



STUDENT HANDBOOK & CODE OF CONDUCT



TALLADEGA COLLEGE STUDENT HANDBOOK

At Talladega College, we strive to provide the most accurate and current information in our publications. However, please be aware that changes to the content of this handbook may occur without prior notice. We encourage you to regularly consult the online version of this document, which is updated frequently, to access the most up-to-date information and policies. Talladega

College is committed to equal opportunity and equal access for all.



FROM THE DEAN OF STUDENTS OFFICE

Dear Talladega College Students,

Welcome to another exciting academic year! As members of the Talladega College family, each of you plays a crucial role in fostering a dynamic, inclusive, and engaging campus community. The Office of the Dean of Students is dedicated to supporting your academic and personal growth, ensuring that you have the resources and opportunities necessary to succeed both in and out of the classroom.

Our mission is to enhance the student experience by providing comprehensive services, advocacy, and programs that promote student development and well-being. We are here to assist you in navigating challenges, celebrating successes, and making the most of your time at Talladega College.

This Student Handbook is designed to be a valuable resource, offering important information about college policies, procedures, and services. Please take the time to read through it carefully and familiarize yourself with its contents. Understanding and adhering to these guidelines will help maintain a respectful and safe campus environment for everyone.

In addition to academic excellence, we encourage you to engage in the diverse array of extracurricular activities available at Talladega College. Whether through student organizations, leadership opportunities, or community service, these experiences will enrich your college life and prepare you for future endeavors.

Our office is always open to you, and we encourage you to reach out if you have any questions, concerns, or need support. Together, we can make this year a memorable and successful one.

Go, DEGANS!

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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 schoolhouse 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.

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.

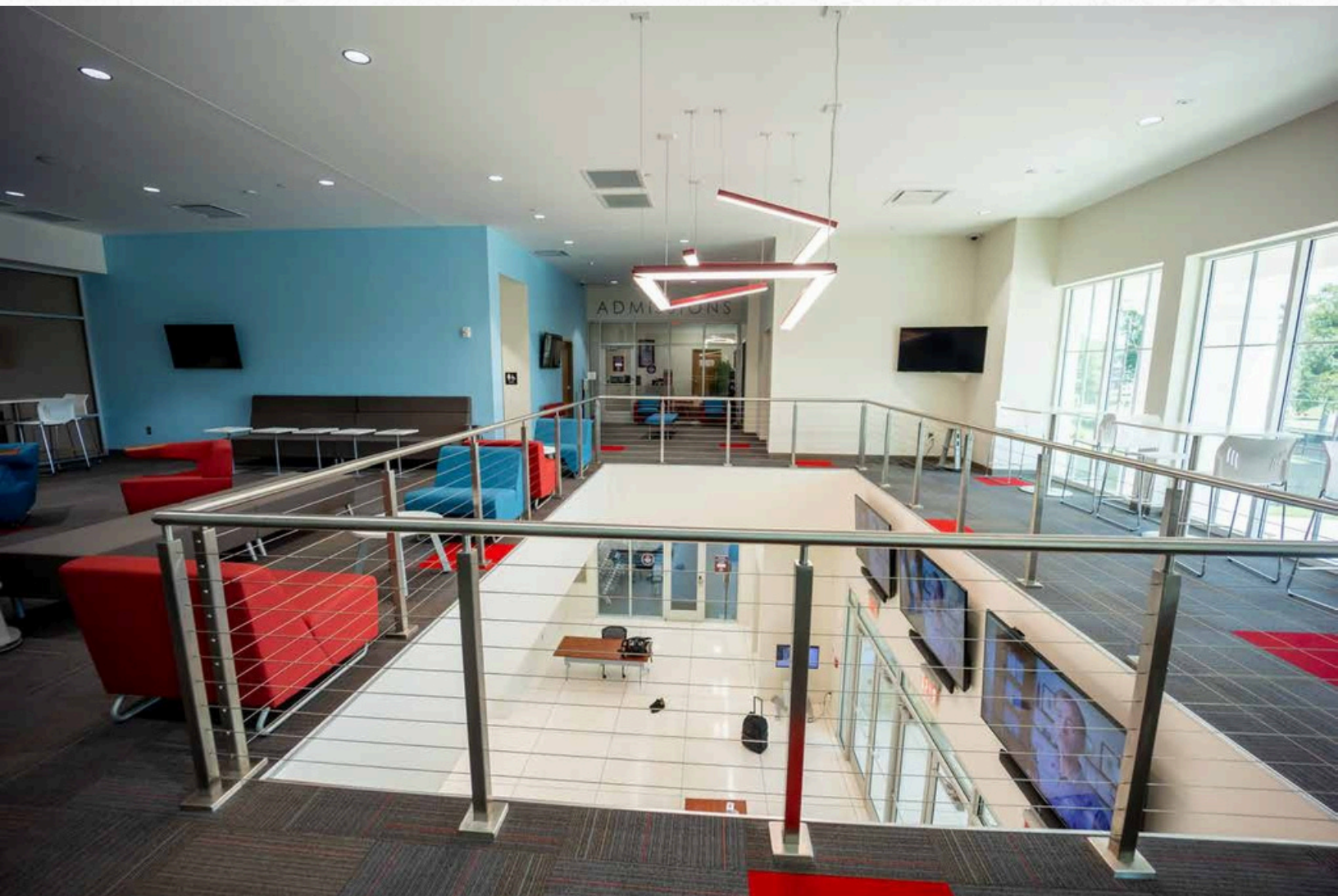
The College recognizes its historic achievements in the sciences and humanities grounded in liberal arts education by preparing students not only for the world of work but also for advanced graduate studies.

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



COLLEGE POLICIES AND STATEMENTS

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/Non-Discrimination

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.

The College will conduct its programs, services, and activities consistent with applicable federal, state, and local laws, regulations, and ordinances and in conformance with the College policies and procedures. Questions or comments about harassment or discrimination can be directed as follows:

Stefanie Player

Director of Human Resources

627 W. Battle St, Talladega, AL 35160 – Sumner Hall

Phone: (256)761-6204

Email: splayer@talladega.edu

Dr. Taran McZee

Chief of Staff to the President, Title IX Officer

627 W. Battle St., Talladega, AL 35160 – Sumner Hall

Phone: (256) 761-6405

Email: tmczee@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 follow the College's obligation as a federal contractor under the Vietnam Era Veterans 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 the Office of Human Resources.

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

The Office of Student Engagement utilizes an organizational structure to define the privileges, obligations, governance, and legal relationship between student organizations and Talladega College. Participation in student organizations frequently leads to collaboration opportunities with non-campus third parties such as vendors, venues, and booking agencies. Most of these collaborative interactions use formal arrangements like professional contracts. Contracts are binding agreements between two parties in which one undertakes to offer particular items or services in exchange for remuneration from the other. Student organizations cannot make commitments on behalf of Talladega College. All financial contracts and commitments on behalf of Talladega College must have the final approval from the Vice President of Finance and Administration.

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 Office of Student Engagement 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 specific gift to the College.

