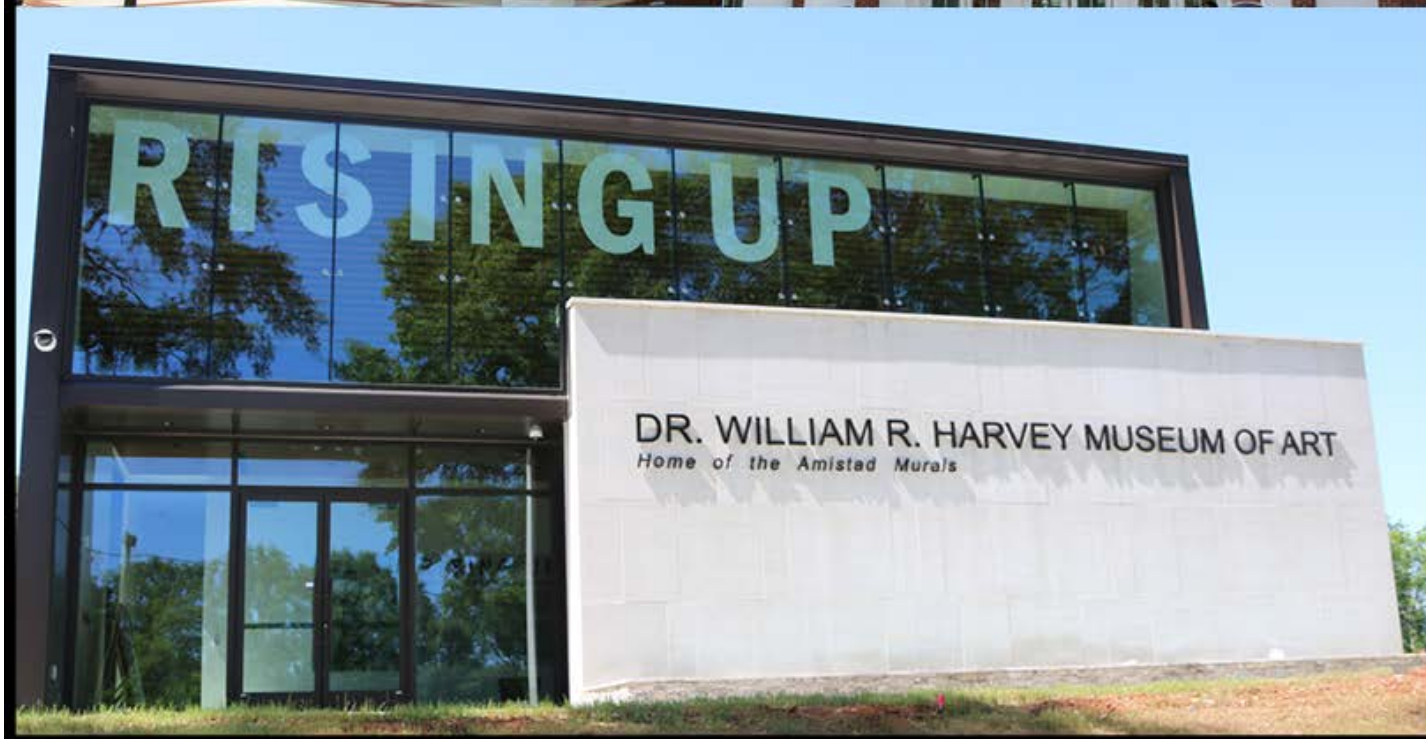


2020-2021
TALLADEGA COLLEGE
**STUDENT
HANDBOOK**

TALLA *D* EGA
COLLEGE



DISCLAIMER

This Handbook offers an overview of the policies and procedures that affect all students at Talladega College. The Handbook is intended to serve as a guide for students as it relates to Talladega College's policies and procedures. Questions regarding policies and procedures should be directed to the Dean of Students. The information in the handbook is accurate to the best of our knowledge. It is the student's responsibility to be informed concerning all policies and procedures. Students should become familiar with the Catalog and this Student Handbook. Ignorance of College or Departmental policies and procedures is not a valid excuse.

A MESSAGE FROM PRESIDENT HAWKINS

How do you define this great institution?

Talladega College is the embodiment of the dreams of two formerly enslaved men who sought better lives for their children and the children of other newly freed slaves. It is the Alpha Lyrae Vega of them all, Alabama's first private historically black liberal arts institution and the Home of the Amistad Murals. It is listed among the best colleges in the region and the best HBCUs (Historically Black Colleges and Universities) in the nation. It is known for its renowned marching band, conference-winning athletic teams, acclaimed choir and, of course, outstanding students and alumni. In addition, Talladega recently received kudos for launching its first-ever graduate program, a Master of Science in Computer Information Systems, and for achieving record-breaking enrollment increases.

Talladega's "claim to fame" includes its beautiful historic buildings, yet it has also been widely applauded for constructing three new facilities simultaneously — a state-of-the-art residence hall; a 47,000-square-foot student center/arena; and the Dr. William R. Harvey Museum of Art.



Talladega's disparate accomplishments and strengths are all integral aspects of its reputation. If I could use but one word to define the Talladega College experience, the word would be "excellence." At Talladega, we celebrate excellence in all things, including academics, service and professional development.

As you matriculate through the College, take full advantage of the outstanding educational and extra-curricular opportunities that are available for you. Remember that our faculty and staff are here to guide you and help equip you with the tools you need to reach your goals.

Most of all, I encourage you to actively pursue, exhibit and embrace excellence.

Welcome to the Talladega College family.

Dega Proud! Dega Strong!

Sincerely,

A handwritten signature in cursive script that reads "Billy C. Hawkins".

Billy C. Hawkins, PhD
President, Talladega College

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College Mission and Vision

Mission

Talladega College is an institution rich in history whose mission is to equip its graduates for the global community through academic excellence, moral values, community service and professional development.

Vision

Talladega College aspires to be a center of academic excellence in liberal arts higher education; thus preparing students not only for graduate studies but also for the global community.

Core Values

Talladega College promotes its core values through:

- **STUDENTS FIRST:** The main stakeholders are students.
- **ACCOUNTABILITY:** Faculty and Staff promote planning that builds on a culture of responsibility and transparency, including the provision of benchmarks for measuring progress.
- **INTEGRITY:** Foster honesty by acting in a candid, fair, and ethical manner, creating a culture of trust that is evident in all College activities and decision-making.
- **DIVERSITY:** Expose students to diversity inherent in the world in which we live.
- **EXCELLENCE:** To teach high-quality educational programs and perform innovative research, thus being preeminent in all that we do

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 Board of Trustees July 21, 2016

Notices and College Policies

Accreditation

Talladega College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Talladega College."

Equal Opportunity/Affirmative Action Statement

Talladega College is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age (40 and over), color, creed, disability, ethnicity, gender expression, gender identity, marital status, national origin, political belief, pregnancy, race, religion, sex, sexual orientation, or veteran status in the admission to, or participation in, any educational program or activity (e.g., athletics, academics and housing) which it conducts, or in any employment policy or practice.

Any complaint arising by reason of alleged discrimination should be directed to the Office of Human Resources, Talladega College, Seymour Hall, Talladega, AL 35160, (256) 761-6204, or the U.S. Department of Education, Office for Civil Rights, 400 Maryland Avenue, SW, Washington, DC. 20202, 1-800-421-3481 (V), 1-800-877-8339 (TTY).

The Office of Human Resources is charged with the College's compliance with Title IX of the Educational Amendments of 1972. Sexual harassment and sexual assault are forms of sex discrimination that are prohibited by Title IX and may include off campus conduct of such nature. The Office of Human Resources is also charged with the College's compliance with Title VII of the Civil Rights Act of 1964. Inquiries concerning compliance are coordinated through:

Brenda Rhoden
Director of Human
Resources
Sumner Hall
627 W. Battle St
Talladega, AL 35160
(256)761-6204|
brhoden@talladega.edu

Veterans Statement

There shall be no discrimination in employment, including recruitment, hiring, promotion, compensation and any other condition, or privilege of employment, on the basis of status as a disabled veteran, recently separated veteran (as defined by P.L. 107- 288), veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, or veteran who participated in a US military operation for which an Armed Force Services Medal was awarded pursuant to EO 12985, with regard to any position for which such individual may be qualified. This policy is intended to be in compliance with the College's obligation as a federal

contractor under the Vietnam Era Veteran's Readjustment Assistance Act, specifically 38 USC Sec. 4212, and its implementing policies, 41 CFR 60-250. Any complaint arising by reason of alleged discrimination shall be directed to:

Office of Human Resources
Sumner Hall;
Talladega, AL 35160
(256) 761-6204

Campus Security Statement

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (referred to as the Clery Act) is part of the Higher Education Opportunity Act. It requires institutions of higher education that receive federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community. The purpose of the report is to give individuals in the College community the information they need for their personal safety and security while on campus. The Annual Security Information Report containing campus crime reporting procedures, policies, sexual harassment and sexual offense policies, crime statistics and a list of victim advocates is available for viewing at:

A hard copy version is available through the Office of Campus Security upon request.

Contractual Agreements Policy

Student Engagement & Leadership Development utilizes a classification system to clarify privileges, responsibilities, governance and the legal relationship between the student organization and Talladega College. Involvement in a student organization often presents opportunities to work with off-campus third parties, such as vendors, venues and booking agencies. Most of these working relationships utilize professional agreements in the form of a contract. Contracts are binding agreements between the two parties in which one party agrees to provide specific products or services in return for action of remuneration from the other. Student organizations do not have the authority in themselves to make any commitments on behalf of Talladega College and enter into contractual agreements only on their own behalf.

Solicitation and Fundraising Policy

All student organizations are required to submit a Solicitation Form via the online form before any contacts are made with potential donors. The Director for Student Engagement & Leadership Development will review all requests and contact the Office of Institutional Advancement to ensure that the donor is available to solicit. In some cases, an organization's request may be denied if the business or donor has already been approached numerous times or is currently being asked for a gift. Talladega College believes that fundraising by student organizations can be a vital part of the student educational experience; however, because the Institution is also engaged in fundraising, it is imperative that this policy is followed.

The Office of Institutional Advancement maintains an active solicitation plan for institutional priorities that benefits the largest number of people and programs possible. For this reason, solicitations or sponsorships by student organizations must be pre-approved by Student Engagement

& Leadership Development and the Office of Institutional Advancement to ensure that those being considered for gifts are not asked multiple times and that donors are stewarded in the appropriate manner.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- I. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- II. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- III. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Note: Talladega College intends to exercise its right to forward records to officials of another school in which a student seeks or intends to enroll.

- IV. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue SW
Washington, DC, 20202-4605

In addition, the College has the right to disclose the following information about its students to third parties without the student's consent. This information includes: name, address, date and place of birth, major, participation in officially recognized activities/sports, weight/height of members of athletic teams, dates of attendance, degrees and awards received, most recent educational agency or institution attended, photographs and parents' names and addresses.

However, FERPA also grants you the right to refuse to permit Kentucky State to disclose this information to others without your consent. If you wish to instruct the College not to disclose directory information about you, please contact the Office of the Registrar at 256-761-6234.

Tobacco-Free Policy

This policy applies to all member of the College community for areas located in Franklin, County, KY. The use of tobacco products is prohibited on all property that is owned, operated, leased, occupied or controlled by the College. For the purpose of this policy, tobacco is defined as any lighted or unlit cigarette, cigar, pipe, bidi, clove cigarette, or any other smoking product. Smokeless or spit tobacco, dip, chew, snuff, snus, in any form are also prohibited. Property for the purpose of this policy includes buildings and structures, grounds, enclosed bridges and walkways, parking structures, parking lots, and vehicles as well as personal vehicles in these areas.

Drug-Free Policy

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 set a standard of behavior, which affects students who are on College property, on College business, or at College-sponsored events. The College policy, as well as the laws from which the policy is derived, define conduct related to the unlawful possession, use, dispensation, distribution or manufacture of alcohol or illicit drugs. Students found in violation are subject to disciplinary action up to and including suspension or termination.

Financial Aid and Scholarship Policy

The Academic Scholarship Program at Talladega College is designed to recognize and reward students who have exemplified academic excellence. Scholarship recipients are identified by the Admissions Office to entering students who have not completed a bachelor's degree program. Scholarships are awarded on a competitive basis and are renewable for subsequent semesters when criteria are met.

*Scholarship discounts cannot be used in conjunction with other institutional Scholarships. The scholarship discount will be reduced by the amount of any Federal Grant and/or external scholarship. Refunds cannot be generated from institutional discounts.

+Scholarship discount can be used in conjunction with other institutional Scholarships up to the direct cost of attendance (tuition – up to 18 credit hours, standard fees, housing and meals – if residing on campus) and will be reduced by the dollar amount of any Federal Grant and/or external scholarship. Refunds cannot be generated from institutional discounts.

Student Affairs Mission and Vision

Mission Statement

The Division of Student Affairs Division is committed to the promotion of a holistic learning environment for all students at Talladega College. We contribute to the academic mission of the College by providing programs and services that empower our students to advocate for their experiences. We foster a community of accountability and responsibility aimed at developing a better Talladega College and a greater world.

Vision Statement

We seek to assist in the overall development of Talladega College students through exemplary student-centered services and initiatives to reinforce our mission of contributing to a global society.

Purpose

Through years of association with students, Talladega College's Student Affairs Unit has come to understand the many new and challenging experiences that await you at the College. It is with this understanding that this handbook has been designed to help you adjust to life at Talladega College.

It is our wish that this Student Handbook will be accepted as the standard for wholesome living in the College community. We further hope that you will make the most of your educational experience by taking advantage of the many programs, services and activities that are available.

It is expected that all members of the Student Affairs staff will adhere to the Fair and Courteous Treatment Doctrine in their behavior and performance of their responsibilities.

About Talladega College

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 41 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; 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 theaters. 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 100 miles west of Atlanta, Georgia.

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.

Student Engagement & Leadership Development Policies

College Communication/Email

The College commonly employs Talladega College-provided student e-mail accounts to notify students of official communications. Accordingly, students are expected to check their Talladega College-provided e-mail accounts daily. A student is considered to have received an official communication from the College upon it being sent to the student's Talladega College-provided account.

Identification Cards

All Talladega College students are required to obtain a personal identification card from the Office of Information Technology. Identification cards are used for a number of purposes on campus including, but not limited to, access to residence halls, access to sporting events, verification of attendance at College events, use of meal plans and general identification to appropriate authorities. All students are required to produce an identification card to positively identify themselves if requested by a member of the Campus or Division of Student Affairs staff.

Facility Usage

General Policies Governing the Use of College Facilities by Registered Student Organizations

1. Use of College Facilities

- a. Designated College facilities may be reserved for use by registered student organizations during the regular academic year, intersession and summer session for events related to the purposes of the organization.
- b. The Director of Student Engagement & Leadership Development will coordinate the registration of all student-sponsored events and activities in accord with established procedures. Requests for the use of campus buildings or facilities are to be cleared and approved two weeks in advance on forms provided by the Student Engagement & Leadership Development staff. The form will show the organization's name, the name of the individual seeking the reservation, the general nature of the event, its date and time, the facility requested, and the College officials responsible for the facility requested. A list of College facilities and the person responsible for the facilities may be found in the College Student Handbook
- c. No student-sponsored activity will be scheduled within one week of final examinations except those which are considered a part of the Commencement activities or unless approved by the Director of Student Engagement & Leadership Development.
- d. Reservations will be granted in order of application. Consideration of format, room size, and equitable distribution of special facilities may require adjustments.
- e. A registered student organization, its officers, organization advisor, and any individuals applying to reserve facilities on behalf of the organization are responsible for the condition of the facilities. The facilities must be used in a manner consistent with all policies and guidelines governing Student Engagement & Leadership Development.

f. Facilities reserved for use by a registered student organization may not be used by any other organization during the period of the reservation unless the organization that reserved the facility has canceled the reservation with the Student Engagement & Leadership Development Office.

