To provide helpful and friendly service to students, while assisting them with their Bookstore needs as well as additional direction and assistance to other College departments.

The purpose of the Bookstores is to provide the College community with a selection of high quality goods and services at an affordable price, paying particular attention to academic requirements.

Services and Programs Available

Customer Services

- New textbooks for purchase along with supplemental materials
- Used textbooks available for purchase in limited quantities
- Various supplies and study aides for coursework
- Book buy-back for texts purchased from the Bookstore—first-come basis
- Handicap accessible
- Special hours of operation during registration and drop/add periods
- Book reservation for students on financial aid
- Available for limited Business Office transactions
- Online textbook pricing and text information
- Estimated book supply cost, excluding sales tax
- Hours may vary when classes are not in session. Call to verify Bookstore hours.
- Variety of payment options: cash, Visa®, MasterCard®, Discover® and personal checks

Book Return Policy

All sales are final unless the student drops a class, withdraws from the College, or a class is cancelled. Refunds for textbooks will be granted provided the following conditions are met:

- Returns **MUST** be accompanied by a cash register receipt and drop or withdrawal slip. New schedule must be provided.
- Books **MUST** be in mint condition and in their original unopened packaging.
- Non-required course materials, supplies, clothing, etc. are not returnable.
- Returns are only accepted during the first 10 days of the semester for which they were purchased.
- Credit is placed on the account for returns and a check is issued by the Business Office within 10 to 14 days. Checks will be held in the Business Office for pickup unless otherwise directed.

Don't forget to bring the following items with you when you come to the Bookstore:

- Course schedule
- Student ID
- Acceptable form of payment



Books for scheduled courses may be purchased at both WCC campuses. The Wallace Campus Bookstore (shown) is located in Cunningham Hall.

The Sparks Campus Bookstore is located in the Administration Building directly opposite the main entrance.

Mission and Purpose

To provide a comprehensive offering of career services and job assistance to students and members of the Wallace community.

Services and Programs Available

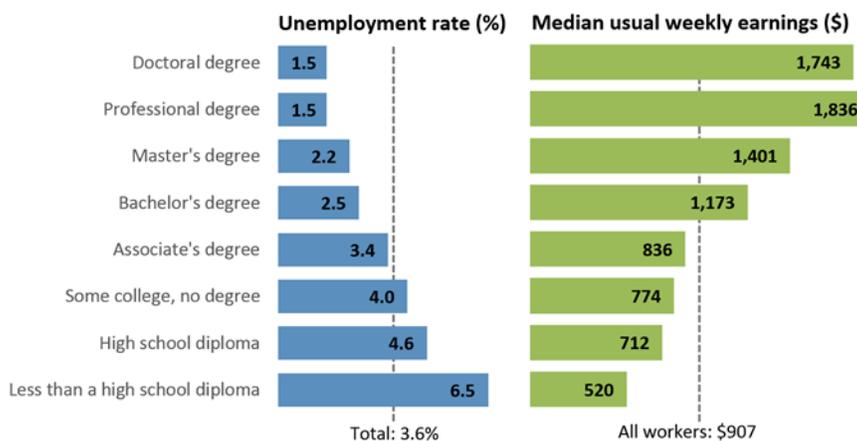
Career Development Center

- Assists students who are undecided about their career plans
- Provides job descriptions, career information, college catalogs, and data on interviewing skills in both printed and computerized formats
- Offers services to all students and members of the community
- Is centrally located in Grimsley Hall on the Wallace Campus-Dothan
- Provides career information in Eufaula through the Sparks Campus Student Affairs Department

Job Assistance

- Updates and posts on both campuses, full-and part-time job offerings
- Provides information about employment to students through the Counseling/Career Services Departments at both Wallace campuses.

Unemployment rates and earnings by educational attainment, 2017



Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.
Source: U.S. Bureau of Labor Statistics, Current Population Survey.

Note: Data is based on 2017 annual averages for persons age 25 and over. Earnings are for full-time wage and salary workers.

Source: Bureau of Labor Statistics, Current Population Survey



Mission and Purpose

To provide a comprehensive offering of student services that will address the academic, career, financial, and health-related counseling needs of students.

Services and Programs Available

Counseling Services

- Assists with planning and selecting appropriate educational goals
- Offers registration assistance
- Conducts academic advising
- Provides information about transfer requirements
- Supplies information about graduation requirements
- Assists with schedule adjustments
- Addresses career and health concerns
- Provides other services as needed to help students experience a successful college career

Health Services

- Provides information about health services at each campus
- Provides information about community scheduled workshops relating to different health issues (publicized through the Career Center and/or Student Affairs Office on each campus)

“How to Videos”

<https://www.youtube.com/playlist?list=PL2tkHK46QIKYBaapHnFXQLD5q3O52uQh>

Tips for Success in College

- Go to class and actively participate.
- Ask questions.
- Communicate with your instructors.
- Do not procrastinate. It's easier to stay on top of things than it is to play catch-up.
- Join or form study groups.
- Study two hours for every hour that you are in class.
- Find a distraction-free place to study.
- Know and take advantage of the resources available to you.
- Get involved in at least one organization.
- Pay attention to due dates.
- Manage your time wisely (i.e., Do your homework, THEN have fun!)
- Keep an assignment book or planner.

Mission and Purpose

The purpose of Disability Support Services is to facilitate reasonable and appropriate academic accommodations to college students with disabilities.

Services and Programs Available

Comprehensive Support

- **Mobility Orientation.** Aids students' understanding of the campus and issues relating to their mobility.
- **Tutorial Services Orientation.** Assists students in use of available campus tutorial services.
- **Technology-Based Assistance.** Provides appropriate technology to supplement the teaching and learning experience.
- **Test Proctoring.** Provides proctoring services for students needing testing accommodations.
- **Priority Registration.** Provides early registration for eligible students.
- **Confidentiality Assurance.** Provides strictly limited access to your disability documentation, including a limited information Disability Support Services Accommodation Form to your instructors.

The Americans with Disabilities Act of 1990 defines a disability as a "Mental or physical impairment which substantially limits one or more major life activities." Walking, eating, talking, breathing, writing, listening, learning, etc. are all examples of major life activities. If you have a documented physical or mental impairment, you may be entitled to certain accommodations under the ADA.

Disability Support Services Qualification Requirements

To qualify for services and accommodations, students are required to submit an Application for Disability Support Services, as well as documentation to verify their eligibility for services at least four weeks in advance of the term. The documentation must specify a major life activity that has been substantially limited by a disability. Specific documentation requirements can be found in Section 4 and Appendix C of the Disability Support Services Handbook. Applications and handbooks are available from any Disability Support Services officer or on the Wallace Community College Web site at

http://www.wallace.edu/student_services/counseling_disability_support_and_career_services/disability_support_services.aspx

www.wallace.edu



Mission and Purpose

The primary purpose of student financial assistance programs at Wallace Community College is to assist students with meeting the cost of their education. All students are encouraged to apply. Eligibility for grants is based on financial need.

Services and Programs Available

Federal and State Financial Aid

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study Program (FWS)
- Alabama Student Assistance Program (ASAP)

Veterans' Benefits

- Alabama GI Dependents' Scholarship Program
- Survivors' and Dependents' Educational Assistance Program (Chapter 30)
- Old GI Bill (Vietnam Era-Chapter 34)
- Veterans' Educational Assistance Programs (Chapter 35)
- Montgomery GI Bill-Active Duty Educational Assistance Program (Chapter 30)
- Montgomery GI Bill-Selected Reserve Educational Assistance Program (Chapter 1606)
- Montgomery GI Bill-Reserve Educational Assistance Program (Chapter 1607) (REAP)
- Alabama National Guard Educational Assistance Program (ANGEAP)
- Vocational Rehabilitation (Chapter 31)
- Post 9/11 GI Bill (Chapter 33)

Scholarships

- Institutional Scholarships (Academic, Allied Health, Diplomats, Performing Arts, and Technical)
- Athletic Scholarships
- Senior Citizens Waivers
- Privately Funded Scholarships
- Wallace Community College Foundation and Wallace Community College Sparks Foundation Scholarships

Other Forms of Financial Assistance

- State Vocational Rehabilitation
- Workforce Innovation and Opportunity Act (WIOA)
- The Trade Adjustment Act (TAA)
- Privately funded loans:
http://www.wallace.edu/financial_aid/private_student_loans.aspx

Additional information on financial aid programs can be found in the College Catalog/Student Handbook and on the College Web site.

Applying for Federal Financial Aid

Students applying for financial aid must do the following:

- Apply for admission and request an official high school transcript, GED scores and certificates, and academic transcripts from other colleges previously attended.
- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov, or download and mail the PDF version of the FAFSA at www.FederalStudentAid.ed.gov, or by calling the Federal Student Aid Information Center toll free at 1-800-4-FED-AID to request a paper copy.
- Complete and submit all documents requested by the Financial Aid Office.
- Check your WCC student email regularly for requested information.
- Check your WCC online account (myWCC) regularly to access your student information.