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 the Offices of Student Engagement and 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:

1. 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 Office of Enrollment Management Services written requests that identify the record(s) they wish to inspect. An official from the Office of Enrollment Management Services 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.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's rights under FERPA. A student who wishes to request that Talladega College amend a record should write the Talladega College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Talladega College decides not to amend the record as requested, it will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.
3. 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; and/or
 - 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.

4. In addition, the College has the right to disclose directory 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 Talladega College 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. Students have 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**

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.

Tobacco-Free Policy

Talladega College is committed to maintaining a healthy and smoke-free environment for all its members. This commitment is reflected in our long-standing and strictly enforced smoke-free campus policy, which is part of our continuing dedication to your health and wellbeing. We value your health and are committed to providing a safe and healthy environment for all. This policy encompasses all forms of smoking, including but not limited to cigarettes, cigars, marijuana, and vaping devices. These items are not permitted anywhere on our campus premises.

Furthermore, it is imperative to understand that this policy also extends to our residence halls. Smoking of any kind, be it cigarettes, cigars, marijuana, or vaping products, is strictly prohibited within campus dorm rooms. A smoke-free environment contributes to a healthier and more conducive learning and living space for all students.

By enforcing this policy, we do not intend to interfere with personal choices but rather to ensure our campus community's overall health, safety, and wellbeing. Any student possessing the above smoking items may face disciplinary action in line with the college's policies and regulations.

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 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. The scholarship discount will be reduced by the amount of any Federal Grant and/or external scholarship. Refunds cannot be generated from institutional discounts.

CAMPUS SERVICES

Student Health Services

Aligned with the Health Insurance Portability and Accountability Act (HIPAA) regulations and our commitment to confidentiality, Talladega College's Student Health Services offers comprehensive, free healthcare to students. We aim to nurture holistic well-being by addressing physical, emotional, mental, and spiritual health. Our team engages in outreach projects to connect with students personally, and we organize lectures and seminars to foster public awareness about wellness lifestyles. Services are available throughout the academic year and during summer sessions.

The scope of our program includes preventive medicine, health education, and both physical and mental health care, along with wellness programs and necessary referrals. We provide students with guidance, medications for Sexual Transmitted Diseases (STIs), select over-the-counter drugs, comfort, educational resources, and first aid. All student records, treatments, and referrals are maintained with strict confidentiality.

The services offered by Student Health Services include:

- Educational counseling for alcohol and other drug abuse;
- Complimentary screenings for conditions like high blood pressure, blood sugar levels, chlamydia, gonorrhea, HIV, and urinary tract infections, along with pregnancy tests;
- Health education workshops and seminars to encourage healthy lifestyles;
- Preventive and corrective health care on an outpatient basis;
- An annual health fair;
- Oversight of student health ambassadors for initiatives such as diabetes awareness, Be The Match, and Red Cross collaborations.

Counseling and Wellness

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

Advocacy and Accessibility Services

Email: sas@talladega.edu

Talladega College is committed to ensuring that a quality education is provided to all academically qualified people. We support this mission by applying eligibility guidelines and coordinating the delivery of appropriate accommodations so that students who identify as having a disability are afforded an opportunity to participate fully in campus life. The Office for Advocacy and Accessibility Services serves as an initial point of contact to provide information related to disability, accommodation, access, awareness, and inclusion. The Office stays up to date on trends and best practices to effectively and efficiently respond to the needs of the population it serves. We are also a center that provides relevant programming, cultural, and educational resources to the campus community.

Emotional Support Animal (ESA)

Owners of Emotional Support Animals (ESAs) are required to maintain full control of their animals at all times. The following actions are considered violations of this policy and indicate a lack of appropriate control:

- Allowing the ESA to roam the campus without a leash or supervision.
- Permitting the ESA to access restricted areas, including classrooms, residence halls, dining facilities, administrative buildings, and athletic venues.
- Engaging in or attempting to engage in aggressive behavior towards individuals or other animals.
- Causing damage to college property or personal property, including neglecting to clean up and properly dispose of animal waste.
- Failing to provide current and complete vaccination records as required.
- Inflicting physical harm on individuals or other animals.
- Failure to adhere to these guidelines may result in disciplinary action, including the removal of the ESA from campus.

Service Animal

Talladega College recognizes the importance of service animals to individuals with disabilities. To ensure the safety and well-being of the entire campus community, owners of service animals are required to maintain full control of their animals at all times. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the animal's work or the individual's disability prevents use of these devices. In such cases, the owner must maintain control of the animal through voice, signal, or other effective means.

The following actions are considered violations of this policy and indicate a lack of appropriate control:

- The service animal is not on a leash, harness, or otherwise under the control of its handler when required.
- The service animal exhibits aggressive behavior, such as growling, barking excessively, or threatening other individuals or animals.
- The service animal engages in disruptive behavior in classrooms, residence halls, dining areas, or other public spaces (e.g., persistent barking, wandering, or attempting to interact with others without the handler's direction).
- The service animal causes damage to college property or other individuals' property.
- The service animal is found unattended in any college facility.
- The service animal's health and hygiene are not properly maintained, leading to uncleanliness or odors that disrupt the campus environment.
- The service animal interferes with the normal flow of pedestrian traffic or becomes a safety hazard.

Failure to comply with these guidelines may result in the removal of the service animal from campus facilities. The owner may also be subject to disciplinary action in accordance with college policies.

Student Success Center

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



Career Exploration and Professional Development

The Office of Career Exploration and Professional Development provides career planning and placement to assist students and alumni in securing graduate school admission and/or post-graduate employment. The Office of Career Exploration & Professional Development will provide the following wrap-around services for current and post-graduate scholars:

- **Aptitude-based Career Assessment** – YouScience results are grounded in decades of research and scientific data from vocational counseling and industrial-organizational psychology. YouScience measures nine aptitudes most critical in determining career success. The core assessment is divided into 11 short 5–10-minute exercises, and after completion, the user receives a personalized report that surfaces their aptitudes and matching education and career pathways. The user will have access to those online results for 10 years.
- **Resume Development & Review** - Participants will create a resume that is both visually appropriate and appealing. The resume created in the session will focus on high impact verbiage that adequately captures experience and expertise coupled with a format that will be sure to impress recruiters and HR professionals. Once students have submitted their completed resumes, CareerLIFE staff will review and finalize for corporate client distribution.
- **Professional Development Opportunities** - Recent graduates will receive communication to both on-campus and virtual professional development courses and workshops. Alumni wishing to attend are required to register with the Office of Career Exploration & Professional Development and required to register to attend events. As a courtesy, there will be no charge to recent graduates to attend professional development opportunities.
- **Handshake Recruiting Tool** - An online recruiting platform that affords users the opportunity to engage directly with recruiters and hiring employers. Users, additionally, will get inspiring career content, personalized job recs, and events to help strengthen their job searches.
- **One-on-One Professional Coaching** - In partnership with CareerLIFE, current scholars and recent graduates will have access to one-on-one coaching with industry professionals.

