

NOTICE

The Talladega College Student Handbook and Code of Conduct is a compilation of college rules, regulations, policies and procedures pertaining to students. The Handbook is published periodically by the Vice President of Student Affairs. It is possible that policies or rules will change after the publication of this Handbook. Therefore it is important for students to consult with the appropriate office, advisor or administrator regarding any policy or rule in the Handbook. Talladega College also reserves the right to modify its institutional policies and procedures periodically. Students enrolling in the College are subject to current policies and rules as contained herein and as subsequently stated or modified.

Talladega College does not discriminate on the basis of age, race, color, sex, gender, sexual orientation, physical or emotional disability or handicap, marital status, religion, national origin, ethnicity or veteran's status.

Talladega, Alabama 2008

This edition of the student handbook and code of conduct supersedes all previous editions.

This book is available in alternative formats. For more information, please contact the Vice President of Student Affairs.

PURPOSE

The purpose of this handbook is to provide students with vital information needed in making decisions relating to college life and in finding answers to common problems and/or concerns relating to matriculation at Talladega College.

The information in this handbook is current for fall 2008. Information contained herein may be subject to change. Questions concerning specific College policies should be directed to the appropriate office.

Each student is responsible for becoming familiar with the material in this handbook, to keep it as a ready reference, and to be governed by its contents. Lack of knowledge of the contents herein cannot be used as a defense for violations of the Code of Conduct.

The administration, faculty, and staff hope that this handbook will be useful in assisting you to learn, cherish, and adhere to the ideals and traditions of Talladega College. Further, we trust that it will aid you in gaining the most profitable and satisfying experiences while in attendance at the College.

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FOREWORD

Welcome to Talladega College! The College has a rich heritage and tradition of commitment to academic excellence. Since 1867, Talladega has ranked among the leading institutions in the development of our nation's leaders. After more than 132 years, its commitment is stronger than ever. The decision to become a part of the Talladega College Family is your commitment to do all that is within your power to ensure that this tradition continues for years to come.

A person enrolling at the College comes as both a citizen and a member of the College community. As a citizen, a student is entitled to the freedom and rights guaranteed by the United States Constitution and the Constitution of Alabama. The rights of free speech, lawful assembly, due process, etc., are not lost upon enrollment. As a student, the individual also has the right to learn and benefit from the institution's environment. Accompanying rights are some general and specific responsibilities. A student must abide by federal, state and local laws. The student is expected to comply with College regulations. Upon enrollment, a student shall be deemed to have accepted the conditions and obligations stated herein.

This Student Handbook and Code of Conduct is designed to serve as a guide for you while attending Talladega College. It is your responsibility to read and become familiar with the contents of this Handbook which is designed to insure that your stay here at Talladega is happy and productive. It is possible that policies or rules will change after publication of the handbook. Therefore, it is important for students to consult with appropriate administrators. Students enrolling in the College are subject to policies and rules contained here in and as subsequently stated or modified by official college action.

The Office of Student Affairs is here to assist you. We are committed to the traditions of Talladega College and we stand ready to assist you in the development of your potential as a scholar, a leader and a productive member of society. You are important to us.

THE MISSION STATEMENT

TALLADEGA COLLEGE

Talladega College has a tradition of developing leaders since its founding in 1867. It instills in its graduates the values of intellectual excellence, hard work, and morality.

The College provides academic programs and experiences for students, that among other outcomes, produce graduates who:

- Think analytically and strategically
- Speak effectively and read critically
- Write with precision and clarity
- Exhibit competency in their academic discipline
- Assume leadership roles in society

The College recognizes its historic achievements in the sciences and humanities grounded in liberal arts education by preparing students not only for the world of work but also for advanced graduate studies.

The College nurtures the whole person through mentoring relations between faculty and students. It provides experiences that develop strong moral and ethical behaviors and responsibility to the local community and to the world.

The College is part of a diverse global society and seeks to instill an understanding and appreciation of diversity through its curriculum and multicultural faculty.

Talladega College is dedicated to producing well rounded leaders who think independently, who are self-assured, and who are committed to intellectual growth and service to their community.

Adopted by the Mission Review Statement Committee
June 30, 2008

THE CAMPUS

Talladega College is located in an historic district of the city of Talladega, Alabama. The campus is on a plateau about 700 feet above sea level in the heart of a fertile valley in the foothills of the Blue Ridge Mountains. The campus is a quiet place—away from the distractions and fast pace of urban living.

Talladega's main campus includes 42 buildings on 50 acres, surrounded by the city and gently rolling woodlands. The beautiful oak-lined campus boasts several historic landmarks: Swayne Hall (1852), the original school house has been used for classrooms, but is now undergoing historic renovations; the President's House (1881); DeForest Chapel (1903), that houses the famous 17 stained-glass windows by David C. Driskell; and Savery Library (1939), home of the Amistad Murals by famed artist Hale Woodruff.

The College has an aggressive tradition of bringing the world to Talladega. This comes in many forms, including workshops, forums and lectures, and a variety of outstanding artists, scientists, and political, business, and civic leaders.

Talladega's neighboring cities also offer many other cultural and entertainment outlets, as well as shopping, restaurants, and theatres. The College is just 25 miles south of the city of Anniston, Alabama, 50 miles east of Birmingham, Alabama, 85 miles north of Montgomery, Alabama, and 115 miles west of Atlanta, Georgia, the world's next international city.

ACCREDITATION

Talladega College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number: 404-679-4500) to award degrees at the baccalaureate level.

COLLEGE FACILITIES

Andrews Hall, built in 1910, is the home of the Music Department and the Education Department. It is named after the Rev. George Whitefield Andrews, D.D., Dean of the Theological Department from 1875 to 1908. Andrews Hall is a registered national historic site.

Callanan College Union Building was constructed in 1924 from a legacy left by Dr. James Callanan of Des Moines, Iowa. An addition was made to the original unit in 1955 with funds received from the United Negro College Fund. Recent renovations, including an enlarged gymnasium, were made with funds received from a HUD grant and the Lilly Foundation. The building contains a snack bar, the campus bookstore, and the post office, a student lounge with listening and study rooms, a swimming pool, gymnasium, locker and shower rooms, and classrooms and offices.

Crawford Hall, constructed in 1968, is named for George W. Crawford, Class of 1900, an attorney in New Haven, Connecticut. It houses female students.

DeForest Chapel was built in 1903 in commemoration of the life and service of the Rev. Henry Swift DeForest, D.D., President of the College from 1879 to 1896. DeForest Chapel was renovated in 1996 with the addition of 17 stained-glass windows by artist David C. Driskell. It was rededicated in November, 1996. DeForest Chapel is a registered national historic site.

Juliette Derricotte House, built in 1940-41, was the gift of the Harkness Foundation and named for Juliette Derricotte, Class of 1918, who at the time of her death in 1932 was a member of the Board of Trustees. Formerly a staff residence and guesthouse, it was converted into a women's honors dormitory in 1988.

Drewry Hall, built in 1932, was named for Leonard E. Drewry, director of the Practice High School and professor of education until his death in 1928. The building was renovated in 1993 and is home to the Division of Business and Administration.

Fanning Refectory was built in 1928 from a legacy of Dr. David H. Fanning of Worcester, Massachusetts. The building contains the student and faculty dining rooms.

Foster Hall, erected in 1869, enlarged in 1902 and again in 1929, is named for the Rev. Lemuel Foster of Blue Island, Illinois, the principal donor to the original building. Foster Hall is a registered national historic site. (This building is temporarily closed for renovations).

Foy Cottage, built in 1901, was formerly a residence for faculty and staff members. The principal donors were Mr. and Mrs. J. H. Foy of New Haven, Connecticut. (This building is temporarily closed for renovations.)

Goodnow Fine Arts Center (formerly Goodnow Infirmary) was built in 1910 in part from a legacy of Mrs. E. A. Goodnow. The building was renovated in 1983 and 1993 and now houses classrooms, offices, and an art gallery.

Honors House 803 was constructed in the 1890's. It serves as a staff residence.

Ish Hall, constructed in 1963, was named for Jefferson Ish, Class of 1907, who at the time of his death was a member of the Board of Trustees. It houses female students.

The President's House was built in 1881 with donations from Iowa friends and old parishioners of Reverend Henry Swift DeForest, the first President of Talladega College. It is the official residence of the President.

Savery Library, constructed in 1939, has a collection consisting of more than 117,000 volumes, over 147 serial subscriptions, and several different types of databases. The library uses an integrated automated on-line system, has an IBM local area network, a

computerized periodical indexed network, and access to the Internet. It also houses the Curriculum Learning Laboratory, the Science Drop-in Center Laboratory, the College Archives and the historic and nationally known Amistad Murals painted by famed artist Hale Woodruff. Savery Library is a registered national historic site.

Senior Grove, constructed in 1993, consists of three buildings, two for males and one for female students. The units are accessible for the physically disabled and fire-protected with a sprinkler and fire alarm system, which is linked to the College's police department.

Seymour Hall was built in 1923 as a men's dorm, in part from a legacy of Mr. Lyman Kay Seymour of Payson, Illinois. It now houses the Offices of Admissions, the Registrar, and Financial Aid; the Division of Student Affairs and faculty offices.

Arthur D. Shores Hall, constructed in 1974, is named for Arthur D. Shores, Class of 1927, who served for many years as a member and chairman of the College Board of Trustees. It houses male students.

Silby Science Hall, constructed in 1926, was named for Dr. E. C. Silsby, who was a member of the College faculty for 37 years. The building is a gift of the General Education Board and friends and alumni of the College. It contains the laboratories and classrooms for the natural sciences and mathematics.

Sumner Hall, constructed in 1965, contains the Administrative Offices. The building is named for Dr. Frederick A. Sumner, who served as President of the College from 1916 to 1933.

Swayne Hall was built in approximately 1852 and purchased for the College in 1867. The building is named for General Wager Swayne, a member of the Freedmen's Bureau. Swayne Hall is a registered national historic site. It has served as the primary classroom building and is presently undergoing historic renovations

STUDENT RIGHTS AND FREEDOMS

Talladega College, in its commitment to higher education, is a Liberal Arts College for students who are intellectually curious, academically capable, socially and emotionally healthy, and community-minded. The College strives to provide an environment which is conducive to the personal, intellectual, moral, and spiritual development of students. Students also have rights and freedom under federal, state, and local law. Some of those college related rights and freedom include, freedom of access to the College and to College facilities, services and programs. The College seeks to achieve these goals through sound educational programs and recognition of the rights of students to freedom of discussion, inquiry, and expression; the freedom to teach and the freedom to learn; the

freedom to make recommendations concerning their educational programs and College governance, without fear of reprisal. The rights of students must be undertaken with reasonableness and due regard for the rights and privileges of others. Talladega College requires students to exercise their rights and freedom with responsibility.

ACADEMIC PROGRAMS AND DIVISIONS

Talladega College is a four-year liberal arts institution which confers upon its graduates the baccalaureate degree. There are two divisions of the academic program--the General Division and the Major Division. Students must have satisfactorily completed requirements for General Division courses before acceptance into the major division, unless otherwise specified.

General Division courses are designed to provide students the basic knowledge and skills needed to pursue study on a more advanced level and in a specialized area. Generally, the entire freshman year and a portion of the sophomore year are devoted to General Division courses. Study in this division includes communication skills, general humanities, social science, natural science, mathematics and physical education. In many instances, students may begin taking a limited number of courses from their major area during the sophomore year.

In the Major Division students concentrate attention on study in a chosen major or professional career related area. Listed below are the majors currently offered by the College in the various academic divisions:

DIVISION OF BUSINESS AND ADMINISTRATION

Business Administration
Accounting Emphasis
Economics Emphasis
Management Emphasis
Finance and Banking Emphasis
Marketing Emphasis
Public Administration

HUMANITIES AND FINE ARTS

English
English/Journalism Emphasis
Fine Arts
Mass Media Studies
French
Spanish
African American Studies
History
History/Pre-Law Emphasis
Music Performance
Piano Emphasis
Voice Emphasis

**DIVISION OF NATURAL
SCIENCES AND MATHEMATICS**

Biology
Chemistry
Computer Science
Mathematics
Physics

**DIVISION OF SOCIAL
SCIENCES AND EDUCATION**

Psychology
Social Work
Sociology
Education (Secondary: 6-12)
Biology, Chemistry, English,
French, History, Mathematics,
and Music (P-12)

ADMISSIONS AND ENROLLMENT

ADMISSIONS

Talladega College is committed to educating individuals with a strong desire to succeed and the willingness to persevere in the pursuit of their goals. The student that fares well at Talladega College is self-motivated, possesses a high level of initiative, and has the maturity needed to thrive at an institution of higher education. Students are encouraged to apply regardless of race, creed, color, national origin or disability.

Applicants for admission are required to submit all required application materials before a decision is made. Each applicant's record is considered on a case-by-case basis with consideration given to several factors, including prior academic achievement, extracurricular activities, and performance on either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). No single criterion is more important or given more weight than any other. High school transcripts must reflect successful completion of four units of English, two units of Mathematics, three units of Social Studies, two units of Science, two units of Health or Physical Education, and electives. A minimum grade point average of 2.0 (on a 4.0 scale) is also required.

Applicants submitting false material or misleading information will be subject to immediate revocation of an offer of admission.

Applications for admission may be obtained by writing: Director of Admissions, Talladega College, Talladega, AL 35160 or calling: 1-866-540-3956 in Alabama or 1-866-540-3956 out of state. Applications may be completed on-line from the website www.talladega.edu.

NOTE: All offers of admission are subject to the results of an applicant's physical examination. In addition, a final transcript certifying that an applicant has completed all requirements to receive a high school diploma must be filed with the Office of Admissions before a new student will be allowed to register.

MILITARY EXPERIENCE AND LEARNING

As a Service Members Opportunity Colleges (SOC) member, Talladega College awards credit for appropriate learning acquired in military service, according to set processes and guidelines. In addition, the College provides processes to evaluate and awards undergraduate level credit for learning in extra institutional and non-instructional settings. It uses the principles and guidelines in the statement on *Awarding Credit for Extra institutional Learning* adopted by the American Council on Education (See SOC Principles and Criteria 1995-1997, pg. 4, Criteria 3 and 4).

STUDENTS WITH DISABILITIES

Talladega College is committed to ensuring that a quality education is provided to all academically qualified persons desiring one. Students requiring reasonable accommodations under the Americans with Disabilities Act (ADA) will be asked at the time of admission to submit (a) documentation of his or her disability from a physician or other qualified professional, (b) a statement of accommodations received in the past, and (c) those accommodations requested of Talladega College.

VETERANS

The Veterans Administration's certifying official at Talladega College has a pivotal role in fulfilling the nation's commitment to provide educational assistance benefits to eligible men and women who serve in our Armed Forces. The certification officer's report of enrollment information makes it possible for the Veterans Administration's regional office to authorize appropriate allowances in a timely manner.

The certifying official at the institution has the delegated authority to sign enrollment certification, other certification documents, and reports relating to VA benefits. For further information, please call 256-761-6341, 1-866-540-3956 in Alabama or 1-866-540-3956 out of state.

TUITION AND FEES

The College annually spends more per student than is covered by the direct cost. For each resident student, the direct cost is only \$12,968.00. Contributions from the Alumni, United Church of Christ Board of Homeland Ministries, the American Missionary Association, and the United Negro College Fund, together with the endowment income and gifts from generous donors, make this possible.

STUDENT EXPENSES 2008-2009

ON CAMPUS	1st Semester	2nd Semester	Total
Tuition	3700.00	3700.00	7400.00
Room	900.00	900.00	1800.00
Board	1320.00	1320.00	2640.00
Cable/Telephone	200.00	200.00	400.00
Athletic Fee	150.00	150.00	300.00
Insurance Fee	50.00	50.00	100.00
Technology Fee	60.00	60.00	120.00
Activity Fee	104.00	104.00	208.00
TOTAL	6484.00	6484.00	12968.00

OFF CAMPUS	1st Semester	2nd Semester	Total
Tuition	3700.00	3700.00	7400.00
Athletic Fee	150.00	150.00	300.00
Insurance Fee	50.00	50.00	100.00
Technology Fee	60.00	60.00	120.00
Activity Fee	104.00	104.00	208.00
TOTAL	4064.00	4064.00	8128.00

New or Transferring Students – One Time Fee

Orientation Fee	\$50.00
Room Key Deposit	\$50.00
Dorm Damage Deposit	\$100.00

- **DEPOSITS ARE NON-REFUNDABLE**
- All fees listed reflect a class load of 12 to 18 hours.
- Scholarship and Financial Aid Awards, including scholarships, should be subtracted from semester and yearly figures to determine the actual amount the student pays from family or personal resources.

Note: The Trustees of the College reserve the right to change tuition, fees, and other charges at any time.

Deferred Payments

A fee of \$100.00 per semester is charged to students for deferred payments.

ENROLLMENT

A student is considered enrolled after all fees have been paid. Any student who has not completed the enrollment process will not be allowed to register for classes, to reside in the dormitories, nor to eat in the dining hall.

FEES

PRE-REGISTRATION FEE AND PENALTY

All student fees must be paid in full prior to a student pre-registering for the next semester. However, if a student fails to pre-register in the spring for the next academic semester, a penalty fee of \$100.00 will be charged to the student's account.

LATE REGISTRATION FEE

A fee of \$50 will be charged to the student's account for late registration.

RETURNED CHECK FEE

A fee of \$30 will be charged to the student's account for each check returned for insufficient funds. NOTE: All checks, drafts and money orders should be made payable to *Talladega College*.

NOTICE: All student fees must be paid in full before a student can take semester examinations and before an academic record can be released.

DEPOSITS AND FEES

Advance Registration Fee (new students)*	\$ 25.00
Orientation Fee (new students)	\$ 50.00
Room Reservation Deposit**	\$ 50.00
Key Deposit	\$ 50.00
Graduation Fee (diploma, cap, gown, etc.)	\$100.00
Late Registration Fee (day after registration closes)	\$ 50.00
Each Additional Day	\$ 5.00
Dormitory Damage Deposit	\$100.00
Lock and Key Replacement (Each Request)	\$ 75.00

The Dormitory Damage Deposit should be submitted to the Business Office prior to arrival on campus. Payment is required no later than the time of room registration. In addition, a key deposit is required at the time of room registration. Based on available space and on a first-come, first-served basis, students who submit room reservation deposits will be reserved rooms in a residence hall until the first day of classes. Room assignments are for the full academic year. Students are required to complete a housing contract and there are no housing refunds. Students receiving college-funded scholarships are required to live on campus.

**An advance registration deposit of \$25 and room reservation deposit of \$50 are necessary to complete application for admission.*

ALL DEPOSITS ARE NON-REFUNDABLE

TRANSCRIPT FEE

For each copy of a transcript there will be a charge of \$10.00

CHANGE OF SCHEDULE FEE

For each transaction in which a student completes a Change of Schedule form, there will be a charge of \$5.00.

CREDIT HOUR FEE

Students taking less than 12 hours, and those taking more than 18 hours, will be charged on a per hour cost per semester hour of credit. Students from Talladega County who dual enroll will be charged a special rate per credit hour. Please check with the Business Office for this cost.

MEDICAL COVERAGE FEE

In cases of extended illness, students will be provided insurance while enrolled as full-time students.

TUITION REFUND POLICY

When a student officially withdraws from the College in either the fall or spring semester, refund of tuition will be made upon filing a withdrawal notice with the Registrar's Office according to the following schedule:

Before the beginning of the semester	Complete refund
During 1 st week of class	90% refund
During 2 nd week of class	80% refund
Withdrawal after end of 2 nd week of class	No refund

It is important to note that all charges and refunds are based upon tuition commitments for the full semester. The effective date of withdrawal and refund, if any, will be the date initial contact is made by the student of his intent to withdraw. In case of withdrawal by mail, the official postmark date of the correspondence will be the effective date. Application, registration, and installment fees are not refundable.

Students who have elected to pay on the installment plan are responsible for completing all payments even if they withdraw after the second week of class. No refund will be made for relinquishing a dormitory room during a semester.