Mission and Purpose

The mission of the Learning Resources Centers System is to provide a unified program of information resources and services in support of the stated goals and objectives of Wallace Community College and to support instruction and learning in a manner consistent with the philosophy and curriculum of the College. The Learning Resources Centers System is guided by the principles of the American Library Association Library Bill of Rights in the development of its program of services.

Services and Programs Available

Computers and Information Technologies

- Available for use by faculty, staff and students on a first come, first-served basis

Circulating Books

- Collection of approximately 45,000 print format books available for use by faculty, staff, and students

Electronic Databases—Campus and home access to all LRC databases is available through the Library / LRC link on the Wallace Community College Home Page.

- Online Library Catalog
- Alabama Virtual Library (AVL) (periodical multi-database)
- Bloom's Literature Reference Collection
- Credo Reference
- JSTOR Arts and Science Collection (periodical database)
- Wallace College E-Books (Collection of approximately 140,000 electronic format books)
- OVID Nursing Collection
- ProQuest Nursing and Allied Health Source (periodical database)
- Salem Press Reference Collection



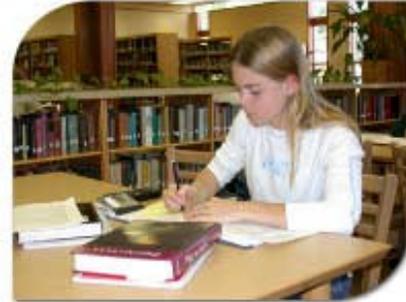
LRC Orientation

- Offers research skills instruction for classes and individuals upon request

Media Software

- Available for checkout with a refundable \$5.00 deposit per item
- Checkout restrictions vary according to the resource

LRC Programs and Services continued on next page.



Services and Programs Available (continued)

Periodicals

- Print format periodicals are available for in-house use.
- A listing of current print periodicals and back issues is available at each location as well as through the LRC Home Page.
- More than 10,000 periodicals available online (with approximately two-thirds of these articles in full-text format) through the Alabama Virtual Library (AVL).

Photocopies and Computer Printing

- Self-service photocopying is available at \$.20 per page.
- Computer printing is available to students at \$5.00 plus tax per 100 copies.

Reference Services

- Available primarily for students, faculty members, and the College staff
- Available to community patrons as long as it does not interfere with College activities
- Staff assistance during LRC hours
- Reference materials available for LRC in-house use only

Reserve Materials

- Located near the circulation desk
- Checkout restrictions vary according to the resource

LRC Hours of Operation

Wallace Campus		Sparks Campus	
Monday:	7:30 a.m. – 9:00 p.m.	Monday:	7:30 a.m. – 9:00 p.m.
Tuesday:	7:30 a.m. – 9:00 p.m.	Tuesday:	7:30 a.m. – 9:00 p.m.
Wednesday:	7:30 a.m. – 9:00 p.m.	Wednesday:	7:30 a.m. – 9:00 p.m.
Thursday:	7:30 a.m. – 9:00 p.m.	Thursday:	7:30 a.m. – 9:00 p.m.
Friday:	7:30 a.m. – 12:15 p.m.	Friday:	7:30 a.m. – 12:15 p.m.
Saturday and Sunday:	Closed	Saturday and Sunday:	Closed

Mission and Purpose

STARS stands for Statewide Articulation Reporting System. STARS is a Web-accessible database system that provides guidance and direction for prospective transfer students in the State of Alabama.

Services and Programs Available

- STARS Transfer guides can be accessed through the Wallace Community College Home Page at www.wallace.edu.
 1. Students should become acquainted with the Internet and the WCC Home Page.
 2. Students who do not have personal Internet access can obtain access in the open computer labs at both campus locations, in the Learning Resources Centers, in the counseling offices, or in the Career Center.
- STARS provides Articulation and General Studies Committee (AGSC) Transfer Guides for a complete set of degree requirements for a student's chosen major. If a transfer guide is not available for a major, click on the (AGSC) Approved Template located at the bottom of the page. Print the template and use it as a guide until a transfer guide is available.
- Not all four-year institutions will offer all majors. For a listing of schools that offer a student's chosen major and will accept the coursework listed on the Transfer Guide, see the section at the end of the guide entitled "Institutions with Degree Programs in the Chosen Major."
- Students should find their chosen institution and click on Area V. This page should be printed and retained along with a copy of the Transfer Guide. *Students are responsible for knowing the requirements of the senior institution preferences for Areas I-IV.*

Accessing a STARS Articulation Guide

1. Log on to the WCC Home Page at www.wallace.edu.
2. Go to Quick Links and scroll to STARS Guide System, or from the tool bar click on either prospective or current students and then click on STARS Guide.
3. Click on Students and Advisors and follow the printed directions.
4. Once the major's articulation guide appears, print the guide.
5. Find the transfer institution of choice and click on area V. Select the major at that institution and print that page.
6. The STARS Guide and the selected transfer institution Area V requirements and/or guide should be printed and retained. Transfer institutions expect you to bring the documents with you when you transfer.
7. Quick links to Alabama colleges and universities are easily accessed through STARS.
8. A list of approved courses for colleges and universities is also available from STARS.



Mission and Purpose

To serve the students of Wallace Community College by providing diverse co-curricular programs and leadership opportunities that maximize educational, recreational, social, and personal development. To provide learning opportunities that extend beyond the classroom and enhance the likelihood that students will become better citizens and future community leaders through active participation in student organizations and activities.

Services and Programs Available

Student Organizations

- American Chemical Society Student Chapter
- Anime Club
- Art Club
- Association of Students for Practical Nursing
- Athletics (Men's Baseball and Women's Softball)
- Baptist Campus Ministries
- Bass Fishing Club
- Book Club
- Circle K of Wallace Community College
- Computer Science and Programming Club
- Criminal Justice Club
- Diamond Dolls
- Emergency Medical Services Student Faculty Association
- Lambda Beta Society
- Leadership Development cohort
- Philosophy Club
- Phi Theta Kappa Honor Society
- Radiologic Technology Student Association
- Respiratory Therapy Association for Better Breathing
- Rotaract service organization
- Sigma Kappa Delta Honor Society
- SkillsUSA
- Society of Student Medical Assistants
- Society of Physics Students
- Student Government Association
- Student Physical Therapist Assistants Association
- Wallace Association of Nursing Students
- Wallace Organization of Recreational Gamers
- Wallace Sound
- Wallace Theater

Activities

- Social events
- Cultural and educational activities
- Community service projects
- Leadership workshops



Philosophy

- Wallace Community College is committed to an open-door policy to provide access to quality educational programs for everyone.
- The College believes it has the responsibility to provide the necessary coursework and support services for students to be successful in their chosen educational and/or technical programs.
- The College subscribes to the Code of Fair Testing Practices in Education, a code that describes the obligations of those who develop, administer, or use educational tests and data.

Services and Programs Available

Placement Tests

- The College uses the ACCUPLACER placement exam developed by CollegeBoard.
- ACCUPLACER measures students' skills in the areas of mathematics and writing.
- The tests are designed to assist advisors and/or counselors in placing students into appropriate college credit courses or developmental courses.

College-Level Examination Program (CLEP)

- CLEP is a national system of credit by examination.
- Examinations are administered each month through Testing Services at the Wallace Campus in Dothan.
- Interested persons should check with the institution where they plan to apply the CLEP credit to, as to ensure that it will be accepted.
- The College accepts up to 32 semester hours of college credits based on acceptable standard scores on CLEP.
- Credit is awarded based on minimum scores for awarding credit as recommended by the American Council of Education (ACE).
- Questions regarding specific CLEP credit at Wallace Community College should be directed to the Admissions/Records Office(s).
- Any student needing accommodations should contact Testing Services.

Interest Inventory

- The College administers other career information tools to assist students in their career search.
- Career search information and interest survey Web sites are also available to students.

Testing Schedule and Information

Test dates are scheduled on a regular basis through Testing Services at both Wallace campuses. For more information about the testing schedule or for CLEP applications, contact the Testing Services Office at your respective Wallace Community College campus.



Mission and Purpose

To provide students with a Web-based means of conducting College business, communicating with instructors and fellow students, and accessing course materials.