Coaching may consist of, but not limited to:

- Career & Self Development
- Communication
- Critical Thinking
- Leadership
- Professionalism

College Communication/Email

Talladega College uses student e-mail accounts provided by the College to communicate official messages. Therefore, students are required to check their Talladega College-provided e-mail accounts daily. Any communication sent to a student's Talladega College-provided e-mail account is considered officially received by the student from the College.

Identification Cards

All students at Talladega College must obtain a personal identification card from the Office of Information Technology. These cards serve various purposes on campus, such as accessing residence halls and sporting events, verifying attendance at college events, utilizing meal plans, and providing general identification to authorized personnel. Students are required to present their identification cards upon request by Campus Police or Division of Student Affairs staff to positively identify themselves.

Computer & Information Service Policy on Student Services

Students at Talladega College are responsible for any legal consequences arising from improper use of technology centers or computer labs provided by or associated with the college. Student accounts are issued by the Center of Information Technology and Services solely to meet specified needs and are not to be used otherwise. Students must sign an agreement acknowledging their understanding of using Talladega College computing resources, including respecting the rights related to trade secrets, licenses, confidentiality, proprietary agreements, and the copyrights of data and software owned by others.

Students must agree to the following terms:

1. Respect the privacy rights, property rights (including trade secrets, licenses, confidentiality, or other proprietary agreements), and the copyrights of data and software belonging to others.
2. Refrain from accessing privileged system files or programs or making any changes.
3. Comply with federal and state statutes and College policies regarding access to Talladega College data and not release such data without proper authorization.
4. Take appropriate steps to safeguard access IDs and passwords to protect against unauthorized use and notify Computer & Information Services of any suspected unauthorized use.
5. Respect the rights of other system users and do not use computer services in any way that is disruptive or damaging to the system or other users.
6. Avoid unauthorized use of their account and not knowingly grant use of their account for unauthorized purposes.
7. Understand that all data on all accounts is the property of Talladega College

Students should be aware that Talladega College does not guarantee the quality, functionality, or performance of the resources available with this account for the student's particular purposes or use. The student bears the risk of loss or damages arising therefrom. Misuse of this account, abuse of the system, violation of other policies in conjunction with this policy, or allowing another individual to use their account can result in the loss of computing privileges, disciplinary action, and/or legal action.

The Center of Information Technology and Services does not allow authorized users of the campus email system to use the email system except as explicitly stated on their request for email access form. Unauthorized use of the email system is prohibited per the Policies for the use of Talladega College computer Labs.

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

- **Misuse of email and Internet access:** Account privileges are suspended for the current term, and the Dean of Students will be notified.
- **Abuse of Computer Facilities** (harassment of any kind, abusive language, disregard of authority): Access to Computer Labs is suspended indefinitely, and the Dean of Students will be notified.
- **Downloading pornography, music-related programs, games, or malware to any Talladega College computer:** Access to all computers is suspended for the current term, and the Dean of Students will be notified.
- **Eating or drinking in the Labs:** Access to Computer Labs is suspended for the current term.
- **Removing computers, cabling, or peripherals without authorization:** Access to Computer Labs is suspended indefinitely, and the Dean of Students will be notified.
- **Continual abuse of service:** Account privileges and access to all computers are suspended indefinitely, and the Dean of Students will be notified.

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 Office of Student Engagement (OSE)** 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 OSE 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 OSE.
- 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 OSE.
- 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 Office of Student Engagement.

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 (5:00 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 OSE. All organizations are encouraged to use tickets or other identifiers for accountability at events where monies are collected.



DIVISION OF STUDENT AFFAIRS

Mission Statement

The Division of Student Affairs is committed to creating a safe, supportive, and engaging campus environment that promotes student success, personal growth, leadership development, and overall well-being. Through intentional programs, responsive services, and meaningful partnerships, we empower students to become responsible leaders, persist toward graduation, and make a positive impact within their communities and beyond.

Vision Statement

Our vision is to be a leader in cultivating student success and well-being through outstanding, student-centered services and initiatives. We strive to enhance the overall development of Talladega College students, ensuring they are well-equipped to meet the challenges of the future. By continuously innovating and adapting, we aim to uphold our legacy of contributing to a diverse and inclusive global community.

Division of Student Affairs

The Division of Student Affairs includes the following areas:

- Office of Student Life and Engagement
- Office of Admissions
- Counseling and Wellness Services
- Student Health and Well-Being
- Housing and Residence Life
- Choral Activities



RESIDENCE LIFE & HOUSING

Welcome to the Office of Residence Life & Housing at Talladega College! Our mission is to foster enriching living-learning environments that support the academic, vocational, and social development of our students. We are committed to providing a comprehensive range of services, including counseling and advising, diligent enforcement of quiet hours, and the promotion of educational, social, cultural, recreational, and leadership opportunities.

We offer a variety of housing options to meet diverse needs, and our on-campus residency requirements are carefully designed to create an optimal learning atmosphere, ensuring that students are well-positioned for academic success.

Eligibility for On-Campus Housing

- All students living on campus must be undergraduate students enrolled full-time, which is defined as taking 12 or more credit hours per semester for the entire academic year.
- Students must maintain a minimum of 12 credit hours throughout each semester. With prior approval from the Office of Residence Life & Housing, dropping below this requirement is permitted. Students who fail to meet this requirement will be required to move off-campus.

On-Campus Living Requirements

1. Single, full-time matriculating first-year students, sophomores, and juniors are encouraged to live in college residence halls while enrolled at Talladega College. This policy aims to foster a sense of community and support academic success by requiring students to live on campus for their first three years.
2. Exceptions to this policy are considered under specific circumstances. The on campus living requirement does not apply to undergraduate students who meet any of the following criteria:
 - The student is a transfer student with verified transcripts.
 - The student will be 24 years old or older by the first day of classes for the fall semester.
 - The student resides at home with parents or closely related family members within a 25-mile radius. A notarized statement from the parent/guardian or close relative confirming this arrangement must be submitted at the time of admission to the college.

Residence Hall Policies and Procedures

Nondiscrimination Policy

The Office of Residence Life & Housing is dedicated to maintaining a policy of nondiscrimination in all its operations and facilities.

Room Assignments

- Room assignments are made without regard to race, creed, national origin, age, or sexual orientation.
- First-year and transfer students will complete a roommate survey during the summer, which includes questions about living habits.
- Returning students participate in the Advance Room Selection Process in April to choose their rooms for the following academic year.

Room Preferences and Availability

- Due to limited space, preferences for specific halls or roommates are not guaranteed and are subject to availability.
- Talladega College reserves the right to convert single rooms into doubles to meet on-campus housing demands.
- At times, it may be necessary to establish waiting lists for housing.

Relocation Policy

- The Office of Residence Life & Housing reserves the right to reassign students to different rooms or residence halls as necessary.