FINANCIAL AID

Financial Aid is defined as the combination of grants, scholarships, loans, and work-study made available to eligible enrolled students to help pay the cost of tuition, fees, room and board during the academic year. In order to be considered for Financial Aid at Talladega College, a student must complete the Free Application for Federal Student Aid and mail, using the envelope attached to the booklet.

In addition to submitting the above, transfer students must submit a Financial Aid Transcript for each school/college attended.

Eligible students who apply for financial aid will probably be offered a combination of grants, scholarships, loans and work-study to help defray the direct cost of attendance – tuition, fees, and room and board.

If a student/parent refuses part or all aid offered, it becomes the responsibility of the student and/or the parent(s) to provide the balance of aid offered (but not accepted) plus the difference between aid accepted and direct cost of attendance.

Special Note: Applicants must reapply each year for financial aid; it is not automatic. Students who apply for loans and receive loan proceeds must reapply for those loans.

POLICY ON FINANCIAL AID

All financial aid at Talladega College is administered in accordance with code of Federal Regulations. Care is taken to ensure that financial aid resources are spread amongst students as far as funds permit. The basis of such programs is the belief that students and their parents have the primary responsibility to meet educational costs and that financial aid is available only to fill the gap between the family's and/or student's contribution and allowable educational expenses. The amount of expected student or family contribution is determined by a careful analysis of family financial strength (income and net assets versus the allowable expenses which the family may have).

Educational expenses which are considered a basis for establishing student need include tuition, fees, room, board, books and supplies, miscellaneous expenses (transportation and personal expenses). The Office of Financial Aid has an established budget to reflect the costs of each of these items.

GENERAL ELIGIBILITY REQUIREMENTS

Specific eligibility requirements vary from program to program. The following criteria apply to all financial aid programs. To receive financial aid a student must:

1. Be enrolled or accepted for enrollment as a regular student in an eligible program leading to a degree.
2. Be a U.S. citizen, permanent resident, or refugee with an appropriate visa.
3. Have financial need, except for some loan programs.
4. Maintain satisfactory academic progress in a course of study according to the standards and practices of Talladega College.
5. Not owe a refund on any Pell Grant or Supplemental Grant while in attendance at any college.
6. Not be in default on any loan under the Federal Family Educational Loan Program (FFELP) or Federal Direct Loan Program.
7. Have met legal requirements for Selective Service Registration.
8. Have a valid Social Security Number.
9. Have an official high school diploma or a General Education Development (GED) certificate.
10. Financial Aid recipients must also meet minimum Standards of Academic Progress in order to qualify for assistance. These Standards of Progress are also outlined in detail under the main index frame; Satisfactory Academic Progress Policy, or may be obtained directly from the Office of Financial Aid.
11. Students who apply for financial assistance and later withdraw during a semester may be eligible for an adjustment in their College charges and financial aid credits for the semester based on the College Withdrawal Policy.

CALCULATING FINANCIAL NEED

The amount of financial aid is subject to available federal and institutional funds. The type of aid and amount received will be determined by the Office of Financial Aid. Financial Aid awards are based on demonstrated financial need which is determined by the following formula:

Cost of Education - (minus) Expected Family Contribution = (equals) Need

To determine the expected family contribution, students applying for financial assistance are required to complete the Free Application for Federal Student Assistance (FAFSA). Contributions are determined from the results of this form along with other documentation, such as the 1040 Federal Income Tax Return and W-2 Forms of the parents and/or the student. All information is held in strict confidence.

Special Note: Applicants must reapply each year for financial aid; it is not automatic. Students who apply for loans and receive loan proceeds must reapply for those loans.

The Campus Employment program is designed to provide support to students who do not qualify for federal work-study. Students assigned to this program may work up to 15 hours per week. In order to apply for employment, a student must contact the Financial Aid Office.

FEDERAL STUDENT ASSISTANCE PROGRAMS

FEDERAL PELL GRANT

Federal Pell Grants are awards authorized by the U.S. Department of Education to help undergraduates pay for their education after high school. The maximum award will depend on program funding. The following requirements apply: a) This is a grant; no repayment is required, b) the award is made to undergraduates who are enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program, c) eligibility is determined by a standard formula, and d) length of study is usually limited to five full years.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

The Federal SEOG is an award to help students pay for their education after high school. It is for undergraduate students having the greatest financial need (with priority given to Pell Grant recipients living on campus). This award ranges from a minimum of \$100 to \$4,000, depending on need and availability of funds. The following requirements apply: a) This is a grant; no repayment is required, b) the award is only for undergraduates, c) it is a campus-based program, and d) the award amount is based on need and availability of funds.

FEDERAL WORK-STUDY

The Federal Work-Study (FWS) Program provides jobs for undergraduate and graduate students who need financial aid. FWS allows students a chance to earn money to help pay for their educational expenses.

FEDERAL FAMILY EDUCATION LOAN PROGRAM

Under these programs, the federal government makes loans directly to students and parents through the College. Once a loan is made, it is managed and collected by the United States Department of Education's Direct Loan Servicing Center. These programs offer student borrowers Direct Subsidized and Direct Unsubsidized Stafford Loans.

A subsidized loan is awarded on the basis of financial need (see the section – Determining Financial Need). If you qualify for a subsidized loan, the federal

government pays interest on the loan until you begin repayment and during authorized periods of deferment thereafter. Also, if the student leaves school or drops below half-time enrollment, he or she will receive information about repayment and will be notified of the date repayment begins.

An unsubsidized loan is not awarded on the basis of need. If you qualify for an unsubsidized loan, you will be charged interest from the time the loan is disbursed until it is paid in full. Also, if the student leaves school or drops below half-time enrollment, he or she will receive information about repayment and will be notified of the date repayment begins.

Students can borrow up to:

1. \$2,625 if classified as a Freshman
2. \$3,500 if classified as a Sophomore
3. \$5,500 if classified as a Junior or Senior

The Total Federal Stafford Unsubsidized Loan debt you can have outstanding as a dependent undergraduate is \$23,000; as an independent undergraduate, \$46,000.

The interest rate of a loan will depend upon when the student first borrows from the loan program. For students whose Direct Loans (or FFELP Program Loans) were first disbursed on or after July 1, 1994, the interest is variable, but it will never exceed 8.25 percent.

The Loan Program offers four repayment plans designed to simplify the repayment process. The repayment plans will be explained in more detail during the entrance and exit loan counseling sessions.

Federal PLUS Loans enable parents with good credit histories to borrow up to the cost of education minus any other financial aid the student receives for dependent students. Parent borrowers must complete the Free Application for Federal Student Aid (FAFSA).

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

Financial Aid Recipients

Federal regulations require schools to have a Satisfactory Academic Progress policy to carry out the statutory requirements that a student must be making satisfactory progress to be eligible for financial aid under the Student Financial Aid Programs. The policy must be cumulative and it must include any periods of enrollment in which the student did not receive aid from the Student Financial Aid Programs. Students applying for aid or receiving aid are subject to the regulations.

The Satisfactory Academic Progress policy for Student Financial Aid Programs mirrors the Satisfactory Academic Progress policy for the College and includes the following:

- A qualitative measure – grade point average (GPA)
- A quantitative measure of progress – maximum time frame in which a student is expected to complete his/her program.

Qualitative Measure

Students matriculating in a four-year time frame must meet the yearly minimum standards for semester hours attempted and cumulative grade point average.

Year	Semester Hrs. Attempted	GPA
1	0-30	1.50
2	31-60	1.70
3	61-90	1.90
4	91 and above	2.00

Quantitative Measure

At Talladega College each student is expected to complete his/her program, which is 120 credit hours in a four-year period. The measurement increment for progress is the academic year. Therefore, the maximum time allowed and the minimum amount of completed work per year is as follows:

Year	Semester Hrs. Completed
1	20
2	40
3	60
4	80
5	100
6	120

The qualitative measure of the Satisfactory Academic Progress policy for financial aid, mirrors the academic regulations of the College. Students who have been enrolled at Talladega College for two (2) or more semesters are subject to academic separation from the College if their cumulative grade point average falls below the required for the designated number of total hours earned according to the above schedule. An annual assessment will be made of each student’s academic progress at the end of each Spring semester.

The Satisfactory Academic Progress policy reflects the academic regulations at Talladega College as they pertain to the following:

- Withdrawals
- Incomplete courses
- Repeated courses
- Remedial courses
- Transfer courses

Course withdrawals, remedial courses and incomplete courses are counted in the hours attempted and counted towards the **quantitative** measure of the satisfactory academic progress policy.

Course withdrawals and completes are **not** counted in the student's grade point average and are not counted in the qualitative measure of the Satisfactory Academic Progress Policy.

Transfer credits earned prior to the student's enrollment at Talladega College will be used for qualitative measure purposes to determine the minimum required grade point average based upon hours earned.

Transfer hours earned during the summer while a student is enrolled at Talladega College will be counted in the determination of satisfactory academic progress. Summer terms will **not** be counted as semesters and will be considered as an extension of the academic year. Hours earned will be counted towards the total hours earned.

Failure to comply with the policy may cause possible suspension from the College and termination of all financial aid assistance at Talladega College. The Academic Review Committee is responsible for determining those individuals who are not making satisfactory academic progress and determining their academic status. The Financial Aid Director is responsible for declaring those students who are not making satisfactory academic progress ineligible for financial aid.

SATISFACTORY ACADEMIC APPEAL PROCESS

The College recognizes that mitigating circumstances may prevent a student from performing according to expected standards. The College reserves the right to allow a student to continue to receive financial aid if he/she does not meet the College's qualitative and quantitative standards because of mitigating circumstances. Any student not meeting the College's policy governing satisfactory academic progress may appeal to the Financial Aid Director. The appeal must be submitted to the following address:

Talladega College
Financial Aid Office

Financial Aid Director
627 West Battle Street, Talladega, AL 35160
(FAX#: 256-362-0274)

PROCEDURES FOR REINSTATEMENT OF FINANCIAL AID

Once a student has been denied financial aid for failure to maintain satisfactory progress, he/she must satisfy at least one of the following requirements for reinstatement of financial aid:

- a. the student must pay for and successfully complete sufficient credit hours and attain the overall GPA required at the end of the academic year, or

- b. the Financial Aid Committee determines that financial assistance should be continued due to extenuating circumstances.

PRIVACY ACT

Pursuant to **THE FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT OF 1974, Section 513 of the Educational Amendment (Commonly known as the “BUCKLEY AMENDMENT”)**, Talladega College considers the following information as “Directory Information”:

1. Name
2. Place of birth
3. Current and permanent address
4. Telephone listing
5. Major and areas of specialization
6. Current class schedule
7. Number of hours enrolled current semester
8. Classification
9. Marital Status
10. Participation in officially recognized activities and sports
11. Weight and height of members of athletic teams
12. Dates of attendance
13. Degrees and awards received
14. All previous education agencies and/or institutions attended

Talladega College will release this information unless YOU designate otherwise. Student’s right to FORBID disclosure of any of the above must be exercised between the first day of registration and the SECOND Friday of classes in any semester.

Please note that parents will receive all information on students as long as the student is considered a DEPENDENT under Section 152 of the Internal Revenue Code of 1954.

EDUCATIONAL RECORDS

“Educational Records” include any records in the possession of any Talladega College personnel which are shared with, or accessible to, another individual. The records may be handwritten, or in the form of print, or on electronic, (i.e., computer, magnetic tape, film or some other electronic medium). This includes transcripts or other records obtained from another school in which the student was previously enrolled.

With certain exceptions, a student has rights of access to those records which are directly related to him/her and which are maintained by Talladega College. An “Educational Record” does not include the following:

1. Sole possession records or private notes held by Talladega College personnel that are not accessible or related to other personnel.

2. Campus security records that are solely for law enforcement purposes.
3. Records related to individuals who are employed by Talladega College, (i.e. work study student records).
4. Records related to treatment provided by a physician, psychiatrist, psychologist or other recognized professional or para-professional and disclosed only to individuals providing treatment.
5. Records that only contain information about an individual after he/she is no longer a student at Talladega College, (i.e. alumni records).

REGISTRATION AND ACADEMIC REGULATIONS

REGISTRATION

Students pre-register for semester courses according to the College's Academic Calendar. Faculty program advisors assist students in course selections. Registration is held at the beginning of each semester according to the procedures set by the College. Every student is primarily responsible for his/her own schedule each semester. He/she must consult with the faculty advisor in deciding upon appropriate courses. The advisor's signature must appear on the Registrar's copy of the schedule. For incoming transfer students, the Office of the Registrar must first evaluate their transcripts. Faculty advisors then assist in the determination of the remaining course requirements needed to qualify for graduation.

LATE REGISTRATION

Beginning the first day of classes, a \$50.00 late registration fee will be charged and \$5.00 for each additional day thereafter.

COURSE SCHEDULE

Full-time students are expected to carry the normal course schedule of 12 to 18 credit hours per semester. Students requesting to carry more than 18 hours must have the approval of the division dean. Students who are accepted on probation, and those placed on probation by the Academic Review Committee, are limited to 12 credit hours per semester.

CLASS SCHEDULE

The College publishes a "Schedule of Classes" for pre-registration in both the fall and spring semesters. The schedule lists the courses offered, instructors, meeting times, location, days and credit hours.

DROPPING/ADDING CLASSES

Students may add or drop a course or courses with the approval of the advisor or head of the department in which the student is enrolled, as specified in the current academic

calendar. There is a \$5.00 fee for dropping or adding a course after the first day of class. The procedure for dropping a course is for the student to complete a Change of Schedule Form supplied by the Registrar's Office, obtain written approval from the advisor or department head and return the form to the Registrar's Office. Class schedules cannot be changed after the deadline for dropping or adding a class.

Withdrawal is not permitted either one week prior to, or during the final examinations for the semester.

ACADEMIC ADVISING

The College recognizes the importance of effective and systematic academic advising to students' achievement of their educational goals. Upon enrolling, students declare a major and are then assigned to the appropriate academic advisor. Faculty advisors provide the guidance necessary for completion of the declared course of study. They also will work with students on programs, which exceed the minimum requirements, in order to insure adequate preparation for graduate study, professional competence and satisfactory academic accomplishment. Also, it may be necessary for students in developmental and non-traditional tracks to limit their course loads to 12 hours a semester, which extends their time in undergraduate study to six years, unless shortened by study during summer sessions.

In cases of poor performance on placement inventories or weak high school grades, students are placed in communications and mathematics sections which meet five days a week, instead of the usual three. These five-day-a-week sessions earn four semester hours of credit, instead of the usual three. The modified course schedules are designed to allow students the opportunity to obtain a solid foundation in the first year of college and to spend time on two very basic skills – communications (English) and mathematics. Freshman students with a four-course schedule are lacking one freshman academic course requirement. Advisors are responsible for assisting students in successfully completing this requirement in their subsequent schedules or in summer school.

FULL-TIME CLASS LOAD

Full-time students are expected to carry the normal course schedule of 12 to 18 credit hours per semester. Students requesting to carry more than 18 hours must have the approval of the division dean. Students on academic probation are limited to 12 hours.

ATTENDANCE POLICY

Talladega College students are required to attend all of their classes and are responsible for all assigned course material. Students are allowed one cut per semester credit hour in each course each semester. Students who exceed the cut allowance can have their grade in the course reduced by one letter grade unless the excessive absences are excused.

Students are obligated to attend class. The student is responsible for all work missed regardless of the legitimacy of an absence. When a student is absent and misses a class activity, the teacher is not obligated to provide make-up work.

All students will be allowed one absence per credit hour in each course each semester. Students are encouraged to save these absences for illnesses, family problems, or other emergencies.

Upon request by a student and with the concurrence of his/her teacher in a specific course, a student of exceptional ability and superior record (interpreted as an A grade only) may be allowed to exceed the absence allowance and be given independent study commensurate with his/her ability. Such an arrangement should be written and contractual between student and teacher with copies filed with the Dean of the Department in which the department is located, and the Vice President of Academic Affairs. The regular procedure for independent study must be followed.

Excuses for absences beyond the allowance will be at the discretion of the faculty member involved in consultation with the Vice President for Academic Affairs. The excuses will be entertained only in cases of extended illnesses verified by the immediate family, school sponsored activities, and attendance in court. The teacher is obligated to provide make-up work activity only in cases of approved, extended absences. However, the teacher is not obligated to provide make-up work for unique classroom experiences such as discussions in which students are expected to participate presentations by outside speakers and audio-visual presentations.

In summary, an absence allowance is to allow for emergencies and should be used sparingly for such purposes. Granting of excuses beyond the allowance as mentioned in the paragraph above will depend upon circumstances involved and will be left to the judgment of the faculty member involved in consultation with the Vice President for Academic Affairs.

Absences from the last class before a holiday period or the first class after a holiday period will be considered a double absence.

CLASSIFICATION

The College classifies students according to the following:

<u>Class</u>	<u>Hours Earned</u>
Freshman	0-30
Sophomore	31-63
Junior	64-94
Senior	95 -

GRADING

A semester grade may be A, B, C, D, F, or I. Grade A (4.0 per semester hr.) indicates work of exceptional merit, Grade B (3.0 per semester hr.) above average, Grade C (2.0 per semester hr.) average, Grade D (1.0 per semester hr.) poor but passing, and Grade F (0.0 per semester hr.) unsatisfactory. For work that has not been completed, a grade of I may be given. W, WP and WF are also used. A grade of W (withdraw) is assigned as the final grade if the student withdraws within reasonable time. Thereafter, a grade of WF (withdrawal failure) or WP (withdrawal pass), whichever is appropriate, will be assigned for each course. If an "I" was received, a student will have the following two subsequent semesters to make-up the work.

Students who earn an F in any course or D in any major course may have the grade deleted from the grade point average once the applicable course has been repeated and passed. Grades of D and F will continue to count in the student's cumulative grade point average until better grades are earned. At that time only, the grade point average will be updated to reflect the better grade(s). Both grades, however, will appear on the transcript. This policy is designed so that a course can be repeated only if a student receives a grade of F or D. The following grades are not used in the computation of the grade point average:

AU - Audit	I- Incomplete	IP- In Progress	NR- Grade Not Provided
W- Withdrew	NC- No Credit	CR- Credit	P- Pass
WP- Withdrew Passing		X- Unsatisfactory	S- Satisfactory

Core major courses must be passed with a C or better.

GRADING LEGEND

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = 59 and below

COURSE WITHDRAWAL WITH NOTIFICATION OF W

A student who wishes to withdraw from a course after the "Drop and Add" period must obtain the appropriate form from the Registrar's Office. He or she must complete the form, obtain the necessary signatures, pay any fees incurred, and return the form to the Registrar's Office. A grade of "W" (withdraw) is assigned as the final grade if the student withdraws within the designated period. Thereafter, a grade of "WF" (withdrawal failure) or "WP" (withdrawal pass), whichever is appropriate, will be assigned for each course. **Withdrawal is not permitted the week before or the week of the final examination period.**

DISCONTINUED CLASSES

Whenever a required course is discontinued from the College curriculum and, therefore, no longer a part of any of the curriculum patterns, the faculty in that department must indicate the course(s) which may be substituted for the eliminated course.

REQUEST FOR TRANSCRIPT PROCEDURES

Academic transcripts are not released without the student's written consent. Accordingly, transcripts request are not processed over the telephone. Official transcripts are issued and sent by the Office of the Registrar to recognized institutions and agencies, which require such documents. A charge of \$10.00 is assessed for each transcript issued. Transcripts will not be issued for persons who have financial obligations to the College.

PLACEMENT TESTS

Incoming students are carefully examined for placement in appropriate courses in mathematics and communications. Students showing exceptional skills in mathematics or communications may be exempted from one or both semesters of the regular first year courses, or may take alternate courses to fulfill the requirements.

Students registering for a foreign language that they studied in high school for two or more years in high school must take a placement test to determine specific course in which to enroll. Credit may be given if scores warrant it.

WITHDRAWAL FROM THE COLLEGE

The effective date of withdrawal and refund, if any, will be the date initial contact is made by the student of his intent to withdraw. In case of withdrawal by mail, the official postmark date of the correspondence will be the effective date. Application, registration, and installment fees are not refundable.