GovNET Account Information

- GovNET allows you access to many of the technology services at Wallace. You will use this for accessing your student email, Blackboard, campus computers, campus WiFi, and other resources. More information can be found at www.wallace.edu/govnet.
- Username = first initial, last name and the last four digits of your student number and @student.wallace.edu (Ex: jsmith1234)@student.wallace.edu
- Default Student Password = first 3 letters in last name, 2-digit birth year and student number, first letter capitalized (Example: Smith born in 1966 with student number 1234567, Smi961234567)
 1. Default passwords must be changed by logging into a computer on campus or accessing <http://passwords.wallace.edu> before using any other services.
 2. Students are responsible for securely maintaining their password.
 3. Should a password require reset, the student should notify the Technology Helpdesk (334.556.2464). Reset will take a maximum of 24 hours. Students can also reset their passwords by going to <http://passwords.wallace.edu>.

Services and Programs – Access and Policies

Student Email

- Accessed by using your GovNET information
- Provided by the College to all actively admitted Wallace Community College students
- Access to student email is found by visiting www.wallace.edu and selecting the *Student Email* link
- E-mail Policy
 1. All official information, including but not limited to, student billing, staff-student communication, registration changes, and financial aid information sent to students' assigned addresses will constitute official notice.
 2. The College accepts no responsibility for forwarding any email that students may choose to undertake from their official WCC email accounts.
 3. The College is only responsible for ensuring that official email is sent to student e-mail accounts that are maintained by the College.
 4. All students are responsible for monitoring and maintaining their WCC email accounts and ensuring that adequate storage is available to receive all official e-mails from WCC.

Blackboard

- Accessed by using your GovNet information.
- Access Blackboard by going to course.wallace.edu.
- Access important course materials (syllabi, instructor information, course outline, calendar, etc.)
- Some instructors provide the following information within Blackboard:
 1. Course Content (notes, study guides, etc.)
 2. Online grade book
- Course communication between faculty/students and student/student.
- Access to some student organization membership information.

myWCC

- myWCC Username= your student number
- myWCC Default PIN= your 6 digit date of birth in MMDDYY format
- Your myWCC PIN is required to be changed on first login. If you need this PIN reset, you can use the Forgot ID/PIN option on the login page or contact the Admissions and Records department (334.556.2468).
- Register for the upcoming semester (when available)
- Pay outstanding charges
- View your official grades (cumulative GPA, semester GPA, etc.)
- Compare degree plans
- Display current class schedule
- Check your transcripts
- Check your Financial Aid status





COLLEGE LINGO YOU SHOULD KNOW

Academic Advisor: Faculty member in your area of study who will help you register for classes in future semesters.

Academic Probation: When a student's cumulative grade point average is below the grade point average required for the number of credit hours attempted

Academic Suspension One Term: When the cumulative grade point average of a student who is on academic probation remains below the grade point average required for the total number of hours attempted and the term grade point average is below 2.0

Academic Suspension One : A student who returns to the College on academic probation after being suspended for one term (whether the student served the suspension or was readmitted on appeal) without having since achieved CLEAR academic status and whose cumulative grade point average remains below the level required for the total number of hours attempted at the College and whose term grade point average is below 2.0

Developmental Course: A course that teaches basic skills needed to succeed in college courses. These skills are often in the general areas of Math and English at the College.

Drop/Add: A period of time, typically the first two days of the semester, when a student can drop or add to their schedule. After the drop and add period is over, students cannot add classes to their schedule and can drop classes only by following the withdrawal process.

Complete Registration: Your registration of classes is complete once you pay all tuition and fees in the Business Office or on-line through your myWCC account

Credit Hour: How schools measure a student's progress toward a diploma or degree. The number of credits assigned to a course depends, in part, on how much time is spent in class each week. For example, most courses offered by colleges on semester calendars are worth three credits. Credits are also referred to as "credit hours" or simply, "hours."

Full time student: A student who carries a minimum of 12 credit hours or more in most programs, is considered "full-time" by a college.

G.P.A.(Grade Point Average): A system for evaluating the overall scholastic performance of students. Grades are often measured on a four-point scale in which an "A" equals four points and a "B" equals three points, etc. These are called quality points.

Pell Grant: Financial aid based on student need; it is not repaid.

Loan: Financial aid that must be repaid, with interest, after a student leaves college.

Major: A focused area of study. Students take many classes in their major, gain specialized knowledge and earn a degree in that area.

Tuition: The cost of classes or credits at a school.

Withdrawal: If a student desires to discontinue attendance after classes begin, he/she must withdraw during the designated withdrawal period. A grade of "W" will be assigned.



SUMMER CHAVIS



KAYLA COLE



CLAYTON DALTON



KYE HAMM



LANEY LAMBERT



TEVIN MITCHELL



GABRIELLE NEWSOME



ABIGAIL PETERS



CALLEY SILCOX



Cont. Tour Guides



JENECIAH STARLING



DESIREE UTLEY



EMILY WIGGINS

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**WALLACE
POLICIES**



Policies

- Drug and Alcohol Abuse
- Information Technology: Acceptable Use
- Parking and Traffic Regulations
- Public Notice
- Restroom
- Tuition Refund
- Student IDs
- Tobacco-free campus
- Sexual Misconduct

Drug and Alcohol Abuse

STANDARDS OF CONDUCT AND ENFORCEMENT

Wallace Community College is a public educational institution of the State of Alabama and, as such, shall not allow on its premises or at any activity it sponsors the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of confirmation of such prohibited possession, use, or distribution by a student or employee, Wallace Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the institutional disciplinary action may include, but is not limited to, reprimand, probation, voluntary withdrawal, suspension, and expulsion. For an employee, such administrative or disciplinary action may include, but not limited to, reprimand, suspension, or termination of employment or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program.

Additionally, any employee or student, engaging in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, shall be subject to referral to law enforcement officials for arrest and prosecution. Any visitor

engaging in any act prohibited by this policy shall be called on to cease immediately, and shall be subject to other sanctions including being banned from campus and referral to law enforcement officials for arrest and prosecution.

For specific and detailed information concerning (1) legal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs; (2) health risks of drug and alcohol use and abuse; and (3) where to get assistance, contact any College staff. A complete printed copy of the Drug and Alcohol Abuse Policy is located in the Counseling Center on the Wallace Campus and the Student Services Office on the Sparks Campus. This information is also included on the Consumer Information Web page of the WCC Web site.

Information Technology: Acceptable Use

These guidelines are to assist with the interpretation and administration of the *Acceptable Use Policy for Information Technology Resources*. They outline the responsibilities each student and employee assumes when using information technology resources.

The purpose of information technology resources is to provide educational resources for Wallace Community College students and employees. Access to these resources is a privilege and must be treated with the highest standard of ethics. The College expects all students and employees to use information technology resources in a responsible manner, respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities and pertinent laws, and College policies and standards.

This policy outlines the standards for acceptable use of Wallace Community College information technology resources, which include, but are not limited to, equipment, software, networks, data, and telephones.

This policy applies to all users of College information technology resources, including the faculty and staff, students, guests, organizations,

and individuals accessing external network services, such as the Internet via College facilities. Violation of this policy may result in suspension or revocation of user privileges, administrative discipline, or immediate termination of the violator's relationship with Wallace Community College and could lead to criminal and civil prosecution.

Acceptable use of the College Internet connection provided via the Alabama Research and Education Network (AREN) is also governed by this document. Any activity that is not listed here that violates local, state, or federal laws, or violates the *AREN Acceptable Use Policy* is also considered a violation of this *Acceptable Use Policy*.

User Responsibilities

Use of College information technology resources is permitted based on acceptance of the following specific responsibilities and the understanding that computer use may be monitored.

Use only information technology resources for which you have permission.

Example: it is unacceptable

- to use resources you have not been specifically authorized to use,
- to use your own personal computer, laptop, or any other device to connect to the network with a wired connection. Access to the Wallace network with a personal device through the appropriate wireless portal is permitted,
- to use someone else's account and password or share your account and password with someone else,
- to access files, data, or processes without authorization, and
- to purposely seek out, exploit, or seek to exploit security flaws to gain system or data access.

Use information technology resources for their intended purpose.

Example: it is unacceptable

- to send forged e-mail,
- to use electronic resources for harassment or stalking other individuals,
- to send bomb threats or hoax messages,
- to send chain letters that may interfere with the system's efficiency,
- to intercept or monitor any network communications not intended for you,
- to use computing or network resources for commercial advertising or other commercial purposes,
- to attempt to circumvent security mechanisms,
- to use privileged access for other than official duties,
- to use former privileges after graduation, transfer, or termination.

Protect the access and integrity of information technology resources.

Example: it is unacceptable

- to knowingly release a virus that damages or harms a system or network,
- to prevent others from accessing an authorized service,
- to attempt to deliberately degrade performance or deny service,
- to corrupt or misuse information,
- to alter or destroy information without authorization,
- to engage in *spamming* (sending an annoying or unnecessary message to a large group of people).

Respect the privacy of others.