Respect for Others

1. **Consideration for the Community:** Residents are expected to be considerate of the community by refraining from activities that disrupt the well-being or peace of other individuals or groups, or that impede the routine operations of the College. This includes avoiding intimidating behaviors, physical assault, hazing, and any loud or inappropriate conduct.
2. **Diversity and Inclusion:** Our staff is committed to respecting and celebrating the diverse backgrounds of all residents. Any form of intolerance, discrimination, or harassment based on race, ethnicity, gender identity and expression, religion, disability, or sexual orientation is unacceptable and will not be tolerated.
3. **Harassment and Verbal Abuse:** Residents must not engage in harassment or verbal abuse towards others. This includes all forms of communication, such as online interactions. Maintaining a respectful environment is essential for everyone's comfort and safety.
4. **Roommate Readiness:** Residents who are paying for double occupancy but do not currently have a roommate are required to keep their room ready to welcome a new roommate at any time. It is important to remain open and friendly to ensure a positive living experience for both parties.

Noise Level Guidelines

Quiet Hours

- Sunday through Thursday: Quiet hours are from 8:00 PM to 9:00 AM.
- Friday and Saturday: Quiet hours are from midnight to 9:00 AM.
- Residents are expected to observe quiet hours consistently, keeping noise levels inaudible outside their rooms and minimal in hallways, common areas, and around the building's exterior.

Courtesy Hours

- At all times other than designated quiet hours, moderate noise levels that support an atmosphere of academic success should be maintained.
- Residents are expected to be considerate of others by observing these hours.
- If requested to lower their noise level, residents are expected to comply promptly.

Campus Housing Statement

Campus housing is a privilege, not a student right. Students residing in College housing are expected to follow all institutional policies, maintain appropriate conduct, respect their community, and comply with directives from College officials. Failure to meet these expectations may result in disciplinary action, including the suspension or revocation of campus housing privileges.

Residents' Guests

1. Residents hosting visitors must adhere to standards suitable for communal living. The privacy rights of roommates are paramount and supersede the ability to entertain guests.
2. Residents must greet their guests at the building entrance, sign them in and out, and always accompany them within the premises. Under no circumstances should residents grant access to the building to non-guests.
3. Residents are always accountable for their guests' behavior.
4. Each resident may host up to four overnight guests per calendar month. Cohabitation is strictly prohibited.

Respect for Health, Safety, and Welfare

Residents are forbidden from possessing or using firearms (including rifles, handguns, shotguns, pistols), ammunition, fireworks, explosives, and weapons (including pellet guns, air guns, paintball guns, crossbows) or other hazardous materials or substances within student housing.

Alcohol and Illegal Drugs

1. Alcoholic beverages are prohibited in the residence halls for individuals of any age.
2. Signs of intoxication, such as glazed eyes, slurred speech, or an unsteady gait, or needing staff assistance due to alcohol consumption, will result in involvement in the conduct process.
3. The possession of alcoholic beverage containers is not allowed in the residence halls, regardless of the resident's age.
4. Collections of decorative containers (including bottles, cans, and bottle caps) are also prohibited.
5. The possession or use of illegal drugs or drug paraphernalia within the residence halls is strictly prohibited.

Resident Sales and Solicitation Policy

1. Solicitation Restrictions: Solicitation is strictly prohibited within the residence halls.
2. Material Posting Requirements: Any non-student housing materials intended for display in the residence halls must receive prior approval from the Assistant Director for Residence Life. This includes materials promoting non-Student Housing events.
3. Prohibition of Commercial Use: Student housing rooms may not be utilized for any business-related activities.

Fire Safety Guidelines

- 1.**False Alarms:** Triggering a false fire alarm is strictly forbidden.
- 2.**Fire Safety Equipment:** Residents must not tamper with, remove, or hang items from fire safety equipment, including smoke detectors, fire extinguishers, emergency doors labeled "do not exit," and sprinkler systems. Violations will incur a monetary fine.
- 3.**Emergency Exit Misuse:** Non-emergency use of emergency exits is strictly forbidden and will result in a monetary fine.
- 4.**Supervised Cooking:** Always attend cooking activities to prevent fires and unintended fire alarms.
- 5.**Fire Alarm Protocol:** Residents are required to evacuate the building immediately when a fire alarm is activated.
- 6.**Prohibited Items:** Items such as halogen lamps, medusa lamps, candles, incense, and other items that produce an open flame are not permitted within the residence halls.
- 7.**Space Heater Approval:** The use of portable space heaters requires approval from the Office of Student Housing and Residence Life.
- 8.**Policy Compliance:** Non-compliance with these policies may result in disciplinary actions, fines, or removal from Student Housing.

Other Health and Safety Protocols

- **Cooking Restrictions:** Cooking is not allowed within the Residence Hall.
- **Door Security:** Propping open exterior doors is prohibited for safety reasons.
- **Pet Restrictions:** Due to health and sanitation concerns, pets are not allowed in the residence halls.
- **Restricted Areas:** Residents are not permitted on ledges or roofs.
- **Accessibility Compliance:** Hallways, sidewalks, and stairwells must remain clear of obstructions to ensure safety and accessibility.
- **Smoke-Free Environment:** Smoking or vaping of tobacco products or substances intended to mimic tobacco is banned in the residence halls, including adjacent areas such as balconies and vestibules. Talladega College maintains a smoke-free policy.
- **Cleanliness Responsibility:** Residents are responsible for keeping their rooms clean and disposing of trash in the designated dumpsters. Failure to maintain cleanliness may result in financial charges or conduct proceedings.
- **Room Change Protocol:** All room changes must be authorized by Residence Life staff and adhere to established procedures.
- **ID and Key Security:** Lending of ID cards or room keys to others is not allowed.

Respect for Property

Student Housing Property

1. Residents are expected to respect Student Housing property as well as the property of other community members. Residents will be financially liable for any damages, alterations, or removals they or their guest(s) cause to residence hall rooms, buildings, and other residents' property. If the responsible individual(s) cannot be identified, a community group may be held responsible (for example, an entire floor).
2. Residents must respect the personal property of their roommate(s).
3. Liquid-filled furniture is not permitted in the residence halls due to the potential for floor damage.
4. Student Housing property may not be removed from student rooms or public areas.
5. To protect community property, sports and horseplay are not permitted in the hallways.
6. Window screens must always remain in place. Students may not remove, alter, or tamper with door closures, peepholes, or locks. Additional locks may not be added to any door.
7. Throwing, pouring, or dropping objects or substances, including cooking oil or grease, from windows is strictly prohibited.
8. Student Housing furniture is not to be kept or used on balconies. Students may be fined if Student Housing furniture is found outside of their room/suite.
9. Rollerblading, skateboarding, and riding bicycles inside the residence hall are not permitted.

Graduate Students

Talladega College does not offer housing for graduate students. The only exception is for undergraduate students who live on campus during the Fall Semester and transition to graduate status in the Spring Semester of the same academic year. These students may remain on campus for the Spring Semester but must secure alternative housing for subsequent semesters.

Housing Deposit

A nonrefundable housing deposit of \$200 is required and must be paid online or at the business office before a housing assignment can be received or chosen.



Residence Hall Contract

All residents must read and submit a **Residence Life & Housing contract**, agreeing to the policies and procedures set by the **Office of Residence Life & Housing** for the contract period.