A student who wishes to withdraw from the College must obtain the appropriate withdrawal form from the Registrar's Office, complete the form, obtain the necessary signatures, and return it to the Registrar's Office.

ACADEMIC PROBATION

All freshmen and transfer students will be allowed to remain enrolled for the first two semesters, regardless of academic standing, unless admitted on probation for one semester. However, new students may be placed on probation after one semester. The Academic Review Committee decides if a student is placed on probation. The following guidelines will be used to determine the academic status of the students:

- Students with a cumulative grade point average below 2.0 will be placed on academic probation; and
- Students with a cumulative grade point average below 2.0 who have been previously placed on probation may be allowed to remain on probation.

A student on probation is expected to bring his/her grade point average up to 2.0 within one semester. However, an additional semester may be allowed. If the grade point average is not up to 2.0 in two semesters, the Committee may continue probation or consider suspension.

ACADEMIC SUSPENSION

Students judged by the Academic Review Committee as not making sufficient academic progress will be suspended. Any student who has been suspended is ineligible to attend Talladega College for the following semester. The student may appeal the suspension decision.

ACADEMIC TERMINATION

A student who fails to make acceptable academic progress as determined by the Academic Review Committee may be terminated. The student may appeal the decision.

READMISSION AFTER TERMINATION

Students who have been terminated from the College for academic reasons and who wish to apply for readmission must submit readmission forms to the Admissions Office. The Academic Review Committee and/or the Office of Academic Affairs must evaluate the readmission forms first, prior to submitting them to the Admissions Office. Consideration for readmission may be based on one or more of the following:

- a. credit from an accredited college or university (3-6 hours with grade(s) of C or higher). The transcript is sent directly to the Registrar's Office and forwarded to the Office of Academic Affairs;
- b. service in the Armed Forces;
- c. full-time work experience (at least six months on the job) with an exceptionally good work record. A letter from the supervisor verifying this work record must be sent directly to the Office of Academic Affairs; and/or
- d. certification by a professional that the student has overcome or adjusted to a physical, mental or emotional disturbance that may have contributed to his/her unsatisfactory past academic performance.

The Academic Integrity Policy

- I. Academic integrity is founded upon and encompasses the following five values: *honesty, trust, fairness, respect, and responsibility*. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity.¹ Each member of the academic community must stand accountable for his or her actions. As a result, a community develops in which students learn the responsibilities of citizenship and how to contribute honorably to their professions.

If knowledge is to be gained and properly evaluated, it must be pursued under conditions free from dishonesty. Deceit and misrepresentations are incompatible with the fundamental activity of this academic institution and shall not be tolerated. Members of the TC community are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others.

Responsibility for academic integrity lies primarily with individual students and faculty members of this community. A violation of academic integrity is an act harmful to all students, faculty and, ultimately, the college.

[1] The Center for Academic Integrity (1998). Fundamental principles of academic integrity.

II. **AUTHORITY**

- A. The *Academic Integrity Policy* is one of three formal processes governing student conduct at Talladega College. The *Academic Integrity Policy* governs student conduct directly related to the academic life of the institution and is in effect during all phases of a student's academic career. The Policy is applicable to any academically related experience involving TC students whether on or off the campus. All alleged violations of the *Policy* must be resolved in accordance with this *Policy* and under the direct authority of a TC faculty member or the Vice President for Student Affairs Office as detailed in the *Policy*.
- B. The *Student Code of Conduct* addresses general student conduct, usually excluding academic responsibilities. The *Student Code of Conduct* details the due process and hearing requirements for student conduct proceedings; it does not duplicate or contravene the purposes of the *Academic Integrity Policy* nor of other professional proceedings related to schools, departments or professions.
- C. Divisions within the college may initiate charges against students for alleged violations of professional standards or ethics as a separate issue or as an extension of alleged acts of academic dishonesty or violations of

the *Student Code of Conduct*. Double jeopardy is not involved since the student is accountable to separate jurisdictions - institutional standards of academic dishonesty, general conduct and/or the ethical standards of the particular profession. In resolving cases of alleged violations of professional standards or ethics, the schools and departments are responsible for devising procedures appropriate to their programs and for provision of due process for all students. The College Judiciary Board can provide guidance in such practices.²

III. VIOLATIONS

- A. The TC community subscribes to the following fundamental values of academic integrity: honesty; trust; fairness; respect; responsibility. All violations of the *Policy* are violations of the value of honesty but may also create questions related to trust, fairness, respect, and responsibility. The violations of the *Academic Integrity Policy* listed below are typical, but not exhaustive, examples of the acts that constitute breaches of the *Policy*. Both the academic experience and the classification of the student should be considered in the assignment of sanctions. To aid in the assignment of appropriate sanctions for various violations negotiated between the faculty and student, the following examples are provided for first violations. Faculty has discretion in assigning any grade-related sanction. When a student is found responsible of a first violation, whether by accepting responsibility during the Faculty-Student Conference, or through the panel process, the faculty member makes the final decision about any grade related sanctions. Additional sanctions, including suspension or expulsion, may only be assigned by a hearing panel.
 1. **Cheating:** Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Cheating includes but is not limited to unauthorized copying from the work of another student, using notes or other materials not authorized during an examination, giving or receiving information or assistance on work when it is expected that a student will do his/her own work, or engaging in any similar act that violates the concept of academic integrity. Cheating may occur on an examination, test, quiz, laboratory work report, theme, out of class assignment or any other work submitted by a student to fulfill course requirements and presented as solely the work of the student.
 - a. **"Spontaneous" cheating** *range of sanctions:* From redoing an assignment/retaking a test to F in course

Includes such violations as copying from another student's work

- b. **"Non-Spontaneous" cheating** *range of sanctions:* From F on assignment/test to a recommendation for expulsion

Includes the following as typical but not exclusive examples: Premeditated copying individually or in conspiracy to copy from another student's work, obtaining unauthorized copies of the examination to be administered prior to the time of examination, employing unauthorized materials during any academic exercise

- 2. **Plagiarism:** Representing the words of another, as one's own in any academic exercise. Plagiarism may occur on any paper, report, or other work submitted to fulfill course requirements. This includes submitting work done by another, whether a commercial or non-commercial enterprise, including Web sites, as one's own work. Faculty should take into account whether the student has had the opportunity to learn appropriate citation procedures based on previous course work successfully completed before formalizing Academic Integrity charges.

- a. **Failure to cite references** *range of sanctions:* From requiring the student to re-do the paper to a zero on the paper

Includes intentional or obvious failures to properly cite sources.

- b. **Submitting, as one's own, work done by or copied from another** *range of sanctions:* From F on assignment to a recommendation for expulsion

Includes work done by a fellow student, work done by a previous student, or work done by anyone other than the student responsible for the assignment.

- 3. **Misuse of Academic Resources:** the intentional use, misuse or alterations of College material or resources so as to make them inaccessible to other users. Such misuse includes the unauthorized use of computer accounts, alteration of passwords, violation of library procedures or other intentional misuse or destruction of educational materials. This violation is differentiated from a conduct violation in that the primary result of actions is the inaccessibility of resources to other students.

- a. *Range of sanctions:* From loss of privileges to use of materials for a set period of time, to repayment of costs of repair or replacement of materials to a recommendation for expulsion.
4. **Falsification:** Intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Falsification includes knowingly reporting data, research, or reports so that either the process or the product is shown to be different from what actually occurred; falsely reporting having met responsibilities of attendance or participation in class, practicum, internship, or other types of field work experience; or submission of falsified excuses for attendance or participation in such experiences. Falsification also includes submitting work to meet the requirements of one course when it was done, in whole or in part, to meet the requirements of another course. Exceptions to this provision must be given prior approval by the instructor to whom the work is to be submitted.
 - a. For Undergraduates, *range of sanctions:* From requiring the experience to be re-done to an F in the course
 - b. For Graduate Students, *range of sanctions:* From F on assignment to a recommendation for expulsion
5. **Facilitating academic dishonesty:** Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty. Facilitating academic dishonesty includes acts that may not directly benefit the accused but assist another student in violations of the *Policy*.
 - a. *range of sanctions:* From F on assignment/test to a recommendation for expulsion

IV. PROCEDURES FOR HANDLING ACADEMIC INTEGRITY

A. Faculty-Student Conference

In the event of a suspected violation of academic integrity, the instructor will schedule a conference with the student. The following statements outline the proper sequence of events for such a conference:

1. The faculty member contacts the student in writing via hard copy or email to inform him/her that an allegation has been made and a faculty-student conference needs to be held to discuss this matter.

2. At the time of this notification, the instructor shall provide the student with the following statement of rights:
 - a. The student has the right to postpone the conference for at most two (2) business days if he/she desires.
 - b. The student should realize that he/she is under no pressure, either overt or implied, to admit responsibility. The student may postpone entering a plea for at most two (2) business days after the conference.
 - c. Before the conference, the student should familiarize himself/herself with the entire *Academic Integrity Policy*. He/she is encouraged to consult the Student Government Attorney General staff and/or the Vice President for Student Affairs Office.
3. The conference is held at a time and place acceptable to both parties. The instructor may invite a neutral observer to the conference. A department chair, full time faculty member, or academic advisors are suggestions of possible observers. The faculty member should introduce the observer as someone to help insure that the student understands his or her rights, and will witness the student initialing each of his or her rights on the "Academic Integrity Violation Report Form." During the conference, the instructor shall inform the student of the particulars of the suspected violation and the reason(s) for believing such has occurred (the faculty member is under no obligation at this time to reveal identities of third party individuals who may have reported the allegation); The student should explain his or her perception of the events.
4. One of three recourses will be pursued:
 - a. if the instructor believes the alleged violation is not supported by the facts, it will be dismissed;
 - b. if the instructor still believes there has been a violation, he/she will indicate to the student his/her assignment of the appropriate sanction. The instructor will complete an "Academic Integrity Violation Report Form" concerning the violation. Once a student has concurred and has accepted a grade related sanction, the student may not drop the course to avoid the assigned sanction.

- c. if the student disagrees with the finding, the instructor will request a hearing by completing the "Academic Integrity Violation Report Form" and forwarding it to the Vice President for Student Affairs Office within five (5) business days. If the student accepts responsibility but disagrees with the sanction, the student will appeal the sanction using the Grade Appeal Process as outlined in the *Student Handbook*.
5. All completed "Academic Integrity Violation Report Forms" are to be submitted to the Vice President for Student Affairs Office for appropriate action and/or recording within five (5) business days of completion.
6. If an accused student fails to respond to faculty notification of the Faculty-Student Conference via TC email address within five (5) business days, the accused student will forfeit the options described above. In this case the accused student may be found responsible of the violation and any sanctions determined by the faculty member will go into effect. The student will be notified in writing of the outcome by the Vice President for Student Affairs Office.
7. A student may not drop a course to avoid an academic integrity allegation or assigned sanction resulting from a proven allegation.
8. If the student admits to the violation and accepts the sanction, or is found responsible in the hearing process, and if this is his/her second violation, suspension or expulsion shall be mandatory. The hearing panel will make a decision regarding the sanctions. The Vice President for Student Affairs Office shall then report the decision in writing to the Provost, faculty member and student.

B. Academic Integrity Hearings

1. An academic integrity hearing will be held if the student does not admit to the violation.
 - a. A request for the hearing shall be made by the faculty member to the Vice President for Student Affairs Office on the "Academic Integrity Violation Report Form."
 - b. Within five (5) business days after the charge is received, the Vice President for Student Affairs Office shall contact the accused and provide information concerning scheduling.

- c. The Vice President for Student Affairs Office shall proceed to select a hearing panel as described under this Policy, and except as otherwise directed under the Academic Integrity Policy, shall convene and conduct that panel in a hearing under the terms described in the *Student Code of Conduct*. Any appeal from the decision of the hearing panel will be directed in the manner prescribed by the *Student Code of Conduct*.
2. Cases occurring during summer sessions for which a hearing is requested present special problems due to the brief term and the limited availability of hearing committee members. Such hearings shall be conducted, when necessary, through ad hoc committees appointed by the Vice President for Student Affairs Office. Regularly enrolled TC students attending the summer session may ask to have their cases heard by such committee or postpone the hearing until the beginning of the regular semester when the normal hearing process is available, at the discretion of the Vice President for Student Affairs. Such carryovers of hearings may also be utilized for students, other than students nearing graduation, who request hearings at periods when there is not sufficient time remaining in the regular academic year to arrange for the hearing process.
3. The authority of the hearing panel is limited to the work and/or course in which the violation has occurred and to a finding of "responsible" or "not responsible." The panel will recommend a grade related sanction to the faculty member, but he/she retains final discretion in assigning the grade related sanction if the student is found "responsible," unless the student alleges and proves that the faculty member's decision was based upon personal malice or illegal motive. The panel can assign educational sanctions in addition to the grade related sanction assigned by the faculty member.
4. All decisions before academic integrity hearing panels must be decided according to whether it is "more likely than not" (preponderance of evidence) that the alleged violations have occurred. In finding responsibility under this standard of proof, a panelist must be convinced, based upon information presented in the course of the hearing, which the conduct described is more likely than not to have occurred.
- 5.

C. Peer Reported Violations

If a student suspects another student of a violation of the *Academic Integrity Policy*, he/she is urged to inform the instructor and/or the Vice President for Student Affairs Office of the alleged circumstance. In such cases, the instructor is urged to arrange a conference with the accused student as provided in the Faculty-Student Conference, above. If a student falsely accuses another student of a violation, he/she will be subject to disciplinary action under the *Student Code of Conduct*.

STUDENT FACILITIES, SERVICES AND TRANSPORTATION

SAVERY LIBRARY

Savery Library was dedicated in 1939. Prior to that time, the library stood on the site where Sumner Hall currently stands. The library is named in honor of William Savery, who, as a carpenter and slave, “labored to build old Swayne Hall.” The plaque at the entrance to the lobby tells a part of the story of his contribution to Talladega College.

The library is built in the New England colonial style. The western entrance gives access to the main lobby. Many visitors come to Savery Library to view the world famous Amistad murals. The murals are a special attraction. They were painted by Hale Woodruff, a prominent Black artist, and unveiled at the dedication of the library. There are three panels on the west wall of the library which represent the *Amistad Incident: The Mutiny, The Court Scene, and The Return to Africa*. What is depicted here eventually led to the founding of the American Missionary Association and Talladega College. A replica of the Amistad ship is embedded in the center of the terrazzo floor in the lobby. It has been a tradition, through the years, that no one walks on the ship’s replica because of its historical significance to the College. A sketch of *La Amistad* is also found on the bookplate that is placed in front of each book in the library. On the east wall are three panels representing *An Underground Railroad Scene, The Opening Day of School at Talladega College, and The Building of Savery Library*.

Savery Library has a collection of over 100,000 books. Over 170 magazines/journals are subscribed to in regular paper format. The New York Times Microfilm and other microfilm/microfiche formats are housed in the Lynette Wiggins Young Room on the 2nd floor. The library houses a number of slides, recordings, videocassettes, and other a-v formats. The materials are located in the Computer Lab/Curriculum Learning Laboratory in the basement of the library. The Library and Computer Laboratory are open daily. The Archives is located on the second floor and is open by appointment only. Patrons wishing

to use archival materials must submit a written request at least 24 hours in advance of the visit to the librarian. Materials must be used in the presence of a library staff member.

HEALTH SERVICES

The College provides a facility for the health maintenance of its students. The College Health Center employs a full-time nurse. The Voorhees Infirmary/Student Health Center is located in Shores Hall and is open Monday through Friday, 8:00 a.m. to 5:00 p.m. The College physician will see students one day a week. The clinic hours, as well as the nurse's hours are posted in each residence hall. In addition to the on-campus health care services, the College uses the local hospital for the more serious incidence of illnesses or accidents. Accidents and illnesses that occur during the weekend should be referred to the local hospital. The following procedure should be followed in the event of an illness or injury:

- 1) For injuries or illnesses that do not appear to be life threatening, the student should report or be assisted to the Student Health Center immediately for evaluation, and if emergency room care is warranted, the nurse and/or doctor will make the necessary arrangements.
- 2) If the injury appears to be life threatening, the local Paramedic Department should be notified by dialing 911. During working hours a call should be placed to the Student Health Center (362-4489) to inform the nurse and/or doctor of the action that has been taken. The Residence Hall Director, or person on duty, should be notified. After 4:00 p.m., notify Campus Police- extension 6291-and the person on duty in your residence hall.

Life threatening" emergencies may include (but not exclusive):

- 1) Profuse bleeding that will not stop.
- 2) Any interference with breathing.
- 3) Convulsive seizures.
- 4) Acute pain.
- 5) Sudden unconsciousness without quick recovery.
- 6) Pregnancy complications.
- 7) Suicide attempts.

All Talladega College students are required to participate in the campus student accident and sickness insurance program. Students will be insured by United Healthcare. Brochures are provided to students to make them aware of the plan and to inform the student of the procedures to file a claim with the insurance company.

STUDENT IDENTIFICATION CARD

When a student registers at Talladega College, he/she is given a combination identification-activity card. The card will bear his/her photograph and ID number. A

student must carry his/her ID card at all times and produce it upon the request of any College official. Failure to produce an official College ID may subject the student to a criminal charge of trespassing. A hearing before the judiciary committee will ensure for those who violate College policy.

Identification Cards are official College documents and may not be altered, loaned or transferred to another student. The loss of an ID card must be reported immediately to the Student Affairs office. A fee of \$25.00 must be paid to the Business Office prior to the production of a new ID card.

All students will be issued new identification cards at the beginning of the fall semester. Students are expected to keep the same ID card during their tenure at Talladega College and must bring their ID cards back to campus each semester. ID cards are validated by the Office of Student Affairs each semester after the student has officially registered for classes.

STORAGE FACILITIES FOR STUDENTS

At the end of each semester (Fall and Spring), students are required to check out of the residence hall and carry all their belongings with them. Talladega College will make no provisions for storage.

FOOD SERVICES

Dining services for students, faculty, and staff are provided in the College Dining Hall, Fanning Refectory. All meals are served cafeteria style in the main dining room. Students are eligible to eat in the dining hall after paying meal plan charges each semester. Faculty/Staff and non-resident students must pay a small fee for their meals upon entering Fanning Refectory. In cases where students have need for special dietary meals, the catering management is willing to accommodate those needs. A diet from the student's physician, including a list of the kinds of foods agreeable to the student's condition, must be submitted to the Business Office. This list will then be forwarded to the Director of Food Services. No monetary credits will be given for special diets.

If a student is ill and confined to his or her room, a friend/roommate may request a carry-out meal for the ill student by presenting the student's ID card to the Dining Hall manager or designated personnel. Written documentation from the College nurse must be presented as well.

Holiday and special event schedules will be posted along with any other changes in regular meal schedules during the course of the school year. **Students must present valid Talladega College ID to enter the cafeteria.**

DINING HALL HOURS

Monday through Friday

Breakfast 7:00a.m.-8:30a.m.

Lunch 11:00a.m.-1:00p.m.

Dinner 5:00p.m.-6:30p.m.

Saturday

Brunch 10:30a.m.-12:30p.m.

Dinner 4:30p.m.-6:00p.m.

Sunday

Brunch 10:30a.m.-1:00p.m.

Dinner 4:30p.m.-6:00p.m.

BOOKSTORE/POST OFFICE AND MAIL SERVICE

The Post Office is located in Callanan Union Building. Postal boxes for outgoing mail and campus mail are located in the lobby of the Union Building (left of the campus mailboxes); for outgoing mail only, a mail receptacle is located in front of Callanan Union Building.