Example: it is unacceptable

- to access or copy another user's electronic mail, data, programs, or other files without permission,
- to use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language,
- to continue sending email messages to



someone after being told to stop, to post derogatory information or statements about a person.

Abide by applicable laws and College policies and respect the copyrights and intellectual property rights of others, including the legal use of copyrighted software.

Example: it is unacceptable

- to illegally upload or download copyrighted music, movies, software, etc.,
- to make more copies of licensed software than the license allows,
- to plagiarize works that you find on the Internet,
- to deliberately upload, download, distribute, or possess pornographic material.

System Administrators' Responsibilities

System administrators and providers of College information technology resources have the additional responsibility of ensuring the integrity, confidentiality, and availability of the resources they are managing. Individuals in these positions are granted significant trust to use their privileges appropriately for their intended purpose and only when required to maintain the system. Any private information seen in carrying out these duties must be treated in the strictest confidence, unless it relates to a violation or the security of the system.

Although information technology providers throughout the College are responsible for preserving the integrity and security of resources, security sometimes can be breached through actions beyond their control. Users are urged to take appropriate precautions such as safeguarding accounts and passwords and promptly reporting any misuse or violations of the policy.

Violations

Every member of the College community has an obligation to report suspected violations of the guidelines above or of the *Acceptable Use*

Policy for Information Technology Resources. Reports should be directed to the department responsible for the particular system involved. Reported violations will be addressed in conformance with published College policy. Wallace Community College is provided access to the Internet as a member of the Alabama Research and Education Network, which is supported by the Alabama Supercomputer Authority. Therefore, any users of the Internet are to be made aware of the *Acceptable Use Policy of the Alabama Supercomputer Authority* for full compliance of this policy.

Parking and Traffic Regulations

MOTOR VEHICLE REGULATIONS General Rules and Regulations



1. All motor vehicles must be registered with College police during registration or within 2 days after the beginning of the term. Decals will be provided upon parking vehicle registration
2. Decals must be affixed to the right rear window or bumper. Improper mounting will void the decal and subject the student to a citation.
3. Temporary parking permits will be issued by College police on request when a student must drive an unregistered vehicle for a short period of time.

4. Disabled stickers and/or tags are required for any individuals parking in spaces designated for persons with disabilities.

Traffic Regulations

The following information is provided to assist students and faculty and staff members with understanding regulations related to operating vehicles on campus. Any questions should be directed to the Dean of Business Affairs.

Students and faculty and staff members must register vehicles routinely driven on campus at the College Security Office or the Switchboard Operator. Registration information includes Student ID number, owner’s license number, vehicle tag number, and vehicle make and model. Liability insurance is required for all vehicles.

At vehicle registration, College personnel will issue an identification decal. The decal must be permanently affixed to the lower right back window. On motorcycles, the decal should be affixed to any area where it may be easily seen. Only the current decal should be displayed.

If a temporary vehicle (without a decal) must be driven on campus, the student must obtain a temporary parking permit at the College Security Office or the Switchboard Operator. The license tag number of the temporary vehicle is necessary to receive a temporary permit.

The following rules must be observed:

1. Students and faculty and staff members must park in designated areas.
2. Faculty members may not give students permission to use faculty parking areas.
3. Parking is prohibited in loading and no parking zones.
4. All stop signs must be obeyed.

5. Speed on all campus roads is limited to 20 mph except where posted otherwise; but any speed not safe for road conditions, including vehicular and pedestrian congestion, is prohibited.
6. Vehicles left on campus overnight must be registered with the College Police Department.
7. Driving and parking on the grass and sidewalks is prohibited. Parking at crosswalks, loading zones, and yellow curbs is prohibited.
8. Double parking is prohibited.
9. Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
10. Drivers must yield to pedestrians in designated crosswalks.
11. In all lots marked with parking spaces, vehicles must be parked facing into the spaces.
12. Unregistered or illegally parked vehicles may be towed away at the owner’s expense.
13. All motor vehicles on campus must have lights, mufflers, brakes, license tags, and any other equipment required by Alabama state law.

A citation and fine will be issued for each violation. Vehicles may be towed away at the owner’s expense for chronic violations. If a vehicle is parked in such a manner and cannot be towed, College police will immobilize it with a car boot to the wheel area. This action will result in an additional fine to the owner/driver of the vehicle.

Violations and Fines

Type of Violation

No decal	\$25
Improper display of decal	\$25
Backing into parking space	\$25



Polices

Parking in reserved spots	\$25
Parked over the line	\$25
Parked in "no parking" area	\$25
Other parking violations	\$25
Disregarding stop sign	\$25
Failure to yield	\$25
Improper passing	\$25
Improper backing	\$25
No driver license	\$25
No helmet on motorcycle	\$25
Improper/insufficient muffler	\$25
Loud music	\$25
Improper or no lights	\$25
Disobeying officer's signal	\$25
Passenger riding outside of vehicle	\$25
Improper turning	\$25
Wrong way on one-way street	\$25
Failure to give or improper signal	\$25
Violation of license restriction code	\$25
Improper or no tag	\$25
Exceeding speed limit (First Offense)	\$50
Reckless driving	\$100
Handicapped parking area	\$100

Fines may be paid at the Business Office in Grimsley Hall during normal business hours. Failure to pay fines will result in increased fines, student registration and graduation holds, and possible towing of the vehicle at owner's expense.

Appeals for parking or moving violations may be made to the Student Supreme Court after notifying the Dean of Business Affairs of the intended appeal. Decisions of the Student Supreme Court are final. Appeals should be made in writing and directed to the Student Government Association sponsor for scheduling purposes.

The College Police Department is provided as a service to the College community and is supervised by the Dean of Business Affairs. Any questions or concerns regarding the College Police should be directed to the Dean of Business Affairs in Grimsley Hall on the Wallace Campus in Dothan.

Public Notice

Each year, institutions of higher learning are required to provide specific information concerning campus crimes, athletic

information, and other data to College stakeholders. The following Websites are available for consumers desiring to obtain detailed information about campus crime and athletic data:

Campus Crime Data

www.ope.ed.gov/security/

Athletic Disclosure Information

www.ope.ed.gov/athletics/

Hard copies of this information are available from the Director, Campus and Student Services and Dean, Student Affairs and Sparks Campus.

Restroom Policy

Restrooms are designated separately for men, women or gender-neutral (designed for use by any gender). All individuals are required to utilize the gender-specific or gender-neutral restrooms as appropriate. Gender-neutral restrooms must be locked upon entry. Any individual utilizing the opposite gender's restroom will be subject to disciplinary action.

Gender-neutral restrooms are located as follows:

Sparks Campus

Administrative Building, Administrative Hallway (Staff use only)

Building B

Building C

Building D

Building E

Building G

Building H

Building I

Building N

Wallace Campus

Cosmetology

CTC

LRC

Medical Assisting

Rane Hall
Wallace Hall

Tuition Refund

WITHDRAWAL PROCEDURES: To be entitled to a tuition and fees refund, students must officially withdraw by completing an on-line withdrawal form.

COMPLETE WITHDRAWAL: Students who officially withdraw and have never attended any class(es) are refunded the total tuition and other refundable fees. Students who officially withdraw and have attended class(es) are refunded tuition and refundable fees (less a 5% administrative fee) calculated from the actual date of withdrawal. Refunds are calculated based on the following schedule:

<u>Complete Withdrawal</u>	<u>Refund</u>
During first week	75%
During second week	50%
During third week	25%
After end of third week	none

For summer semester refunds, weeks are prorated.

PARTIAL WITHDRAWAL: Students who do not completely withdraw from the College but drop a class during the regular drop and add period are refunded the difference in tuition and fees paid and tuition and fees applicable to the reduced number of hours, including fees appropriate to the classes dropped. **No refund is due a student who partially withdraws after the official drop and add period.**

Students who have not attended class by the fifth class day of a term are removed from that class. Students who have not attended any classes by the fifth class day will have their registrations voided and will not be registered for that term.

Refund check(s) will be made payable to the

student and mailed to the student's home address as recorded in the registration file.

INELIGIBILITY FOR REFUND:

Students who are withdrawn by the College for disciplinary reasons, non-payment of charges, or other similar reasons are not due a refund.

WITHDRAWAL FEE: An

administrative fee of 5% of tuition and other institutional charges will be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.



Student IDs

PURPOSE: To enhance the safety and security of all personnel on Wallace Community College's campuses, ALL students will be required to obtain a photo identification card. This student ID will serve as the official means of identification for Wallace Community College. Unless a student loses/misplaces ID card, it will only need to be issued once. The first issued student ID is FREE. Replacement of ID cards that were issued less than 2 years ago will cost \$10. The replacement cost will be waived for those ID cards that were issued more than 2 years ago. Receipts from the Wallace Community College Business Office must be provided before being issued a replacement ID.