- **First-Year Students:** An email will be sent to all first-year students in the first week of June, explaining how to submit the Residence Hall Contract online to receive a Housing Key Code before Summer Orientation. Contracts can also be completed during Orientation.
- **Alternative Options:** Contracts will be available from the Office of Residence Life for students who cannot complete them online or attend Summer Orientation, as well as for incoming Spring Semester students.
- **Minors:** Students under 18 must have a parent or legal guardian sign a hard copy of the Residence Hall Contract, provided by the Office of Residence Life.
- **Current Residents:** Current residents wishing to continue living on campus for the following academic year must submit their contracts during the Room Selection Process.

Period of License

The Residence Hall Contract at Talladega College covers the entire academic year (Fall and Spring Semesters) or from the time of submission until the end of the Spring Semester. Students who submit a contract at the beginning or during the academic year are required to remain in the residence halls for the full duration of the contract if they are enrolled in 12 or more credits.

Meal Plans

All students living in student housing are required to participate in the meal plan program.

Room Changes

Room changes are permitted, based on availability, after the second week of classes. Students wishing to change rooms must complete the necessary paperwork with the Residence Community Manager (RCM) of the hall they wish to move into. Room changes must be completed two weeks before the last day of classes. Students are required to check out of their old room and into their new room during staff office hours (8:30 a.m. to 5:00 p.m.), unless alternative arrangements are made with the RCM.

Room Vacancies

Room charges are based on double occupancy. If a student moves out or fails to occupy a room, the remaining resident has the following options:

1. Find another student to move into the vacated space.
2. Move to another room with a new roommate.
3. List their room as a vacancy for peers looking to change rooms.
4. Utilize the Semester Single Buyout Process, if available, by paying an additional fee to keep the room as a single for the remainder of the semester.

The Office of Residence Life & Housing reserves the right to assign or relocate individuals to any vacancy at any time.

Room Consolidations

In semesters where single-occupancy rooms are prevalent, room consolidations are implemented to ensure equitable distribution of housing and to optimize space utilization. The consolidation process will occur within each residence hall to minimize disruption for residents.

Students residing alone will be notified via email about impending consolidations. They are encouraged to select a roommate prior to the start of this process. If a roommate is not chosen, students will be randomly paired, and it may be necessary for one student to relocate to another room.

Academic Dismissals

Students who are academically dismissed between the Fall and Spring semesters must vacate their rooms before the commencement of the Spring Semester. Failure to comply will result in ongoing charges for room and board until the official checkout is completed. Any personal belongings left behind will be disposed of according to college policy.

Administrative Room Changes

The Office of Residence Life & Housing reserves the right to make temporary or permanent room changes for students who violate college policies or engage in behavior that:

- Poses a threat to the safety of others.
- Disrupts or damages the living environment of the residence halls.
- Hinders the educational objectives of the college or disrupts the academic endeavors of other residents.
- Involves harassment of peers, guests, Residence Life staff, or other college personnel.
- Entails the unauthorized use of heating devices, persistent noise disturbances, or repeated instances of severe intoxication.

Roommate Conflict

All residents are required to sign a Living Agreement with their roommates at the beginning of the year to establish clear guidelines and reduce the potential for conflicts. While most disputes are resolved through mediation facilitated by residence hall staff, severe conflicts may necessitate temporary reassignments. Continuous issues that remain unresolved after further discussion or mediation may lead to permanent relocations. A No-Contact Order may be issued if deemed necessary to protect the well-being of residents from harassment or threats.

Contract Termination

The Office of Residence Life & Housing reserves the right to terminate a Residence Hall License due to behaviors that endanger others, disrupt the community atmosphere, obstruct the educational mission, or involve harassment, the use of unauthorized heating devices, noise disturbances, or severe intoxication. Students expelled for these reasons will forfeit their room rent and may be subject to the suspension of visitation rights.

Withdrawal or Leave of Absence

Students who withdraw or take a leave of absence must vacate their residence hall rooms within 24 hours of receiving notification from the residence life staff. Please refer to the refund policy for information on financial adjustments.

Abandoned Property

Talladega College is not liable for personal items left behind in residence halls. It is the responsibility of the student to ensure that all personal belongings are removed upon departure. Items not removed will be considered abandoned and disposed of accordingly, with associated costs charged to the student.

Accommodation Requests

Students requiring special accommodations must submit a formal request, accompanied by professional documentation, to the Office of Residence Life. To ensure these needs are adequately met, the office will coordinate with Advocacy and Accessibility Services as well as Student Health Services. Additionally, relevant information will be shared with the Area Coordinator and Campus Public Safety to enhance emergency preparedness. For accessibility, this document is available in alternative formats upon request.

Pregnancy Policy

Pregnant students are permitted to reside on campus. The College does not offer housing for children. Pregnant students considering off-campus housing options or seeking prenatal care are encouraged to consult with the Office of Residence Life and the Student Health Center for assistance.

Liability and Personal Property

- 1.The College is not liable for the loss, theft, or damage of personal property. Students are encouraged to secure liability and renter's insurance.
- 2.Personal items left in a room post-vacation will be disposed of, with the student billed for the removal costs.
- 3.The College does not provide storage facilities for personal belongings.
- 4.Residents accept the inherent risks associated with communal living environments, including potential exposure to contagious diseases such as COVID-19. The College disclaims liability for any claims associated with communal living and exposure to infectious conditions.

Break Housing

During breaks, residence halls close, and students in campus suites are encouraged to vacate. Those who need to stay will be accommodated in designated spaces. Requests from non-affiliated individuals may incur a charge of \$75 per night. A request form will be available prior to each break period.

Residence Hall Opening and Closing

The Office of Residence Life & Housing will announce the opening date of the residence halls. Move-out procedures will be communicated through postings and emails. Residence halls close at 6 p.m. on the last day of classes or exams. Non-graduating students must vacate within 24 hours of their last exam or by 6 p.m., whichever comes first. Early arrival or late departure may result in a daily fee of \$75.

Room Keys and ID Access

Access to suite-style rooms is provided via a hard key or Student ID. Lending or duplicating keys is strictly prohibited. Lost keys should be reported immediately. There is a \$75 charge for changing lock cores for lost hard keys. Replacement ID cards are the responsibility of the student.

Guest/Hosting Policy

Residents are prohibited from sharing or subleasing their space. Disruptive guests may be asked to leave, and failure to comply will lead to disciplinary action for both guest and host. Guests must adhere to college and residence hall regulations. Hosts are accountable for any violations committed by their guests.

Overnight Guests

Approval for overnight guests of the same gender must be sought two weeks in advance. Only one guest per resident is permitted overnight, for a maximum of 24 hours. An "Overnight Visitor Form," signed by all roommates, must be submitted. Violations will result in a \$50 fine and disciplinary sanctions.