2. Fund Raising on the Campus by Registered Student Organizations (Cash Deposit Guidelines)

Registered student organizations are permitted to use College facilities for fund raising if such organizations have sponsored a free affair prior to requesting permission to sponsor a paid affair. Any activity that generates a profit will be considered as a paid affair for that organization.

3. College Policy on Paid Affairs Sponsored by Campus groups

- a) If the event is prior to close of business, the responsible staff person, advisor, and/or faculty member shall take all proceeds to the cashier's office and deposit into the designated account.
- b) For events after hours (4:30 p.m.) and weekends, the sponsoring organization must obtain a locked money bag from TC's Business office. A memo requesting the bag must be submitted, in advance to that office.
- c) Once the event is over and all monies have been collected, the advisor, a member of College police and designated student (if a student organization) will count the proceeds and write the total down, with all signatures, to verify this amount. This should be placed in the money bag to have a "point of reference" when the money is counted for deposit at the cashier's office. A copy should also be retained by the advisor.
- d) Once the money is counted (all money collected,) it goes into the money bag. The money bag is locked and the key is retained by the advisor. College Police will take the money bag to the downtown bank where the bag is placed in night deposit.
- e) On the next business day, College Police obtains the money bag from the bank and delivers to the TC cashier's office at this point, the advisor unlocks the bag, recounts the money with a cashier and then makes the deposit into the designated account. A receipt will be given to the advisor.
- f) If the organization does not have a locked money bag, monies will not be collected, unless approved by the Director of Student Engagement & Leadership Development.
- g) All organizations are encouraged to use tickets or other identifiers for accountability at events where monies are collected.

4. Other campus facilities and areas that may be used, depending upon availability and weather conditions, are tennis courts, softball fields, outdoor basketball courts, and the in Bell Gymnasium and the Exum Center. Areas for recreation located in the Exum Center include a Fitness Center, a Main Gym and Track, Racquet Ball Courts, Dance Studio, Swimming Pool.

Directory Information

Talladega College has designated the following items as Directory Information, subject to public disclosure in accordance with the Family Educational Rights and Privacy Act of 1974:

- Student's Name
- Address

- Telephone Number
- E-mail Address
- Major
- Dates of Attendance
- Classification
- Degree(s) Earned
- Previous Institutions Attended
- Participation in College Recognized Organization and Activities
- Weight and Height of Athletic Team Member
- Honors and Awards
- Student's Photo
- Dean's/President's List

Directory information pertaining to students of Talladega College is never knowingly provided to any requester for commercial purposes. Students must request the College not to release Directory Information; however, the consequences of that action should be considered before making the decision to do so.

The enrollment of students who request to withhold Directory Information cannot be verified to any outside source such as potential employers, colleges, universities, or medical insurance companies.

The names of students who request to withhold Directory Information will not appear in any official College publication distributed to the public, such as commencement program.

The names of students who request to withhold Directory Information will not be provided to the media when releasing academic recognition announcements (President's List or Dean's List).

Students who choose to have Directory Information withheld should complete a written request provided by the Office of the College Registrar, located in the Seymour Hall, Room 323.

Posting and Distribution of Posters/Flyers/Materials at Talladega College

- I. The buildings and grounds at Talladega College are private property and, in general, materials may not be posted or distributed without the permission of the College.
- II. Before displaying any advertisement, including signs, posters or placards, on bulletin boards or other display spaces at Talladega College, the recognized student organization must obtain authorization from the Office of Student Engagement & Leadership Development. The name(s) of the sponsoring organization(s)/ entity must appear on all advertisements. Requests for permission to distribute handbills, flyers or publications must be made directly to the Office of Student Engagement & Leadership Development for authorization for posting and/or distribution of the materials.
- III. Upon approval, permission to post or distribute materials shall be granted for a specific period of time.
- IV. The following policies apply to all posting. Posting materials other than in compliance with these policies will result in sanctions.
 1. The College prohibits the posting of advertisements, announcements that it considers lewd, indecent, or vulgar, or that reflect the commission or attempted commission of any crime.

Failure to conform to this requirement may result in withdrawal of approval to use the College facility.

2. In each authorized area, only one advertisement per event may be posted. Advertisements posted, in violation of this policy, will be removed. The sponsoring organizations, along with the facility coordinator, are required to monitor areas authorized for posting events and are responsible for removing outdated advertisements.
3. All posters/flyers must be authorized and registered with the Office of Student Engagement & Leadership Development, prior to mass production and posting. Registering includes providing name of sponsoring entity or organization, contact name, phone numbers and address.
4. Process time for the authorization to post materials is a minimum of 24 hours.
5. All persons MUST supply the office with a minimum of two posters/flyers. One copy of all posters/flyers will be retained for the office files prior to stamping.
6. All posters/flyers involving College facility usage requires confirmation of approval for use of the facility prior to poster/flyer stamping. Documentation of the confirmation may be required, in writing, upon request. Flyers must state, in English, the time, place, date and College sponsor. Failure to provide confirmation of the event scheduled in a College facility will result in denial of stamping posters/flyers, as well as withdrawal of approval of the event.
7. No posters, flyers or announcements may be attached to unapproved areas such as: trees, doors, sidewalks, benches, walkways, stairs, trash cans, newspaper boxes, recycling bins, Talladega College signs or statues, walls, plastic, metal or glass surfaces, or bulletin boards administered by a College department sponsor without permission from the department.
8. Posters, flyers or announcements may be attached with tape (on the back four-corners), push pins or staples on bulletin boards ONLY.
9. Materials may not be posted more than 14 days prior to the event.
10. All posters, flyers or announcements must be removed by the event sponsor within 24 hours following the completion of the event.
11. Persons distributing handbills, leaflets, and flyers shall take all measures necessary to prevent those materials from littering streets, sidewalks, buildings, or any other space on campus and the community.
12. Indoor posting of materials, for bulletin boards, must not exceed 11 x 17.
13. Postings are limited to one per event on any one bulletin board and must not overlay other materials.
14. Promotions and/or advertising for special events such as elections, homecoming, or spring festival may be excepted by permission from the Office of Student Engagement & Leadership Development.
15. Exceptions to any of the distribution guidelines may only be considered by the Office of Student Engagement & Leadership Development.

16. Banner space is available only to Recognized Student Organizations and space for same must be reserved through the Office of Student Engagement & Leadership Development.
17. Banners must not exceed 7 x 8. The bottom of the banner must be weighed in an appropriate manner.
18. The recognized student organization reserving the banner space, is responsible for hanging and removing the banner(s). Failure to remove the banner(s) upon expiration of the reservation may result in the removal of the banner(s) by the College.
19. To ensure broad access to banner spaces, only two may be reserved at a time, for a limit of 7 days per event and two events per semester. Banner space may not be reserved for more than one week.
20. Recognized student organizations may not advertise or promote Talladega College or any College facility as the location or site of an event until after the College has given final written approval to use the College facility.
21. Distribution of handbills must be authorized by the Office of Student Engagement & Leadership Development or the specific facilities manager/coordinator affected, in advance. Only recognized student organizations or College departments, advertising on-campus events, will be considered.

Note: These guidelines are subject to change without notice.

Computer & Information Service Policy on Student Services

Students attending Talladega College are responsible for the legal consequences due to misuse of facilities provided by or through Talladega College. Student computer accounts are issued by Computer & Information Services only to meet specifically stated needs and are not to be used otherwise. Students are required to sign an agreement that they understand the use of College computing resources for secret, license, confidentiality, or other proprietary agreements, and the copyrights of data and computer software belonging to others.

The Student must agree to the following: (1) to respect the rights of privacy, the property rights (including trade secret, license, confidentiality, or other proprietary agreements), and the copyrights of data and computer software belonging to others; (2) to not pry into privileged system files or programs; (3) to comply with federal and state statutes and College policies regarding access to College data and not to release such data without proper authorization; (4) to take appropriate steps to safeguard access ID's and passwords to protect against unauthorized use by others of this account and to notify Computer & Information Services of suspected unauthorized use; (5) to respect the rights of all others users of the system and not knowingly to use computer services in any way which is disruptive or damaging to the system or any other user; and (6) to not make unauthorized use of this account and not knowingly to grant use of this account for unauthorized purposes.

Students should be aware that Talladega College does not warrant the quality, functionality, or performance of the resources, made available with this account, to meet the Students particular purposes or use and realize that the Student bears the risk of loss or damages arising there from. Students who misuse this account, abuse the system, violate other policies in conjunction to this policy, or allow another individual to use of their account, can lose computing privileges, and be subject to disciplinary action, and/or legal action.

Computer & Information Services will make all student operator numbers and passwords inactive after the last week of the fall, spring and summer semesters. Activation and reactivation of student operator numbers and passwords for incoming and returning students will be done during registration or in the computer labs.

Computer & Information Services does not permit authorized users of the campus e-mail system to use the e-mail system except as explicitly stated on their request for e-mail access form. Unauthorized use of the e-mail system by any individual not in accord with the

Policies for the use of Computer & Information Services Computer Labs

Disciplinary actions for misuse of computer facilities, hardware, and software include the following:

Misuse of e-mail and Internet access – Account privileges suspended for current term;

Continual abuse of service - Account privileges and access to Computer Labs suspended indefinitely and the Vice President of Student Affairs will be notified;

Abuse of Computer Facilities (harassment [of any kind], abusive language, disregard of authority) – Access to Computer Labs suspended indefinitely and the Vice President of Student Affairs will be notified;

Downloading pornography, music related programs, or games to C drive in Computer Labs, – Access to Computer Labs suspended for current term;

Eating or drinking in the Labs – Access to Computer Labs suspended for current term.

Student Organizations and Activities

At Talladega College, student organizations represent the student body and the College. The success of student organizations depends largely upon how sincere students are in their commitments to work with fellow students, advisors, and the College's administration in planning, promoting, and holding well-organized activities.

Registration

All student-related clubs and organizations must be registered with the Office of Student Engagement & Leadership Development to have official College recognition. Each student organization is required to submit a registration form annually to the Office of Student Engagement & Leadership Development.

Access to Membership

Membership in any Talladega College student organization is open to all full-time students enrolled in on-campus degree programs. Students that are cross-registered (and not fully enrolled at Talladega College) or enrolled in on-line degree programs are not eligible to participate in student organizations.

Membership in any student organization includes only those written requirements set forth in that organization's constitution and by-laws, and those set forth by the Student Code of Conduct and College policies. If the organization has a national affiliation, its guidelines and policies must be adjusted to conform to the College's policies and procedures.

Auditions or tryouts are held by groups which require members to have certain skills or performing abilities. These auditions or tryouts are not intended as pledge activities. Organizations in this category are athletic teams, bands, musical groups; cheerleaders, dance groups, debate societies, military organizations, and quiz bowl teams. Other organizations wishing to hold auditions or tryouts must receive written permission from the department involved and the Office of Student Engagement & Leadership Development. At no time shall auditions or tryouts be conducted in a manner which causes injury or bodily harm to a student. Pledging of any kind is prohibited. Any organization found guilty of pledging, hazing, or any similar activity will face disciplinary sanctions.

General Membership Requirements

Most student organizations are open to any full-time student in good standing (cumulative 2.0 GPA for undergraduates; 3.0 for graduate students) who does not have any judicial judgments or pending cases. Organization members holding officer positions must maintain a 2.5 for undergraduates and 3.0 for graduate cumulative GPA to remain actively in position. The exception to this is Greek-lettered organizations and the Student Government Association.

Organizations Serving the General Study Body

The largest student organization on campus is the Student Government Association (SGA). All full-time students meeting the basic qualifications for office can run for an SGA position. All offices are filled by popular vote. Elections for these offices are held in the spring, with the exception of freshman class elections. Any vacancies from spring elections will be filled during freshman fall elections.

Calendars and Announcements

The Office of Student Engagement & Leadership Development must approve any document before it can be posted on College property.

Only registered student organizations are permitted to hold meetings and activities in campus facilities. All organizations' calendars of events must be approved by the Office of Student Engagement & Leadership Development at the beginning of each semester and on a monthly basis as events are added.

Organizations failing to meet these requirements will face sanctions.

Scheduling Activities

Any activity must be scheduled in accordance with College policies and procedures, at a time and in such a manner that will not disrupt normal operations and other activities of the College. All activities held off-campus must have the approval of the Director of Student Engagement & Leadership Development. Unbecoming conduct at an off-campus event will be treated as if the event were held on campus. All event/program request must be submitted via BRED NATION for all registered student organizations at least 10 to 15 business days prior to event date. A submitted event request via BRED NATION is NOT a space request. Students must access the space request form on our website.

Conduct at Activities and Meetings

Organizations are responsible for the conduct of those attending their activities or meetings. It is the responsibility of the organization to incur the cost of any security needed. Student Organizations who have engaged in alleged violation of College policies, or state and federal laws, will be placed on an immediate cease and desist of all organizational activities until the conclusion of the investigation and resolution of all allegations. Any organization that is found responsible for allegations may be placed on temporary probation or suspended for the misconduct of their guests.

Sanctions

Organizations that fail to meet any or all provisions of this policy or the Student Code of Conduct, fails to comply with any conditions of probation or suspension, the Office of Student Engagement & Leadership Development may impose sanctions, including, but not limited to the following:

1. Censure: A warning that an organization's actions are unacceptable and that further infractions will result in more serious sanctions.
2. Restitution: An organization shall be required to make reparations for damages associated with the actions or entities involved.
3. Fines: An organization shall be required to make a monetary payment by a specified date. The amount will be \$250 - \$500 depending on the severity of the infraction.
4. Cease and Desist: Cease and desist is used as a temporary status for organizations who have pending conduct matter(s) that has yet to be resolved or is awaiting an appellate level decision. While on cease and desist, chapters should cease normal activities and desist any congregating of membership or chapter function.
5. Administrative Probation: Intended to provoke learning and positive change within an organization. Length of the probation will be determined by the Office of Student Engagement & Leadership Development.

6. **Activities Suspension:** An organization may be prohibited from participating in campus activities such as; service activities, community-wide events, education programs, Homecoming, Spring Fest, and membership intake activities. The length of the suspension will be determined by the Office of Student Engagement & Leadership Development.
7. **Social Suspension:** An organization may be restricted or prohibited from sponsoring or participating in any social event. The length of the suspension will be determined by the Office of Student Engagement & Leadership Development.
8. **Administrative Suspension:** An organization may be temporarily restricted from any or all activities normally permitted to a student organization. The length of the suspension will be determined by the Office of Student Engagement & Leadership Development.
9. **Administrative Expulsion:** An organization will lose all rights as a student organization recognized by Talladega College. This sanction will be for an indefinite period of time.

Lines of Authority

The organizational president and advisor serve as official representatives of student organizations and must ensure that all College policies are followed. Members should channel any concerns through the organizational president and/or advisor of the organization.

Organization Advisors

Advisors of record must be full-time faculty or staff at Talladega College and must be approved by the Office of Student Engagement & Leadership Development before accepting a role as an organizational advisor. Owing to size and/or diversity of members, some organizations may wish to have more than one advisor. That is permissible, but only one person may serve as the primary or official advisor (advisor of record).

In selecting an advisor, students should make certain that the prospective advisor has a sincere interest in the goals and objectives of the organization and has time to work with the group. The advisor must approve and sign all requests for on-campus and off-campus activities to be held by the organization. In doing so, the advisor signifies endorsement of the event and will be held duly responsible.