Students are required to wear student ID on their person at all times while on campus. Individuals not wearing proper identification will be asked what business they have on campus.

If the answer is satisfactory (i.e. potential applicant filing for admissions/financial aid, visitors on campus tour), that individual will be allowed to continue with his or her business and immediately leave campus upon completion of that business.

If an individual claims to be a student, College officials shall ask for their student ID. If none can be provided, the individuals will be asked to leave campus until they can return with a valid WCC student ID. Those who resist will be escorted off campus by the College Police and further disciplinary action may be taken if necessary.

SCOPE: Students will have up to one week after the first day of class to obtain their student ID card, as faculty will not allow a student to attend class without an ID past this date.

Dates and times of ID drives will correspond with this time frame and will be announced at the beginning of each term.

The student ID will also be used for discounts at local businesses on specified days (discount specifics found on back on student ID).

PHOTO ID POLICY: Students will be required to present proper government-issued

photo identification before an ID card is issued.

For ID pictures, Wallace Community College requires individuals to remove any items not worn as part of their daily appearance (i.e., prescription eyeglasses). The only exceptions are items worn for cultural or religious purposes.

All bandanas, hats, sunglasses, visors, etc. are to be removed before picture is taken.

Tobacco-free campus

Wallace Community College is committed to providing a safe and healthy environment for its employees, students and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, in light of findings of the U.S. Surgeon General that exposure to secondhand tobacco smoke and use of tobacco products are significant health hazards, it is the intent of the College to establish a tobacco-free environment on its campuses and in its vehicles. Consequently, the use, distribution, or sale of tobacco products, including the carrying of any lighted smoking instrument, in College buildings or in or upon other College premises or inside College-owned, rented or leased vehicles, is prohibited.

WCC employees, students and visitors are not permitted to use tobacco products inside their private vehicles while on campus.

For the purposes of this policy, tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine, to include water vapor emitting products.

All College employees, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times. Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued by campus police officers for violations of Wallace's tobacco-free policy.

Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Any visitor or contractor found to be violating the policy shall be asked to discontinue the disallowed activity, and any failure by a visitor or contractor to discontinue the disallowed activity after being requested to do so shall result in the visitor or contractor being escorted off the college premises by campus police.

Student Fines

Any Wallace student found to have violated this policy shall be subject to the following fines:

- 1st student ticket – Warning
- 2nd student ticket - \$25.00 fine

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount.

A student who has a pending fine or fines may not register for classes nor have transcripts released until all fines are paid in full.

Any student wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the appropriate campus dean.

Employee Fines

Any Wallace employee found to have violated this policy shall be subject to the following fines:

- 1st employee ticket – Warning
- 2nd employee ticket - \$25.00 fine

All fines must be paid within 7 days of ticketing. Fines that are not paid within the 7 days shall automatically double in amount.

Any employee wishing to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the appropriate campus dean.

With the exception of advertising in a newspaper, magazine, or similar publication that is not produced by Wallace Community College, no tobacco-related advertising or sponsorship shall be permitted on Wallace's campuses or at college-sponsored events. No tobacco-related advertising or sponsorship shall appear in any publications produced by the College or by any club or association authorized by Wallace Community College. For the purposes of this policy, the term "tobacco-related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol or motto, selling message, recognizable pattern of colors or any other indicia of product identification identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.





Sexual Misconduct Policy

INTRODUCTION

Statement of Prohibition

This policy prohibits all forms of sexual or gender-based harassment, discrimination, or misconduct, including but not limited to sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Sex discrimination in any form, including any form of sexual misconduct is contrary to Wallace Community College's values and is prohibited by College policies as well as local, state and federal laws, and the policies of the Alabama State Board of Education. These behaviors are harmful to the well-being of our College community, the learning/working environment, and collegial relationships among our students, faculty, staff, and visitors. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment and referral to law enforcement authorities.

Commitment to Address Sexual Misconduct

Wallace Community College is committed to providing an environment that is safe and conducive for learning and employment. Any behavior that threatens this environment is a violation of College policy. **All members of the College community are strongly encouraged to report any incident of sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence directly to the Title IX Coordinator (Interim Dean, Student Affairs and Sparks Campus) or the Deputy Title IX Coordinator (WorkKeys Program Specialist). Violations may also be reported to any "responsible employee" as outlined in this policy.**

Upon receipt of a report, the College will take prompt and effective action by providing interim remedies to issues that threaten the safety and security of the victim and offering appropriate support. Additionally, the College will conduct a thorough review and investigation in an effort to address the alleged misconduct.

Retaliation against any person who makes a complaint or participates in the complaint process is a violation of College policy, and should be reported to the Title IX Coordinator or Deputy Coordinator. A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

SCOPE OF POLICY

Jurisdiction of the Policy

This policy applies to related conduct occurring on College campuses and sites, College property or at College-sanctioned events or programs that may take place off campus. In particular, off-campus conduct that is likely to have a substantial adverse effect on or poses a threat of danger to any member of the College community or the College as a whole is covered under this policy.

Individuals Covered by the Policy

The policy applies to all members of the College community, including students, faculty, staff, administrators, volunteers, vendors, independent contractors, visitors and any individuals regularly or temporarily employed, studying, conducting business or having any official capacity with the College or on College property.

Statement of Confidentiality

The College encourages victims of sexual violence to talk to a College official regarding alleged incidents so that the support needed may be provided and the College can respond appropriately. The College will make every effort to maintain confidentiality where possible and practical. Details regarding confidential resources are outlined further in this policy.

TITLE IX COORDINATORS

Title IX Coordinator:

Mr. Mickey Baker, Interim Dean of Student Affairs
Sparks Campus, Administration Building, Room A15
(334)556-2485
mbaker@wallace.edu

Deputy Title IX Coordinator:

Ms. Shaletha Barnes-Blackmon, Workkeys Program Specialist
Wallace Campus, Gary Hall, Room 140F
(334)556-2260
sblackmon@wallace.edu

Responsibilities. It shall be the responsibility of the Title IX Coordinator or Deputy Coordinator to review and investigate reported incidents of sexual misconduct in accordance with this policy and recommend an appropriate solution to the President. It shall also be their responsibility to implement appropriate interim steps for the victim and the alleged perpetrator to preserve the safety and security of the victim and the College community.

The Title IX Coordinator or Deputy Coordinator can assist students and employees in filing formal complaints, or if a formal complaint is not desired, they will work with the complainant to address any concerns. They will also assist the complainant in notifying WCC Campus Police or local law enforcement authorities, if requested or deemed necessary. Additionally, these coordinators will assist the complainant in seeking appropriate assistance or making referrals by:

- Describing the sexual assault response team (SART) process and resources SART members can offer;
- ◆ Identifying health care options;
- ◆ Ensuring that the victim is aware of the options for seeking treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services;
- ◆ Discussing the option for seeking medical treatment in order to preserve evidence;
- ◆ Identifying where/how to get a rape kit or find a Sexual Assault Nurse Examiner (SANE); and
- ◆ Assisting in contacting an advocate who can accompany a victim to the hospital or health care provider.



PROHIBITED CONDUCT AND DEFINITIONS

The College prohibits all forms of sexual and gender-based harassment, including sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same or different gender. Each of the terms defined herein encompasses a broad range of behaviors. Within these broad contexts, the College prohibits the following conduct:

Sexual Harassment. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:

Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (**quid pro quo**);

Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (**quid pro quo**);

Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment (**hostile environment**).

A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

Examples of Prohibited Behavior. Prohibited acts that constitute sexual harassment may take a variety of forms and may include, but are not limited to, the following examples:

1. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
3. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome, suggestive, or insulting sounds or whistles; obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should have an educational purpose.
5. Unwelcome and inappropriate touching, patting, pinching, or obscene gestures.

6. Letters, notes or electronic communications containing comments, words, or images of a sexual nature.
7. Gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Consensual Relationships. Wallace Community College believes that consensual romantic and sexual relationships between faculty and staff members and students are generally deemed very unprofessional and very unwise because such relationships may result in a conflict of interest and/or a power differential between members of the College community. A faculty or staff member who enters into a sexual relationship with a student where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on the grounds of mutual consent.

Wallace Community College regards as inappropriate any and all romantic relationships between students and instructors, or staff members who have any power over students. The College urges all faculty and staff members to refrain from beginning or continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment. The College expects compliance with the position above by all instructors and staff members and hereby notifies the same that any violation of this policy leading to an allegation of sexual harassment may result in sanctions. Faculty or staff members must also be aware that Wallace Community College is potentially liable if sexual harassment can be proven.

Sexual Assault. Having or attempting to have sexual intercourse with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting.

Non-Consensual Sexual Contact. Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing.