Each resident is assigned a mailbox in the Callanan Union Building Mailboxes are assigned to students after class registration is over. Students should go to the campus post office in order to receive their mailbox numbers and mailbox combination or key. Prior to a mailbox assignment, the names of all students receiving mail will be posted daily in the Campus Bookstore. **CHECK YOUR MAILBOX DAILY; IT WILL BE USED FOR OFFICIAL NOTICES, SPECIAL DELIVERY, AND PACKAGE NOTICES.** To expedite the distribution of mail, your box number should appear on all correspondence. The address should include:

**STUDENT NAME
NAME OF DORMITORY
P.O. BOX NUMBER
627 W BATTLE STREET
TALLADEGA, AL 35160**

VETERANS' AFFAIRS

The Financial Aid Office provides assistance to veterans, reservist, service persons and eligible dependents. Students must register with the office each semester to begin receiving or continue receiving benefits. Information about services, application

procedures, and compliance with VA requirements is available in the Financial Aid Office, located on the ground floor of Seymour Hall.

CAREER PLANNING AND PLACEMENT

The Office of Career Planning and Placement is an essential component to a student's total education. Students are encouraged to learn more about themselves and the work force. Objectives for the Career Planning and Placement Office are to provide: information concerning a range of career opportunities; provide information on seeking and accepting employment, and preparation for employment. Career planning and placement provides assistance to the following groups of people identified by priority:

1. All students currently enrolled at Talladega College.
2. All alumni who have obtained an undergraduate degree from Talladega College.

The Career Placement Office provides career assessments, and individual counseling appointments, and schedules on-campus interviews with representatives of government agencies, businesses, corporations, and graduate and professional schools.

Announcements for jobs and graduate school programs are posted on the bulletin boards located in the lower lobby of Seymour Hall. A monthly bulletin and supplemental fliers are also sent to all students containing information about up-coming interviews, permanent, part time or summer job opportunities, dates of standardized tests, graduate school financial aid programs, and other job-related information. The Placement Office also maintains a library containing reference materials pertaining to careers and graduate schools.

Students are urged to register with the Placement Office during their freshman year. A file is established on each student that contains background information, three references, a resume and an authorized form. The Placement Office is located in Seymour Hall, room 115.

STUDENT ACTIVITIES

The Office of Student Activities is geared toward providing students with constructive outlets for their energies and for the relaxation from their rigorous routines. Student Activities provides a range of events/activities designed to enhance the student's educational, cultural, social and recreational development. The program is also designed to promote personal and spiritual maturity obtained through physical, psychological, and emotional growth. The Student Activities Office is located in Seymour Hall, room 108.

STUDENT ORGANIZATIONS

REGULATIONS GOVERNING STUDENT ORGANIZATIONS

Student organizations enrich our lives on the Talladega College campus. These organizations provide an opportunity for members of the college community to meet persons with similar interest and to participate in groups which will contribute to the formation of lasting friendships and self-discovery.

Participation in student organizations promotes leadership qualities in an individual, and our students will enjoy a broader educational experience for having involved themselves in various student organizations.

Freshmen are encouraged to limit their participation in organizations during the first semester when many social, academic and other adjustments need to be made.

The College Council is charged with the responsibility of hearing applications by students and faculty sponsors who wish to form organizations. Organizations which have not applied for and received college recognition by an affirmative vote of the College Council may not enjoy the use of the facilities of the college.

DEFINITION AND CLASSIFICATION OF STUDENT ORGANIZATIONS

There are seven classifications of student organizations with officers, constitutions, faculty sponsors and regular meetings through out the academic year which can be approved by the College Council.

1. **Honorary Organizations** - Pertains to academic honors, existing solely as honorary organizations.
2. **Departmental Organizations** - Pertains to those organizations which are associated with a department or a departmental area of interest.
3. **Activity Organizations** - Pertains to special interest, services and activities of students, not departmental or religious, but pertaining to college life.
4. **Religious Organizations** - Pertains to church/spiritual related groups or organizations associated with religious endeavors.
5. **Class Organizations** - Pertains to the four undergraduate classes.
6. **Social Organizations** - Organizations under special charter.
7. **Service Organizations** - Pertains to service to the college community.

Campus Organizations

2008-09 Campus Organizations

Amistad Staff
Alpha Chi National Honor Society
Beta Kappa Chi Scientific Honor Society
Beta Beta Biological Honor Society
Biology Club
Business and Economics Club
Chemistry Club
Cheerleaders
Crimson Ambassadors
Crimsonette Dance Team
Delta Omicron Musical Fraternity
Gamma Phi Delta Christian Fraternity
Honda All Stars
English Majors Association
Faith Outreach Campus Ministry
Foreign Language Club
Little Theatre
Masonic Order
National Association of Negro Musicians
National Association of Black Journalist
Pan-Hellenic Council
Pom-Pom Squad
Pre-Alumni Council
Pre-Law Society
Pre-Medical Society
Pre-Nursing Society
Public Administration Society
Residence Hall Associations
Social Work Club
Society of Physics Students
Student Activities Council
Student Alabama Education Association (another name)
Student Government Association
Students In Free Enterprise
Talladega College Choir
Talladega College Dance Company

Talladega College Film Club
Tau Alpha Zeta Computer Science

Fraternities and Sororities:

Alpha Kappa Alpha Sorority, Inc., Chi Chapter
Alpha Phi Alpha Fraternity, Inc., Alpha Beta Chapter
Delta Sigma Theta Sorority, Inc., Alpha Zeta Chapter
Kappa Alpha Psi Fraternity, Inc., Gamma Gamma Chapter
Omega Psi Phi Fraternity, Inc., Gamma Psi Chapter
Phi Beta Sigma Fraternity, Inc., Epsilon Tau Chapter
Sigma Gamma Rho Sorority, Inc., Delta Chi Chapter
Zeta Phi Beta Sorority, Inc., Iota Chapter

FRATERNITIES AND SORORITIES

Fraternities and Sororities have existed at Talladega College since 1921. They are organized under national charter. In local matters, they are recognized by the College Council and are under the jurisdiction of the Pan-Hellenic Council. Students eligible for Intake Programs are determined by the Office of Student Activities based on names submitted to the Dean of Student Affairs by organizations prior to the Fall Greek Intake Programs calendar. Students must be full-time enrolled on campus one semester, have a minimum of 24 credit hours, and have a cumulative grade point average of 2.50 or above (on the 4.0 scale). Any time the cumulative average of the student falls below the average required, he/she shall be declared inactive. Students on academic, disciplinary or social probation may not participate in Greek Intake Programs.

The Pan Hellenic Council of Talladega College has the following aims:

1. To promote and maintain mutual understanding among Greek letter organizations on the campus and to work for their common goal.
2. To create in its membership a desire to integrate its thoughts and energies for the common welfare of the College family and community.
3. To present programs of cultural and/or educational value to the College community, in cooperation with other campus organizations.
4. To formulate and administer policies in the area of common activities, such as the Greek Intake Programs; and
5. To unite in upholding the corporate ideals embodied in Greek letter organizations as national entities.

The following sororities and fraternities have chapters on campus:

Alpha Kappa Alpha Sorority, Chi Chapter
Alpha Phi Alpha Fraternity, Alpha Beta Chapter

Delta Sigma Theta Sorority, Alpha Zeta Chapter
Kappa Alpha Psi Fraternity, Gamma Gamma Chapter
Omega Psi Phi Fraternity, Gamma Psi Chapter
Phi Beta Sigma Fraternity, Epsilon Tau Chapter
Sigma Gamma Rho Sorority, Delta Chi Chapter
Zeta Phi Beta Sorority, Iota Chapter

HONOR AND SERVICE ORGANIZATIONS

Alpha Chi is a national honor society and member of the Association of College Honor Societies. The first Alabama Alpha Chapter was chartered at Talladega College on March 7, 1968. The purpose of this Society is the stimulation, development, and recognition of the elements of character that make for good scholarship. Membership is open to the top ten percent of the junior class.

Beta Beta Beta (TriBeta) Biological Honor Society – The Mu Pi Chapter was chartered at Talladega College on April 9, 1985. TriBeta seeks to encourage scholarly attainment in the field of learning by reserving its active membership for those who achieve superior academic records and indicate a major interest in the life sciences. Membership is open to those students who have completed a minimum of 12 semester hours in major biology courses and achieved a minimum 3.0 grade point average in the major courses.

Beta Kappa Chi Scientific Honor Society was chartered at Talladega College on April 26, 1956. The Society was founded to encourage and advance scientific education through original investigation, the dissemination of scientific knowledge, and the stimulation of high scholarship in pure and applied science. Candidates for membership must have completed 17 credit hours in major courses, have an overall 3.0 grade point average (GPA), and a 3.0 GPA in the sciences.

Gamma Sigma Epsilon National Chemistry Honor Society is the only national honorary co-educational chemical fraternity. The Delta Gamma Chapter was chartered at Talladega College in the spring of 1999. The purpose of this Society is to provide service, promote awareness, set standards and foster communication between local, state, and national audiences of facts about chemistry. Professionalism, scholarly pursuit, and the interest of members of the organization will be of paramount importance. Membership is open only to chemistry majors who have completed a minimum of 16 credit hours in chemistry, have a minimum overall grade point average of 3.0, and a 3.0 in the major.

Phi Alpha National Social Work Honor Society – The Delta Theta Chapter was chartered at Talladega College on April 30, 1993. The purpose of the Society is to promote excellence in scholarship and high professional standards. Membership is open to sophomore social work majors who have completed nine semester hours in major courses and achieved an overall 2.5 grade point average (GPA) and a 3.0 GPA in major courses.

Psi Chi is a national psychology honor society. The Talladega College chapter was chartered in 1995. The purpose of the Society is to encourage, to stimulate, and to maintain excellence in scholarship, and to advance the study of the science of psychology. Candidates for membership must have a minimum grade point average of 3.0 and at least 18 credit hours in psychology.

The Crimson Ambassadors serve as the official host/hostess organization for Talladega College. The Ambassadors represent the College at all ceremonial and special occasions, serving as ushers, tour guides, and student recruiters. Membership is open to students who (a) have a 2.5 grade point average (GPA) and maintain a cumulative GPA of 2.5, (b) submit two letters of recommendation, (c) receive an overall satisfactory score from an interview panel, (d) demonstrate a thorough knowledge of the history of the College or an earnest desire to learn the history, (e) demonstrate concern for the College and fellow Talladegans, and (f) demonstrate high ethical ideals.

The Talladega College Choir – The nationally recognized Talladega College Choir maintains a reputation for choral excellence. The Choir provides excellent training in choral music to students with musical interest and ability. The Choir performs at campus events and special college occasions, for local communities, and on tour throughout the U.S.

STANDARDS FOR GROUPS SEEKING FORMAL RECOGNITION

- The objective and policies should be consistent with the educational goals of the College.
- The organization should propose to serve an area of student activity not being served by an existing organization.
- The control of activities and direction of the organization should be invested in the campus group.
- The proposed organization should have one full-time member of the faculty or administrative staff who has agreed to act as advisor and attend its meetings.
- Person proposing the recognition of an organization should submit a list of a minimum of fifteen charter members unless a smaller number is consistent with the group's objectives. In addition, they should submit a proposed charter or constitution.
- Charter members should not hold more than two offices in campus organizations, nor should they be on academic or social probation.
- Proposals should be submitted to the College Council via the President and must address all standards listed above.

REGISTERING STUDENT ORGANIZATIONS

All student organizations must be registered in the Director of Student Activities Office at the beginning of the fall semester. To become registered an organizations must have on file in the Student Activities office the following:

1. A fully developed constitution or statement of its purpose and objectives, which has been approved by the Vice President of Student Affairs.
2. A signed statement from the administrative, faculty or staff person consenting to be the advisor of the organization.
3. Names and titles of officers along with a list of members and sponsors.
4. The election date for new officers for the following year.
5. Each semester, organizations must submit a GPA release. A 2.5 cumulative GPA is required for active status. In the event that a student's GPA is below a 2.5 he/she will be on inactive status until the 2.0 is obtained.

All organizations are required to file with the Director of Student Activities an annual report of proposed activities for the upcoming year. The proposed activities should include dates, times, places, types of activity and should be submitted no later than three weeks after classes begin in the fall.

All proposed activity lists and requests for use of campus facilities must be signed by the advisor of the organization or club.

Election of officers must be held in the spring of each year for the succeeding year and if possible, the new officers should be forwarded to the Director of Student Activities immediately thereafter.

Organizations failing to register with the Director of Student Activities will be denied the use of all campus facilities and will not be included in the co-curricular program of the College nor be able to represent the College publicly.

REGULATIONS FOR GREEK INTAKE PROGRAMS

1. Persons eligible for Intake Programs are determined by the Vice President of Student Affairs on the basis of names submitted to the Student Affairs Office by organizations prior to the Fall Greek Intake Programs.
2. A student must be enrolled on campus one semester before he/she is eligible for the Greek Intake Programs and have minimum of 24 credit hours accumulated.

3. To be eligible for Greek Intake Programs, a student must have a cumulative grade point average of 2.50 (on the 4.0 scale) or above. Any time the cumulative average of the person falls below the average required he/she shall be declared inactive.
4. A student on disciplinary or social probation may not be allowed to participate in Greek Intake Programs.
5. Only persons enrolled as full-time students are eligible to take part in undergraduate chapters on the campus.
6. No member organization of the Pan Hellenic Council shall accept any student who is on academic probation, classified as entering freshmen, or is not currently enrolled at Talladega College.
7. A complete, detailed and comprehensive outline of the activities the prospective members will engage in should be provided to the Vice President of Student Affairs by the president of the organization.
8. Members of the Pan Hellenic Council may not travel to other colleges to complete any Intake Programs activity without a written official excuse from the Vice President of Student Affairs.
9. Talladega College prohibits any form of hazing which involves physical or mental abuse. Prior to the beginning of the intake procedure, each candidate must complete an anti-hazing contract. Failure to comply with the anti-hazing contract will result in disciplinary actions.
10. Except for officially established membership and ceremony fees, no organization may impose any financial requirements upon any of its prospective members.
11. The Intake period shall take place within the fall semester and will last no more than twenty-one (21) days. The Vice President of Student Affairs shall designate the 21-day period for Intake.
12. No secret probation or "getting ready" period will be permitted prior to or beyond the 21-days period designated.
13. During the 21-day period, all activities must cease by 10:00 P.M. daily and not resume earlier than 7:00 A.M. the following day, unless otherwise approved by the Vice President of Student Affairs. The Vice President of Student Affairs and advisors must approve the places where all probationary and institutional activities are held.
14. The faculty advisors of these organizations must be notified of all Intake activities. The advisors or some graduate representative designated by the advisors must be present at each activity.

15. Any organization that violates all or any part of these policies will be subject to suspension from the institution.

16. The cumulative average of each Greek letter organization will be compiled each semester. Any organization failing to attain a cumulative average of 2.50 will automatically be declared inactive.

17. A chapter will be responsible for the actions of its visiting organizational members.

18. Intake programs can not start until:

- The Vice President of Student Affairs receives official notification from the organization's national headquarters that the Intake has been authorized and approved,
- The organization's members, officers and advisor sign the Talladega College Indemnification Agreement, and
- The completion of the Talladega College Membership Intake Acknowledgement and Release is signed by all intake candidates.

19. Each Greek letter organization will be responsible for the activities and conduct of its Intake applicants.

NOTE: Social fraternities and sororities that are NOT members of the Pan Hellenic Council, but engaging in activities, are to be governed by the same rules and regulations as stated above.

DEFINITIONS:

INTAKE ACTIVITY - The intake activity is defined as the organization's requirements that any prospective member of that organization performs any task, keep any meeting schedule, or otherwise assume any responsibility in addition to his/her regularly scheduled College activities as a prerequisite to the attainment of full membership.

INTAKE PERIOD - The intake period is defined as the time period between and including the time that the prospective member is required to take part in any activity prior to becoming a full member. The Pan Hellenic Council and non-Greek organizations must submit and receive approval for the intake program two weeks before the intake period begins.

HAZING – Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or, any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or

attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.

No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending. **(Alabama Criminal Code 16-1-23)**

Failure to report Hazing - No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section. **(Alabama Criminal Code 16-1-23)**

NOTE: Failure to comply with the College and organizational policies and procedures will result in immediate disciplinary actions.

The following additional sanction may be imposed upon any organization found to have violated the Student Code of Conduct policies:

Loss of recognition as a registered student organization. The Vice President of Students will notify the organization's national, regional and local governing bodies, in writing.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) serves to preserve and defend the rights and privileges of students. The SGA provides for a student voice and involvement in College decisions to serve the common interests of students and to promote citizenship on the campus and in the community. The Student Government Association office is located in House 709, Cruikshank Street.

The SGA, in conjunction with the faculty and administration, recommends policies, standards, rules and regulations governing campus conduct.

The Student Senate is composed of representatives and serves as a forum in which the students express their views and formulate the proposal on which they wish Council action.

STUDENT GOVERNMENT ASSOCIATION OFFICES

President
Vice President
Miss Talladega College
Mr. Talladega College
Student Representative to the Board of Trustees
Parliamentarian
Senators
Speaker of the House
House of Representatives
Secretary
Assistant Secretary
Treasurer
Chief Justice
Associate Justices
Administrative Assistant
Chief of Staff
Yearbook Editor
Web Master
Business Manager
Historian/Chaplain

STUDENT EMPLOYMENT

The College Work Study Program is available to students to help them pay a portion of their educational costs and at the same time give them work experience. A student may work up to 15 hours per week while school is in session and up to 40 hours per week during vacation periods. To qualify and receive a job on the College Work Study Program, a student must:

- a. Submit a Free Application for Federal Student Aid (FAFSA) electronically, or by mailing a paper FAFSA,
- b. Have financial need as determined: Cost of Attendance minus Expected Family Contribution,
- c. Complete an I-9 Verification Form and submit two forms of identification as requested by the Financial Aid Officer,
- d. Be enrolled at least half time in a program to obtain a degree, and
- e. Must make satisfactory academic program as required by academic policy.

The College Employment Program was established by and is supported by Talladega College. Usually, students who do not qualify for College Work Study are assigned to this program. Student Assistants may work up to 15 hours per week and are paid on an hourly basis for work performed. In order to apply for a Student Assistant position, a student must contact the Financial Aid Office. The Financial Aid Office is located in Seymour Hall, Room 11.

STUDENT SUPPORT SERVICES

Student Support Services is a program, which was nationally initiated in 1970 by the United States Department of Education/Division of Student Services, and instituted at Talladega College in 1980. As a new and innovative program, the Student Support Services Program, located at 711 Cruikshank Street, is designed to provide eligible students with supportive services to enhance their academic success and ultimately obtain a degree at Talladega College. The program offers students one or more of these services: (a) skills development; (b) individualized tutoring in academic areas; (c) academic, personal, financial aid, and career counseling; and (d) an array of seminar experiences. These and other activities are designed to make the college experience personally rewarding and profitable. Supportive services are prescribed for each student using diagnostic test information, past academic performance, anticipated difficulty with college course work, and the student's own view of their needs. Student Support Services, a federally funded program, selects students based upon an established criteria and, upon their admission, encourages them to take an active role in educational development as a part of their program participation.

LOST AND FOUND

The College is not responsible for personal property which is lost, stolen or damaged. Residents are encouraged to carry some form of personal property insurance. Do not leave money or valuable items in the open. Students should lock their rooms upon leaving, even if only for a few minutes. Lock doors when retiring at night. Do not leave clothes unattended in the laundry rooms. Report any thefts or lost articles to a Resident Assistant or Residence Hall Staff member immediately. All found articles should be taken to the Talladega College Police Department. If articles are not claimed within 30 days, they will be sent to civic organizations for distribution to the needy.

CAMPUS POLICE DEPARTMENT

The Talladega College Campus Police Department is a certified law enforcement agency authorized by the State of Alabama and commissioned by the President of Talladega College. The Campus Police Department was established by a legislative act in 1993. Campus Police Officers have full arrest powers and enforce state and federal laws, city ordinances, motor vehicle laws and Talladega College rules and regulations. Officers provide 24-hour campus patrol, police protection, and escort service.

The Campus Police Department is located on West Battle Street as you enter the College from the Town Square. The Police Department publishes an annual campus crime report as required by the Department of Higher Education, under the **Students Right to Know**

Act of 1990. The annual campus crime report is available at the Police Department to prospective students, parents, current students, staff, faculty and administrators. The campus crime report is also available on the Talladega College Website within the Campus Police page.