Extended Visitation

Requests for extended visitation must be submitted two weeks in advance and should support academic priorities. Approval is required before the guest arrives. Residents must sign guests in and out, and guests must present a valid picture ID. Residents are responsible for ensuring their guests leave the building after visitation. Non-residents unaccompanied by a host are not permitted in living areas. Violations of visitation guidelines may result in disciplinary actions, including eviction. Non-residents violating visitation privileges may be subject to arrest for trespassing. Visitation privileges are a privilege that may be revoked if necessary.

REGISTERED STUDENT ORGANIZATIONS

At Talladega College, student organizations embody the spirit and interests of both the student body and the institution. The effectiveness of these organizations hinges on the genuine commitment of students to collaborate with peers, advisors, and College administration. This collaboration is crucial in planning, promoting, and executing well-organized events that enrich campus life.

Registration

All clubs and organizations involving students must obtain official recognition from the Office of Student Engagement by registering with them. It is mandatory for each student group to submit an annual registration form to this office.

Access to Membership

All full-time students enrolled in on-campus degree programs at Talladega College are eligible to join any student organization. However, students who are cross-registered, not fully enrolled at Talladega College, or those enrolled in online degree programs are ineligible for membership in student organizations.

Membership requirements for any student organization are strictly those outlined in the organization's constitution and by-laws, as well as those mandated by the Student Code of Conduct and College policies. If the organization is affiliated nationally, its guidelines and policies must align with those of the College.

Auditions or tryouts are required for groups needing specific skills or performance abilities, such as athletic teams, bands, musical groups, cheerleaders, dance groups, debate societies, military organizations, and quiz bowl teams. These are not considered pledge activities. Any organization that wishes to conduct auditions or tryouts must first obtain written approval from the relevant department and the Office of Student Engagement. Auditions or tryouts must never result in physical injury or harm to students. Pledging, hazing, or any similar activities are strictly prohibited, and any organization found engaging in such activities will be subject to disciplinary actions.

General Membership Requirements

Most student organizations welcome any full-time student in good academic and judicial standing. Undergraduate students must have a cumulative GPA of at least 2.0, while graduate students must have a minimum of 3.0, and they should not have any judicial judgments or pending cases. Students holding officer positions in these organizations are required to maintain a higher cumulative GPA of 2.5 for undergraduates and 3.0 for graduate students to remain active in their roles. Exceptions to these rules apply to Greek-lettered organizations and the Student Government Association (SGA).

Calendars and Announcements

The Office of Student Engagement 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 at the beginning of each semester and monthly as events are added. Organizations failing to meet these requirements will face sanctions.

Scheduling Activities

All activities must be planned in alignment with college policies and scheduled at times that do not interfere with the normal operations or other college activities. Events off-campus require approval from the Office of Student Engagement. Misconduct at off-campus events will be subject to the same disciplinary actions as on-campus events. Registered student organizations must submit their event or program requests through the OSE at least 10 to 15 business days before the event date. Note that submitting an event request through the OSE does not reserve event space. To reserve space, students must complete the space request form available on our website.

Conduct at Activities and Meetings

Organizations must manage the behavior of individuals attending their activities or meetings. They are also responsible for covering any security costs required. Student Organizations implicated in potential breaches of college policies, or state and federal laws, will be subject to an immediate halt of all organizational activities pending the outcome of the investigation and resolution of the allegations. Should an organization be deemed accountable, it may face temporary probation or suspension due to the misconduct of their guests.



Sanctions

Organizations that do not comply with provisions of this policy, the Student Code of Conduct, or any conditions of probation or suspension, may face sanctions imposed by the Office of Student Engagement. These sanctions include, but are not limited to:

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.
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.
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.
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.
9. **Administrative Expulsion:** An organization will lose all rights as a student organization recognized by Talladega College. This sanction will be for an indefinite Spring Fest, and membership intake activities. The length of the suspension will be determined by the Office of Student Engagement & Leadership Development.
10. **Social Suspension:** An organization may face restrictions or a complete ban on sponsoring or participating in social events. The duration of this suspension will be determined by the Office of Student Engagement.
11. **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.
12. **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 act as the official representatives of student organizations and are responsible for ensuring compliance with all College policies. Members should direct any concerns to the organizational president or advisor.

Organization Advisors

Advisors of record at Talladega College must be full-time faculty or staff and receive approval from the Office of Student Engagement prior to taking on the role of organizational advisor. Due to the varied size and diversity of its members, organizations may opt for multiple advisors, though only one individual can act as the primary or official advisor. When choosing an advisor, students must ensure that the candidate is genuinely interested in the organization's aims and available to engage with the group. The advisor is required to approve and sign all proposals for both on-campus and off-campus activities organized by the group, thereby endorsing and assuming accountability for the events. Additional information on specific types of student organizations and advisor roles is available.

Service Organizations

Service organizations aim to enhance community and collegiate service experiences, focusing on various areas such as social and political awareness, support for youth and the elderly, women's issues, legal matters, aesthetics, religion, and career exploration. To join these organizations, a minimum GPA of 2.0 is required.

Honors Societies

College honor societies are typically local chapters of nationally affiliated organizations. Membership criteria are generally established by the national body, with input from the college administration. To be eligible for membership, students must typically maintain a minimum cumulative GPA of 3.0. While the local chapter may set a higher GPA requirement, it cannot set a lower one.

Student Government Association

The Student Government Association at Talladega College plays a pivotal role in voicing and representing the interests of the student community. This governing body is composed of roles elected by full-time students who satisfy the criteria necessary for candidacy. The electoral process is designed to be inclusive, enabling students to elect their representatives through a popular vote. This fosters active participation and upholds democratic principles within the student body. Elections for these roles typically occur in the spring, allowing students to select their representatives for the upcoming academic year. An exception is made for freshman class elections, which are held in the fall. This ensures that new students have immediate representation, aiding their integration into campus life. Should there be any unfilled positions from the spring elections, these vacancies are addressed during the freshman elections in the fall. This ensures a complete and active representation throughout the academic year, promoting leadership and engagement within the college community.