Non-Consensual Sexual Penetration (commonly referred to as rape). Any act of vaginal or anal penetration by a person's penis, finger, other body parts or an object; or oral penetration by a sex organ, without consent.

Sodomy. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.



Sex Offenses. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape. The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest. Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape. Sexual intercourse with a person who is under the statutory age of consent.

Sexual Exploitation. Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or non-consensual sexual contact. Examples include, but are not limited to recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations.)

Dating Violence. The term dating violence is not defined by Alabama law as such. However, the term is incorporated into the definition of the domestic violence because the definition of domestic violence includes dating or engagement relationships

Stalking. A course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others, or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyber-stalking); non-consensual (unwanted) communication by any means (i.e. letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.

Intimate Partner Violence. Intimate partner violence is often referred to as dating violence, domestic violence or relationship violence. It includes any act of violence or threatened act of violence sexual or otherwise against a partner of a current or former sexual, dating, domestic or other intimate relationship with that person.

Domestic Violence. Domestic violence is any incident resulting in the abuse, assault, harassment or the attempt or threats thereof, between families, households or dating or engagement relationship members.

OTHER DEFINITIONS AND TERMS

Consent. Consent is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent decision demonstrates consent by performing an act recommended by another. In the matter of sexual misconduct, consent is a voluntary agreement to engage in sexual activity by an individual who has the capacity to do so. Someone who is incapacitated cannot provide consent. Past consent does not imply future consent; silence or an absence of resistance does not imply consent; consent to engage in sexual activity by one person does not imply consent to engage in sexual activity with another; the manner in which an individual is dressed does not imply consent; the existence of a prior or current relationship does not imply consent; accepting a meal, a gift, or invitation for a date does not imply or constitute consent to further activity; consent can be withdrawn at any time (no means no); and coercion, force, or threat of either invalidates consent.

Incapacitation. Incapacitation is a state or condition that renders an individual unable to make qualified and rational decisions (i.e., a condition resulting from the use of drugs or alcohol, when a person is asleep or unconscious or because of an intellectual or other disability that prevents him/her from having the capacity to give consent.)

Victim. A person who has been the subject of a prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action.

Complainant. A victim who has made a complaint of a violation of the Sexual Misconduct Policy, or on whose behalf a complaint was made or disciplinary action initiated.

Respondent. The individual(s) who is accused of a prohibited conduct.

CONFIDENTIALITY

The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All College employees who are involved in the College's Title IX response process have received specific instructions about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy of all individuals involved in a manner that allows the College to conduct a thorough review of the issue.

“Responsible Employees”

A “responsible employee” is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. **Responsible employees** at the College include:

- Title IX Coordinator
- Title IX Deputy Coordinator
- Campus Report Officers
- Campus Police Officers
- Full-time Faculty, Staff, and Administrators



When a victim tells a responsible employee about an incident of sexual misconduct or violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator or Deputy Coordinator all relevant details about the alleged sexual violence shared by the victim and that the College will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to a source for confidential reporting. Confidential sources are outlined further in this policy (Options for Assistance following An Incident of Sexual Misconduct.)

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator or Deputy Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including requesting that the College fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

Requesting Confidentiality From the College: How the College Will Weigh the Request and Respond.

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the College’s obligation to provide a safe, non-discriminatory environment for all students, faculty, and staff, including the victim. Although rare, there are times when the College may not be able to honor a victim’s request. This is the case when safety and security is a factor. If the College honors the request for confidentiality, a victim must understand that the College’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. **In all cases of sexual misconduct that is a crime, the College has an obligation to include the incident in its annual security report in accordance with the Clery Act requirements.**

It shall be the responsibility of the Title IX Coordinator or Deputy Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence. When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator or Deputy Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as whether:
 - There have been other sexual violence complaints about the same alleged perpetrator;
 - The alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - The alleged perpetrator threatened further sexual violence or other violence against the victim or others;
 - The sexual violence was committed by multiple perpetrators;
- The sexual violence was perpetrated with a weapon;
- The victim is a minor;
- The College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and/or
- The victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response. The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and will work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated. **The College may not require a victim to participate in any investigation or disciplinary proceeding.** The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these services);
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; Inform the victim of the right to report a crime to campus police or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

Because the College is under a continued obligation to address issues of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.



If the College determines that it can respect a victim’s request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

Privacy and confidentiality have distinct meanings under this policy.

a. **Privacy:** Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who “need to know” in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

b. **Confidentiality:** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

Requests for Confidentiality: Where a complainant requests that his/her name or other identifiable information not be shared with the Title IX officers or requests that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for the College community and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against the accused. In making this determination, the College may consider the seriousness of the conduct, the respective ages and roles of the complainant and the accused, whether there have been other complaints or reports of harassment or misconduct against the accused, and the rights of the accused to receive notice and relevant information before disciplinary action is sought.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the complainant. Where the College is unable to take action consistent with the request of the complainant, the Title IX Coordinator or Deputy will inform the complainant about the chosen course of action, which may include the College seeking disciplinary action against the accused. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against the accused or revealing the identity of the complainant.

Privileged and Confidential Communications: This section of the policy is intended to make students and employees aware of other reporting and confidential disclosure options available to them so they may make informed choices about where to turn should they become a victim of sexual violence or harassment. The College encourages victims to talk to someone identified in one or more of these College groups if they wish to keep their identity confidential.

College Counseling Staff - Individuals who work in the on-campus counseling office on the Wallace Campus and the Student Services office on the Sparks Campus, including the Director of Student and Campus Services, the Coordinator of Student Services and clerical staff, are available to talk to and assist a victim. A victim can seek assistance and support from these individuals without triggering a College investigation that could reveal the victim’s identity or the fact that the victim has disclosed the incident.

While maintaining a victim's confidentiality, these individuals or their office should report the nature, date, time, and general location of an incident to the Title IX Coordinator or Deputy Coordinator. This limited report – which includes no information that would directly or indirectly identify the victim – helps keep the Title IX Coordinator or Deputy Coordinator informed of the general extent and nature of sexual violence on and off campus so they can track patterns, evaluate the scope of the problem, and formulate appropriate campus-wide responses on behalf of the College. Before reporting any information to the Title IX Coordinator or Deputy Coordinator, these individuals will consult with the victim to ensure that no personally identifying details are shared during the reporting process.

Professional Counselors or Agency Resource Groups acting on behalf of the College – Professional, licensed counselors and referral agencies who provide mental-health counseling and support to members of the College community (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator or Deputy Coordinator without a victim's permission.

Note: A victim who speaks to a professional counselor, agency resource group, or College counselor must understand that, if he/she wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim's advocacy; academic support or accommodations; disability, health or mental health services; and changes to working environment or course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to change his or her mind.

It is further noted that while these professional counselors, agency resource groups, College counselors and advocates may maintain a victim's confidentiality regarding an incident of sexual misconduct, they may have reporting or other obligations under state law such as mandatory reporting requirements to law enforcement in the case of minors; imminent harm to self or others; and the requirement to testify if subpoenaed in a criminal case. **Specifically, when a report involves suspected abuse of a minor under the age of 18, the College is required by law to notify local law enforcement and the local agency for child protective services.**

Additionally, if the College determines that the alleged perpetrator(s) poses a serious and immediate threat to the College community, **Campus Police or the College Security Officer (Dean, Business Affairs)** will be called upon to issue a timely warning to the College community. Any such warning should **not** include information that identifies the victim.



OPTIONS FOR ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

Immediately upon notice of an incident the College will make every effort to assist the victim in seeking assistance from on-campus and off-campus advocates and counselors who can provide a response. On-campus advocates which include the College counseling staff and Title IX Coordinators will assist by providing support in navigating the reporting process and providing information regarding resources that may be utilized by sexual assault victims. Assistance may be obtained through the following resources:

TITLE IX COORDINATORS			
<p>Title IX Coordinator: Mr. Mickey Baker, Interim Dean of Student Affairs and Sparks Campus Location: Sparks Campus, Administration Building, Room A15 (334)556-2485 mbaker@wallace.edu</p>			
<p>Deputy Title IX Coordinator: Ms. Shaletha Barnes-Blackmon, Workkeys Program Specialist Location: Wallace Campus, Gary Hall, Room 140F (334)556-2414 sblackmon@wallace.edu</p>			
CONFIDENTIAL SOURCES			
Name	Title	Location	Phone/Email
Ms. Amanda Wise	Student Success Coordinator	Wallace Campus Grimsley Hall Room 120	(334)556-2281 awise@wallace.edu
Ms. Brandy Dowdey	Student Success Coordinator	Wallace Campus Grimsley Hall Room 122	(334)556-2294 bdowdey@wallace.edu
Dr. Ryan Spry	Director, Student and Campus Services	Wallace Campus Grimsley Hall Room 116	(334)556-2587 rspry@wallace.edu
Mr. Earl Bynum	Coordinator of Student Services	Sparks Campus Administration Bldg. Room A11	(334)687-3543, Ext.4270 ebynum@wallace.edu