Information Regarding Specific Types of Student Organizations & Advisor Information

Service Organizations

Service organizations are designed to foster community and College service experiences. Their focus may be social awareness, political awareness, aid to youth and the elderly, women's issues, legal issues, general aesthetics, religion, or prospective careers. The minimum academic requirement for membership in these organizations is a GPA of 2.0.

Honors Societies

College honors societies are usually chapters of nationally affiliated organizations. Requirements for membership in these organizations are usually set by the national group with recommendations from the College's administration. The minimum academic requirement to obtain membership is usually a cumulative GPA of 3.0. The local chapter may require a higher average but not a lower one.

Student Government Association (SGA)

The Student Government Association (SGA) is the largest student organization on campus. Student Government Association officers or appointed staff are required to have a minimum cumulative GPA of 2.5, maintain full-time status, and have no College judicial actions or pending cases in order to qualify for an elected position and to maintain the position once elected. The minimum academic requirements for officers set forth by the SGA Constitution are as follows:

- President of the SGA: Cumulative GPA of 2.5; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- 1st & 2nd Vice President of the SGA: Cumulative GPA of 2.5; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Mr. & Miss Talladega College: Cumulative GPA of 2.5; junior classification at the time of spring elections (Must not graduate before the following May); judicial clearance
- Class Presidents: Cumulative GPA of 2.5; classification commensurate with elected position; judicial clearance
- Class Vice Presidents: Cumulative GPA of 2.5; classification commensurate with elected position; judicial clearance
- Class Senators (four from each class): Cumulative GPA of 2.5; classification commensurate with elected position; judicial clearance
- Class Kings & Queens: Cumulative GPA of 2.5; classification commensurate with elected position; judicial clearance
- All other executive and non-executive positions: Cumulative GPA of 2.5; classification may or may not commensurate with elected position; judicial clearance

Greek-lettered Organizations

Greek-letter organizations include all groups that identify with Greek letters, including National Pan-Hellenic Council members, and music, social, and service organizations. For National Pan-Hellenic Council organizations, each organization must have a minimum of one member to be current financial members of the National Pan-Hellenic Council and to be considered a chapter at Talladega College. Specific membership criteria for Greek-letter organizations can be found in the Greek Life Code of Conduct.

Information for Advisors

All student organizations are required to have at least one (1) on campus advisor who is a full-time employee of Talladega College. It is recommended that the advisor be knowledgeable of the nature of organization they are requested to assist with. If one or more organization chooses the same advisor, the organization(s) may be asked to reassign its advisory duties should any impediments arise. It is the responsibility of advisor to:

1. Provide continuity with the past activities of the organization
2. Facilitate the development of the organization and its members by providing opportunities to develop individual skills (assertiveness, time management, budgeting, etc.) and group skills (problem solving, conflict resolution, decision making, etc.)

3. Provide assistance, ideas and expertise with tasks to be accomplished by organization – planning a program, running a meeting, holding an election and publicizing an activity.
4. Provide knowledge of College policies and procedures that affect the organization.

Selecting an Advisor

When selecting an advisor, consider the following:

1. Your advisor should have the time to devote to your organization.
2. Your advisor should understand your organization's purpose.
3. Find an advisor that shares some of the same interest as the organization, and who has previously interacted with the leadership of the organization.
4. Allow you selected faculty or staff person a reasonable length of time to consider her or his decision.

Make sure they understand his or her role and the time commitment involved. Be open and honest.

Suggestions for Effective Advising

The level of the organization and its members should dictate your style of advising. If members have basic skill levels, you may need to be more actively involved with the organization. As the leaders' skill level matures, you can then decrease the amount of direction you need to provide the organization. Below are some suggestions for effective advising.

- Focus on student's strengths and potential rather than limitations
- Provide accurate information
- Be available; keep office hours, attend and get to know the members
- Be careful of becoming too involved
- Don't make decisions for students; help make them their own decisions
- Listen well
- Participate with the organization and get to know the members
- Have realistic expectations

Changing Advisors

An advisor who chooses to step down from his or her role must notify the Office of Student Engagement & Leadership Development of why he or she is stepping down from their role. The new advisor must also notify the Office of Student Engagement & Leadership Development with a letter or email that should include their email, phone number and position on campus.

Additional Information

Talladega College student organizations must also be aware of the following information:

- There shall be no postings of any material or paraphernalia by student groups on any buildings, trees, or College signs. Postings should be done on approved campus bulletin boards or areas only

after materials have received proper approval from the Office of Student Engagement & Leadership Development. Any materials that remain posted for up 48 hours after the conclusion of an event (signs, poster, etc.) will be disposed of and organizations/individuals will be subject to fines to be paid before another event is held or placed on the student's account. This is inclusive of student elections and organizational programs and weeks.

- Any organization that has a designated area (i.e. plot) on the Talladega College campus is expected to maintain that area. There shall be no trash/debris or other items not sanctioned by the College within the areas. Student organizations must gain proper permission from the Office of Student Engagement & Leadership Development before placing anything on the campus. The Office of Student Engagement & Leadership Development will coordinate with the proper College authorities on space planning and proper protocol of such areas.
- Events planned by student organizations must be approved by the Office of Student Engagement & Leadership Development. Events not approved by the College will be subject to immediate cancellation. All events must reflect the positive nature of the College whether occurring on or off campus.
- Student organizations seeking to post events on the Office of Student Engagement & Leadership Development events calendar must receive prior approval of such events from organization advisors and College personnel. This approval is done through the building and facilities request process. Building and facilities request forms are required to be completed at least 15 working days prior to an event being scheduled.
- All initiation, orientation, intake, or induction proceedings of any student organization must receive prior approval before proceeding.

Greek Life Code of Conduct

Talladega College recognizes that Greek-letter organizations are an integral part of the campus community and can have a positive impact for members and the campus community as a whole. This Greek Life Code of Conduct governs the actions of Greek-letter organizations at Talladega College. The Office of the Dean of Students and/or the Office of Student Engagement & Leadership Development may create procedures and standards to implement this policy and any other rules and standards.

The Dean of Students and/or Director of Student Engagement & Leadership Development has the right at any time to exercise his or her authority in regard to any Greek-letter organization when deemed appropriate. The Dean of Students and/or Director of Student Engagement & Leadership Development is responsible for the interpretation of this Greek Life Code of Conduct. Should any person wish for an interpretation of any provision of this policy, that party should contact the Office of the Dean of Students and/or the Office of Student Engagement & Leadership Development and the Dean of Students and/or Director of Student Engagement & Leadership Development will render an opinion in response to the inquiry.

General Policies

The Office of the Dean of Students and/or Office of Student Engagement & Leadership Development has outlined the following statements regarding Greek Life at Talladega College:

1. Greek-letter organizations and their members will abide by all rules and policies of the College as published in this policy, the Student Code of Conduct, and local, state, and federal laws.
2. Greek-letter organizations will establish alumni support for the purpose of providing community, information, training, discipline, and leadership.
3. Greek-letter organizations will promote academic excellence for members and promote an environment conducive to learning.
4. Greek-letter organizations will participate in campus activities and contribute to Student Engagement & Leadership Development.
5. Greek-letter organizations will encourage and support the involvement of its members not only in fraternity/sorority leadership positions, but leadership positions throughout the campus community.
6. Members of Greek-letter organizations must recognize that, by virtue of enrollment, they are at Talladega College primarily for an academic education. The basic relationship between the student and the College cannot be altered by co-curricular activities such as membership in a Greek-letter organization.
7. Members must recognize that Greek-letter organization membership is a privilege, and by voluntarily associating with a Greek-letter organization, agree to conduct themselves responsibly at all times in accordance with the policies and guidelines of Talladega College and their organization.
8. Members will participate thoughtfully in the business of their organizations, accept responsibility for their organization, and embrace and support the policies and goals of Talladega College and their organization.
9. Greek-letter organizations will be subject to the authority of the Office of the Dean of Students and/or the Office of Student Engagement & Leadership Development and other entities as specifically outlined in this policy.
10. The Office of the Dean of Students and/or the Office of Student Engagement & Leadership Development will determine and implement any rules or guidelines not covered by this policy.

Membership Requirements

1. Candidate must be a full-time, currently enrolled student at Talladega College.
2. Earned 30 credit hours at Talladega College.
 - a. Transfer students must have earned 15 of the 30 credit hours from Talladega College.
3. Cumulative GPA of 2.5 (no rounding).
4. Thirty-Five (35) hours of verifiable community service through Talladega College.
5. Does not have any outstanding Student Code of Conduct violations.
6. Must complete the Divine Intervention (Greek Life educational program facilitated by the Office of Student Engagement & Leadership Development) prior to the chapter's submission of a Request for Membership Intake by NPHC or Non-NPHC Organization. Divine Intervention credit is good for 2 years. If a student's Divine Intervention credit expires the student is responsible for attending the next available Divine Intervention.

General Membership Requirements (once initiated)

1. Maintain a 2.5 cumulative GPA (no rounding).
2. Must be a full-time, currently enrolled student at Talladega College.
3. Be in good standing with Talladega College.
4. Complete a minimum forty (40) hours of community service through Talladega College.

Organization Responsibilities

Organizations have the following responsibilities during the membership intake process:

1. Organizations must petition the College to be considered for membership intake.
2. Organizations must ensure that membership intake activities will not interfere with the academic progression of candidates.
3. In the selection of new members, organizations must ensure that the process is free of any form of hazing.
4. Chapter advisors must be present at ALL membership intake activities.
5. Organizations must complete ALL required paperwork.

Membership Intake Period

1. Greek-letter organizations may conduct membership intake during the Fall & Spring semester.
2. Membership intake activities may only be conducted during the following days/times for the approved intake period:
 - a) Monday – Thursday: 5:00pm – 10:00pm
 - b) Friday: 5:00pm – 12:00am
 - c) Saturday: 8:00am – 12:00am
 - d) Sunday: 8:00am – 10:00pm
 - e) No membership intake activities can take place during any school holidays.
 - f) The specific membership intake period will be announced by the Office of Student Engagement & Leadership Development.

New Member Presentations

All Greek-letter organizations must note the following regarding all new member presentations

- The date/time/location of all new member presentations will be approved and/or determined by the Office of Student Engagement & Leadership Development.

Prohibited Activities

Alcohol

1. Greek-letter organizations will comply with the following rules, in addition to those stated in the Student Code of Conduct:
2. The possession, sale, use or consumption of alcoholic beverages during on-campus events, sponsored or endorsed by a Greek-letter organization, or at any on-campus
3. event an observer would associate with a Talladega College Greek-letter organization is prohibited.
4. The purchase of alcoholic through or with organizational funds is prohibited. Additionally, the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of an organization is prohibited.
5. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor.

Meetings and Social Events

Talladega College sets forth requirements for hosting meetings and social events on or off campus in an effort to foster a safe environment for organization members and guests. Such policies are designed to complement national organization risk management programs.

Organizations that intend to host an event/activity must complete and submit a building request form as well as an event request form to the Office of Student Engagement & Leadership Development no later than 10-15 business days before any planned event.

Plot Designations

- Organizations should note the following regarding plot designations and other campus property:
- Only National Pan-Hellenic Council organizations are approved to have designated plot areas on campus. No other requests will be entertained.
- Persons or groups who paint or otherwise deface College property are subject to disciplinary action, as it will be considered vandalism.
- Any changes to designated plot areas must be approved by the Office of Student Engagement & Leadership Development and the Director of the Office of Facilities and Maintenance Operations.
- Organizations are responsible for the primary care of their designated area. Organizational area not properly maintained will be subject to fines.

Academic Performance Standards

- The average GPA for each Greek-letter organization (Chapter GPA) must be 2.5 or higher each semester for chapters to remain in good standing with the College.
- Organizations failing to meet the 2.5 GPA requirement at the end of each semester (excluding summer) will be required to develop an academic improvement plan.

- Organizations failing to meet or exceed the 2.5 academic standard for two consecutive semesters (not including summer terms) are subject to sanctions from the Office of Student Engagement & Leadership Development.

Educational Programming

To enhance the individual and personal development of the campus community, all Greek-letter organizations must engage in the Greek Towers which is a standard of distinction and accreditation program for the Greek Community at Talladega College. Greek Towers was created to help all organizations meet their particular needs by integrating their mission throughout programming and elevate each group to achieve excellence in five areas: scholarship, citizenship, leadership, brotherhood/ sisterhood & membership and accountability.

Organizations will select which program(s) best meet their particular needs by integrating their mission throughout the programming structure. Organizations may co-sponsor educational programs. Programs must have 75 percent of the organization's membership present to qualify. Topics that must be considered include:

Academic Integrity	Ethical Decision Making	Sexual Assault
Academic Success	Hazing	Study Skills
Alcohol Awareness	Healthy Relationships	Career Development
Communication	Leadership Development	Stress Management
Personal Responsibility	Personal Achievement	Time Management

Programs centered on student health must be co-sponsored with or have the approval of the Student Health Center and/or College Counseling Center, for liability purposes.

Community Service

1. Organizations should be committed to developing citizenship through service. Talladega College offers many opportunities for students to serve the local community. It is imperative that organizations strengthen the campus Greek community by supporting each other's service events. All organizations are required to demonstrate their commitment to service as follows:
2. All Greek-letter organizations will engage in a minimum of two community service projects per semester. Service projects must be coordinated through the College.
3. Each academic year (not counting summer terms), the all organizations must cumulatively acquire an average of 12 service hours per member, with greater than 75% of the membership actively volunteering.

4. Each organization will submit a report to the Office of Student Engagement & Leadership Development by last day of each semester as listed on the academic calendar (not including summer term) detailing their compliance with the community service requirement.

Campus Activities

Organizations should be committed to forming connections with other non - Greek-letter organizations and persons not part of the campus Greek community. Each organization will participate in/host at least two (2) all-campus activities each academic year (not counting summer terms). Organizations may cosponsor events.

Risk Management

Greek-letter organizations must work with their national organizations to develop individual organization risk management policies. These policies will be submitted to the Office of Student Engagement & Leadership Development annually; along with other relevant insurance certificates.

Sanctions

Organizations that fail to meet any or all provisions of this policy or the Student Code of Conduct, fails to comply with any conditions of probation or suspension, the Office of Student Engagement & Leadership Development may impose sanctions, including, but not limited to, the following:

Disciplinary Sanctions

1. Censure: A warning that an organization's actions are unacceptable and that further infractions will result in more serious sanctions.
2. Restitution: An organization shall be required to make reparations for damages or expenses associated with the actions or entities involved.
3. Fines: An organization shall be required to make a monetary payment by a specified date. The amount will be \$250 - \$500.
4. Cease and Desist: Cease and Desist is used as a temporary status for organizations who have pending conduct matter that has yet to be resolved or is awaiting an appellate-level decision. While on Cease and Desist, chapters should cease normal activity and desist any congregating of membership or chapter function.
5. Administrative Probation: Intended to provoke learning and positive change within an organization. Length of the probation will be determined by the Office of Student Engagement & Leadership Development.
6. Activities Suspension: An organization may be prohibited from participating in campus activities such as, service activities, community-wide events, education programs, Homecoming, SpringFest, and membership intake activities. The length of the suspension will be determined by the Office of Student Engagement & Leadership Development.
7. Social Suspension: An organization may be restricted or prohibited from sponsoring or participating in any social event. The length of the suspension will be determined by the Office of Student Engagement & Leadership Development.

8. Administrative Suspension: An organization may be temporarily restricted from any or all activities normally permitted to a student organization. The length of the suspension will be determined by the Office of Student Engagement & Leadership Development.