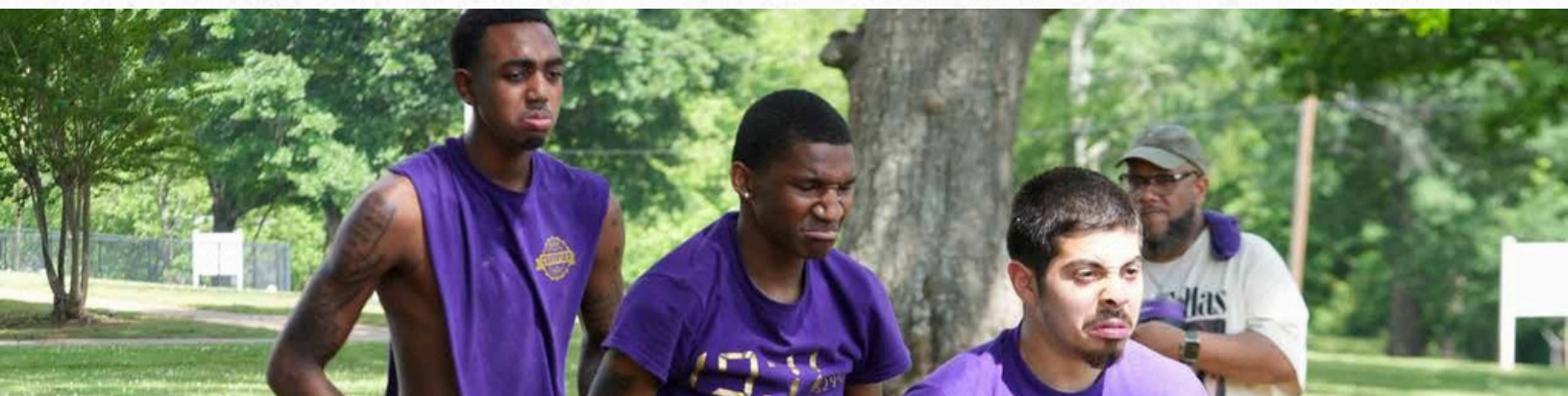
SGA Requirements

To qualify for an elected or appointed position in the Student Government Association and to maintain that position once elected, candidates must meet the following criteria: a minimum cumulative GPA of 2.5, full-time student status, and a clear judicial record with no pending cases. The specific academic and eligibility requirements for various SGA positions as outlined in the SGA Constitution are:

- **President of the SGA:** Must have a cumulative GPA of 2.5, junior classification at the time of spring elections, and must not graduate before the following May. Judicial clearance is required.
- **Vice Presidents of the SGA:** Must have a cumulative GPA of 2.5, junior classification at the time of spring elections, and must not graduate before the following May. Judicial clearance is required.
- **Mister & Miss Talladega College:** Must have a cumulative GPA of 2.5, junior classification at the time of spring elections, and must not graduate before the following May. Judicial clearance is required.
- **Class Presidents:** Must have a cumulative GPA of 2.5, classification appropriate to the position, and judicial clearance.
- **Class Vice Presidents:** Must have a cumulative GPA of 2.5, classification appropriate to the position, and judicial clearance.
- **Class Senators (four from each class):** Must have a cumulative GPA of 2.5, classification appropriate to the position, and judicial clearance.
- **Class Kings & Queens:** Must have a cumulative GPA of 2.5, classification appropriate to the position, and judicial clearance.
- **All other executive and non-executive positions:** Must have a cumulative GPA of 2.5, with classification requirements varying by position, and judicial clearance.

Greek-Lettered Organizations

Greek-letter organizations include a wide range of groups that use Greek letters for identification, such as those affiliated with the National Pan-Hellenic Council, as well as music, social, and service-based organizations. To be recognized as a chapter of the National Pan-Hellenic Council at Talladega College, each organization must have at least one active member who is financially affiliated with the National Pan-Hellenic Council.



Information for Advisors

All student organizations at Talladega College must have at least one on-campus advisor who is a full-time employee of the college. It is advisable for the advisor to be familiar with the organization's focus. If multiple organizations select the same advisor, they may need to appoint different advisors if conflicts occur. The advisor's responsibilities include:

1. Maintaining continuity with the organization's previous activities.
2. Supporting the development of the organization and its members by providing opportunities to enhance individual skills (such as assertiveness, time management, and budgeting) and group skills (like problem solving, conflict resolution, and decision-making).
3. Offering assistance, ideas, and expertise in organizational tasks—such as planning events, conducting meetings, managing elections, and promoting activities.
4. Educating members about college policies and procedures that impact the organization.

Selecting an Advisor

When choosing an advisor, consider these points:

1. Ensure the advisor has sufficient time to dedicate to your organization.
2. The advisor should have a clear understanding of your organization's mission.
3. Select an advisor who shares interests aligned with those of the organization and has prior interactions with its leadership.
4. Give your chosen faculty or staff member ample time to deliberate their decision.
5. Confirm that they comprehend their role and the required time commitment. Maintain transparency and honesty.

Effective Advising Strategies

Your advising approach should be adaptable, based on the proficiency level of the organization and its members. For groups that are still developing foundational skills, a hands-on method might be more effective. As the members progress and refine their skills, you can begin to lessen your direct involvement. Here are several tips to help you advise effectively:

- Emphasize strengths and potential rather than focusing on limitations.
- Provide accurate and timely information to facilitate informed decision-making.
- Maintain accessibility by keeping regular office hours and actively participating in group activities to better understand the members.
- Avoid over-involvement to encourage self-reliance among members.
- Facilitate autonomy in decision-making rather than making decisions for the students.
- Listen actively to understand the needs and concerns of the members.
- Engage with the organization and invest time in getting to know everyone involved.
- Set realistic expectations for both individual and group achievements.

Additional Information for Student Organizations

Talladega College student organizations should take note of the following guidelines:

- **Postings:** No materials or paraphernalia from student groups may be posted on buildings, trees, or College signs. Postings are permitted only on approved campus bulletin boards or designated areas after obtaining approval from the Office of Student Engagement. Materials left posted beyond 48 hours after an event's conclusion (e.g., signs, posters) will be removed, and the responsible organizations or individuals may incur fines. These fines must be paid before hosting or scheduling another event or will be charged to the student's account. This policy includes student elections and organizational program weeks.
- **Designated Areas:** Organizations with a designated area (e.g., plot) on campus are responsible for its upkeep. These areas must be free of trash, debris, and unauthorized items. Permission from the Office of Student Engagement is required before placing anything in these areas, with coordination on space planning and protocols handled through the Office.
- **Event Planning:** All events organized by student groups must be approved by the Office of Student Engagement. Events not sanctioned by the College are subject to immediate cancellation. Events should positively reflect the College's ethos, whether held on or off campus.
- **Calendar Posting:** To post events on the Office of Student Engagement events calendar, organizations must first obtain approval from their advisors and College personnel. This is facilitated through the building and facilities request process, and forms must be submitted at least 15 working days before the event.
- **Initiation and Orientation Procedures:** Any initiation, orientation, intake, or induction activities by student organizations require prior approval before they can proceed.



GREEK LIFE STUDENT CODE

Introduction

Talladega College acknowledges the valuable contributions that Greek-letter organizations make to the campus culture and their positive influence on their members and the broader college community. This Greek Life Student Code is designed to guide the conduct of Greek-letter organizations within the campus of Talladega College.

Governance

The Office of the Dean of Students oversees the Student Code of Conduct and has the authority to implement any additional procedures and standards required to uphold this policy and other relevant rules.

Authority

The Office of Student Engagement retains the authority to oversee any Greek-letter organization as required. The responsibility to interpret and enforce the Greek Life Code is entrusted to the Office of Student Engagement.

Inquiries and Interpretations

Any requests for clarification or interpretation of any aspects of this policy should be directed to the Office of the Dean of Students or the Office of Student Engagement.

Implementation

The Office of Student Engagement is responsible for the oversight and implementation of this policy, ensuring that it aligns with the college's mission and values, and that it effectively governs the conduct of Greek-letter organizations on campus.

Amendments

This Student Code of Conduct may be updated periodically to align with modifications in college policies or to meet the changing needs of the Greek-life community. All revisions must be ratified by the Office of Student Engagement before they are implemented.