OTHER CAMPUS RESOURCES (CAMPUS SECURITY AUTHORITIES)	
<p>WCC Campus Police: Wallace Campus in Dothan Chief Seth Brown Location: Campus Police Station (334)798-1381 sbrown@wallace.edu</p> <p>Sparks Campus in Eufaula Officer Bobby Gilbert Location: Administration Building, Room A27 (334)798-1228 bgilbert@wallace.edu</p> <p>Note: Campus Police officers work in coordination with local law enforcement agencies throughout the College’s service area and they have the authority to make arrests.</p>	
<p>Campus Safety Officer: Mr. Marc Nicholas, Dean, Business Affairs Location: Grimsley Hall, Room 172 Wallace Campus in Dothan (334)556-2223 mnicholas@wallace.edu</p>	
COMMUNITY RESOURCES	
Local Law Enforcement Officials	
• Dale County Sheriff’s Department	(334)774-2335
• Dothan Police Department	(334)615-3601
• Eufaula Police Department	(334)687-1200
Medical Facilities	
• Southeast Alabama Medical Center, Dothan, AL	(334)793-8111
• Flowers Hospital, Dothan, AL	(334)793-5000
• Medical Center Barbour, Eufaula, AL	(334)688-7000
• Dale Medical Center, Ozark, AL	(334)774-2601
Sexual Assault Crisis Assistance	
Alabama Coalition against Sexual Assault, www.acasv.org	
• The House of Ruth	
o Crisis Line:	(334)793-2232 or 800-650-6522
o Crime Victims Assistance	(1-800)541-9388



ONGOING ASSISTANCE

The Counseling staff at the College will assist victims of sexual assault with ongoing support by providing appropriate counseling or referral services. Students will be assisted with any academic accommodations that may be necessary including, but not limited to, schedule modifications, withdrawal from class, modifications in work-study schedules, etc.

REPORTING PROCEDURES

The following procedures are in place at Wallace Community College to provide recourse for any student, faculty or staff member who has been the victim of sexual misconduct. The College recognizes two distinct levels of action, complaints and grievances.

Complaint Procedures (Informal Resolution)

Students or employees who desire to file a complaint regarding a violation of the Sexual Misconduct Policy may report the incident to the Title IX Coordinator or Deputy Coordinator. Incidents may also be reported to **any Responsible Employee** at any time; however, individuals are encouraged to report incidents within ten (10) working days of an alleged violation. This will maximize the College's ability to effectively investigate and act upon an alleged violation. The College employee will immediately report the incident to the Title IX Coordinator or Deputy Coordinator. If the complaint is about the designated Title IX Coordinator, the complaint will be sent directly to the President's Office. The President will assign the complaint to another administrator.

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to sexual misconduct complaints. This process will be kept as informal and confidential as may be appropriate. The 10-day request is in no way intended to limit a complainant's right to assistance after that time period but rather is to ensure a timely resolution of any complaint.

After receiving notice of allegations of sexual misconduct, the Title IX Coordinator or Deputy Coordinator will schedule an intake meeting with the complainant in order to provide the general information regarding the policy and the reporting process, advise the individual of his/her rights, identify any interim intervention measures that may be appropriate, and identify resources for obtaining immediate support. During the intake meeting, the Title IX Coordinator or Deputy Coordinator and the complainant will discuss alternatives for proceeding with the complaint, including whether the complainant wishes to pursue an informal resolution, file criminal charges, if appropriate, or whether the complainant wants to pursue a resolution of any kind.

It shall also be the responsibility of the designated College compliance officer to attempt to secure a solution to the complaint. The compliance officer will meet with the parties involved and attempt to solve the problem or address the concern in an informal session. If, after discussion, it is determined that the complaint can be resolved immediately, the designated College compliance officer will take action to resolve the complaint and will submit a written report to the President within 10 working days of receipt of the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the action taken. Copies will be sent to all parties involved in the discussion. Confidentiality will be observed in this process where possible and practical.

If appropriate, the Title IX Coordinator or Deputy Coordinator will schedule a meeting with the accused in order to provide him/her with an overview of the policy, advise him/her of associated rights, and identify forms of support or immediate intervention available to him/her.

In all complaints of alleged sexual misconduct, the College will conduct an investigation, if appropriate, and take prompt action to support and protect the complainant, including taking steps to provide **interim actions** before a final resolution to the complaint has been reached.

Interim actions to ensure safety and security and provide assistive services may include but not be limited to:

- Imposing a no-contact order;
- Arranging schedule adjustments, including changing course sections, making arrangements for online instruction or withdrawing;
- Rescheduling exams and/or assignments;
- Providing increased monitoring or supervision;
- Adjusting work environment or job assignments; and
- Providing medical services;

The Title IX Coordinator or Deputy Coordinator will be responsible for the implementation of interim measures and coordinating them with appropriate offices.

Associated Rights

WCC will afford any student or employee who reports that they have been the victim of an incident of sexual violence, either on campus or off-campus during a College sanctioned activity, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (See Complaint and Hearing Proceedings below for additional information.);
- Procedures that should be followed in the event of an incident of sexual violence including:
 - The importance of preserving evidence for proof in criminal proceedings;
 - To whom the offense should be reported;
 - Options for reporting to law enforcement. College officials will assist victims in reporting to the appropriate authorities;
 - The right to decline to report to law enforcement;
 - Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off-campus.
- Notification that the College will comply with requests for interim accommodations made by a victim where reasonably available whether or not a formal report is filed. Interim accommodations are addressed earlier in this policy.
- In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with the College



- Proceedings will be conducted by officials who receive annual sexual violence training, training on conducting investigations.
- Both the victim and respondent are entitled to the same opportunities to have others present during proceedings, including the opportunity to be accompanied to any related meeting or hearing by an advisor of their choice.
- Both the accuser and accused shall be simultaneously informed, in writing, of:
 - The outcome of any College disciplinary proceeding;
 - The procedures for the accused and the victim to appeal the results of the proceeding;
 - Any change to the results;
 - When such results become final.
- Notification will be given that in addition to any criminal or civil actions which may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against a respondent(s). The College also reserves the right to place an accused employee on paid administrative leave during the investigation and/or hearing of any allegation of violation of this policy.

Sanctions Imposed by Title IX Coordinators

During the complaint process, the Title IX Coordinator or Deputy Coordinator shall have the authority to impose any sanction that will result in the resolution of the complaint to include the following:

- **Reprimand** - written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution** – Compensation for damages to property owned by the College, limited to actual cost of repair or replacement.
- **Probation** – This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein to be in subsequent violation of the Code of Student Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator or Deputy Coordinator.
- **No Contact Orders** – Written notice to cease all contact with an alleged victim of sexual misconduct.
- **Cease and Desist Orders** – The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy.
- **Voluntary Withdrawal** - A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator or Deputy Coordinator, in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean, Instructional Affairs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College.)

Other requests of the victim as deemed appropriate.

- For violations of this policy by **faculty or staff members**, disciplinary penalties may include some of the sanctions listed above as appropriate, in addition to other penalties (in accordance with the employment laws, regulations, and policies governing the employee in question):
 - Counseling or training;
 - Written warning;
 - Reprimand;

All sanctions imposed by the Title Coordinator or Deputy Coordinator must be approved by the President. If a student or employee complaint cannot be resolved at the complaint level, or if more stringent sanctions are appropriate, such an unresolved issue shall be termed a grievance.

Grievance Procedures (Formal Resolution)

The following grievance procedures are in place at WCC to provide recourse for students or employees who believe that they have been the victim of sexual misconduct and who have not been able to resolve the situation at the complaint level. The steps below shall be followed:

1. The original and two copies of Grievance Form A must be filed with the Title IX Coordinator or Deputy Coordinator within 30 calendar days following the date of the complaint. The alleged violation(s) must be clearly and specifically stated. (Complainant is advised to keep a copy of all forms used in steps 1-6 for his or her files.)
2. The Title IX Coordinator or Deputy Coordinator will immediately notify the President of receipt of Grievance Form A. The Title IX Coordinator or Deputy Coordinator will have 30 calendar days following the date of receipt of Grievance Form A to investigate and study the complainant's allegations, hold formal meetings with the accused, witnesses and other parties involved, and make a written report of findings to the complainant. Grievance Form A must be used for the report. Copies of Grievance Form A must be provided to the President. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.
3. The complainant must, within 15 calendar days following receipt of the Title IX Coordinator's or Deputy Coordinator's report, file with the President and the Title IX Coordinator written notice of acceptance or appeal of the report. If a notice of appeal is filed, Grievance Form B must be used. Complainant must state clearly and specifically on Grievance Form B the objections to the findings and/or decision of the Title IX Coordinator or Deputy Coordinator. Copies of Grievance Form B must be provided to the Title IX Coordinator and the President. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the Title IX Coordinator's or Deputy Coordinator's report, the right to further appeal will be forfeited.
4. The President or designee will have 30 calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations, the report of the Title IX Coordinator or Deputy Coordinator, and make a written report of findings to the complainant. Grievance Form B must be used for the report. Copies of Grievance Form B must be provided to the Title IX Coordinator and the Chancellor of the Alabama Community College System. The complainant's copy must be mailed to his or her home address by certified mail,



5. The complainant must, within 15 calendar days following receipt of President's or designee's report, file with the President or designee and Title IX Coordinator a written notice of acceptance or appeal of the report. If notice of appeal is filed, appeal Grievance Form C must be used. The complainant must state clearly and specifically on Grievance Form C objections to the findings and/or decisions of the President or designee. Copies of Grievance Form C must be provided to Title IX Coordinator and the Chancellor. If the complainant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited.