9. Administrative Expulsion: An organization will lose all rights as a Greek-letter organization recognized by Talladega College. This sanction will be for an indefinite period of time.

Educational Sanctions

1. Educational Workshop: An organization will be required to participate in a program of an educational nature. The exact form of the program will be determined by the Office of Student Life.

2. Philanthropic Service: An organization shall be required to participate in a service project.

Additional Information

Any Talladega College faculty, staff, or student may initiate a complaint against a Greek-letter organization for an action that might lead to a sanction pursuant to this policy or the Student Code of Conduct. The complaint must be filed with the Office of Student Engagement & Leadership Development. Upon the implementation of any sanction by the Office of Student Engagement & Leadership Development, the sanctioned organization may appeal its sanction upon notice to the Dean of Students and/or Vice President of Student Affairs and Success 48 hours after the Office of Student Engagement & Leadership Development has sent notice to the organization's representatives of its sanction.

When an organization's activities may be a threat to the health, safety or welfare of Talladega College campus community, all or some of its activities may be immediately, temporarily suspended. This suspension may include, but is not limited to, all campus activities, College sponsored events, or other activities of the organization. The Dean of Students and/or the Vice President of Student Affairs and Success has the authority to order such suspension. No hearing or inquiry is necessary prior to said suspension. In addition, the Office of Student Engagement & Leadership Development will enforce any sanctions given to Greek-letter organizations by their national office.

Student Code of Conduct

Purpose

Talladega College's ("TC") Student Code of Conduct sets forth, in a concise and uniform manner, responsibilities which members of the College community owe one another. The Student Code of Conduct also sets forth administrative and judicial procedures whereby those students who are accused of violating rules and policies may be afforded due process and fair and just sanctions.

TC is committed to protecting the full constitutional rights of its students. TC and the members of the community have equal obligations to one another in protecting the educational environment. The College has equal obligations to protect the integrity of its educational mission and the interests of its student body.

The following policies and sanctions have been established to protect the rights and interests of all members of the College community. The Student Code of Conduct is updated periodically, as laws in higher education change and state laws regarding the rights of students attending a state institution in Kentucky are enforced. The current Student Code of Conduct supersedes any previously published

Student Code of Conduct. It is intended for internal distribution (i.e., use within the College community).

Academic Honesty

The College expects that students will conduct themselves with honesty and integrity.

Academic Offenses

The following are academic offenses as set forth by the College Catalog and the Student Code of Conduct.

Cheating: Cheating is defined as the fraudulent or deceptive taking, giving, or presenting of any information or material with the intent of aiding oneself or another on any academic work which is considered in any way in the determination of a course grade.

Plagiarism: Plagiarism is the intentional or unintentional act of submitting the work of another as one's own. It includes the submission of the complete or partial work, or of the words, ideas, or format of another, published or unpublished, without appropriate reference and source credit. It includes employing or permitting another person to produce, alter, or revise material which the student submits as his or her own. If the student has any uncertainty regarding plagiarism in the submission of any material to his or her instructor, he or she should discuss the matter with the instructor prior to submission of the material.

Forgery: Forgery is falsely recording the signature of an advisor, instructor, or any College official on any official College academic document.

Sanctions for Academic Offenses

One or more of the following sanctions may be applied to a student guilty of commission of an academic offense.

- Assignment of any grade on a paper, examination, or other material related to the offense.
- Assignment of any grade for the course in which the offense occurred.
- Forced withdrawal from the class in which the offense occurred.
- Suspension from the College for a specified period of time includes exclusion from all classes and termination of student status and all related privileges and activities. A student who violates any of the terms of suspension shall be subject to further discipline in the form of permanent dismissal.
- Dismissal from the College: This sanction is final and susceptible to reconsideration only after review by the President or his/her designee.

Disposition of Cases of Academic Offenses

1. **Responsibility of the Instructor:** An instructor who has evidence that a student has committed an academic offense shall attempt to arrange a personal conference with the student to present the evidence of the offense, to give the student an opportunity to state his/her case, and to make known to the student the charges and possible sanctions which may be imposed and/or recommended. If the student is unavailable or fails to attend such a conference, the instructor shall proceed to inform the student of the nature of the evidence, the charges and the possible

sanctions by certified mail, with copies to the Chairperson of the Department in which the student is enrolled. The instructor may then proceed to assign any grade on a paper or examination related to the offense, assign any grade for the course in which the offense occurred, or recommend to his or her Chairperson a more severe sanction.

2. Responsibility of the Chairperson: After reviewing the report from the instructor and making any appropriate investigation, the Chairperson will forward the materials, along with his or her own recommendation, to the Provost & Vice President for Academic & Student Affairs.
3. Responsibility of the Provost & Vice President for Academic & Student Affairs: After reviewing the material furnished and conducting any appropriate investigation, the Provost & Vice President for Academic & Student Affairs will forward the material, along with recommendation for suspension or dismissal, to the Vice President for Student Affairs. If the sanction is forced withdrawal from the course, the Vice President for Academic Affairs will take action to implement the withdrawal and will notify the student by certified mail. Copies of the notice will be sent to the instructor, the Chair-Person of the Department in which the offense occurred, and to the Registrar. The Provost & Vice President for Academic & Student Affairs shall forward the file, along with his or her recommendation, to the Vice Provost for Student Affairs, who will in turn forward the case to the All-College Court for processing according to the standard procedure of that court.

Right of the Student to Appeal

1. The student shall have the right to appeal the allegation of his or her guilt to each higher level of authority up to and including the All-College Court.
2. The assignment of a grade by the instructor on a paper or examination involved in the offense shall not be subject to appeal. Other sanctions may be appealed to the next higher level of authority up to and including the All-College Court.
3. Such appeal must be filed in writing within 15 days of notification of the sanction.
4. The student shall have the right to attend and participate in a class until a decision is made on his/her appeal.

Offenses - General Policies Concerning Student Behavior

Students are responsible for knowing the College's policies, disciplinary procedures, and penalties. It should be emphasized that students are subject to criminal statutes and legal action, not just the College's policies and disciplinary system.

Definitions

- **Administrative Inquiry:** An "Administrative Inquiry" is conducted by the Director of Community Accountability or his/her designee in lieu of a Community Accountability Council Inquiry. The Associate Provost and Dean of Students or his or her designee reserves that right to route particular inquiries to an Administrative Inquiry.
- **Aiding and Abetting:** Knowingly providing information, material, protection, or other assistance to another person with knowledge that such aid or participation could be used to violate the *Student Code of Conduct*.

a. **Conspiracy:** Assisting or attempting to assist another in any act(s) that violate(s) the *Student Code of Conduct*.

- **Arson:** Intentionally burning or attempting to burn public or private property belonging to another, with or without intent to defraud, obstruct security, or endanger human life.
- **Bribery:** Offering money, service, or any item to a student, administrator, faculty, or staff member so as to influence the partiality of, so as to receive College property, grades, and/or services for one's self or another, or so as to gain an advantage or special treatment for one's self or for another.
- **Coercion:** The use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. This also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in an activity, including sexual activity.
- **College Property:** means all property owned, leased, used, operated or controlled by Talladega College, and includes adjacent streets and sidewalks.
- **Complainant:** means any person (or his or her proxy) alleging a violation(s) of the Code. TC may designate a Proxy Complaining Witness, or initiate student conduct proceedings without a formal complaint from the victim of an alleged violation of the Code.
- **Destruction of Property:** Damaging, destroying, defacing, abusing, tampering, or misusing property belonging to another person or entity, or attempting to do so; this includes any attempt to destroy or alter the function or performance of College equipment or property, and includes misuse of the College name, logo, or seal.
- **Discrimination:** Unequal or disadvantageous treatment of an individual or group of individuals based on race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, and all other categories protected by applicable state and federal laws.
- **Disruption/Obstruction:** Any major action which obstructs, or attempts to obstruct, an official College function, such as teaching, research, administration, or other campus activity; throwing or causing the projection of any object or substance which may damage or deface College or private property; or causing personal injury or disruption, including but not limited to quarreling, fighting, public intoxication, playing loud music, or any attempt to encourage an individual's participation in such activities.
 - a. **Disorderly Assembly:** Participating in a demonstration, riot, or an activity, whether on or off campus, that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
 - b. **Disorderly Conduct:** Behavior that disturbs the peace or undermines public safety, such as causing a disturbance or being unruly.
 - c. **Disruptive Behavior:** Disruption of a class, curricular or College activity or any other act that impairs, interferes with or obstructs the mission, purposes, academic atmosphere, operations,

processes, orderly conduct and/or functions of the College or the rights of other members of the College community.

- **Falsification of Information, False Testimony, and Fraud:** Furnishing false or misleading information or identification to a College official; failing to provide accurate information to a College official; any unauthorized reproducing, copying, possession, submission, misuse, or attempted misuse of College documents; forging, falsifying, tampering, altering, or attempting to alter College documents; misrepresentation of a College official.
 - a. **Misuse of Identification:** The transfer, alteration, falsification, or forgery of a Talladega College student ID card.
- **Failure to Comply:** Failure to follow a directive made by a College official performing his or her duties, which could potentially endanger or endangers the safety of persons or property.
 - a. **Contempt:** Willful disobedience to, or displaying open disrespect for a College Official performing judicial duties or the failure to appear for a meeting or hearing as a part of the judicial process; falsification, distortion, or misrepresentation of information in a hearing; disruption or interference with the orderly conduct of a judicial proceeding; institution of a judicial proceeding in bad faith; attempting to discourage an individual's proper participation in or use of the judicial process; attempting to influence the impartiality of a member of a judicial board prior to and/or during the course of the judicial proceeding; failure to adhere to or comply with disciplinary conditions and sanctions imposed by a judicial body or administrative officer.
 - b. **Disrespect for Authority:** Not complying with reasonable or lawful requests or directives of a College official.
 - c. **Violation of Probation:** Failure to comply with previously issued disciplinary probation directive.
- **Failure to Vacate:** The failure to vacate College facilities during hours of visitation, at closing, or at the directive of a College official.
- **False Reporting of an Emergency:** Intentionally making a false report of a bomb, fire, or other emergency regarding property or personal injury, including abuse of 911 and fire alarms.
- **Fighting:** The act of an individual(s) engaged in a physical fight (physical assault), violence, or conflict.
- **Gambling:** Wagering, or assisting in the wager of, money or any other item of value.
- **Harassment:** Actions that involve deliberate interference, or a threat to interfere, with an individual's personal safety, academic efforts, employment, or participation in College-sponsored activities or behaviors, which causes another person to have a reasonable apprehension that such harm will occur.
 - a. **Bullying:** Aggressive behavior or intentional harm that is carried out repeatedly over time and occurs within an interpersonal relationship characterized by an imbalance of power.
 - b. **Cyberharassment:** The use of information and communication technologies such as email, cell phone and pager text messages, social media, instant messaging, defamatory personal websites, and

defamatory online personal polling Web sites to support deliberate, repeated, and hostile behavior by an individual or group which is intended to harm others. (Belsey, 2004 & Dickerson, 2005)

- c. **Gender-Based Harassment:** Acts of verbal, nonverbal, or physical aggression, intimidation, stalking, or hostility based on gender or gender-stereotyping constitute gender-based harassment. This includes situations where students are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity.
- d. **Stalking:** Any repeated behavior or activity that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behaviors or activities may include, but are not limited to, 1) Repeated following of another person, 2) Repeated monitoring or surveillance of another person, and 3) Repeated, unwelcome communication, such as giving face-to-face messages, social media, telephone calls, voice messages, electronic mail, written letters or notes, unwanted gifts, etc.
- **Hazing:** Any conduct, act, or method of coercion of another to do an act of initiation or an act for admission into any organization, which willfully or recklessly causes significant physical or mental harm to any student or other person, occurring on or off College premises. Examples of hazing include, but are not limited to, beating, forced consumption of food, liquor or other beverages, or drugs; forced deprivation of sleep or rest; forced exclusion from social contact; and/ or forced conduct which could result in embarrassment to any person.
- **Illegal Posting:** Posting of signs or other materials without authorization from the appropriate offices.
- **Illegal Use of Alcoholic Beverages:** Purchasing, selling, or making available to underage persons alcoholic beverages; or providing funding for alcoholic beverages in violation of state or local statutes and/or College policy. The College defines an alcoholic beverage *as a* beer, porter, cordial liquors, or specialty drinks, brandy, whiskey, fruit juices or wines, rum, gin, or any fluid or solid capable of being converted into a fluid for human consumption, and all similar distilled beverages having alcoholic content.
 - a. **Illegal Use of Alcoholic Beverages by a Minor:** Possession or consumption of alcohol by a person who is under 21 years of age.
 - b. **Public Drinking:** Public drinking is the imbibing or drinking of alcoholic beverages in or on any campus street, alley, sidewalk, parking lot, right-of-way, park, playground, square, or unenclosed boundary of Talladega College campus.
 - c. **Public Intoxication:** Appearing in public on the College premises while intoxicated or under the influence of alcohol. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property.
 - d. **Unauthorized Use of Alcoholic Beverages:** Failure to comply with College regulations regarding the use and sale of alcoholic beverages on College-owned or -controlled property.
- **Information Session:** An “Information Session” is conducted prior to a Community Accountability Council Inquiry or an Administrative Inquiry. During an Information Session, a student may view currently available College Information related to the Incident, may receive instructions regarding the Accountability Process and may have any existing violation definition reviewed with him or her.

- **Intimidation:** The act of making an individual timid, fill with fear; to overcome or cow, as through the force of personality or a superior display of strength which can control an individual's actions.
- **Jurisdiction:** Generally, College jurisdiction and discipline shall be limited to conduct that occurs on College premises or conduct that adversely affects or is detrimental to the College community and/or the pursuit of its objectives, which can occur anywhere. A student will be subject to the Code of Student Conduct for any action that violates this Code that occurs on College premises, relates to a College program, or, in the College's sole discretion, affects or is detrimental to the College community and/or the pursuit of College objectives.
- **Moral Turpitude:** An act of baseness, vileness or depravity, which brings shame to the College and is in contradiction to the letter and spirit of the College's *Student Code of Conduct*, good citizenship and ethics, is prohibited. Included in this are inappropriate postings on the internet and social media in acts of baseness, vileness, or depravity.
- **Misuse of Property:** Misusing property belonging to another person or entity or attempting to do so; this includes any attempt to alter the function or performance of College equipment or property, and includes misuse of the College name, logo, or seal.
- **Negligent Bodily Injury:** Careless or reckless behavior resulting in bodily injury or which could result in bodily injury to any person.
- **Negligent Destruction of Property:** Careless or reckless behavior resulting in damages, defacement, or destruction of property belonging to another person or entity.
- **Off-campus Incidents:** students or student organizations engaging in any illegal act off campus.
- **Physical Assault:** The use of physical assault upon any person, including, but not limited to, intentionally inflicting bodily injury upon any person; any attempt to intentionally inflict bodily injury upon any person; threatened use of physical assault.
- **Possession, Use, Distribution, Sale, or Manufacture of Controlled Substances:** Knowingly possessing, using, distributing, being in the presence of, selling, and/or manufacturing illegal drugs or controlled substances, including but not limited to, narcotics, barbiturates, hallucinogens, marijuana, or amphetamines.
 - a. **Possession of Marijuana (Minor):** Possession of marijuana when such possession would constitute a misdemeanor at law.
 - b. **Possession of Marijuana (Major):** Possession of marijuana when such possession would constitute a felony at law.
 - c. **Dangerous Drugs:** Including but not limited to the use, consumption, being in the presence of, possession, manufacturing, purchase, sale and/or distribution of illicit drugs, narcotics or other controlled dangerous substances and drug paraphernalia when such possession would constitute a felony at law.
 - d. **Possession, Distributing, Selling, or Manufacturing Counterfeit Drug-related Paraphernalia:** Knowingly possessing, distributing, being in the presence of, selling, or manufacturing counterfeit drug or related drug paraphernalia.