REGULATIONS FOR PARKING ON CAMPUS

The Talladega College Police Department has the authority to promulgate and enforce rules and regulations for the operation of motor vehicles in and around the campus. The responsibility of obtaining knowledge of parking and traffic regulations rests with the motor vehicle operator. These rules and regulations are subject to enforcement on a year-round basis regardless of whether or not school is in session.

These regulations are provided and enforced to insure the safety of drivers, pedestrians and property, as well as provide adequate parking facilities for all who drive a vehicle on the College Campus.

* Students, faculty and staff of Talladega College who operate a vehicle on campus must register their vehicle with the Campus Police Department. Vehicle registration is available at the Campus Police Dept., Mon – Fri, 8:00 a.m. to 5:00 p.m.

* Due to limited parking spaces - Freshmen Students are not allowed to bring or park a vehicle on the college campus. Freshmen students who require a vehicle for employment, or extenuating circumstances, may apply for a commuter permit. These permits are issued and approved by the Chief of Police.

VEHICLE REGISTRATION PROCESS

Students, faculty and staff are required to register their vehicles each year prior to the beginning of the fall semester or prior to the first term of enrollment. Parking permits are \$25.00 per vehicle, per school year.

Prior to vehicle registration, the driver must go to the Business Office – Sumner Hall, and pay the \$25.00 parking decal fee. The Business Office will issue a receipt for payment. This receipt must be brought to the Campus Police Department to register the vehicle and to obtain a parking permit.

Parking Permits have an assigned number, which is registered to the vehicle that it is displayed on. These numbers are kept on file at the Campus Police Department and can be checked for accuracy by officers.

Students, faculty and staff are responsible for picking up their parking permit by the 12th class day of the first semester. Failure to properly display parking permits will result in citations for "NO PARKING PERMIT DISPLAYED", which will carry a fine of \$10.00.

New employees of the College shall register their vehicle within 5 working days of employment.

Parking permits are valid for one school year (August – July).

All drivers must provide the following information to the Campus Police Department when applying for a parking permit:

1. Name and Address
2. Valid Driver's License
3. License Plate Information
4. Make, Model, and Color
5. Current Tag Receipt or Copy
6. Proof of Insurance
7. Receipt for Parking Permit Fee.

VISITORS

Visitors on campus must report to the Campus Police Department to obtain a Visitor Parking Permit. Visitor Parking Permits must be picked up at the Campus Police Department. These permits are valid for up to 72 hours. There is no fee for visitor parking permits. Visitors failing to obtain a Parking Permit are subject to having their vehicle booted or towed at the owner's expense.

REPLACEMENT PERMITS

Replacement of Lost, Stolen or Damaged Parking Permits will be \$10.00.

TEMPORARY PERMITS

Students, faculty and staff that may need to park an unregistered vehicle on campus for less than 5 days may apply for a temporary parking permit. Temporary Parking Permits are valid only for a specified period. Vehicles parking on campus more than 5 days must have a full year parking permit.

REGULATIONS

Talladega College reserves the right to remove vehicles when in violation of the Code of Alabama, Rules of the Road and Talladega College Rules and Regulations. Talladega College assumes no responsibility for damage incurred while moving said vehicles. These Titles and Resolutions refer to violations such as parking on sidewalks, within an intersection, on a crosswalk, in front of a driveway, near a fire hydrant, where prohibited by regulation, when vehicle is determined by a police officer to be a hazard, or when a driver is arrested. Vehicles may also be towed when parking privileges have been revoked or for a driver who has a suspended or revoked driver's license. The Campus Police shall have such vehicles removed to a place of safety at the owner's expense.

The College reserves the right to deny, for cause, any person the privilege of operating or parking a motor vehicle on College property as determined by the Chief of Police.

The College assumes “no responsibility” for losses from fire, theft or any other causes when vehicles are parked on College property.

Returning Students, Faculty and Staff will be issued one (1) parking permit per registered vehicle each year. Failure to properly display parking permit may result in parking citations for "No Parking Permit Displayed.”

The parking permit should be visible from the driver’s side windshield of the vehicle.

Persons loaning their vehicles to others are responsible for any citations issued to that vehicle.

In the event of a mechanical failure of a vehicle, the owner or driver will be responsible for its removal as soon as services are available. The Campus Police Department should be advised of the vehicle's location on campus. Any vehicle blocking a fire hydrant, roadway, or intersection will require immediate attention. Such vehicles are subject to towing at the owner's expense.

The transfer of parking permits from one motor vehicle to another is prohibited. When ownership of a vehicle changes, the new owner must re-register that vehicle.

Upon accumulating three (3) or more unpaid parking tickets and/or continuing to violate parking regulations, will result in the vehicle being booted and/or towed at the owner’s expense.

BOOTS / VEHICLE IMMOBILIZATION DEVICES

Vehicles will be booted for failure to pay parking fines and for continued parking rule violations (even if parking tickets are paid). There will be a \$25.00 fee for the removal of a boot from a vehicle. Failure to pay for a boot removal within 24 hours will result in the vehicle being towed from college property at owner’s expense. Towed vehicles will still be required to pay the \$25.00 boot removal fee.

Destruction of a boot will result in criminal charges being pursued for criminal mischief.

PAYMENT OF PARKING FINES

Parking fines can be paid at the Business Office in Sumner Hall, Monday – Friday, 8:00 a.m. – 5:00 p.m. The Business Office will issue a receipt for payment. This receipt must be brought to the Campus Police Department to delete the ticket from their records. Failure to bring the receipt to Campus Police can result in the vehicle being booted and or towed for failing to report payment.

PARKING PENALTIES

VIOLATION	FINE
Parking No Parking	\$10.00
No Parking Permit Displayed	\$10.00
Improper Parking	\$10.00
Blocking / Obstructing Traffic	\$25.00
Parking In Handicap Zone	\$25.00

Improper Permit Displayed	\$10.00
Reserved Parking	\$10.00
Parked on Grass / Sidewalk	\$10.00
Yellow Curb	\$10.00
Fire Lane – Fire Hydrant	\$25.00
Other Violations	\$10.00

TRAFFIC VIOLATIONS / ENFORCEMENT

Campus Police have jurisdiction on roadways in and around the College. The Campus Police Department enforces all Alabama Traffic Rules and Regulations on and off campus.

Campus Police have the option of issuing an Alabama Uniform Traffic Citation (UTC). Uniform Traffic Citations are processed through the Talladega Municipal Court on the citation's designated date and time. Failure to pay or appear in the Talladega Municipal Court will result in a Warrant for your arrest.

The Campus Police Department also has the option of issuing an On Campus Traffic/Parking Citation for minor traffic/parking violations. The On Campus Citation is applicable to all vehicles on College property. The On Campus Parking/Traffic Citation can be appealed through the Student Government Appeals process if requested.

Vehicles parked in no parking zones on city streets will be issued a state traffic citation. These citations are handled through the Municipal Court – City of Talladega. There is no appeals process through the College for state issued citations (Uniform Traffic Citation).

- The speed limit in and around the campus is 20 miles per hour.
- Pedestrians in crosswalks have the right-of-way.

VEHICLE ACCIDENTS

When a traffic accident occurs on College property, the accident should be reported to the Campus Police Department. Vehicle(s) should not be moved until the investigating officer instructs the driver(s) to do so.

A copy of the accident report will be furnished to all parties for a fee of \$3.00 per copy. The copy may be obtained at the Campus Police Department Monday through Friday during normal business hours.

Accident reports are available for pick up after the 3rd business day.

PARKING AT COLLEGE OWNED APARTMENTS

Parking at College owned apartments is reserved for residents only. Campus Police may ticket vehicles when improperly parked at College owned apartments. Upon request, Campus Police may remove vehicles that are not authorized to be at that location at the owner’s expense.

DEFINITIONS

Motor Vehicle - Every vehicle that is self-propelled, having two, three, or four wheels.

Student - Any person registered at Talladega College for at least one credit hour.

Faculty and Staff - Any employee of Talladega College as defined by the Human Resources Office. (Graduate Assistants do not qualify for faculty and staff parking privileges.)

College Property - All property owned and or leased by Talladega College.

No Parking Permit Displayed - The vehicle that is parked on campus does not properly display a parking permit for the current school year.

Improper Parking - The following violations are enforced 24 hours each day and parking is not allowed at any time for any reason. Vehicles found in violation of the below listed infractions are subject to being towed at the owner's expense. (Parking on Sidewalk, Parking On Grass, Parking On Crosswalk, Double Parking, Blocking Handicap Access Ramps, Yellow Curbs, Loading Zones, Dumpsters, Fire Lane and Blocking Fire Hydrants.)

Blocking or Obstructing Traffic - Vehicle is parked in a manner that creates a traffic hazard.

Parking in Handicap Zone - A vehicle is parked in a space that is designated as reserved for persons with special needs.

Improper Permit Display - A citation for improper display will be issued if the parking permit is not displayed so it can be seen from the vehicles windshield or for a permit that is not registered to that vehicle.

Yellow Curb / No Parking - Parking on a yellow curb is not allowed at anytime.

Fire Lane / Red Curb - Parking in areas designated as fire lanes or a red curb is not allowed at anytime.

PARKING CITATION APPEALS PROCESS

Individuals receiving a parking or traffic citation may file an appeal and/or request to appear before the committee regarding the citation. The following reasons are NOT acceptable grounds for filing an appeal or requesting to appear before the committee.

Any appeals or requests using the following reasons will be automatically rejected:

- Ignorance of regulations
- Inability to find a legal parking space
- No space available
- Inclement weather
- Late for class/work
- Improperly displayed decal
- Did not realize decal had expired

- Failure to display a decal
- Permit used by another person
- Failure to purchase a decal
- Parked in a fire lane
- Forgot to move car
- Did not get the citation
- No signs to say "No Parking"

Please note: All Appeal Committee decisions are final. Citations cannot be re-appealed.

The Student Government Association handles appeals.

Dispositions from the Student Government Association are final and binding.

** Failure to appear on the assigned appeals date will result in a guilty verdict. All guilty verdicts will result in an additional \$10.00 processing fee.

NOTE: You must bring the original ticket to the appeals hearing to complete the appeal process.

Details on appealing or paying parking fine(s) are listed below.

Parking Summons Appeals Process

Appeals should be based on the premise that the ticket was not consistent with College parking regulations, or that extenuating circumstances exist that may excuse the appellant from compliance with these regulations.

The parking fine is placed on hold when an appeal is submitted. The Chief of Campus Police must receive a completed appeal form within seven (7) calendar days from the date the ticket was issued.

A two-step review process is in place to adjudicate pleas against parking tickets.

First Step Appeal:

The first step entails submitting an Appeal Form describing why the ticket is unwarranted. The Chief of Campus Police must receive a completed appeal form within seven (7) calendar days from the date that the ticket was issued. The Police Chief and Dean of Students shall decide if the citation is warranted or not. Appellants will be notified by mail as to the result of their appeal(s). All violations that are not appealed within the 7-day period shall constitute a plea of guilt.

Three Member Panel (Appeal Committee):

Persons who are not satisfied with the first step decision and wish to further contest the violation must submit a second appeal form. The form should be given to the Chief of Campus Police, along with the first step Denial and must be submitted within seven (7) calendar days of the first step decision date. The second step of the ticket appeal process

entails the coordination of a three-member panel of the Student Government Association. The panel's responsibility is to review the decisions made at the prior appeal in effort to determine whether the appellant was found guilty due to an error in fact, regulation or law; or if the appellant was not afforded due process. If these criteria are not met then the panel cannot reverse the first decision. The first step appeal information is reviewed at this step. Appellants are allowed to make statements and provide further evidence in support of the appeal. Hearings are tape recorded and scheduled for approximately fifteen (15) minutes in duration. Appellants will be notified by mail as to the result of their appeal(s).

All Appeal Committee decisions are final. Citations cannot be re-appealed.

Payment Instructions:

Payments for parking fines may be made by mail or in-person.

Personal checks, money orders and cashier checks are accepted by mail. (U.S. funds only, checks should be made payable to Talladega College). To ensure proper credit, please record ticket number and license plate number on your payment.

Payments of all methods are accepted at the Business Office – Sumner Hall.

Pay by Mail:

To pay by mail, forward your payment and a copy of the ticket to:

Talladega College Business Office

Attn: Parking Fines

627 West Battle Street

Talladega, AL 35160

The postmark date on the envelope shall be payment date. Please do not mail cash.

Pay In-person

If you wish to pay in-person you may do so at the Business Office-Sumner Hall.

Copies of the College Parking Policy are available at the Campus Police Department.

COLLEGE/STUDENT REGULATIONS

JUDICIARY SYSTEM/STUDENT CODE OF CONDUCT

INTRODUCTION

Talladega College aspires to transmit knowledge, nurture and develop its students, and promote the quality of the College community. In striving for these goals, the College recognizes the significance of student rights. Student rights include freedom of expression, autonomy, and procedural protection.

Upon registration at Talladega College, a student accepts the responsibility to conform to the College's regulations and policies. The Student Code of Conduct creates an expectation of behavior that the College deems acceptable. Compliance with the Code of

Conduct will allow students to enjoy their own rights, while respecting their classmates' rights. The students are subject to disciplinary action by the College upon violation of any part of the Code of Student Conduct. When a student is accused of violating any part of the Code of Student Conduct set forth by the College, it becomes necessary for a judicial body to be available to ensure that the student is not denied his/her constitutional or statutory rights; that the student is not deprived of procedural due process; that the student is not discriminated against because of race, religion, physical disability, national origin, sex, or age; and that the student is not subject to unreasonable or capricious action directed toward him/her.

The College has the responsibility to protect its integrity and to insure that the rights and privileges of the College family, as well as the community at-large, are not violated by the actions of an individual or groups of individuals.

CAMPUS GOVERNANCE

The campus governance structure includes: the Board of Trustees, the President, and the Talladega College Judiciary Committee. The Board of Trustees is the policy-making and governing body of the College. The Board provides a mechanism of campus governance through its agent, the President. The President is the chief administrative officer of the College, responsible to the Board of Trustees for the administration of the College. The Judiciary Committee is charged with the responsibility of providing a fair, educational process for accountability of student conduct.

TALLADEGA COLLEGE JUDICIARY COMMITTEE

Individuals assume certain responsibilities for upholding and maintaining the standards and expectations of the community to which they belong. The College expects students to comply with civil laws as well as with College regulations. Student conduct that violates these laws and regulations may result in College disciplinary actions.

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms and safety of members of the campus community.

The purposes of the judicial process are (a) to provide a fair, educational process for accountability of student conduct, (b) to promote the development of individual integrity, and (c) to protect the rights of members of the College community.

1. The Talladega College Judiciary Committee, hereafter referred to as the Judiciary Committee, shall be composed of: four (4) faculty members elected by the faculty, one (1) staff member appointed by the Vice President of Student Affairs, and three (3) upperclassmen appointed by the Student Government Association.

2. There shall be two (2) students, three (3) faculty members, and two (2) staff members appointed to serve as alternates on this committee. (Election/appointment is the same as number one.)
3. The chairperson will be appointed annually by the Dean of Students.
4. A quorum for the Judiciary Committee shall consist of six (6) members, three (3) faculty, one (1) staff, and two (2) students.
5. The Judiciary Committee shall hear cases involving alleged violations of the Student Code of Conduct, which shall be referred to it by the Office of Vice President of Student Affairs. Normally, these cases shall be those in which there is a possibility of suspension or expulsion of the accused student.
6. Preliminary investigations of charges against the student shall be made by the Judicial Affairs investigator and/or the Chief of Police. The Investigators may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Investigator, subject to approval by the Dean of Students. Such disposition shall be final and there shall be no subsequent proceedings.
7. Cases are referred to the Judiciary Committee through its chairperson. The chairperson shall set the time and place for a hearing and shall notify other members, the accused student, witnesses, etc.
8. Decisions of the Judiciary Committee shall be by majority vote of the closed ballots.
9. If a student has been found guilty of a city, state or federal law or ordinance, the Judiciary Committee reserves the right to adopt the legal ruling by the courts, and suspend the student's right to a Judiciary Committee Hearing. Any penalties or punishments against the student will be based upon campus policies outlined in the Student Handbook.
10. Any members of the Judiciary Committee will be disqualified if his/her personal involvement in the case is detrimental to the interest of the accused or the institution.
11. The Judiciary Committee shall make a tape recording and/or summary transcription of the proceedings.
12. The hearing and other deliberations of the Judiciary Committee shall be closed, and not open to the public.

13. The Judiciary Committee shall provide a brief written summary and tapes of each case, along with its written recommendations, to the Office of Dean of Student Affairs.

14. The Dean of Students, though not a member of the Judiciary Committee, is charged with the responsibility of notifying the student(s) of the decision(s) of the Committee, enforcing said decision(s), and serving as staff support to the Judiciary Committee.

VIOLATIONS OF THE CODE OF STUDENT CONDUCT

The Judiciary Committee shall exercise jurisdiction over and may discipline any student referred by the Vice President of Student Affairs for the following violations of the College Code of Conduct, which occur on the College campus, or at College-sponsored activities away from the campus property, or at official functions of the College-chartered organizations.

1. Broadcasting, publishing or circulating defamatory information.
2. Physical abuse, verbal abuse, threats, stalking, intimidation, harassment, sexual misconduct, coercion, and/or other conduct which threatens or endangers the health or safety of any person (Any contact that threatens, harasses or injures another).
3. Unauthorized entry, or use of, an office, residence hall, building or other College property.
4. Vandalism, malicious destruction, damage, or misuse of public or private property of another person or the College. (See President's Executive Order)
5. Theft, misappropriation, unauthorized, or illegal possession of, sale of, or embezzlement of property of another person, or of the College.
6. Charging long distance telephone calls, telegrams/cable or mail-o-grams to any telephone, without expressed authority.
7. Obstruction of public administration, including filing a false report, false alarm, refusing to permit inspection, refusing to aid a police officer or fire control, resisting arrest, hindering prosecution, perjury, tampering, intimidating, bribing a witness.
8. Recklessly, intentionally, or negligently, causing public disorder and indecency, including harassment, harassing communications, loitering, public intoxication, criminal surveillance ("Peeping Tom"), rioting or inciting to riot or any conduct that is unbecoming to the philosophy of Talladega College. (See Talladega College's policy on Sexual Harassment)

9. Gambling, prostitution, obscene behavior, display or distribution of obscene or pornographic material.
10. Illegal manufacture, use, sale, possession or storage of controlled substances (including drug paraphernalia) on College property or at any activity sponsored or approved by the College. This policy applies on buses or in cars sponsored by the College to College related or approved functions. (See President's Executive Order)
11. Public intoxication, or possession of alcoholic beverages/ containers or liquor on campus, or at College related or approved functions. Disorderly behavior or conduct that is unbecoming to the philosophy of Talladega College. (See President's Executive Order)
12. Failure to comply with an order given by an official who has identified themselves as an official of Talladega College; including, failure/refusal to present a valid identification card.
13. Any violation that is an impediment of the Alabama Criminal Code, Title XIV, which is related to firearms offenses; including, fireworks, explosives, ammunition, knives, and weapons that can be concealed, within Talladega College Police Jurisdiction.
Note: licensed firearms are not permitted on campus.
14. Hazing – any willful action taken or situation created, either on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.
- No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending. (Alabama Criminal Code 16-1-23)
15. Failure to report Hazing - No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this state to the chief executive officer of the appropriate school, college, university or other educational institution in this state. Any act of omission or commission shall be deemed hazing under the provisions of this section. (Alabama Criminal Code 16-1-23)
16. Misappropriation, misuse, unlawful entry, alteration of academic materials or College documents, including computer related offenses.