6. The Chancellor will have 30 calendar days following the date of receipt of the complainant's notice of appeal to investigate and study the complainant's allegations and report of the President or designee, hold a formal hearing, if appropriate, and make written report of findings to the complainant. Grievance Form C must be used for the report. Copies of Grievance Form C must be provided to the Title IX Coordinator. The complainant's copy must be mailed to his or her home address by certified mail, return receipt requested.

Note: If the last day for filing the notice of appeal falls on either Saturday, Sunday, or a legal holiday, the complainant will have until 5:00 p.m. on the first working day following the 15th calendar day to file.

Appropriate forms for filing a grievance under this policy may be found on the College Web site under the Sexual Misconduct Policy link.

Hearing Procedures

If a hearing is scheduled within the time frame designated by the Title IX Coordinator or Deputy Coordinator, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The Title IX Coordinators will not be required to serve as hearing officers. The hearing officer or committee shall notify the complainant and each respondent of the time and place of the hearing, the witness list, and the right to have an attorney or representative present. The only individuals present at meetings of this committee shall be committee members, parties to the action being considered by the committee and their representatives (not to exceed 2), and witnesses actually testifying before the committee. The institution and complainant may have an attorney present, at the respective party's expense, during the hearing. Attorneys may only advise; they may not cross examine, question, or address the committee, complainant, or the respondent in any way.

The grievance statement will be formally presented at the meeting. After the grievance is read into the record, the complainant(s) will have the opportunity to present such oral testimony and other supporting evidence as appropriate to the claim. Respondents shall then be given the opportunity to present such oral testimony and other evidence deemed appropriate to the respondents' defense against the charges. No cross examination will be allowed. Either party may ask the hearing officer to ask a question of the other party. The hearing officer may or may not choose to do so.

In the event that the College, or the administration of the College at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the respondent. In the event that the College is the respondent, the College representative shall not be an attorney unless the complainant is assisted by an attorney or other personal representative.

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

Report of Findings

Following the hearing, a written report of the findings shall be made to the President, the hearing officer, or the chairperson of the committee. The report shall contain at least the following items:

1. Date and place of the hearing.
 2. Name of each member of the hearing committee.
 3. List of all witnesses for all parties to the grievance.
 4. Findings relevant to the grievance.
 5. Decisions and recommended consequences.
 6. Recommendation(s) to the President arising from the grievance and the hearing thereon.
- Any recommendations or sanctions imposed by the hearing committee must be approved by the President.

Sanctions and Recommendations Imposed by Hearing Committee

- **Reprimand** - written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution** – Compensation for damages to property owned by the College, limited to actual cost of repair or replacement.
- **Probation** – This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, 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 during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator or Deputy Coordinator.
- **No Contact Orders** – Written notice to cease all contact with an alleged victim of sexual misconduct.
- **Cease and Desist Orders** – The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy.
- **Voluntary Withdrawal** - A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator or Deputy Coordinator, in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean, Instructional Affairs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
- **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 (2) years. To qualify for readmission after suspension, a student must receive approval from the Dean, Instructional Affairs and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for any refund from the College.



- **Expulsion** - An indefinite termination of student status from the College for a period of not less than two (2) years. To qualify for readmission after expulsion, a student must receive approval from the Dean, Instructional Affairs and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. Under certain conditions, expulsion could mean permanent severance from the College.
- **Other Requests of the victim as deemed appropriate.**
- For violations of this policy by **faculty or staff members**, disciplinary penalties (in accordance with the employment laws, regulations, and policies governing the employee in question) may include:
 - Counseling or training;
 - Written warning;
 - Reprimand;
 - Suspension with or without pay;
 - Demotion;
 - Termination;
 - Other requests of the victim as deemed appropriate.

NON-RETALIATION REQUIREMENT

No student, faculty or staff member, administrator, applicant for employment or admission, or member of the public may be subject to retaliation, interference, coercion, intimidation, or reprisal for actions taken in good faith to seek advice concerning any sexual misconduct, ADA, other civil rights, or Title IX matter; to file a complaint or grievance; or to serve as a witness or panel member in the investigation of a complaint or grievance. A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

FILING A FALSE REPORT

It is a violation of College policies for any student, faculty or staff member, or administrator to file a false report against another individual.

COORDINATION WITH LAW ENFORCEMENT

The College encourages complainants to pursue criminal action for incidents of sexual harassment, sexual violence and intimate partner violence that may also be crimes. The College will assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law. Neither law enforcement's determination whether to prosecute or not prosecute an alleged perpetrator, nor the outcome of any criminal prosecution, are determinants of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

RECORDS

The Title IX Coordinator will retain records of all reports and complaints, regardless of the nature of the resolution. Complaints resolved during the informal complaint process may become part of a student's conduct file, depending on the nature of the offense but will not be included as a part of the academic record or of an employee's personnel file.

Affirmative findings of responsibility in matters resolved through the grievance or formal resolution process will become part of a student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel file. Additionally, the College will comply with all requirements under the Jeanne Clery Act as amended and will report crimes associated with the College as required.

PREVENTION AND EDUCATION

Wallace Community College is committed to preserving the safety and security of the College environment and will implement activities designed to prevent incidents of sexual misconduct, inform members of the College community of their rights under the Sexual Misconduct Policy; inform members of prohibited conduct; identify prevention measures, and provide information regarding reporting protocols. The College's prevention and education program will include but will not be limited to:

- Annual training and awareness programs for current employees and students;
- Orientation for new employees and students that will educate them about the College's Sexual Misconduct Policy and prevention measures that may be utilized;
- Information regarding the Sexual Misconduct Policy on the College's Web site;
- Information on bystander intervention; and

Implementation of a campus sexual misconduct awareness campaign.

TRAINING

Wallace Community College will ensure that all College employees, including those officials involved in redressing incidents of sexual misconduct are trained on an annual basis through the College's Professional Development process and through external resources when appropriate.



Violence Against Women Reauthorization Act (Effective March 7, 2014)

VAWA's SaVE ACT provision adds domestic violence, dating violence, and stalking to the Clery Act reporting requirements (Campus Safety and Security Report).

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person:

A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
B. Where the existence of such a relationship shall be based on the consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- A. Fear for his or her safety or the safety of others; or
- B. Suffer substantial emotional distress.

Any individual needing assistance or wishing to report an activity of concern relating to this Act, should contact the Campus Compliance Officers as noted in the Sexual Misconduct Policy.

Wallace Community College believes in the democratic process and makes every effort to educate students regarding the importance of exercising their right to vote. The College is required to distribute voter registration forms to students for federal elections and state elections for governor.

In an effort to distribute voter registration forms to students, the College conducts periodic voter registration drives and makes forms available on the College campuses.

Students interested in obtaining voter registration forms may contact the Office of the Coordinator of Student Services on the Sparks Campus at (334) 687-3543, ext. 4270, ebynum@wallace.edu or the Office of the Coordinator of Student Life on the Wallace Campus at (334) 556-2477, dreed@wallace.edu.

Students may also visit the United States Election Assistance Commission website (http://www.eac.gov/voter_resources/register_to_vote.aspx) to register electronically.

Wallace Community College also holds a Constitution Day ceremony in conjunction with its annual voter registration drives. This event will be held Monday, September 17 on both campuses. For more information on this activity, please contact the Coordinator of Student Life at (334) 556-2477 dreed@wallace.edu.



Start to Finish...

GET THE TASSEL!

*Wallace Community College
will be there every
step of the way!*

Wallace Community College affords equal opportunity to all employees and applicants for admission or employment regardless of race, color, national origin, religion, age, disability, marital status, or gender, as provided in federal and state law. Wallace Community College will make reasonable accommodations for persons with disabilities.