- **Possession or Use of Weapons:** The unauthorized possession or use of any type of firearm, ammunition, explosive, other weapon. Weapons may not be stored in, residence halls, campus buildings, or on College-owned or -controlled property. Items not considered weapons but are used with the intent to inflict bodily harm will be subject to interpretation by the Office of the Dean of Students. The College defines a *weapon* as any device, apparatus, substance, or object capable of causing or inflicting injury or death, whether designed or adapted specifically for use as a weapon.
- **Possession and/or Use of Fireworks:** Possession or use of fireworks of any description on College premises.
- **Preponderance of the Evidence:** Means that the information, as a whole, shows that the fact(s) supports the conclusion that it is “more likely than not” that the student engaged in the alleged behavior.
- **Repeated Offenses:** Repeated violations of the College’s *Student Code of Conduct* or of any College policy for which a sanction has been previously imposed.
- **Respondent:** Means a Student alleged to have violated the Code.
- **Responsible and Not Responsible:** A student makes a declaration of “Responsible” or “Not Responsible” prior to an Inquiry on the Notice of Community Responsibilities. The student may make the declaration at the time the Notice of Community Responsibilities is received or at a time prior to the Inquiry. When a student declares he or she is Not Responsible, the Dean of Students will decide whether or not the student is responsible during an Inquiry by a Preponderance of the Evidence. Responsible or Not Responsible is used rather than guilty or not guilty.
- **Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this policy, or as retribution or revenge against anyone who has reported sexual misconduct or relationship violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination.
- **Sexual Assault:** Engaging, or attempting to engage an individual in one or more of the following sexual actions with or directed against another person, including 1) Sexual penetration without the consent of the other person, 2) Sexually explicit touching through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity; and/or 3) Sexual penetration through the use of coercion or where the person is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Exploitation:** A sexual act or contact of a sexual nature that occurs, regardless of personal relationship, without the consent of the other person(s), or that occurs when the person(s) is unable to give consent or whose consent is coerced or obtained in a fraudulent manner. Examples include: pressure for a date or a romantic or intimate relationship; invasion of sexual privacy; pressure for or forced sexual activity; unnecessary and unwelcomed references to various parts of the body; belittling remarks about a person’s gender or belittling remarks about a person’s sexual orientation based in gender-stereotyping; inappropriate sexual innuendoes or humor; videotaping and photographing someone or people without consent; obscene gestures of a sexual or gender-based nature; offensive sexual graffiti, pictures, or posters; sexually explicit profanity; and/or use of e-mail, the Internet, or other forms of digital media to facilitate any of the above referenced behaviors.
- **Sexual Harassment:** Unwelcome conduct of a sexual nature when 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or education; 2) submission to or rejection of such conduct by a person is used as the basis for a decision affecting that person’s employment or education; or 3) such conduct has the purpose or effect of unreasonably interfering with a

person's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment, and has no legitimate relationship to the subject matter of a course or academic research. Sexual Harassment also includes non-sexual harassment or discrimination of a person because of the person's sex and/or gender, including harassment based on the person's nonconformity with gender stereotypes.

- **Student:** Anyone admitted to the College and registered for, taking, or pursuing undergraduate or graduate studies or courses at the College, both full-time and part-time, as well as persons attending classes on campus or off-campus. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College as well as persons participating in orientation are considered "students."
- **Student Affairs Hold:** A "Student Affairs Hold" is a mechanism used for compliance among the student population in regard to participation and completion of the accountability process. A Student Affairs Hold is an official stop on a student's College records, which may prevent a student from registering, dropping and/or adding classes, requesting transcripts, graduating, etc.
- **Suspension Hold:** A suspension hold may be placed on a student's account during his or her suspension period. A Suspension Hold is only removed after a student's suspension period has run its course. Transcripts may be made available from the Registrar during the suspension period; however, the transcript will note the suspension. A Suspension Hold may prevent a student from re-enrolling, registering for classes, dropping or adding courses, graduating and more.
- **Theft/Identity Theft:** Taking or attempted taking without consent, or unauthorized use of funds or property, such act constituting a criminal felony under Alabama law; this includes the misuse or unauthorized use of College funds, or of student organization funds administered through the College.
 - a. **Possession of Stolen Property:** Knowingly possessing, using, or attempting to use stolen property.
- **Threat of Physical Assault:** The attempted use, or threat of physical assault upon any person, including, but not limited to, intentionally inflicting bodily injury upon any person; any attempt to intentionally inflict bodily injury upon any person; threatened use of physical assault.
- **Tobacco:** Smoking and the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes and other tobacco products) by students, faculty, staff and visitors are prohibited on all campus property.
- **Traffic or Parking Violations:** Includes, but is not limited to, operating or attempting to operate a motor vehicle on campus while under the influence of alcohol or illicit drugs, reckless driving, obstruction of the free flow of pedestrian or vehicular traffic on College property or at College sponsored or supervised functions, and parking in improper zones.
- **Unauthorized Access to Records, Equipment, or Telephone or Other Communication Devices:** Unauthorized use of, access to, or an attempt to gain access to College records, equipment, or telephone or other communication devices including, but not limited to, paper/computer files, computer systems/software, telephones, fax machines, etc.
- **Unauthorized Access:** Attempted or unauthorized entry into any building, structure, or facility; this includes forcible entry, and, without prior approval to remain on the premises,

- a) **Improper use of keys:** Knowingly using, duplicating, or causing to be duplicated, any key for any facility, building, or room without proper authorization; or failure to return College-issued keys to the proper College officials; these violations are considered unauthorized entry or failure to vacate.
 - b) **Trespassing:** Unauthorized presence on, in, or within any building or property owned or operated by the College (including residence halls), or the unauthorized entry into or remaining in a facility or office under the control of another after having been asked to leave.
- **Unauthorized Posting or Distribution of Materials:** Unauthorized posting or distribution of materials; or failure to abide by College policies and regulations on posting and distribution of materials on College premises.
- **Unwelcome and Uninvited Contact:** A single behavior or act that causes another person to experience emotional distress, threat of safety, or reasonable fear of bodily injury. Such behaviors or activities may include, but are not limited to following another person, monitoring or surveillance of another person and/or unwelcome communication, such as giving a face-to-face message, telephone call, voice message, electronic mail, written letter or note, unwanted gift, etc.
- **Unauthorized Occupancy in Residence Hall:** Residing in residence halls without paying security deposit and room rent.
- **Unauthorized Use of Loudspeakers:** Use of loudspeakers on College property without prior approval of the appropriate officials.
- **Violations of Federal, State, or Local Laws:** Alleged violations of local laws and statutes which occur on or off campus are subject to internal College investigation, review, and action, in addition to any action by appropriate civil authorities.
- **Violent Behavior:** Conduct causing physical harm or injury; endangering the health, safety, or welfare of another or oneself; conduct causing severe emotional distress or endangering one's own health or safety; any threat, attempt or offer to cause physical harm or severe emotional distress to another.
- **Violation of College Housing Regulations:** Violations of regulations and rules governing the operations of residence halls; this includes, but is not limited to, policies governing room/bathroom maintenance, quiet hours, telephones, visitation, etc.
- **Violation of Rules Regarding Residence Halls and Dining Facilities:** Violation of the following policies, rules, or regulations adopted for use in governing and operating residence halls and dining facilities, including, but not limited to, visitation policy, quiet hours policy, and other rules and regulations governing residence halls; rules and regulations posted in or distributed by residence halls; rules, regulations, and policies set forth in the housing contract.

Procedures in Student Conduct Cases

The College will use the disciplinary authority inherent in its responsibilities to protect its educational purposes and processes. In the exercise of this authority, safeguards shall be observed to ensure due process to students whom are alleged to have violated the General Policies Concerning Student Behavior.

Student Conduct System

The system is designed to be both educational, disciplinary, and fundamentally fair. All parties must receive equal and just treatment, with due respect for all individual rights and privileges. The same rights are afforded to the party alleging the policy violation, (Complainant), and the party alleged of violating the policy (Respondent). Students under this system have the right to appeal hearing body decisions.

The College's jurisdiction for application of the General Policies Concerning Student Behavior shall not only be limited to conduct which occurs on College Property. On-campus conduct includes students in direct connection with any credit-bearing experiences, including, but not limited to, internships, field trips, study abroad, or student teaching; any activity supporting pursuit of a degree, including, but not limited to, research at another institution or a professional practice assignment; any activity related to an athletic or other extracurricular activity as a representative of the College; or conduct which adversely affects the College Community and its pursuit of its objectives. The College reserves the right to look at off-campus conduct.

Any member of the College Community may report any student for misconduct and such reports may originate from parties outside of the College Community. A report should be prepared in writing and submitted to the Office of Community Accountability. The student retains all rights and privileges of a student in good standing until determined to be found "responsible" for violating College policy. Exceptions to this may be taken when interim sanctions are imposed. Interim sanctions may be determined and imposed by the Vice President of Student Affairs or designee, in consultation with the Office of Community Accountability. Such sanctions are meant to be temporary, to address immediate emergencies, and to preserve the safety of the community. The interim sanctions are in effect until the respondent has had the opportunity to have a hearing or appeal.

The "burden of proof" lies solely with the Complainant. The Complainant must provide evidence needed to determine the "responsibility" of the person who allegedly violated College policy.

The Office of Community Accountability will assign cases to hearing bodies according to the severity of the incident. The Complainant and Respondent involved in the proceedings are afforded the same rights.

Standard of Proof

Talladega College uses preponderance of the evidence standard to decide if a student is responsible or not for a violation. As such, hearing officer(s) should weigh whether it is more likely than not a student committed a violation based on the available information. Put another way, hearing officer (s) need only be 51% sure that a violation occurred.

Investigation

The Offices of Residence Life or Community Accountability may conduct an investigation to determine whether the allegations of a policy violation have merit, and/or if they can be disposed of administratively by mutual consent of the involved parties. Such agreed dispositions shall be final and there shall be no right of appeal.

Administrative Hearing

If the complaint cannot be remedied by mutual consent, an Administrative Hearing will be scheduled with the appropriate hearing body as determined by the Office of Community Accountability. There shall be a single official record of all hearings that may consist of written documents, audio recording, or other method selected

by the hearing body. The record shall be the property of Talladega College and maintained in the Office of Community Accountability.

Procedures

The purpose of the student conduct hearing is to arrive at a fair and just decision. All hearings shall be private, and the formality of the hearing will vary depending on the severity of the alleged policy violation. Federal Rules of Evidence shall not apply.

If the Complainant or Respondent does not appear for the hearing, provide sufficient notice, or a reasonable excuse for their absence, the hearing may proceed without the Complainant or Respondent present. The information available will be presented and the case will be heard in a just manner. During the presentation of information and witnesses, the party presenting the information or witnesses will be able to ask initial questions followed by questions from the other party, and finally questions by the hearing body. Questions regarding the information or witnesses shall be directed through the hearing body who will determine whether the question is relevant to the proceedings. The order of presentation for the hearing will normally follow the steps indicated below:

1. Introductions and reading of the alleged violation(s).
2. Opening statement by the Complainant.
3. Opening statement by the Respondent.
4. Presentation of witnesses by the Complainant.
5. Presentation of witnesses by the Respondent.
6. Presentation of information by the Complainant.
7. Presentation of information by the Respondent.
8. Questions from the hearing body.
9. Closing statement by the Complainant.
10. Closing statement by the Respondent.
11. Closed session deliberation by the hearing body.
12. Decision of responsibility rendered by the hearing body.
13. Students found responsible for policy violations may present two-character witnesses. Complainants may present a statement regarding the effect of policy violation(s).
14. Closed session deliberation by the hearing body to determine appropriate sanctions.
15. Decision of sanctions rendered by the hearing body.

During the closed deliberation session, the hearing body will meet to decide whether the Respondent is responsible or not for violating the alleged College policies by a Preponderance of the Evidence. If the Respondent is found responsible for violating College policies, the hearing body will assign sanctions taking into consideration any prior violations, character witnesses presented by the Respondent, and the Complainant's statement regarding the effect of policy violations.

Sexual Misconduct Allegations

Sexual misconduct may occur in a variety of forms (e.g., physical, verbal, visual, online/electronic/social media, etc.). Sexual misconduct is conduct of a sexual nature that is nonconsensual, or has the effect of threatening, intimidating, or coercing a person. Sexual misconduct includes sexual harassment, dating/ domestic/intimate partner violence, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, and stalking.

Alleged violations of this nature shall be primarily within the purview of the Title IX Office. Offenses of this nature and the procedures for resolving them are not governed by this Policy. Any sexual misconduct not covered by the Title IX office may be addressed by the Office of Community Accountability.

Hearing Bodies

The College disciplinary system is coordinated by the Office of Community Accountability. The Office of Community Accountability coordinates the adjudication of hearings ranging from residential community concerns to offenses that may require suspension or expulsion from the College. Different hearing bodies are utilized depending on the severity of the incident. In each instance, the formality of procedures followed in hearing cases will vary with the gravity of the sanction suggested by the alleged violation.

1. Resident Directors
2. Office of Community Accountability
3. Community Accountability Council

Resident Directors

Resident Directors (RDs) are professional staff residing in the residence halls who oversee the operation of the facilities, supervision of staff, and the development of the residence hall community. RDs are authorized by the Office of Community Accountability to determine if a student has committed lower level infractions of the Student Code of Conduct and to recommend imposition of sanctions. If the involved parties cannot mutually dispose of the allegation the student shall have an Administrative Hearing with staff from the Office of Community Accountability.

Office of Community Accountability

The Vice President of Student Affairs and Office of Community Accountability oversee the entire student conduct system as designated by the President Talladega College. The Office of Community Accountability may adjudicate any policy violation including residential community cases and other violations of the Student Handbook. If the involved parties cannot mutually dispose of the allegation the student shall have an Administrative Hearing with the Community Accountability Council

Community Accountability Council: Community Accountability Council. The “Community Accountability Council” is comprised of students and at least one faculty and/or staff member that conduct the Inquiry into a student’s alleged violations. The Vice President of Student Affairs reserves that right to designate this body to adjudicate particular inquiries. This Council is overseen by the Dean of Students.

Student Rights

Students are afforded the following rights in the student conduct system:

Notification – The student shall be notified of the policy violation that the Respondent allegedly violated. The notification will include the time and place of the hearing and the hearing body to which the case is assigned. All notifications and correspondence will be sent via College email.

Hearing - The student has the right to represent themselves in person before a decision is made, unless the student fails to appear at the hearing. If the Complainant or Respondent does not attend the designated hearing, the hearing may continue in the student's absence.

Information – The student will have access to all information presented in the hearing to determine responsibility of the alleged policy violation(s). The student may present as much or as little information as the student so chooses. The student is not required to participate in the hearing, but in doing so, loses the opportunity to voice their perspective on the proceedings.

Witnesses – The student may present witnesses who have information regarding the facts of the case which help determine whether the Respondent is responsible for the alleged violations. Character witnesses are not permitted except if a Respondent is found responsible for a policy violation. In the sanctioning phase of a hearing, a student may present two-character witnesses to speak on their behalf.

Silent Advisor - The student has the right to be assisted by a silent advisor of their choice throughout the hearing process. However, the Complainant and Respondent are responsible for presenting their case. The silent advisor may only advise the student and may not actively participate in the disciplinary process. The silent advisor may not be a **lawyer**. The proceedings are not a court case and the silent advisor may not speak during the hearing.