17. The unauthorized taking or using of academic materials of another student, faculty or staff member, including, but not limited to, notebooks, notes, research and term papers, special projects and examinations.
18. Violations of residence hall codes, including inter-room visitation policies and procedures, or cohabitation. Sexual contact is prohibited in all buildings on campus.
19. Refusing to appear before the Judiciary Committee. Giving false or misleading information to the Judiciary Committee or committing perjury with the intent to deceive.
20. Disrespect shown toward any administrator, faculty, staff or Police Officer on or off campus.
21. Limiting the security of others or causing a breach of security.
22. Failure or refusal to attend required convocations, hall meetings, and group session/workshops.
23. Criminal impersonation or impersonation of a College official or student.
24. Engaging in any conduct which is a violation of federal, state law, city ordinance, or any officially approved Talladega College policy or regulation.
25. Engaging in conspiracy. A student is prohibited from agreeing with one or more persons to engage in or cause the performance of conduct that is in violation of the Code of Conduct.
26. Occupancy of a room in the residence hall and/or eating in the dining hall if not officially registered.
27. Wearing shirts or other clothing which display messages or illustrations of a profane nature, sexual connotations, or advertisements, or suggestive statements relating to drugs, alcohol, or any illegal substance.
28. Attempts or actual theft of property of the College or property of a member of the College community or other personal or public property.
29. Unauthorized possession, duplication, or use of keys to any of the College premises.
30. Using computing facilities to interfere with normal operation of the College computing system.
31. Using computing systems to send abusive or obscene messages.
32. Littering or damage to public grounds of the College, including driving motor vehicles on lawns without prior approval from College officials.

33. Obstructing the free flow of pedestrian or vehicular traffic on the College campus or at a College-sponsored event.

34. All conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on the campus.

35. Entering false fire alarms or bomb threats, tampering with fire extinguishers, alarms, or other safety equipment.

36. All conduct that is inconsistent with the philosophy and best interest of Talladega College is prohibited.

DISCIPLINARY SANCTIONS

When a student is found to have violated the College Code of Student Conduct, the following sanctions may be imposed:

1. **Disciplinary Warning:** An official written notification that a student's behavior is in violation of the College's regulations or standards, and clarifies expected behavior in the future. Further conduct may be treated with more serious sanctions.

2. **Disciplinary Probation:** Probation for a period to be established by the Judicial Affairs Committee, implying that the individual's standing within the College is in jeopardy and that further negligent or willful violations will normally result in suspension or expulsions.

3. **Loss of Privilege:** Denial of a specific privilege for a designated period of time.

4. **Restitution:** Compensation for loss, damage or injury. Restitution may be in the form of appropriate service and/or monetary or material replacement.

5. **Residence Hall Suspension:** The separation of the student from the residence hall for an identified period of time, after which the student is eligible to return. The conditions for readmission shall be specified.

6. **Residence Hall Expulsion:** Permanent separation of the student from the residence hall.

7. **Expulsion:** Permanent severance of the student's relationship with the College.

8. **Disciplinary Suspension:** Temporary severance of the student's relationship with the College for a specific period of time, though not less than one semester. Any student who is suspended will automatically receive the grade of "W".

Definitions:

Disciplinary Warning: Notice of disapproval expressed to student in writing or verbally.

Restrictions: Exclusion from participating in social activities.

Restitution: Reimbursement for damages to or misappropriation of property; this may take the form of appropriate service or other compensation(s).

PROCEDURAL DUE PROCESS IN STUDENT DISCIPLINE

To protect its fundamental legal and moral integrity and the constitutional rights of its students and to meet the elemental requirements of fairness, an educational institution should guarantee procedural safeguards to students involved in disciplinary cases.

Although disciplinary hearings at the College are not legal proceedings, they should be conducted in a fair and judicious manner with the aim of lessening the likelihood of error or prejudice. At hearings of the Judiciary Committee, the student shall be offered all rights of procedural due process, which require that:

a. The student will be informed in writing of the reason(s) for the proposed disciplinary action and given sufficient time to insure the opportunity to prepare for the hearing.

b. The student appearing before the Judiciary Committee will have the right to be assisted in his/her defense by a Talladega College advisor of his/her choice. The advisor cannot speak for the accused student; the advisor's participation is limited to advising the student.

c. The burden of proof will rest with the person(s) bringing the charge.

d. The student will be given an opportunity to testify and to present evidence and witnesses.

e. The student will have the opportunity to hear and question adverse witnesses.

f. The student can attend classes until a hearing is held and a decision is made. Exception to this would be when the student's presence would create clear and present danger. In such cases, the Vice President of Student Affairs may impose temporary protection measures including suspension, pending a hearing, which may be reasonably necessary. It is understood that such temporary measures, if taken, will be without prejudice to the student.

g. The decision of the Judiciary Committee must be based upon evidence introduced at the proceedings before the Committee or upon documents furnished to the

Committee prior to the hearing, and made available to the accused student by the Vice President of Student Affairs, upon request.

h. The Judiciary Committee's proceedings will be recorded (transcript/tape recordings).

i. decision of the Judiciary Committee shall be final, subject only to a student' right to appeal to the President.

DISCIPLINARY PROCEEDINGS

When a complaint against a student is filed with the Vice President of Student Affairs, the Chief of Police shall conduct a preliminary informal investigation to determine if reasonable grounds exist to support or dismiss the charges. Based on the investigation, the case will be referred to the Judiciary Committee.

1. All complaints of alleged violations of the Code of Conduct by a student shall be made in writing to the Office of the Vice President of Student Affairs. Each complaint shall contain a statement of facts outlining each alleged act of misconduct and shall state each regulation which the student is alleged to have violated.

2. The student(s) will be notified in writing by the Committee chairperson at his/her last known address at least 48 hours, or two class days, prior to the hearing. The notice will include charge(s), name(s) of person(s) making the charge(s), time and place of the hearing.

3. The notice will also inform the student(s) of his/her rights as they relate to procedural due process.

4. The accused student(s) shall be required to appear in person before the Judiciary Committee. If the student(s) cannot appear, he/she shall state in writing the reason(s) for not appearing to the chairperson of the Judiciary Committee within 24 hours before the hearing. If the chairperson agrees that the reason(s) given is (are) sufficient, the hearing may be postponed until a later date. If the chairperson does not agree, the hearing will be held in the student's absence and he/she would have waived his/her rights.

5. The decision reached at the hearing will be communicated in writing to the student by the Vice President of Student Affairs within 24 hours after receiving the decision from the chairperson of the Judiciary Committee.

6. The student shall be notified in writing of his right to appeal the Committee's decision to the Vice President of Student Affairs and to the President of the College. In case of appeal, any action assessed by the hearing committee shall be suspended pending the outcome of the appeal. The first appeal should be made to the Vice President of Student Affairs. The final appeal is to the President of the College.

7. The President's decision is final and takes effect immediately.

GROUNDINGS FOR APPEAL

The following shall be grounds for appeal of the Judiciary Committee's decision:

1. Error is committed during the hearing, which resulted in the accused not receiving a fair and impartial hearing.
2. Material and relevant evidence could not be produced at the hearing.
3. New evidence relevant to the case is introduced.
4. The decision is not supported or justified by the evidence.

GRIEVANCE PROCEDURES FOR STUDENTS

Talladega College recognizes conflicts involving students may develop within the College community which requires prompt and judicious resolution. The College provides all students the opportunity to express grievances or complaints without fear of coercion, discrimination or reprisal.

Filing a Grievance/Complaint

Step 1 - The aggrieved student should first attempt to resolve the grievance informally (verbally) by scheduling an appointment and discussing the matter with the person(s) involved.

Step 2 - If the matter is not resolved to the student's satisfaction, the student should proceed to the formal grievance level by submitting the grievance in writing to the immediate supervisor of the person(s) involved, describing the problem and the suggested solution desired. The immediate supervisor has **five working days** (Monday through Friday) to provide the student with a statement of findings.

Step 3 - If the student is not satisfied with the findings from the second level, he/she may present the grievance in writing and proceed to the next level, the Department Chairperson/Dean, or next level of supervision. This person will have **five working days** (M-F) to provide the student with an opinion in writing.

Step 4 - If the student is not satisfied with the findings from the third level, then he/she may present the grievance in writing to the next level for review, the appropriate Vice President. The grievance must be presented to the Vice President within **five working days** (M-F) from the time the opinion was rendered from level three. The Vice President will have **five working days** to provide findings in writing to the student.

Step 5 - If the student is not satisfied with the opinion received from the fourth level of review, he/she may return the grievance in writing to the next level, the Executive

Vice President or Provost of the College. The grievance must be in writing and presented **five working days** from the time the opinion was rendered at level four. The Executive Vice President or Provost will have **five working days** to provide the student with a written opinion.

Step 6 - If the student is not satisfied with the answer at level five, he/she may return the grievance in writing to the **final level**, the President of the College. The grievance must be presented to the President **five working days** (M-F) from the time of the last opinion. The President has **ten working** days (2 weeks) to render his/her decision. This decision is **final** in the resolution of all grievances.

CASES INVOLVING CIVIL/CRIMINAL CHARGES

Individuals who engage in unlawful acts are subject to civil liability or criminal prosecution. College officials are prepared to notify individuals of their rights to legal representation. However, the College will not ask for special considerations for the individual because of their affiliation as a student, staff or faculty at the College.

Prosecution in civil or criminal court for an unlawful act, or misconduct, does not necessarily preclude College disciplinary action. The College reserves the right to proceed with disciplinary procedures prior to, simultaneously with, or following any civil or criminal proceeding off-campus.

Talladega College will cooperate fully with criminal law enforcement.

READMISSION OF STUDENTS SUSPENDED FOR DISCIPLINARY REASONS

A student may apply for readmission after the period of suspension or earlier, if he/she feels there is sufficient evidence to cause the College to review his/her case. Readmission of students suspended for disciplinary reasons is based on a review by the Student Affairs Committee of the College Council of the educational and personal history of the student, and the availability of the space in the residence halls and classrooms.

DRUG PREVENTION PROGRAM

Purpose - Talladega College's Drug Free Campus Policy is based on the following objectives:

1. To maintain a safe and healthy environment for all students and employees,
2. To minimize accidental injuries to persons or property,
3. To minimize the absenteeism and tardiness of employees,
4. To improve the educational performance of all students,
5. To identify resources for alcohol or substance abuse rehabilitation for students and employees, when appropriate,

6. To comply with the Federal Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989 and other applicable legislation,
7. To adopt and implement a program to prevent use of illicit drugs and abuse of alcohol by students and employees, and
8. To promote an educational environment free from the abuse of alcohol and use of illegal drugs.

DRUG-FREE CAMPUS AND WORK PLACE POLICY

(This regulation is also addressed in the "Executive Order")

Talladega College is committed to the creation of a wholesome, drug-free environment conducive to learning. In accordance with the Drug-Free Workplace Act of 1988 (Public Law 100690, 102 Stat. 4181), the College prohibits the manufacture, distribution, dispensation, possession or use of a controlled substance in its facilities or on its campus. Every student and employee will be provided with a copy of this policy. Any faculty member who suspects that a student may be under the influence of alcohol/drug and/or illegal substance is strongly encouraged to contact the Vice President of Student Affairs and the Talladega College Police Department.

Legal Sanctions - (Federal, State and Local law)

Legal sanctions under local, state and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol include imprisonment and fine. A listing of penalties for specific offenses can be found in the Titles 13A and 28 of the Alabama Code, available in the College Police Department, the library and the office of the Vice President for Student Affairs.

Health Risk Associated With the Use of Illicit Drugs and the Abuse of Alcohol

Alcohol - Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses (e.g., acquaintance rape, vandalism, fights, and incidents of drinking and driving). Continued abuse may lead to dependency. Alcohol abuse often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Marijuana - The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Marijuana users often have a lowered immune system and an increased risk of lung cancer. THC is an active ingredient in marijuana and is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens - Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. Users may experience panic, confusion, suspicion, anxiety, panic, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instinct in check. Because PCP blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack - Cocaine users often have a stuffy, runny nose, may have a perforated nasal septum, experience restlessness, demonstrate pressured speech, and have hypertension. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Depression episodes often follow cocaine/crack use. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions and even death.

Amphetamines – Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin - Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

Methamphetamine – Methamphetamine is a powerful addictive stimulant that dramatically affects many areas of the central nervous system. The drug can easily be made in clandestine laboratories from relatively inexpensive over-the-counter ingredients and can be purchased at a relatively low cost. These factors make methamphetamine a drug with a high potential for widespread abuse. Methamphetamine is sometimes referred to as “speed,” “meth,” and “chalk.” In its smoked form it is often referred to as “ice,” “crystal,” “crank,” and “glass.”

DRUG AND ALCOHOL PROGRAMS

Talladega College offers a variety of therapy regimes for drug and alcohol treatment. Individual and group therapy sessions are available through the College’s counselor and Talladega College’s counseling board. In cases requiring more intensive treatment, a referral will be made to one of several drug and alcohol treatment centers to include:

1. Cheaha Mental Health Center’s Caradale In-Patient Treatment Program
2. Cheaha Mental Health Center’s Caradale Out-Patient Program
3. Birmingham Metro Treatment Center
4. Bradford Health Services
5. Hill Crest Behavioral Health Center

SUBSTANCE ABUSE DISCIPLINARY SANCTIONS

Talladega College has the responsibility to protect its integrity and to insure that the rights and privileges of the College Family, as well as the community-at-large, are not violated by the actions of an individual or groups of individuals.

In cases where students, faculty, and staff are found guilty of violating the College's Substance Abuse Policy, such individual(s) will be suspended from the institution or from its employ (without pay) and required to seek professional counseling for a minimum of one semester before being eligible for re-admittance or re-employment. In either case, proof of counseling will be prerequisite for reconsideration. The College will make every effort to assist the individual in securing professional counseling.

In all instances, payment for services listed above will be at the expense of the individual. If the student or employee fails or refuses to seek counseling, that individual's relationship with Talladega College will be permanently severed.

Talladega College Executive Orders

Approved by the Talladega College Board of Trustees October 8, 1998

Drugs - Possession, use or distribution of illicit drugs by a student, employee or any other person on College property, at any time, and at any College sponsored activity will result in immediate expulsion, termination and/or referral for criminal prosecution.

Illegal Activity - A student engaged in any conduct which may be a violation of a federal law, state law or city ordinance, or otherwise illegal activities, regardless of whether the student has been officially charged, shall be viewed as a serious violation of College policy, and will result in immediate expulsion, termination and/or referral for criminal prosecution.

Talladega College will conduct annual review/assessments of its drug and alcohol abuse prevention program to determine the program effectiveness, identify and implement any changes needed, and to monitor disciplinary sanctions.

A copy of the complete Drug-Free Campus and Work Place Policy is posted on the bulletin board in each campus residential facility and found in the appendix of this Student Handbook.

REGULATIONS FOR PERSONAL APPEARANCE AND DRESS

Personal appearance and clothing should be appropriate, neat and becoming for the collegiate atmosphere. The following is required of all Talladega College men and women:

1. The appropriate distinctions should be made between the proper attire for classes, convocations, work, religious services, business and formal affairs verses relaxation and play.
2. The following is considered inappropriate attire for public buildings: sheer garments without proper undergarments to obscure the transparency; micro-mini dresses that do not cover enough of the thighs while standing and/or sitting; cutout or torn jeans, bedroom slippers, halter tops; midriff blouses, t-shirts bearing profane language and/or indecent messages; baseball caps.
3. Male and female undergarments are not to be displayed/visible.
4. Males should not wear hats/caps, and form-fitting shorts or boxer shorts without the proper supporting undergarments, in public buildings. Stocking caps, skull caps, do rags and bandanas are banned from public buildings and campus sponsored events.
5. Personal grooming and hygiene should be maintained at all times. This is essential to the appearance representative of the Talladega Man or the Talladega Woman and the College values and mission.

NOTE: Public buildings at the College include residence hall lobbies, buildings used for instruction and convocation, the library, Callahan Student Union Center, Fanning Cafeteria, and the bookstore.

Failure to comply with the personal appearance and dress regulations can result in disciplinary sanctions.

REGULATIONS FOR DRUGS AND ALCOHOLIC BEVERAGES

Talladega College prohibits the sale, possession, distribution and consumption of alcoholic beverages on all property owned by the College. Talladega College reserves the right to interview persons suspected of being under the influence of alcohol or drugs.

Persons found to be in violation of this policy are subject to the President's Executive Order Item II. DRUGS:

Possession, use or distribution of illicit drugs or paraphernalia (as defined by the Alabama Criminal Code 13A-12-260 Drug paraphernalia; use or possession; delivery or sale; forfeiture. Definition of "drug paraphernalia" as used in this section, the term "drug paraphernalia" means all equipment, product, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, production, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the controlled substance abuse laws of this state) by a student ,

employee or any other person on College property , at any time and at any College sponsored activity will result in immediate expulsion, termination and/or referral for criminal prosecution.

REGULATIONS FOR SEXUAL HARASSMENT

Talladega College prohibits sexual harassment in any form. Sexual harassment is unlawful and is a violation of Section 703 of the Title VII and Title IX of the Federal Statutes. Sexual harassment infringes on an employee's right to a comfortable work environment and a student's right to an education in a discrimination-free environment. No student or employee - male or female - should be subject to unsolicited and unwelcomed sexual overtures or conduct, either verbal or physical.

REGULATIONS FOR WEAPONS/EXPLOSIVES

(This regulation is also addressed under the "Executive Order")

Possession, use or storage by students or any unauthorized person(s) of any pistol, rifle, shotgun, whether loaded or not, bladed instruments, explosives, or other incendiary devices on the Talladega College Campus, or at any off-campus activity of a Talladega College organization is strictly prohibited. Violation by a student or other unauthorized person(s) is prohibited and is cause for disciplinary action which may include expulsion, termination and/or criminal prosecution.

REGULATIONS FOR SMOKING IN BUILDINGS

Talladega College strictly prohibits smoking in all meeting rooms, offices, residence halls, laboratories, gymnasiums, classrooms, Fanning Refectory, DeForest Chapel, and houses used as residence halls.

REGULATIONS FOR PARKING ON CAMPUS

All student vehicles must be registered in the Talladega College Campus Police Department each year and parked in designated student parking areas only. In order to park a car on campus, the owner/driver must purchase a parking decal each year from the Talladega College Police Department. Proof of car insurance must be shown to receive a parking decal. Students are prohibited from parking in the Faculty/Staff parking areas. Cars parked in unauthorized areas will be towed and/or fined. Please read the section under Campus Police for additional information on Parking on Campus.

REGULATIONS FOR OFF-CAMUS ACTIVITIES

Talladega College is not responsible for student involvement in off-campus activities, whether the activity is sponsored by an on-campus organization or by a local civil or charitable organization. In the event a student organization is sponsoring an off-campus activity and desires to place notices on campus boards, the authorized representative of the organization must have the Office of Student Activities stamp on the handout that

Talladega College is not responsible for any student involvement in this off-campus activity.

REGULATIONS ON THE USE OF COLLEGE FACILITIES

In order to assure the safety and maintenance of our campus buildings, and to meet the requirements of the fire underwriter, the following regulations have been adopted and apply to all campus buildings.

1. No room shall be occupied above the capacity determined by the Fire and Safety Code of the State of Alabama.
2. Groups sponsoring activities are responsible for the behavior of all guests and members.
3. Electrical circuits shall not be tampered with, overloaded or disconnected; use should be made of outlets provided.
4. No smoking in any building on campus.
5. Decorations may be used in the form of free standing props.
6. Balloons may be hung by string or twine from columns--no wire or scotch tape--only masking tape.
7. Crepe paper streamers may be attached to columns by means of twine only. The use of wire is prohibited.
8. All decorations and equipment must be removed by 8:00 a.m. the day following the event, unless previous arrangements are made with facilities.
9. Decorations must be completed, by the organization, outside of the buildings. Painting, sawing or hammering, other than joining completed sections, must be completed outside the buildings.
10. Decorations such as hay, straw, dried leaves, excelsior and untreated paper are not to be used. Only underwriter laboratory approved paper or cloth may be used as background for framed props. The seal of approval should be visible.
11. Decorations should not be attached to light fixtures, air diffusers, speakers, any part of the ceiling, or any part of the sprinkling system.
12. Exits shall not be closed or obstructed.
13. Lighted candles or flames may be used only when prior approval is requested and granted.