Written Decision – The student will receive written notification of the hearing results and any sanction(s) if applicable as soon as possible after the hearing is concluded. This decision will be communicated via College email to the student.

Appeal – The student has the right to appeal the outcome of the decision. In cases in which the student accepts responsibility for the allegation, there is no right of appeal.

Sanctions

The College has the authority to impose sanctions on students who violate College policies. Upon a plea or a finding of responsibility, the hearing body shall determine appropriate sanctions. Sanctions shall bear a reasonable relation to the nature of the violation of College policies for which the sanction is imposed. In determining possible sanctions, the College shall consider the violation at hand, the welfare of the student and the College community, the prior disciplinary record of the student, and will assign the minimum sanction necessary to prevent the behavior from recurring. Commonly imposed sanctions are listed and defined below. Each hearing body may use other creative educational sanctions that are designed to be developmental in nature.

Alcohol/Substance Abuse Assessment – A student may be referred to the Counseling Center or other appropriate provider for an assessment to identify alcohol and/or substance misuse/abuse risk factors, likelihood, and potential recommendations for treatment.

Educational Sanction – An educational sanction refers to attendance or participation in a prearranged class, program, or activity. Educational sanctions are designed to educate or address a particular behavior, topic, or issue.

Election of Withdrawal – When the violation is one that indicates possible suspension or expulsion, the Respondent may elect to withdraw from the institution without appearing before an Administrative Hearing.

The Respondent shall sign a statement indicating that they have been advised of their rights to a hearing and an appeal but instead intend to withdraw from the College on their own accord.

Eviction – Removal from the residence halls, a classroom, or other College Property.

Expulsion – Permanent, forced withdrawal from the College.

Loss of Visitation Privileges – Period of time where a student loses all visitation privileges. During loss of visitation privileges the student is not allowed to check visitors into their residence hall, and they are not allowed to be checked into the residence hall of any other student.

No Contact Order – A directive to refrain from any contact, direct or indirect, with one or more designated persons or group(s) through any means including personal contact, email, text messaging, telephone, social media or third parties. A No Contact Order may be temporary or permanent.

Parental Notification – A written sanction that notifies and discloses to a parent, parents, or legal guardian of a student who is under the age of 21, information regarding the violation of College policies governing the use or possession of alcohol or a controlled, or other intoxicating substance.

Persona Non Grata – A student may be banned from campus for either a temporary or permanent amount of time. If a person who is persona non grata is found on campus, they are subject to arrest for trespassing.

Reprimand – Official written or oral statement to the student that they have taken responsibility for or have been found responsible for violating the Student Code of Conduct. The reprimand warns that any further such actions may result in a more severe sanction.

Restitution – Compensation to the College or an individual for damages to College Property or personal property.

Service Work – Mandated service to the College or designated community agency to be completed within a specified time frame.

Social Probation – Status given to less serious policy violations, and in some cases, a restriction of privileges for a specified time.

Suspension – Forced withdrawal from the College for a specific period of time or until stated conditions have been met as determined by the Office of Student Conduct.

Temporary Suspension – In the event that a student has allegedly violated a College policy and presents a clear and present danger of harm to the student, to any member of the College Community, to College property, or to College activities, the Vice-President of Student Affairs or their designee may impose such temporary measures as are necessary to protect the student, the College Community, College Property, and/or the ongoing activities of the College. Such temporary sanctions may exist and be enforced only until final disposition of the case has been made by the appropriate hearing body.

College Probation – Status which carries a severe warning that any further violation of College policies may result in the student being considered for suspension or expulsion from the College. College Probation may also include restriction of privileges for a specified period of time.

**** Failure to comply with the alcohol and drug assessment may result in additional parental notification, and referral to an outside agency, at cost to the student, and a requirement that the student must follow-up with the recommendations of that evaluation.**

Appeals

The accused student has the right to appeal the outcome of a hearing. Appeals must be submitted, in writing, within 72 hours of receiving the outcome to the Vice President of Student Affairs. "In writing" shall be defined as a document that is typed or emailed.

An appeal may be made only on justifiable grounds, including:

- Procedural irregularity, that if not addressed, would cause a significant difference in the finding or sanction;
- Sanctions inconsistent with nature of the violation;
- New information not available for the original hearing.

Appeals involving sanctions other than suspension or expulsion:

1. The Dean of Students will review the appeal to determine if one of the three grounds for appeal have been met.
2. If no grounds for appeal exists, the appeal will be denied, and the sanction will be final.
3. If the Dean of Students determines that grounds for appeal exist, the appeal shall be heard by the Dean of Students.
4. The Dean of Students decision shall be final.

Appeals involving sanctions of suspension or expulsion:

1. The Dean of Students will evaluate the appeal and prepare a recommendation for the Vice President of Student Affairs as to whether or not the grounds for appeal have been met.
2. The Dean of Students will submit his/her recommendation as to whether there are valid grounds for appeal, along with the appeal submitted by the student, to the Vice President of Student Affairs.
3. The Vice President of Student Affairs shall review the materials submitted by the Dean of Students.
4. The Vice President of Student Affairs decision shall be final.

Principles Governing Appeals of Sanctions:

1. Appeals are confined to a review of the written record on appeal, including but not limited to information presented at the hearing and documentation pertinent to the grounds for appeal. The persons hearing the appeals shall not consider matters outside of the hearing record in making a determination.
2. Appeals that are granted based upon a procedural error that, if not corrected, would cause a significant difference in the sanction, shall be remanded back to the original hearing body to correct the procedural error.

Grievances

If a Talladega College student has a grievance regarding the student's academic division or an administrative procedure the student has the right to request a review of his or her particular situation. The student must first attempt to resolve the problem by contacting the relevant department directly and requesting a review of his or her situation. If the grievance is not resolved by contacting the department directly the student should follow up with an e-mail to the representative of that department/area and detail the concern so that the student's concern

is documented. The recipient of the e-mail, or an appropriate area designee, will respond in a timely manner via email.

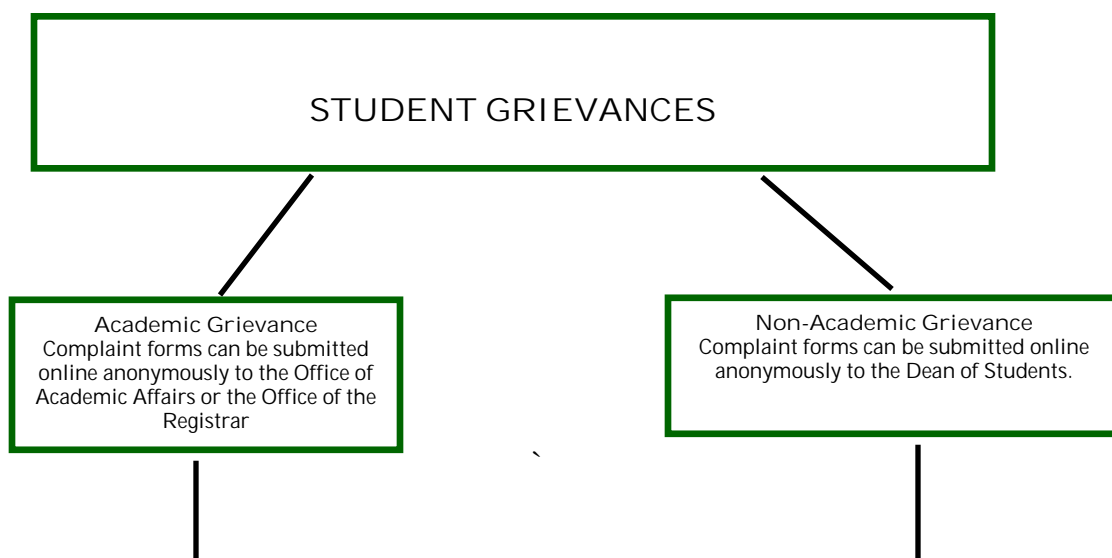
Because the College already has several published policies and mechanisms for dispute resolution in place, students who contact the Dean of Students may be redirected (back) to the Dean of the relevant academic division or area if it is clear that the process and response were reviewed appropriately and in keeping with the published process; for example, grade appeals, etc.

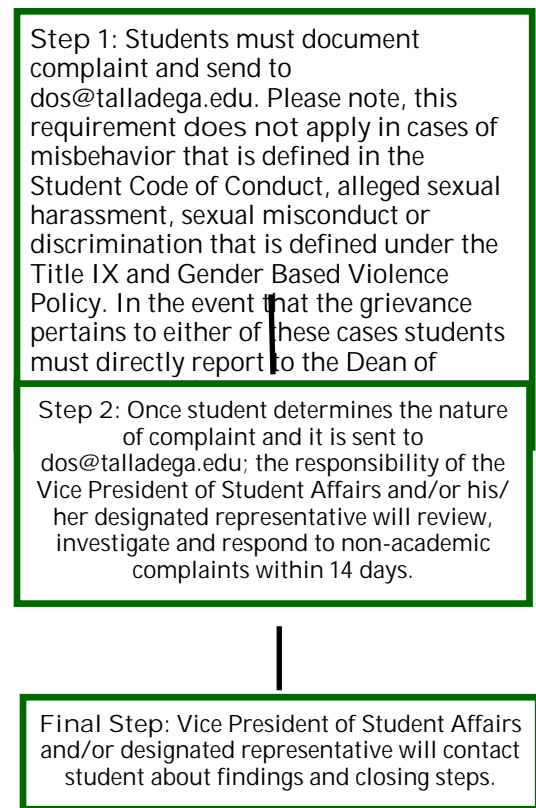
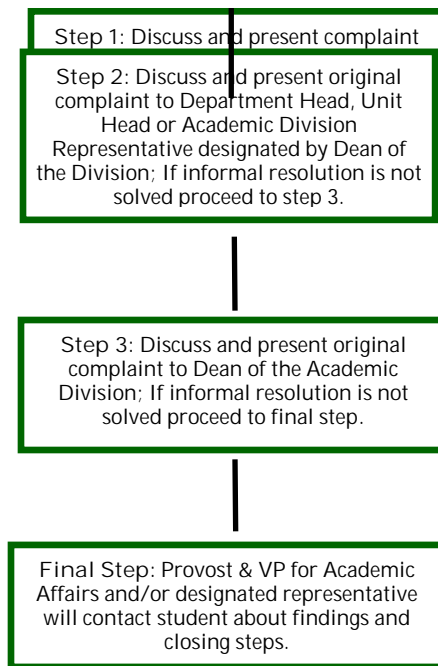
After contacting the appropriate department directly and receiving a final response as described above, any student who still believes he or she has been treated unfairly by a College employee or process, may seek review with possible alternative resolution through the Office of Student Affairs. “Unfairly” means there was no process of review as described above or in a College publication; or adequate explanation of the final disposition to the student’s grievance; or there was a noted bias on the part of the decision maker, which affected the decision.

Students may file a formal complaint by e-mailing dos@talladega.edu describing the treatment, action, final decision given by the academic or administrative area and the remedy still sought. Complaints will be investigated and/or referred to other offices as necessary. A written response regarding the issue will be sent to the student who initiated the complaint within 14 calendar days.

The Dean of Students serves as the primary coordinator of response and support to students with concerns or those students experiencing a crisis.

Students should first seek a resolution through the institution’s procedures above.





Temporary Emergency Action

Overview

The College may impose temporary emergency action upon a student when there is reason to believe, based upon available information, that the student poses an immediate threat to the safety, health or welfare of persons, property or the orderly operation of the College. This temporary action is warranted by potential or threatened danger or disruption, and used only when the serious nature or immediacy of the threat requires immediate action. The temporary action is interim in nature, pending the response of the disciplinary process. Following the imposition of temporary emergency action, standard College disciplinary processes shall be provided as expeditiously as possible.

Emergency action includes, but is not limited to the following:

- **Emergency Temporary Suspension.** This action requires a student to leave College property immediately, and not return during the suspension period, and/or comply with other stated conditions for a specified period. The Vice President of Student Affairs, Dean of Students and or the Director of Residence Life may impose emergency suspension.

- **Emergency Temporary Housing Relocation/Removal.** This action may be imposed upon a student by the Vice President of Student Affairs, Dean of Students and or the Director of Residence Life. A student who is removed from housing cannot enter any residence halls. If a student disregards this action, he or she shall be subject to further disciplinary action and may be treated as a trespasser.

Notice of Emergency Action

A student will receive an email and written documentation of any temporary emergency action taken against him or her.

The documentation shall explain the nature, reason for and duration of the action, as well as any conditions that may apply.

Disregard for Emergency Action

Any student who is suspended on an emergency basis and returns to the campus or College property and/or violates other stated conditions during the specified period shall be subject to further separate action and may be treated as a trespasser. Permission to be on campus for a specific purpose must be requested and obtained in writing or by telephone from Vice President of Student Affairs, Dean of Students and or the Director of Residence Life prior to any conduct contrary to the suspension or restrictions.

Involuntary Removal

Involuntary removal is not intended to be disciplinary in nature. This process outlines when and how a student may be involuntarily withdrawn from the College for demonstrating behavior that:

- a) Poses a danger of causing imminent physical harm to the student or to others
- b) Unreasonably disrupts the normal educational processes and orderly operation of the College.
- c) Engages, or threatens to engage in behavior which would cause property damage

A student who demonstrates the behaviors listed above, may be on interim suspension from the College and/or College Housing on an interim basis pending an administrative meeting. The decision to post interim suspension will be communicated to the student in writing.

The student will be contacted in writing by a College official to schedule an administrative meeting with the Vice President of Student Affairs, Dean of Students or their designee. The student has a right to be accompanied by an advisor or advocate (Talladega College faculty, staff, student or parent). The student can provide testimony and relevant supportive documents at the meeting. The College official will review all documents before making a decision to withdrawal.

If a student is withdrawn under the provisions listed above, the student can appeal the decision by providing a written notice of appeal to the Vice President of Student Affairs or Dean of Students.

Upon receipt of the appeal the Vice President of Student Affairs or Dean of Students shall afford the student a meeting at which time the student may present supporting evidence and reply to evidence presented by others. The student has the right to be accompanied by an advisor or advocate, but the student may not have an attorney present at the meeting. The Vice President of Student Affairs or Dean of Students will review all information and inform the student of the final decision in writing.

Deviations from Established Disciplinary Procedures

A student accused of violating College disciplinary policies may be diverted from the normal disciplinary process by the Vice President of Student Affairs or Dean of Students, if they believe that the student is suffering from a medical, mental or emotional disorder and this disorder has influenced the student's behavior. In such an event, the Vice President of Student Affairs or Dean of Students may refer a student for evaluation, at the student's expense, by an independent licensed psychiatrist or psychologist chosen by the College.

Any pending disciplinary action may be withheld until the evaluation is completed at the discretion of the Vice President of Student Affairs or Dean of Students. A student who fails to cooperate and complete the evaluation may be withdrawn, or referred for disciplinary action, or both. Finally, as a condition of continued enrollment at the College, the Vice President of Student Affairs or Dean of Students may require the student to secure counseling or therapy.

Title IX Policy

Purpose

Talladega College ("TC") prohibits all forms of sexual discrimination, including Sexual Misconduct as described in this Policy. TC is committed to addressing Sexual Misconduct in a manner consistent with applicable law. Additionally, TC is committed to raising awareness of issues relating to Sexual Misconduct and its prevention, providing training and continuing education for students, faculty, and staff, and providing adequate resources for prompt assistance to victims of Sexual Misconduct.

Scope of Policy

All of TC's students, faculty, staff, campus visitors, and Board of Regents are covered by this Policy. This Policy applies on all College Property, and on all property at which TC holds educational programs or activities. This Policy applies to all of the College's educational programs and other activities.

Title IX Coordinator

The Title IX Coordinator is charged with coordinating TC's response to reports of Sexual Misconduct under this Policy. At times a trained designee may be appointed to investigate complaints filed with TC. The role of the Title IX Coordinator or designee is a complex role that:

- Works to ensure a fair and neutral process for all parties
- Explains options for resolution, both formal and informal, to both parties
- Determines appropriate remedies or sanctions in informal resolutions
- Communicates the provisions for confidentiality
- Provides both parties information on options for obtaining advocacy, medical and counseling services, and remedial actions available
- Assists with making criminal reports when applicable
- Coordinates with other campus officials to take appropriate interim actions such as no contact orders, academic accommodations, and rearrangement of housing, dining, and work assignments when applicable
- Monitors outcomes of Sexual Misconduct complaints
- Identifies and addresses patterns and assesses effects of Sexual Misconduct on the campus climate so TC can address issues that affect the wider College Community

- Monitors compliance with the reporting, complaint, investigation, hearing, and appeals processes outlined in this Policy
- Determines whether campus-wide remedies are needed in response to Sexual Misconduct complaints, including but not limited to revision of policies, increased monitoring, supervisions, or security, and increased education and prevention efforts
- Reviews sanctions issued under this Policy to ensure that they, along with any remedial accommodations made, are reasonably calculated to stop the Sexual Misconduct, prevent its reoccurrence, and remedy its effects.

Standard of Proof

Talladega College uses Preponderance of the Evidence standard to decide if a student is responsible or not for a violation. As such, hearing officer(s) should weigh whether it is more likely than not a student committed a violation based on the available information. Put another way, hearing officer (s) need only be 51% sure that a violation occurred.

Retaliation

Retaliation against an individual for reporting Harassment, Discrimination, or Sexual Misconduct, for supporting a person reporting Harassment, Discrimination, or Sexual Misconduct, for assisting in providing information relevant to a claim of Harassment, Discrimination, or Sexual Misconduct, or for otherwise participating in an investigation of a complaint of Harassment, Discrimination or Sexual Misconduct is a serious violation of this Policy. Acts of alleged Retaliation should be reported immediately to the Title IX Office, Title IX Coordinator, or the Title IX Investigator which will be promptly investigated. TC will take appropriate steps to protect individuals who fear that they may be subjected to Retaliation. Students found responsible for Retaliation may be subject to suspension or expulsion from TC. Employees found responsible for Retaliation may be subject to suspension or termination from TC.

Reporting of Offenses

College employees are obligated to report alleged violations of this Policy to the Title IX Office, the Title IX Coordinator, or Title IX Investigator within seventy-two (72) hours of becoming aware of the allegations. Failure to report the alleged violations may result in disciplinary action up to and including termination. Some employees, such as counselors, are permitted to maintain confidentiality of reports.

Formal Reporting Options:

Individuals bringing complaints under this Policy are encouraged to speak to TC personnel, the Title IX Coordinator, or the Title IX Investigator to make formal reports of allegations of this Policy. Information will be shared as necessary with Investigators, Witnesses, and the Respondent. These employees will keep reports private, but they will not be confidential.

Confidential Reporting

If a reporting party would like the details of an incident to be kept confidential, the reporting party should speak with the following individuals:

For Students:

- TC's Mental Health Counselor(s);

- Student Health Services; and
- Practicing physicians whether independent contractors or employed. Campus counselors are available to help students free of charge and can be seen on an emergency basis during normal business hours. The College's Counseling Center and Student Health Services staff will submit anonymous statistical information for reporting purposes pursuant to the Clery Act unless they believe disclosing information to appropriate officials is necessary to protect their client or patient from harm, or if there is a report of threat of violence to a minor. In such instances, they will provide non-confidential reports.

For Employees and Students:

- Off-campus local rape crisis counselors;
- Domestic violence resources;
- Off-campus local or state assistance agencies; and off-campus members of the clergy.

If the reporting party is an employee, and he or she would like details of an incident or conduct to be kept confidential, he or she may seek assistance through the Employee Assistance Program or any off campus local rape crisis counselor, any off-campus mental health provider, domestic violence resources, campus local or state assistance agencies, or members of the clergy who will maintain confidentiality. Confidentiality may not be honored in cases of an immediate threat of danger or abuse of a minor.

Part 7: Filing a Complaint

Any guest, visitor, or member of the College Community who believes the Policy has been violated should contact the Title IX Coordinator. Employees may also notify their supervisor. Students may also notify a staff member or faculty member. Any person may contact TC Police.

All TC employees are considered to be Responsible Employees. As such any TC employee receiving reports of alleged violations of this Policy are required to contact the Title IX Coordinator as soon as practicable, but not more than seventy-two (72) hours after becoming aware of a report or incident. Employees who fail to notify the Title IX Coordinator of a report or incident within seventy-two (72) hours will be subject to discipline up to and including suspension or termination.

In all cases, TC will give consideration to the Complainant with respect to how the complaint will be pursued. However, TC reserves the right to investigate and pursue a resolution even when the affected person chooses not to initiate or participate in a formal process when such investigation and resolution are necessary to protect the community.

False Reports

Deliberately false and/or malicious accusations of Sexual Misconduct, Discrimination, Harassment, or Retaliation, (as opposed to complaints which, even if erroneous, are made in good faith) are just as serious an offense as Sexual Misconduct, Discrimination, Harassment, or Retaliation and will be subject to appropriate disciplinary action.

Interim Remedies

If, in the judgment of the Title IX Coordinator the safety or well-being of any member(s) of the College Community may be jeopardized by the on-campus presence of the Respondent, the Title IX Coordinator, or their designee may provide or recommend interim remedies intended to address the short-term effects of Sexual Misconduct, Harassment, Discrimination, and/or Retaliation.

Interim Remedies for Students:

Interim remedies available to students may include, but are not limited to, the following:

- a. Referral to counseling and health services;
- b. Education to the community;
- c. Alteration of the housing situation of Respondent;
- d. Alteration of the housing situation of the Complainant if desired;
- e. Limitations of contact between the parties, up to and including issuance of a no contact order, parameters of which will be determined by the Title IX Coordinator;
- f. Adjustments to academic deadlines and course schedules; and
- g. Other remedies appropriate to each individual situation.

The College may temporarily suspend or place on leave a student or employee pending the completion of investigation and resolution. The following procedures apply to the imposition of temporary leave or suspension.

Temporary Suspensions of Students:

Alleged Policy violations that warrant temporary suspension are those that appear to present a clear and present danger of harm to the Complainant, to any other member of the College community, to College property, or to College activities.

During a temporary suspension, a student may be denied access to College Housing and/or to the TC campus, facilities, or events. As determined by the Title IX Coordinator this restriction includes classes and/or all other TC activities or privileges for which the student might otherwise be eligible. At the discretion of the Title IX Coordinator alternative coursework options may be pursued to ensure as minimal an impact as possible on the Respondent. Temporary suspensions may be enforced only until final disposition of the case has been made by the appropriate College official or hearing entity.

Part 8: Investigation

A. Receipt of Complaint

Following receipt of notice of an alleged violation of the Policy, a preliminary determination will be made by the assigned investigator, with approval of the Title IX Coordinator, of whether the alleged violation falls within the purview of the Policy. If the complaint does not appear to allege a violation of the Policy, then the complaint does not proceed to investigation. If applicable, the Investigator will then direct the Complainant to the appropriate office to address the concern. If it is determined that the alleged violation falls within the purview of the Policy, then the complaint will be investigated.

B. Following Receipt of a Complaint

If the complaint appears to allege a violation of the Policy, then the investigation will begin. Investigations may be reasonably delayed so as not to impede upon the criminal justice process when criminal charges based on the same behaviors that initiate the Title IX process are being investigated by law enforcement officials. Regardless of the status or outcome of any criminal or civil proceeding, TC, in its discretion or at the request of a Complainant, will proceed with an investigation under this Policy. TC's process is separate from and independent of the criminal justice process.

There is no fixed time frame under which a school must complete a Title IX investigation, however, TC will make every effort to resolve the complaint in a timely manner. Reasons for a delay in investigating and resolving a complaint will be detailed in the investigative report.

C. Federal Timely Warning Obligations

Parties reporting Sexual Misconduct should be aware that TC personnel must issue crime alerts for incidents reported to them that represent a serious or continuing threat to students or employees, per the Clery Act. Should TC Personnel determine that a crime alert is warranted, TC will withhold a victim's name and other identifying information while providing enough information for College Community Members to make safety decisions in light of the potential danger.

D. Drug and Alcohol Amnesty

TC will not pursue disciplinary action for improper use of alcohol or other drugs against a party reporting Sexual Misconduct or against another student who shares information as either a Witness to or as a reporter of Sexual Misconduct as long as the report is made in good faith. TC may, however, refer the student to counseling services.

E. Investigation and Resolution Process

All investigations will be thorough, reliable, and impartial. Investigations will include all applicable investigation techniques, including but not limited to interviewing all relevant parties and witnesses, obtaining and reviewing available information, and identifying sources of expert information, if necessary. During investigations, regular communication will occur between the Title IX Coordinator or designee and the Complainant and Respondent.

Both parties may present witnesses or information during the investigation process. The investigation process will be balanced and fair giving both the Complainant and the Respondent a chance to discuss their involvement in the reported incident. An investigative report will document information gathered throughout the process and will be made available to both parties.

If the investigation concludes that sufficient information exists to suggest that a violation of this Policy more likely than not occurred, the Investigator along with the Title IX Coordinator, will refer the case to a hearing before the Student Disciplinary Council (SDC). If, however, the investigation concludes that sufficient information does not exist, the matter will be closed without further proceedings under this Policy. Regardless of the outcome, the Complainant and the Respondent will be notified of the finding (s) in writing.

F. Informal Resolution Process:

Informal Resolution is a process overseen by the Title IX Coordinator or designee, the primary goal of which is to end Sexual Misconduct, prevent its reoccurrence, and remedy any known impact on the TC community. The Title IX Coordinator will determine if Informal Resolution is appropriate, based on the willingness of the parties, the information gathered during the investigation, and the nature of the alleged conduct.

Sanctions are generally not pursued as a result of an Informal Resolution process, though the parties may agree to appropriate remedies. Anyone participating in the Informal Resolution process can stop that process at any time and request to continue through the formal resolution process. In addition, TC reserves the right to change an Informal Resolution process to a formal resolution process if

Informal Resolution efforts are not feasible or productive, or if sufficient information is available that suggests the need to do so. It is not necessary to pursue

Part 9: General Hearing Procedures before the SDC:

If the investigation concludes that information exists to suggest that a violation of this policy more likely than not occurred, the Investigator along with the Title IX Coordinator or designee, will refer the case to a hearing before the Student Disciplinary Council (SDC). The SDC will (1) determine if a violation of the Policy occurred and (2) administer sanctions. For cases brought before the SDC, the following procedures outline the process:

- Both the Complainant and the Respondent may choose to participate in a manner that does not require their presence in the same room as the other party(ies).
- Neither the Complainant nor Respondent is required to participate in the hearing.
- Neither the Complainant nor the Respondent is required to attend the hearing. The Council will make a decision based upon the information provided to them during the hearing, regardless of your presence or participation.
- Both the Complainant and the Respondent are entitled to have one silent advisor present. During the hearing, the silent advisor may confer only with the party he/she is advising and is not permitted to speak to the hearing body or to any other hearing participant before, during, or after the hearing.
- The Title IX Coordinator, Title IX Investigator, or designee assigned to the case will be called as the first witness and will present the Investigative Report.
- Both the Complainant and the Respondent may hear and question adverse witnesses. Both the Complainant and the Respondent may choose to have questions directed through the Chair.
- Both the Complainant and the Respondent may rebut unfavorable inferences.
- Both the Complainant and the Respondent have the right to present information relevant to sanctioning on their own behalf by providing an impact statement.
- Both the Complainant and the Respondent shall receive concurrent notification of the sanctions imposed by the SDC.
- A record shall be made of the hearing and maintained in in compliance with the State College Model Records Retention Schedule.

A. Conflicts of Interest

In addition to compliance with the Policy, a SDC member should disqualify himself or herself in a proceeding in which the SDC member's impartiality might reasonably be questioned, including but not limited to instances where:

- The SDC member has a personal bias or prejudice concerning the Complainant or Respondent, or has personal knowledge of facts concerning the hearing;
- The SDC member was directly involved in the matter in controversy;

- The SDC member previously supervised the Complainant or Respondent;
- The SDC member was a witness to the matter;
- The SDC member or a person in his/her family is related to the Complainant or Respondent; or the SDC member is in the same Department as the Complainant or Respondent.
- Failure of an SDC member to disqualify himself or herself or notify the Title IX Coordinator of potential conflicts of interest is considered a violation of this Policy.

B. Restricted Communication

SDC members shall not initiate, permit, or consider communication made outside the hearing process concerning a pending matter, except as follows:

- Any communication necessary to perform their responsibilities and duties; or
- Any communication for scheduling, administrative, or emergency purposes, which does not address substantive matters.
- If an SDC member receives an unauthorized communication bearing upon the substance of a complaint, the SDC member shall promptly notify the Title IX Coordinator of the substance of the communication. Both parties will be made aware of the communication and given an opportunity to respond.
- An SDC member shall not investigate facts in a complaint and shall consider only the information presented during the hearing process.

C. Sanctions

Factors considered when determining a sanction may include but are not limited to:

- The nature, severity of, and circumstances surrounding the violation;
- An individual's disciplinary history;
- Previous grievances or allegations involving similar conduct. Second or subsequent offenses will receive more severe sanctioning.
- Class standing (hours earned) where necessary to determine the impact of the sanction on the Complainant, Respondent, or College Community.
- The academic records of the parties;
- The need for sanctions to bring an end to the Discrimination, Harassment, and/or Retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of Discrimination, Harassment, and/or Retaliation; and
- The need to remedy the effects of the Discrimination, Harassment, and/or Retaliation on the victim and the community.

D. Common Student Sanctions and Remedies

Sanctions or remedies for a student who has violated the Title IX Policy may include, but are not limited to: verbal or written warning, required educational program, probation, loss of visitation privileges, counseling, no contact order, relocation of residence halls, eviction from the residence halls, limited access to campus, community service hours, parental notification, alcohol and drug assessment/ counseling, suspension, and/or expulsion.

E. Failure to Complete Sanctions/Comply with Interim Actions

All parties shall comply with sanctions, interim actions, or corrective actions within the given time frame. Failure to comply whether by refusal, neglect, or any other reason may result in additional sanctions, responsive actions, corrective actions and/or suspension, expulsion, and/or termination from the College.

F. Student Participation and Student Withdrawal

TC places an administrative hold on the records of any student who is the subject of an alleged Policy violation. The administrative hold will not permit the student to withdraw from and/or register for classes, and/or return to Talladega College, and/or receive a copy of his or her transcript. At its discretion during the course of an investigation, TC will temporarily remove the hold so as to not hinder the responding student's educational progress. Should a student attempt to withdraw and/or not participate in the investigation and/or hearing, the process will nonetheless proceed in the student's absence to the conclusion of the process.

Part 10: Appeals Process

Appeal of Findings

Both the Complainant and the Respondent may appeal the findings of the investigation.

The appeal must be submitted, in writing, to the Appeals Officer or designee by close of business on the second business day following receipt of the closing letter. The other party is notified of the appeal and has two business days to respond in writing to the Appeals Officer or designee.