14. Only fire-proof decorations may be used.
15. All plans for decorating should be cleared or approved by the Facilities Operation Department.
16. Any special equipment, such as PA systems, must be requested from the Facilities Operation Department at least one week prior to the event. The advisor to the organization, or the supervisor of the event, may have to sign for the PA system.
17. All trash, debris and discarded decorations are to be disposed of in receptacles OUTSIDE of the building.
18. Cleaning materials (mops, brooms, etc.) are to be secured from the Housekeeping Department before the office closes at 3:00 p.m. and returned after the event.
19. If two organizations use a facility concurrently, i.e., Friday and Saturday nights, both organizations are responsible for the clean-up and/or damages.
20. When reserving a building on campus, the appropriate forms must be obtained from the Office of Student Activities and properly completed. These forms must be signed and distributed to the designated persons involved.
21. The Talladega College Police Department must receive a copy of the Building Request Form. If the Police Department does not receive a copy of the completed Building Request Form, they are not obligated to unlock any doors and can require that the building be vacated.
22. The advisor, or staff person whose signature appears on the Building Request Form, is required to be present at the event to provide supervision. If this person is not present, the Talladega College Police Department has the authority to close the activity.
23. If the cafeteria is to be used for step show purposes, the show must take place after 7:00 P.M. in the evening and it must be scheduled like any other activity. Stepping in the cafeteria is strictly forbidden during mealtime hours.
24. At the conclusion of any activity, the building must be inspected by the person(s) directly responsible. Any damage should be reported to the Director of Student Activities the next day. The damage report will be forwarded to the Facilities Operation Department for further assessment and follow-up.
25. All damages (if any) will be assessed by the Facilities Operation Department and charged to the organization using the facility.

26. Campus facilities used for dances or other social gathering must be vacated by 1:00 A.M. unless prior approval for a later hour has been given by the Dean of Student Affairs. This does not include the time to clean the facility by person(s) sponsoring the activity.
27. The appropriate protective cover must be placed on the gymnasium floor before use.
28. Water displays (fountains, falls, pools, etc.) must be approved by the Facilities Management Department.
29. Decorations, streamers, ribbons, etc., hung from ceiling lights are prohibited.
30. All tables must be removed.
31. Floor covers should be folded and returned to proper storage under the stage.
32. Chairs are to be placed on hand trucks under the stage after each use.
33. Facility must be cleaned and in proper order by 8:00 A.M./Monday - Saturday and 12:00 noon on Sundays.

COLLEGE POLICIES

SOLICITATION

Solicitations, sales, displays or distribution of publications and advertisements on the Talladega College campus must be approved. All other solicitations, advertisements, sales, displays or advertisements on the campus are prohibited.

All salespersons, agents, and student representatives are prohibited from soliciting on campus without written permission of the Director of Student Activities. Except in specified instances, such as UNCF or College-related activities, all authorized solicitations must be made in the Office of Institutional Advancement (OIA).

DISTRIBUTION OF PRINTED MATTER AND POSTERS

Printed materials may be posted in the designated locations on bulletin boards. The material must have the approval of, and stamped by the Director of Student Activities. All materials should be in good taste and conducive to the collegiate atmosphere. Any questions regarding the interpretation of good taste should be directed to the Director of Student Activities for on and off campus activities. Also, a one week notice is required before the material for any organization will be approved. Any materials not carrying the approval stamp will be removed. Items posted on windows and doors will be removed and destroyed. No posters are to be placed on glass surfaces, nailed to trees or taped to

walls. If flyers are to be mailed from the campus post office, they must be on sheets of paper in sizes no smaller than 3” x 5”.

STUDENT PUBLICATIONS

The **Talladega Times** is the campus newspaper published by a staff of student volunteers. It deals with matters of interest to the student population. The **Talladega Times** is published once each semester or as often as possible.

The **Amistad** is the College Yearbook.

INTRAMURALS

The intramural program is coordinated by the Office of Student Activities and offers activities that provide students with the opportunity to participate in organized individual and team sports. Sports range from traditional flag football, softball, volleyball, and basketball. Many of these activities are offered at no cost to the students and teams can be formed among those who are interested. The program does not require the intense training and high level of skill associated with varsity athletics. Playing ability is not as important as desire to participate. In addition to the organized program of activities, facilities are available to students for recreational use. Announcements concerning the programs are posted periodically throughout the campus.

EMERGENCY INFORMATION

TALLADEGA COLLEGE

COMPREHENSIVE EMERGENCY PLAN

Revised 02/06/08

Purpose

The purpose of this manual is to provide the campus community of Talladega College with a comprehensive set of procedures to be followed to ensure the safety and security of the students, faculty and staff. While no policy manual can be all inclusive, this document categorizes major unusual occurrences on campus and sets forth a standardized set of procedures for dealing effectively with such conditions. In addition, general safety precautions for every day activities are included.

Definition

For the purpose of this document, the definition of "campus emergency" will be any unstable situation that might prove volatile, or require urgent intervention. Situations could include physical, psychological, or medical emergencies.

Campus emergencies examples include, but are not limited to: fire, rape, severe weather, physical injury, assault, endangerment to self or others, or medical problems.

Policy

The College endeavors to provide a safe, academic atmosphere in its classrooms, residence halls and facilities for students, staff and faculty. Established procedures ensure that appropriate personnel are informed of an emergency taking place or that has taken place on campus. In all such communication, it is understood that College personnel have the responsibility and obligation to keep all exchanged information confidential.

Campus Police are the primary respondent to an emergency occurring on campus. Campus Police will in turn notify appropriate authorities and/or college officials.

CRISIS INTERVENTION

Procedures

These procedures are designed to provide a consistent approach to emergencies occurring in the College Community by providing support and safety for students, faculty and staff. The College will utilize Campus Police to facilitate a constructive response to an emergency. Campus Police will always be the first contact, as they will coordinate the response efforts.

A. Initial course of action:

1. Campus Police are to be notified immediately of any crisis situation occurring on campus at 256-761-6291.
2. Campus Police will respond to the call to assess the situation and immediately notify the Chief of Police or designee (if needed).
3. Campus Police Chief or designee notifies:
 - a. The Vice President of Student Affairs or designee regarding the crisis on campus. The Vice President of Student Affairs or designee will notify any other appropriate person or agency.
 - b. Any other emergency personnel or agency.
 - c. Housing Director or designee regarding any crisis occurring in campus housing.

B. Response to suicidal or homicidal ideations or actions:

1. After consultation with the Vice President of Student Affairs and/or College Counselor, Campus Police or designee Police Officer may detain and transport a person for mental health evaluation and care if it is determined that the person presents a likelihood of harm to self or others and that immediate detention is necessary to prevent such harm.
2. The Campus Police and designee (optional), or the appropriate medical personnel will transport the person to the Emergency Room at Citizens Baptist Medical Center 604 Stone Ave. Talladega Alabama for evaluation and determination of further steps in treating the person.
3. Alabama State Statues No. 43-1-10, 43-1-11, 43-1-12, 43-1-13, and 43-1-14 regarding emergency mental health evaluation and care will be followed concerning both voluntary and involuntary commitment.

C. Response for a reported sexual assault:

1. Campus Police are to be notified of any sexual assault which occurs on campus. Campus Police will respond to the call to assess the situation and immediately notify the Chief of Police, Talladega Police and secure the crime scene.
2. Campus Police Chief notifies:
 - a. The Vice President of Student Affairs or designee will notify any other appropriate person or agency.

Victim(s) may be transported to Citizens Baptist Medical Center by Campus Police or by appropriate medical personnel.

EVACUATION PROCEDURES

A. EMERGENCY EVACUATION OF BUILDINGS

In the event of an emergency, ALL PERSONS ARE REQUIRED TO EVACUATE BUILDINGS at the sound of a fire alarm. In some instances, an announcement may be made over an intercom system or in person by campus police or supervisors.

This requirement pertains to fire; bomb threats to the buildings, or an emergency considered threatening to the physical well being of residents. Supervisors shall direct evacuees to a location that is the farthest point away from the building (at least 250 feet away).

It must be clearly understood that students who refuse to evacuate and defy the regulations by remaining in their rooms after the warning has been sounded do so at their own risk.

B. EVACUATION PROCEDURES

- 1) Respond to every alarm or verbal warning to evacuate.

- 2) Proceed to the nearest exit.
- 3) **WALK, DO NOT RUN.**
- 4) Notify Campus Police.
- 5) Go as quietly as possible.
- 6) Supervisors/Directors shall direct evacuees to a location that is the farthest point away from the building (at least 250 feet).
- 7) After leaving the building, everyone will assemble in a group away from the building where **ROLL CALL** will be taken by the group leader, office supervisor, classroom instructor, residence hall director, or resident assistant.
- 8) The building can be reentered once it is declared safe by Campus Police or Fire Officials.
- 9) Memorize the above procedures.

SEVERE WEATHER

In case of a warning of a violent storm and/or possible tornado, students, faculty and staff should follow instructions given by supervisors, directors and dorm managers.

A. SEVERE WEATHER REGULATIONS

The following procedures will be followed during severe weather and natural or man-made disasters. These disasters may come in the form of tornadoes, hurricanes, snow and ice storms, or in the form of fire and/or human-initiated catastrophes. Whatever form the disaster takes, everyone must be in a state of constant readiness to protect lives and to defend themselves against human perpetrators who try to capitalize on the misfortune by "looting." The following procedures will be in effect as soon as the College receives official word of severe weather warnings:

- 1) The following individuals will be alerted by Campus Police:

Vice President for Student Affairs
Director of Student Housing
Residents of all campus wooden structured buildings

- 2) Campus Police will monitor the Emergency Management Agencies broadcasts and will also ask for the assistance of Talladega Police if needed.
- 3) The following buildings have been selected as **approved shelters** during severe weather: **Silsby Hall, Ish Hall, Crawford Hall, Savery Library.** Follow steps in Section 4.
- 4) The evacuation process of all personnel and students will begin immediately at the first official warning or imminent approach of a natural or man-made disaster.

The following residence halls shall follow these evacuation procedures:

Shores, Crawford, Ish:

- *Proceed to the lowest level of the building
- *Take roll call and have everyone sit in the hallway
- *Await further instructions from College staff/personnel

Occupants of wood frame buildings and other campus residents

- *Proceed to the nearest **approved shelter**

Remain calm and in command of the situation.

- 5) After the initial fury of the disaster has subsided, please initiate the following post-emergency steps:
 - a) Remain in the sheltered areas until Campus Police has declared all danger has passed.
 - b) Take roll call.
 - c) As part of the clean up process, and returning to the various buildings, please avoid any area containing fallen power lines or hazardous active electrical equipment (i.e., generators, power stations).
 - d) Any questions regarding evacuation procedures shall be forwarded to Campus Police (761-6291).

LOCKDOWNS / LOCKOUTS

A. LOCKDOWNS

Lockdowns will be used when it has been determined that it may be more dangerous to evacuate the building than to stay in the assigned rooms. (i.e. persons threatening with a gun or other deadly weapons, robbery in progress, etc.)

1) Lock Down of Room:

- a. Remain calm and stay with your group of students, faculty, staff or visitors.
- b. Lock room doors and windows, and close shades.
- c. Keep persons quite and away from doors and windows. Consider persons with disabilities who may need additional assistance.
- d. If a gunshot is heard, keep people down on the floor and shielded with room furniture as much as possible.
- e. Remain in the secure room until released by police.
- f. Conduct a count and notify the police of any missing person or medical emergencies.

2) Campus or Building Lockdown:

a. A lockdown involves moving all students, faculty, staff and visitors off the grounds and into a building, securing all entrances and denying access to any unauthorized persons.

b. All outdoor activities are cancelled until the lockdown is released.

c. No person will be allowed to leave the building.

d. The lockdown is in effect until cancelled by Campus Police.

B. LOCKOUTS

This is a procedure, which allows the College to continue with the normal school day, but reduce outside activity, and allows no unauthorized personnel into the building or campus. Lockouts are used when the incident is occurring off campus, but near school property.

After a possible threat has been identified by Campus Police:

1. Announce Lockdown/Lockout has been implemented.
2. Activate building emergency plan.
3. Have students who are outside immediately return to school building.
4. Assigned staff - locks and secure all exterior doors and entrances.
5. Monitor main entrance and allow only AUTHORIZED personnel into building.
6. Consider using "barricades" to close off school driveways and parking lots.

SUSPICIOUS PERSONS / VEHICLES / OBJECTS

A. SUSPICIOUS PERSON(S) OR VEHICLES

Anyone observing a suspicious person or vehicle on campus should contact Campus Police Immediately. Do not approach or attempt to detain.

Provide Campus Police with the following information:

- a) Location and direction of travel.
- b) Physical description – Race, age, sex, height, weight and clothing.
- c) Behavior being exhibited.
- d) Vehicle description and license plate number if driving.
- e) Weapons, if applicable.

B. SUSPICIOUS OBJECTS

Anyone observing a suspicious object on campus should contact Campus Police Immediately.

- a) Do not touch, smell or disturb the object.
- b) Notify a supervisor, dorm manager or department head.

- f) Prepare to evacuate.

RESIDENTIAL LIFE POLICIES AND PROCEDURES

Welcome to Residential Life at Talladega College. The Residential Life staff will strive to make your stay here exciting and enjoyable. To help us promote a healthy atmosphere conducive to learning, there are some community living rules and procedures that have been established. We expect all of our residents to demonstrate mutual respect for one another, the law, and for the necessity of orderly conduct. This handbook, in conjunction with the Student Code of Conduct section, identifies and outlines standards and expectations of our residential communities. Please read the entire handbook. If you have any questions, please contact a member of the residential staff.

Talladega College Residential Life is accessible to all persons. If you have a situation that might require special service or assistance, please contact the Residential Life Office at 256-761-6233 or Seymour Hall room 101.

QUALIFICATIONS FOR ON-CAMPUS HOUSING

The application process for on-campus housing is separate from the admission application to the College. Students must have been accepted to the College before housing will be assigned. Applications are available in the Housing Office, located in Seymour Hall, Room 101, ext. 6233.

A student qualifies for on-campus housing upon completion of registration and business office clearance, with a course schedule of 12 or more semester hours. Students who are not registered will not be permitted to move into the dormitory, eat in the cafeteria or attend classes.

Residents who drop below full-time status or withdraw must notify the Housing office and follow the appropriate check-out procedure.

No student can qualify for on-campus housing until he/she has completed all financial and registration requirements.

SECURITY DEPOSITS

All residents are required to pay a key fee of \$50.00, a Room damage fee of \$100.00. The fee will remain on file with the College throughout the full year of enrollment. **This is a fee and will not be refunded to you.**

RESIDENCE HALL ASSIGNMENTS

Residence Hall assignments are made on the basis of available space and the receipt date of the room deposit payments. Freshmen are assigned rooms in designated halls and areas on the date of completed registration. Roommates will be designated according to mutual student preference and College housing policy. Students who do not indicate a preference will be assigned roommates. **Should an assigned roommate fail to enroll, or request a change in his/her room assignment, the student has four options: (1) to secure a roommate for that room; (2) to move to another room in which there is a vacancy; (3) to accept a reassignment by the College; (4) to pay the rate established for a single occupied double room.**

Students are assigned rooms in the College residence halls and those who fail to report for the assigned rooms on the date stated in the agreement, without notifying the Office of Student Housing, will forfeit the room assignment.

RESIDENT CHECK-IN PROCEDURES

During registration, each student will receive his or her dormitory assignments. Each student should report to his/her assigned dorm to check-in. The check-in process involves various steps including the following:

1. Complete registration.
2. Present the dormitory admit card.
3. Complete the Residential Hall packet.
4. Receive your key.

RESIDENT CHECK-OUT PROCEDURES

At the end of the fall semester, all residents who are not planning to return to the residence hall, must complete the check-out process. All residents are expected to complete the check-out process in the spring of each academic year.

Each resident must check-out with a member of the residential hall staff prior to the official closing. The residential staff must personally check each room. Room damage/repairs are assessed at this time and the dormitory room must be left clean. All room keys must be turned in to the residential hall staff.

A student is not permitted to vacate the residence hall without checking out with a staff member. Failure to properly check-out will result in a charge of \$25.00 fine, in addition to any other damage or fines.

DAMAGES/HOUSEKEEPING FEES

Each resident is responsible for their assigned room and the contents of the room. Residents shall reimburse the College for any damage to the property. All students shall be required to share equally with other hall residents in the expense of repair or replacement of any College property in general or common areas (hallways, study rooms, and lounges) when the College determines that it is unable to identify an individual. The amount of the charge of such losses or damage shall be made by the College at its sole discretion.

Sanctions Issued by Residential Life

Level 1 Infractions	Restitution	Points Assessed
Damages/Improper use of School Property (1 st)	\$10 and up (Depends on Item)	1 to 4
Damages/Improper use of School Property (2 nd)	Judiciary Committee	2
Disorderly Conduct (1 st)	\$30	1
Disorderly Conduct (2 nd)	\$40	2
Disorderly Conduct (3 rd)	Judiciary Committee	3
Illegal Appliances (1 st)	\$45	1
Illegal Appliances (2 nd)	\$50	2
Illegal Appliances (3 rd)	Judiciary Committee	3
Noise/Quiet Hours/Loitering (1 st)	\$25	1
Noise/Quiet Hours/Loitering (2 nd)	\$35	2
Noise/Quiet Hours/Loitering (3 rd)	Judiciary Committee	3
Health and Safety Violation (Cleanliness)	\$35	2
Smoking/Candles/Incense (1 st)	\$25	1
Smoking/Candles/Incense (2 nd)	\$35	
Smoking/Candles/Incense (3 rd)	Judiciary Committee	
Violation of Pet Policy (1 st)	\$25	
Violation of Pet Policy (2 nd)	Judiciary Committee	
Level 2 Infractions	Restitution	Points Assessed
Disrespect of a College Staff	\$30	3
Visitation Violation	\$30 / Judiciary Committee	3
Level 3 Infractions	Restitution	Points Assessed
Alcohol/Paraphernalia	REMOVAL FROM RESIDENCE HALL	4
Assault/Disruptive or Violent Conduct	REMOVAL FROM RESIDENCE HALL	4
Drugs/Paraphernalia	REMOVAL FROM RESIDENCE HALL	4
Weapons	REMOVAL FROM RESIDENCE HALL	4
Theft	REMOVAL FROM RESIDENCE HALL	4
Tampering w/Fire/Security Equipment	REMOVAL FROM RESIDENCE HALL	4
Miscellaneous Infractions	Restitution	
Lockout (1 st)	\$5	
Additional Lock Change Fee	\$45	
Failing Room Inspection	\$25	
Missing Mandatory Hall Meeting	\$25	

Accumulation of 2 points will result in a visit with the **Vice President for Student Affairs**.

Accumulation of 3 or more points will result in removal from the **Residence Halls**.

In addition to these infractions, illegal activity on or off campus may be grounds for removal from the Residence Halls.

All accumulated points stay throughout the fall and spring semesters or your contract period. (If you receive 2 points in the fall, and then received 2 in the spring, you will have 4 points.)

KEY SECURITY

When you register for your residence hall room, you will be issued one key to that room. If the key is lost or stolen, the resident should report it to his/her Resident Center Manager or Resident Assistant immediately. He/she will be issued a new key and charged a fee of \$25.00 (replacement of the lock and keys) In cases of a damaged or broken key, a \$45.00 fee will be charged. Residents may not install auxiliary locks on bedroom doors. If you are locked out of your room, contact the Resident Center Manager who will admit you for a non-refundable charge of \$5.

Residential hall keys may not be duplicated. If a duplicated key is identified during the semester or at check-out, the cost of \$75.00 will be charged to the student's account. All residents must return their keys through the proper check-out procedures. Any keys, not properly turned in, will be considered lost and the student's account will be charged.

PROPERTY LOSS AND THEFT

Residents are encouraged to carry some form of personal property insurance. It is understood that the College is not responsible or in any way liable for the loss, theft, or damage of personal property belonging to residents. Personal property insurance information is available in the Residential Life office or contact your personal insurance company.

During the Thanksgiving holiday, Christmas holiday and Spring Break, the dorms are officially closed. The College assumes no responsibility for the belongings of students that are left in the residential halls during breaks or other vacation periods.

Any case of theft should be reported to the Resident Center Manager and Campus Police. Residents are cautioned to keep their rooms locked in their absence and to file a Values Registration form with the College.

ROOM REPAIR AND DAMAGES

Needed repairs to locks, plumbing, light fixtures, furniture, etc. should be reported immediately to the Resident Center Manager in your dormitory. The Resident Center Manager will report the repairs to the Director of Residential Life. Residents are not authorized to perform repairs or other maintenance duties in the halls.

Talladega College reserves the right to levy and collect charges from residents for damages, unauthorized use of, or alteration of rooms, equipment, furniture or buildings, and for special cleaning necessitated by improper care and use of such equipment.

ROOM SAFETY AND HEALTH INSPECTIONS

Twice a month health and safety inspection of all resident room will be conducted by the Residence Center Manager. The cleanliness and neatness of a resident room and/or suite is the responsibility of the occupant(s). The College has a responsibility to all residents in requiring adherence to the basic standards of safety and sanitation within the residence halls.

Fire Drills, both planned and spontaneous, will be conducted by the Chief of Police in conjunction with the Director of Residential Life and Residence Center Manager. Violations will be documented and discussed with the resident. If the problem continues, the resident will be referred for residential disciplinary procedures. The College reserves the right for authorized personnel to enter rooms any time necessary. Rooms may be entered under the following conditions:

- a. when maintenance or personnel need to enter for repair, or maintenance,
- b. when there is a cause to believe the room is being used for illegal purposes,
- c. when there is reason to believe the occupant's life or health is in danger,
- d. so pet control can spray the room and
- e. to insure that college policies and procedures are being followed,
- f. Maintenance personnel shall notify the RCM person and leave a notice to the resident,
- g. The RCM person shall knock (allowing time for a response) and announce his or her name and the purpose for entering,
- h. A Resident Center Manager and Resident Assistant shall be present during a search. One of them shall be present for inspections,
- i. A note will be left notifying you that we entered.

GENERAL REGULATIONS FOR RESIDENTIAL CONDUCT

Students are responsible for knowing and adhering to the Talladega College Code of Student Conduct and Residential Life Regulations, disciplinary procedures, and penalties. It should be emphasized that students are subject to criminal status and legal action as determined by the state of Alabama, not just the College's regulations and disciplinary system. All students are expected to comply with the code of student conduct included in the student handbook.

PREGNANCY/CHILDREN IN RESIDENCE HALLS

Pregnancy in the Residence Hall should be addressed with the Nurse of the College immediately. A written statement from the doctor of the expectant mother, confirming the advisability of continued study, must be filed at the College no later than the end of the third month of pregnancy. The pregnant student must understand that the College is no more liable for her than any other student. No special dispensation or conditions are to be expected. The resident is not allowed to stay in the Residence Hall after five months of pregnancy. The College reserves the right to remove expectant mothers from the residence hall out of concern for the safety of the expectant, the unborn child, or other residents.

Note

- *If pregnancy is not reported you will be released from the Residence Hall. This could lead up to expulsion from the College.*

*Children are not allowed, under any conditions, to live in the residence hall. Babysitting of infants, toddlers or children in the residence halls is strictly prohibited, unless otherwise **authorized by Director of Residential Life.***

RESIDENCE HALL HOURS/ QUIET HOURS

Sunday through Thursday Lobby closes at 12 midnight
Friday and Saturday Lobby closes at 2 am

The lobby will reopen at 6 am

If you are not a student of Talladega College you will have to leave the residence hall when the lobby closes. ***Any student found guilty of admitting a non-student to the residence hall after midnight is subject to being referred for disciplinary actions.***

Quiet Hours

Sunday through Friday 8 pm to 8 am

Noise can present a very difficult problem in a residence hall where large numbers of students lives in close proximity to each other. Although there are no quiet hour restrictions for Saturday, residents are asked to show consideration for others.

SECURITY/RESTRICTED AREAS IN RESIDENCE HALLS

In order to insure the security of those students occupying residence halls, Talladega College Police/Security officers are on duty twenty-four hours (24) a day and make periodic checks of the buildings.

PROPPING A DOOR IS STRICTLY PROHIBITED. The College views this behavior as a direct threat to the residential community. Any student found propping a door would be held directly responsible. The student is subject to residential and judicial disciplinary sanctions.

RESTRICTED AREAS

Residents are strictly prohibited from entering the dorm roofs, storage areas, or any other identified restricted area.

DECORATIONS

Residents should refrain from placing decals, bumper stickers, nails, screws or other objects that might cause damage or mar on the walls, ceilings, room doors, or other College property in the room. Resident will be charged for damage.

ELECTRICAL APPLIANCES

Radios, small televisions, stereos, VCR's, lamps, small refrigerators and computers are permitted. If you desire to maintain an item that is not identified, please consult a Resident Center Manager.

The following are not permitted:

Open element appliances- hot plates, boilers, immersion heaters, and ovens

Open flames

Drop cords of multi-service receptacles

Halogen lamps

(These pose a threat to the residential community. Therefore, they will be confiscated, tagged and returned at the end of the semester)

STORAGE

There is no storage space available in the resident halls. For a list of local storage opportunities, please consult the telephone directory. Please do not leave items in the stairwells, hallways, or breezeway. Any items left in the above identified locations are subject to immediate removal.

CO-EDUCATIONAL VISITATION IN THE RESIDENCE HALLS

For several years, the College has given approval to a program of co-educational visitation, which permits residents to invite guests of the opposite sex into their living quarters. All conduct and activity of visitors in the room is the responsibility of the student to which the room is assigned. **IN THE FALL SEMESTER OF EACH**

ACADEMIC YEAR, CO-EDUCATIONAL VISITATION BEGINS THE 2nd WEEKEND AFTER THE FIRST DAY OF CLASS.

As the Talladega College is affiliated with United Church of Christ same sex relationships is prohibited. If your are a to the same sex you are not allowed to force or make other uncomfortable

VISITATION HOURS

- Thursday.....6:00 p.m. -12:00 a.m.
- Friday..... 6:00 p.m. -2:00 a.m.
- Saturday..... 3:00 p.m. -2:00 a.m.
- Sunday..... 3:00 p.m.-12:00 p.m.

All guests and the resident host/hostess must sign-in or register, in the presence of the desk clerk at the main desk, upon entering and departing the residence hall. A valid ID must be presented by all guests when signing in. The ID will be retained until the guest(s) depart. All guest(s) must be met in the lobby of the residence hall by the resident-host, and must be escorted by the resident-host, at all times. The guest must remain in the room of the resident signing them in. A guest who becomes a nuisance or problem will be requested to leave the facility. Failure to leave could result in the person being arrested for trespassing. **Residents are responsible for the conduct of their guests.**

Note: Residents and guests must be properly dressed at all times. Properly dressed is defined as:

Females: Shirt/Blouse; Skirt/Slacks/Shorts, Jumper/Dress, Shoes.

Males: Shirt, Slacks/Shorts/Pants, and Shoes

Students enrolled at other colleges may participate in co-educational inter-dormitory visitation if the following rules are followed: (1) Students enrolled at other colleges must follow all of the Talladega College visitation rules and (2) *Valid up-to-date student identification card must be presented by the student when signing in. The ID must remain at the desk until the student departs. All visitors will have to begin to exit the rooms ten minutes before visitation ends.*

OVERNIGHT GUESTS

Overnight guest housing may be arranged by contacting the Director of Housing and your residence hall director. **All overnight guests must have prior approval.** A fee of \$8.00 per night will be charged for housing overnight guests. All overnight guests must obey all Talladega College rules and regulations during their visit. Guests are not permitted to stay overnight in excess of 3 days. **The same sex can stay overnight in his/her room as long as the same sex is not engaged in a same sex relationship.**

COHABITATION IS NOT PERMITTED.

POLICIES FOR ROOM CHANGES

- A.** Room changes are subject to space availability. The Residential Life Director may grant student permission to move/change. The Director of Residential Life and the Vice President of Student Affairs reserves the right to make all final decisions regarding room assignments.
- B.** Residents are encouraged not to request room changes arbitrarily. When conflicts/differences occur between roommates, residents will be advised to work toward a solution for the situation.
- C.** The Residential Life Office reserves the right to require a student to change or vacate rooms when health, interpersonal or psychological difficulties warrant a change or separation.

ANIMAL/PETS IN RESIDENCE HALLS

No animals or pets, of any kind, are permitted in the residence halls at any time.

LAUNDRY ROOMS

Coin-operated automatic washers and dryers are provided in some residence halls. The College is not responsible for any clothing left in these areas or any damage incurred. For more information concerning the laundry rooms, please consult with your residence hall director.

RESIDENCE HALL COUNCILS

Each residence hall or house has a Residence Hall Council. The councils are composed of students who are elected to represent the residents of their respective halls and to serve in the following capacities: President, Vice President, Corresponding Secretary, Recording Secretary, Treasurer, Queen/King, Parliamentarian and Intra-Residence Hall Council Representative. Detailed information concerning the Residence Hall Council is found in the Talladega College Residence Hall Manual.

STAFF IN THE RESIDENCE HALLS

Each residence hall is staffed with a Residence Hall Manager, and in some cases a Resident Assistant(s) and Relief Director. The staff will supervise the occupants, inspect the facilities, and investigate complaints reported within the assigned dormitory.

RESIDENTIAL JUDICIAL PROCESS

All residents are responsible for being aware of the residential policies stated in the Student Code of Conduct. If you have any questions about the Student Code of Conduct or the Residential Hall policies, contact the Vice President of Students or the Residential Life Director.

Residential Life Sanctions will include verbal warning, written warning, developmental activities, loss of visitation privileges, dorm duties, room changes, dorm changes and financial restitution. A resident's suspension/removal from the resident hall requires administrative approval. Sanction will be consistent with the severity of the violation. The sanction for drugs, weapons, vandalism and illegal activity in immediate expulsion (See Presidential Executive Orders).

The residential staff member shall hold a meeting with the resident to discuss the violation, expectation for residents and the sanction. Any case requiring more discussion/attention should first be referred to the Residential Life director and secondly to the Vice President of Students.

RESIDENTIAL PHONE NUMBERS:

HOUSING OFFICE	761-6233	SHORES HALL	761-8516
ISH HALL	761-6370	SENIOR GROVE I	761-8719
CRAWFORD HALL	761-6210		
DERRICOTTE	761-6338		

TALLADEGA COLLEGE
Academic Calendar
Fall Semester 2008

August

10	Sunday	Resident Halls Open/New Students Enroll
11	Monday	New Student Testing
12	Tuesday	Opening Faculty Meeting
13	Wed	Freshman Orientation/Returning Students Enroll
14	Thursday	New Students Register
15	Friday	Returning Students Register
18	Monday	All Classes Begin/Late Registration

September

1	Monday	Labor Day
2	Tuesday	All Classes Resume
9	Tuesday	Last Day to Add a Class/Last Day to Register
17	Wednesday	Constitution Day
18	Thursday	Opening Convocation
24	Wednesday	Last Day to Drop a Class

October

9	Thursday	SGA Convocation
13-17	Entire Week	Mid-Semester Exams
20	Monday	Grades Due
31-November 1	Friday-Saturday	Founders' Weekend

November

2	Sunday	Founders Day
10-14	Monday-Friday	Religious Emphasis Week
17	Monday	Titles/Topics for Senior Seminars Projects Due
19	Wednesday	Pre-Registration-All Classes Cancelled
26	Wednesday	Thanksgiving Recess Begins at Noon

December

1	Monday	College Reopens
1	Monday	Last Day of Classes
2	Tuesday	Reading Day
3-6	Wednesday-Saturday	Final Examinations
7	Sunday	Resident Halls Close
8	Monday	Final Grades Due
12	Friday	College Closes

Revised July 22, 2008

LOCATION OF PRINCIPAL ADMINISTRATIVE OFFICES

OFFICE	LOCATION	OFFICE	LOCATION
Academic Affairs	217 Seymour Hall	Mathematics Depart.	Silsby Hall
Admissions Office	3 Seymour Hall	Music Department	1 st Floor-Andrews Hall
Alumni Office	104 Sumner Hall	Natural Science/ Mathematics Division	9 Silsby Hall
Archives	Savery Library	PBX Operator	Sumner Hall Lobby
Art Department	Goodnow Gallery	Personnel Dept.	122 Sumner Hall
Bookstore	Callanan Union Bldg.	Physics Department	B-10 Silsby Hall
Business/Administration	Drewry Hall	Police-Campus Police	Guard House
Business/Finance	122 Sumner Hall	Post Office	Callanan Union Bldg.
Business Office	122 Sumner Hall	President's Suite	219-225 Sumner Hall
Chemistry Department	206 Silsby Hall	Psychology Dept.	105 Seymour Hall
College Counselor	115 Seymour Hall	Public Relations	104-B Sumner Hall
Computer/Data Processing Center	B-7 Sumner Hall	Purchasing	117 Sumner Hall
Computer Science Dept.	Silsby Hall	Registrar's Office	9 Seymour Hall
Custodial	705 West Battle St.	Snack Bar (Pub)	Callanan Union Bldg.
Development Office	103 Sumner Hall	Social Work Dept.	202 Seymour Hall
Dining Hall	Fanning Refectory	Social & Professional Studies Division	2 nd Floor-Andrews Hall
Education Department	2 nd Floor-Andrews Hall	Sociology Department	109 Seymour Hall
English & Communication	202-209 Seymour	Student Accounts	Sumner Hall
Facilities Management	705 West Battle St.	Student Activities	House 709 Cruikshank
Facilities Operations	705 West Battle St.	Student Affairs, VP	102 Seymour Hall
Financial Aid Office	8-10 Seymour Hall	Student Government Association	House 709 Cruikshank
Gymnasium	Callanan Union Bldg.	Student Housing	104 Seymour Hall
Health Center	Shores Hall	Student Placement	115 Seymour Hall
History Department	210 Seymour Hall	Student Support Services	House 711 Cruikshank
Humanities/Fine Arts	202 Seymour Hall	Upward Bound Program	DeForest Chapel
Institutional Research/Planning	203 Sumner Hall		
Library	Savery Library		

Appendix I
EXECUTIVE ORDER
REVISION AS OF MARCH 3, 1998

"The College has the responsibility to protect its integrity and to insure that the rights and privileges of the College Family, as well as the community-at-large, are not violated by the actions of an individual or groups of individuals."

Student Handbook, Section V - Introduction to Judiciary System and Code of Student Conduct

Due to the actions of a few Talladega College students, we find it necessary to promulgate the following Executive Order, *effective immediately*.

I. WEAPONS

Possession, use or storage of a weapon of any kind by a student, employee or any other person, on College property, at any time, and at any College sponsored activity, will result in **immediate expulsion, termination and/or referral for criminal prosecution**.

II. DRUGS

Possession, use or distribution of illicit drugs or paraphernalia (as defined by the Alabama Criminal Code 13A-12-260 Drug paraphernalia; use or possession; delivery or sale; forfeiture. Definition of "drug paraphernalia" as used in this section, the term "drug paraphernalia" means all equipment, product, and materials of any kind which are used, intended for use, or designed for use, in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, production, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance in violation of the controlled substance abuse laws of this state), by a student, employee or any other person on College property, at any time and at any College sponsored activity **will result in immediate expulsion, termination or referral for criminal prosecution**.

III. ILLEGAL ACTIVITY

A student engaged in **any** conduct which may be a violation of a federal law, state law, city ordinance, or otherwise illegal activities, regardless of whether the student has been officially charged, shall be viewed as a serious violation of College policy, and will result in **immediate expulsion, termination and/or referral for criminal prosecution**.

IV. VANDALISM

If a student **voluntarily, willfully, recklessly, deliberately, wantonly, or with malicious mischief destroys, vandalizes, or defaces** College property, including public or private property or another, their actions will result in immediate expulsion, termination, and/or referral for criminal prosecution.

All of the above actions represent a clear and present danger to the Talladega College Family and will not be tolerated.

Affirmed by the Talladega College Board of Trustees October 8, 1998.

APPENDIX II SEXUAL HARASSMENT POLICY

Please be reminded that it is a violation of official college policy, as well as state and federal law, to commit an act of sexual harassment upon another. It is necessary that all personnel, and students, have a complete understanding of what activity may be considered harassment.

If you believe you are victim of this behavior, then contact your supervisor immediately, and if you are unable to communicate with your supervisor, then you must contact the Human Resources Department as soon as possible. A complete and immediate investigation will follow your complaint.

Sexual harassment is often described as unsolicited advances. It may range from inappropriate sexual suggestions to coerced sexual relations. Harassment is viewed as a situation in which an individual in a position to control, influence, or affect another's' employment, compensation, promotion, job assignments, grade assignments, or fellow student relationship, uses that power to coerce a person into sexual contact or relations, or punishes the refusal. The harasser may be the victim's employer, supervisor, co-worker, employee, college official or classmate. Sexual harassment may also include:

1. Unsolicited verbal sexual comments;
2. Subtle pressure for sexual activity;
3. Sexist remarks about a person's body or sexual activities;
4. Patting, pinching, or unnecessary touching;
5. Demanding sexual favors, accompanied by implied or overt threats involving one's employment, compensation, promotion, or job assignment;
6. Physical assault.

*Violation of this policy will lead to discipline, including termination.
Approved by the Talladega College Board of Trustees October 8, 1998*

Talladega College Executive Orders:

Approved by the Talladega College Board of Trustees October 8, 1998

Drugs- Possession, use or distribution of illicit drugs by a student, employee or any other person on College property, at any time, and at any College sponsored activity will result in immediate expulsion, termination and/or referral for criminal prosecution.

Illegal Activity- A student engaged in any conduct which may be a violation of a federal law, state law or city ordinance, or otherwise illegal activities, regardless of whether the student has been officially charged, shall be viewed as a serious violation of College policy, and will result in immediate expulsion, termination and/or referral for criminal prosecution.

The Talladega College will conduct annual review/assessments of its drug and alcohol abuse prevention program to determine the program effectiveness, identify and implement any changes needed, and to monitor disciplinary sanctions.

A copy of the complete Drug-Free Campus and Work Place Policy is posted on the bulletin board in each campus residential facility and found in the appendix of this Student Handbook.

Disciplinary Actions

In cases where students, faculty, and staff are found guilty of violating the College's Substance Abuse Policy, such individual(s) will be suspended from this institution or from its employ (without pay) and required to seek professional counseling for a minimum of one semester before being eligible for re-admittance or re-employment. In either case, proof of counseling will be prerequisite for reconsideration. The College will make every effort to assist the individual in securing professional counseling.

In all instances, payment for services, as required above, will be at the expense of the individual. If the student or employee fails or refuses to seek counseling, that individual's relationship with Talladega College will be permanently severed

(Applicable Legal Sanctions under State Law can be found in the Talladega College Drug-Free and Workplace Policy Manual).

Approved by the Talladega College Board of Trustees October 8, 1998.

Appendix III

DEAR OLD TALLADEGA (Alma Mater of Talladega College)

Words by Prof. Wm. Pickens
Altered and Harmonized by E. B. Greer

There shines upon this nation
A college galaxy,
Like that harp constellation
Hung in our northern sky.
With stars of magnitude both great and small
But proud old Talladega
Is Alpha Lyrae-Vega
Of them all.

Chorus

Talladega, Crimson and Blue!
Talladega, we will be true.
We'll love and honor thee
We'll live and die for thee
Talladega, Talladega
Crimson and Blue.

With steady radiating
She scatters forth her light;
Her rays are penetrating
The darkling shades of night;
She stretches out a saving hand to all,
Bright to shining Talladega
Is Alpha Lyrae-Vega
Of them all.

Her noble sons and daughters
Go forth a valiant band,
Whose lives are like sweet waters
Found in a desert land.
They never shrink from sternest duty's call,
For love of Talladega,
The Alpha Lyrae-Vega
Of them all.