Appeals May Be Submitted Only on the Following Grounds

- Procedural error that, if not corrected, would cause a significant difference in the findings;
- Findings are inconsistent with the Policy; or
- New information not available during the investigation.

The Appeals Officer or designee will review the appeal and the appeal response to determine if one of the three ground(s) for appeal have been met. Appeals are confined to a review of the written record on appeal.

Principles Governing Appeals of Findings

- Appeals granted based upon procedural error that, if not corrected, would cause a significant difference in the findings, shall be remanded to the SDC who will reopen the hearing and correct the procedural error.

- For appeals granted based upon findings that are inconsistent with the Policy, the Appeals Officer shall issue new findings based upon the review.
- Appeals granted based on new information shall be remanded to the Title IX Coordinator or designee who will reopen the investigation for further review.
- All parties shall be informed of the results of the appeal in writing.
- If no ground(s) for appeal exists, the appeal will be denied, and the findings will be final.

Student Appeal of Sanctions

Both the Complainant and the Respondent may appeal the sanctions imposed by the SDC for violating the Policy. The appeal must be submitted, in writing, to the Appeals Officer or designee by close of business on the second business day following the hearing. The other party is notified of the appeal and has two business days to respond in writing to the Appeals Officer.

Appeals may be submitted only on the following grounds

- Procedural error that, if not corrected, would cause a significant difference in the finding or sanction;
- Sanctions inconsistent with the nature of the violation; or
- New information not available during the investigation or hearing.

Appeals involving sanctions other than suspension or expulsion

- The Appeals Officer or designee will review the appeal to determine if one of the three grounds for appeal have been met.
- If no grounds for appeal exists, the appeal will be denied and the sanction will be final.
- If the Appeals Officer or designee determines that grounds for appeal exist, the appeal shall be heard by the Dean of Students.
- The Dean of Students shall review the appeal based only on the grounds identified by the Appeals Officer or designee.
- The student may appeal the Dean of Students' decision to the Vice Provost for Student Affairs. The student must appeal on one of the three grounds listed above. The appeal must be submitted, in writing, within two business days of receiving the Dean of Students' decision. The student must submit the appeal to the Vice-Provost for Student Affairs.
- The Vice Provost's decision shall be final.

Appeals involving sanctions of suspension or expulsion, or appeals by a Complainant that those sanctions should have been applied

- The Appeals Officer or designee will evaluate the appeal, and prepare a recommendation for the Vice Provost of Student Affairs as to whether or not the grounds for appeal have been met.

- The Appeals Officer or designee will submit his/her recommendation as to whether there are valid grounds for appeal, along with the appeal submitted by the student, to the Vice Provost of Student Affairs.
- The Vice Provost of Student Affairs shall review the materials submitted by the Appeals Officer or designee.
- The student may appeal the Vice-Provost's decision to the Board of Regents. The student must appeal on one of the three grounds listed above. The appeal must be submitted, in writing, within two business days of receiving the Vice-Provost's decision. The student must submit the appeal to the Appeals Officer.
- The Appeals Officer or designee shall provide the original recommendation as to whether there are valid grounds for appeal, the student's original appeal and the Vice-Provost's response, along with the new appeal to the Board of Regents.
- The Board of Regent's decision shall be final.

Principles Governing Appeals of Sanctions

- Appeals are confined to a review of the written record on appeal, including but not limited to evidence presented at the hearing and documentation pertinent to the grounds for appeal. The person(s) hearing the appeal shall not consider matters outside of the hearing record in making a determination.
- Appeals granted based upon procedural error that, if not corrected, would cause a significant difference in the sanction shall be remanded to the SDC to correct the procedural error.
- Appeals granted based upon the sanctions are inconsistent with the nature of the violation, the person(s) hearing the appeal shall issue new sanctions consistent with the Policy.
- Appeals granted based on new information will be remanded to the SDC who will then review the new information and make any necessary revisions to the factual findings and sanction accordingly.
- All parties will be informed of the results of the appeal in writing. The decision of the VP or the Board of Regents is final and may not be appealed.

Campus Services

Health Services

Talladega College's Student Health Services staff provides quality, free-of-charge healthcare to students. In order to support the holistic development of a healthy lifestyle for students, we focus on all aspects of care—physical, emotional, mental and spiritual. We sponsor outreach projects to access students on their level; we conduct lectures and seminars to help educate the public about living a life of wellness. Services are available during the regular academic year and summer sessions.

Its program is broad in scope, encompassing preventive medicine, health education, physical and mental health care, wellness program, and appropriate referrals. Students are provided appropriate advice, medications to treat STIs and some over the counter medications, comfort, educational materials, and first aid. When necessary, Student Health Services refers students to appropriate health-care professionals or facilities in the Frankfort community or beyond. All records, treatments, and referrals are strictly confidential.

The services provided to students by Student Health Services include the following:

- Educational counseling for alcohol and other drug abuse;
- Free screenings for high blood pressure, blood sugar, chlamydia and gonorrhea, HIV, urine pregnancy test, UTIs, rapid strep test and mononucleosis;
- Health education workshops and seminars to promote healthy life-styles;
- Counseling and mental health services by a licensed social worker;
- Preventive and corrective health care (on an out-patient basis)
- An annual health fair

Counseling Services

Student Counseling Services provides quality counseling services to support students with their needs relating to mental and emotional health and wellness. All Talladega College students are eligible for free counseling services. We can assist in many ways, including:

- Personal counseling
- Collaborative crisis intervention
- Support group facilitation
- Psycho-educational training
- Educational seminars on mental health and wellness

Disability Services

The mission of Disability Services is to facilitate equal access to TC's campus, programs, activities, and services, in accordance with federal and state policies and College policies. We support this mission by applying eligibility guidelines and coordinating the delivery of appropriate accommodations so that students with disabilities can pursue their educational goals. Additionally, we promote greater disability awareness campus-wide.

Student Success

Student Support Services provides academic, social and cultural personal support for students to increase retention, persistence and graduation of students. The following services are provided:

- Academic Support

- Personal Counseling
- One on One and Group Tutoring
- Mentoring (group and/or individual)
- Career Counseling
- Workshops to enhance academic success
- Cultural and social activities
- Financial Literacy
- Other Community Service Assistance
- Develop a 4 Year Study Plan

Career Pathways Initiatives

The Office of Career Pathways Initiatives provides Career Planning and Placement to assist students and alumni in securing graduate school admission and/or employment. Employment and Internship Opportunities as well as dates of standardized testing are posted in the Career Service Center (#201 Swayne Hall) as well as on the "Jobs Placement Board" and the My Talladega web page. Services are offered in the following areas:

- Business and Social Etiquette *
- Community Employment Resources
- Competitive Salary Information
- Dress Code *
- Interviewing Skills
- Mock Interviews
- Resume` Writing

*Offered in Group Sessions

Each spring the Office of Career Pathways Initiatives hosts a Graduate School and Career Fair.

Assistance is also provided in:

- Choosing College Courses
- Study Skills/Time Management
- Tutorial Services

CAMPUS MAP

ADMINISTRATION		
Office of the President	Sumner Hall	256-761-6212
Vice President for Academic Affairs	Sumner Hall	256-761-6215
Vice President for Student Affairs	Seymour Hall	256-761-6274
Vice President for Finance and Administration	Sumner Hall	256-761-6128
Vice President for Institutional Advancement	Sumner Hall	256-761-6201
Athletic Director	Arena	256-761-8718
ACADEMICS		
Division of Business & Administration	Drewry Hall	256-761-6277
Division of Natural Sciences & Mathematics	Silsby Hall	256-761-6288
Division of Humanities & Fine Arts	Seymour Hall	256-761-6243
Division of Social Sciences & Education	Andrews Hall	256-761-6292
Library	Savery Library	256-761-6377
ADMINISTRATIVE OFFICES		
Student Success	Swayne Hall	256-761-6111
Admissions Office	Student Center	256-761-6235
Accounts Payable	Sumner Hall	256-761-7927
Human Resources	Sumner Hall	256-761-6204
Dean of Students	Seymour Hall	256-761-7927
Bursar	Sumner Hall	256-761-6255
Facilities	705 House	256-761-6590
Student Engagement & Leadership Development	Student Center	256-761-8697

Business Office	Sumner Hall	256-761-6224/6221
Career Pathways Initiative	Swayne Hall	256-761-8843
Counseling Services	Seymour Hall	256-761-6246
Disability Resource Center	Seymour Hall	256-761-6246
Financial Aid	Seymour Hall	256-761-6237
Health Services	Student Center	256-761-6208
Information Technology (IT)	Sumner Hall	256-761-6232
Mail Room	Callanan	256-761-6285
Registrar	Seymour Hall	256-761-
Residence Life	Shores Hall	256-761-8516
College Police	Police Department	256-322-3103

Glossary of Terms

Appeals Officer

A person who reviews appeals to determine if the appeal meets any of the grounds as set forth in the Title IX Policy.

Business Day

A business day is a day during which TC offices are open.

Complainant

Any person who submits a report alleging that someone violated the Title IX Policy.

Consent

Consent means words or actions demonstrating a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent is determined based on the totality of the circumstances. Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately. Consent cannot be obtained by: Force or Coercion; by ignoring or acting in spite of the objections of another; or by taking advantage of the incapacitation of another. A person cannot consent if he or she is under the age of 16 (KRS 510.020) is unable to understand what is happening, or is disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who knowingly acts sexually upon another person who is physically or mentally incapacitated has violated this Policy.

Dating/Domestic/Intimate Partner Violence

Abusive or violent behavior by one partner who is or has been in a romantic/intimate/sexual relationship with the other partner. The existence of such a romantic/intimate/sexual relationship shall be determined based on the consideration of the following: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Discrimination

Sexual Misconduct is a former of gender discrimination prohibited by Title IX. Acts of discrimination constituting sexual misconduct covered by this Policy are defined below. For acts of discrimination that are not addressed in this Policy, please see the College's other policies on Discrimination.

Force or Coercion

Threats of serious physical, emotional, or psychological harm to or physical restraint against any person; or, any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person.

Attitudes, feelings, and behaviors that a given culture associate with a person's biological sex.

Gender

Attitudes, feelings, and behaviors that a given culture associate with a person's biological sex.

Gender Expression

The way in which someone expresses gender through appearance, behavior, or mannerisms. A person's Gender Expression may or may not be the same as the Gender Identity or assigned sex at birth.

Gender Identity

An individual's internal sense of being male, female, transgender, or other gender.

Gender Non-Conformity Harassment	Behaviors that are viewed as incompatible with expectations of a person's biological sex. Continued unwelcome behavior that is based upon actual or perceived membership in a Protected Class.
Hostile Environment	A hostile environment may be created by offensive conduct based upon a person's actual or perceived sex. The offensive conduct may be oral, written, graphic, or physical conduct, and must be sufficiently severe or persistent/pervasive to interfere with, limit, or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities.
Incapacitation	A state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, age (under 16), involuntary physical restraint, and/ or from the consumption of alcohol or other incapacitating drugs. A person can be intoxicated without being incapacitated.
Intimidation	An actual or implied threat or act that causes fear of harm in an individual.
Non-Consensual Sexual Contact	Any intentional sexual touching, however slight, with any object, by a person upon another person that is without Consent.
Pregnancy Discrimination	Pregnancy discrimination involves treating a woman unfavorably because of pregnancy, childbirth, or a medical condition related to pregnancy or childbirth.
Preponderance of the Evidence Protected Activity	A protected activity includes making a report of a potential violation of the Policy or otherwise participating in an investigation of such a report.

Respondent	A person who has been accused of violating the Title IX Policy.
Responsible Employee	<p>An employee who:</p> <ul style="list-style-type: none"> • Has the authority to take action to redress Sexual Harassment or Sexual Misconduct; or • Has the duty to report incidents of Sexual Harassment or Sexual Misconduct to appropriate school officials; or • Who a student could reasonably believe has this authority or duty.
Retaliation	Any adverse action a member of the College Community experiences as a result of that person making an inquiry, participating in an investigation, or reporting a possible violation of this Policy.

Sexual Exploitation

Taking non-consensual or sexual advantage of another. This includes situations in which the conduct does not fall within the definitions of Sexual Harassment, Nonconsensual Sexual Intercourse, or Non-Consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism such as watching a person undressing, using the bathroom, or engaging in sexual acts without the Consent of the person observed.
- Taking pictures or video or audio recording of another in a sexual act, or in any other private activity without the Consent of all involved in the activity.
- Exceeding the boundaries of Consent such as allowing another person to hide in a closet and observe sexual activity, or distributing sexual pictures without the photographed person's Consent.
- Prostitution.
- Engaging in sexual activity with another person while knowingly infected with any sexually transmitted infection (STI) and without informing the other person of the infection.
- Administering alcohol or drugs to another person without his or her Consent for the purpose of engaging in sexual activity.

Sexual Harassment

Sexual Harassment Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is either explicitly or implicitly a term or condition of an individual's education or employment; or
- Submission to or rejection of any such conduct by an individual is used as a basis for education or employment decisions; or
- Such conduct is sufficiently severe or pervasive to alter the conditions of or have the purpose or effect of substantially interfering with an individual's work or academic performance by creating an intimidating, hostile, or offensive working or education environment.

Sexual Harassment does not include verbal expression or written or electronic material relevant and appropriate to course subject matter or curriculum. This Policy shall not abridge academic freedom or TC's educational mission.

Sexual Misconduct

Kentucky defines various violent and/or non-consensual sexual acts as crimes in KRS 510. TC may take action in cases in which no criminal charges are filed, and its procedures are substantively different from those used in the criminal justice system.

The College considers the following violations to be Sexual Misconduct: Sexual Harassment, Dating/
Domestic/Intimate Partner Violence, Non-Consensual Sexual Contact, Non-Consensual Sexual Intercourse, Sexual Exploitation, stalking (1), and Stalking (2).

Silent Advisor	Both the Complainant and Respondent may choose to have another individual accompany him or her to meetings with the Investigator(s), or to a hearing. The advisor's role in any meeting or hearing is limited to quietly conferring with the party through written correspondence or whisper, and the advisor may not address any other participant or the hearing panel.
Staff Member	Any full-time faculty member; any member of the teaching staff; any member of the administrative staff.
Stalking (1)	A course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear.
Stalking (2)	A course of conduct directed at a specific person that constitutes a repetitive and/or menacing pursuit, including following, harassing, and/or interfering with the peace and/or safety of the person.

Student Disciplinary Council
(SDC)

The SDC determines if there is a violation of this policy and sanctions violations of this Policy. The SDC is a College Standing Committee, appointed by the President based upon the joint recommendation of the Director of Human Resources and the Title IX Coordinator. It consists of a pool of members that shall include at least five tenured faculty members, five staff members, and two student members. The Chair shall be a tenured faculty member. In cases involving a staff respondent, the panel shall consist of three (3) staff members and two (2) faculty members, to be selected from the pool at random. In cases involving a faculty member respondent, the panel shall consist of three (3) faculty members and two (2) staff members, to be selected from the pool at random. In cases involving a student respondent, the panel shall consist of two (2) faculty members, two (2) staff members, and one (1) student member. The student member shall not participate in sanctioning processes involving employee respondents. At least three members must be present to constitute a quorum. Decisions shall be by majority vote of the members of the Council. The terms of the appointment shall be one-year appointments that are subject to be renewed each academic year.

Student

Refers to part-time, full-time Talladega College, including undergraduate and graduate unless otherwise specified

College Community

All faculty, staff, students, Board of Regents members, and anyone doing business for or with the College.

College Property

All buildings, land, facilities, and any other property owned, leased, rented, controlled, kept, or supervised by the College.

Witness

Any person who has first-hand knowledge of an alleged incident.