General Policies

- 1.The Office of Student Engagement has established the following guidelines for Greek Life at Talladega College:
- 2.Greek-letter organizations and their members are required to comply with all college rules and policies as stated in this document, the Student Code of Conduct, and applicable local, state, and federal laws.
- 3.Greek-letter organizations must foster alumni support to provide community, informational resources, training, discipline, and leadership.
- 4.Greek-letter organizations are expected to promote academic excellence among their members and to foster a learning-friendly environment
- 5.Greek-letter organizations shall actively participate in campus activities and contribute to Student Engagement efforts.
- 6.Greek-letter organizations should encourage their members to take on leadership roles both within the fraternity/sorority and across the campus community.
- 7.Members of Greek-letter organizations must acknowledge that their primary reason for being at Talladega College is to pursue an academic education, and that co-curricular activities like fraternity/sorority membership should not alter this basic student-college relationship.
- 8.Membership in Greek-letter organizations is a privilege. Members choosing to affiliate with these organizations must commit to responsible conduct that aligns with both the policies of Talladega College and their specific organization.
- 9.Members are expected to actively engage in their organization's activities, take responsibility for their group, and support the aims and regulations of both Talladega College and their organization.
- 10.Greek-letter organizations are under the authority of the Office of the Dean of Students and/or the Office of Student Engagement & Leadership Development, along with other designated entities as specified in this policy.
- 11.The Office of Student Engagement retains the authority to establish and enforce rules or guidelines that are not specified within this policy.

Membership Eligibility Criteria

- 1.Applicants must be full-time students actively enrolled at Talladega College.
- 2.A minimum of thirty (30) credit hours at Talladega College is required.
- 3.Transfer students need to have completed at least 15 of these credit hours at Talladega College.
- 4.A cumulative GPA of 2.5 or higher is required, without rounding.
- 5.Completion of thirty-five (35) hours of community service verified through Talladega College.
- 6.No unresolved Student Code of Conduct violations.
- 7.Completion of the Anti-Hazing Course is necessary before a chapter can submit a Request for Membership Intake for both NPHC and Non-NPHC organizations.

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.

Prohibited Activities

Greek-letter organizations will comply with the following rules, in addition to those stated in the Student Code of Conduct:

- 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 event an observer would associate with a Talladega College Greek-letter organization is prohibited.
- The purchase of alcoholic beverages 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.
- No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor.
- Greek-letter organizations will comply with the following rules, in addition to those stated in the Student Code of Conduct:
 - 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 event an observer would associate with a Talladega College Greek-letter organization is prohibited.
 - 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.
 - No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor.

Campus Engagement Initiatives

Organizations are encouraged to build relationships with non-Greek-letter organizations and individuals outside the Greek community. Each organization is required to engage in or host a minimum of two campus-wide events per academic year, excluding the summer terms. Co-sponsorship of events is permitted and encouraged.

Risk Management Guidelines

Greek-letter organizations are required to collaborate with their national affiliates to formulate specific risk management strategies. These policies must be submitted annually to the Office of Student Engagement, along with up-to-date insurance certificates.

Enforcement and Sanctions

Should any organization fail to adhere to the stipulations of this policy, the Student Code of Conduct, or any terms of probation or suspension, the Office of Student Engagement may enforce sanctions. These can include, but are not limited to, various disciplinary measures as deemed appropriate.

- **Censure:** A warning that an organization's actions are unacceptable and that further infractions will result in more serious sanctions.
- **Restitution:** An organization shall be required to make reparations for damages or expenses associated with the actions or entities involved.
- **Fines:** An organization will be obligated to pay a specified monetary fine by a designated deadline.
- **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.
- **Administrative Probation:** Intended to provoke learning and positive change within an organization. The length of the probation will be determined by the Office of Student Engagement.
- **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.
- **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.
- **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.
- **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.
- **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.
- **Philanthropic Service:** An organization shall be required to participate in a service project.

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

- 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.
- 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.
- Upon approval, permission to post or distribute materials shall be granted for a specific period.
- The following policies apply to all postings. 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 the 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 people 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 require 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 accepted by permission from the Office of Student Engagement.
15. Exceptions to any of the distribution guidelines may only be considered by the Office of Student Engagement.
16. Banner space is available only to Recognized Student Organizations and space for some must be reserved through the Office of Student Engagement.
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, or the specific facilities manager/coordinator affected, in advance. Only recognized student organizations or College departments, advertising on-campus events, will be considered.

STUDENT CODE OF CONDUCT

For a comprehensive understanding of the student conduct process, please [click here](#) to access the Student Code of Conduct Manual.

Students at Talladega College play a vital role in both the institution and the broader community. They are expected to adhere to laws and College policies, which promote a diverse and respectful learning environment.

To support its mission, the College has established the Student Code of Conduct ("the Code"), which aims to maintain a safe learning space, encourage personal growth, protect community rights, ensure orderly conduct, foster positive relationships, uphold the College's reputation, promote student integrity and accountability, and prepare ethical graduates.

The behavioral expectations for students are detailed in the Code's Standards of Conduct. Any violations of these standards result in disciplinary action through a fair and consistent student conduct process, which also serves to educate students on making sound decisions. Effective enforcement of the Code relies on the active participation of students, faculty, and staff, with authority for student life delegated to the Office of the Dean of Students.

The College respects students' constitutional rights, including those protected by the First Amendment. It is imperative that students familiarize themselves with the Code, as well as with the College catalogs, student handbook, and other policies.



Definition of Terms

The following definitions are provided for clarity within the Student Code of Conduct:

1. **Advisor:** An individual chosen by the accused or complainant, at their own expense, to accompany them to a student conduct hearing. The advisor's role is limited to providing advice and consultation and they are not permitted to actively participate, speak, or represent the accused or complainant during the hearing.
2. **Appeal:** A formal process to review a disciplinary decision. Appeals are considered by the Dean of Students office and must follow the procedures outlined in the student conduct guidelines.
3. **Attend:** Participation in a meeting or hearing, whether virtually or in person.
4. **Business Day:** Any weekday not designated as a holiday or administrative closure by the College.
5. **Chairperson:** A faculty or staff member appointed by the Office of the Dean of Students (DOS) to preside over and facilitate a student conduct hearing.
6. **“The Code” or Student Code of Conduct:** A set of rules and guidelines established by Talladega College to govern the behavior and actions of students, promoting a safe, respectful, and conducive learning environment.
7. **College:** Talladega College or TC.
8. **College-Affiliated Activity:** An endeavor occurring either on or off college-owned premises that is instigated, facilitated, sanctioned, sponsored, or overseen by the College.
9. **College-Controlled Property:** Refers to all real estate, buildings, and assets under the College's ownership, management, or operation. This includes adjacent thoroughfares, walkways, public areas, as well as computer systems and networks funded or owned by the College.
10. **College Official:** An individual employed by Talladega College to perform administrative, managerial, or academic duties in support of the institution's operations, policies, and objectives.
11. **Complainant:** An individual who may have experienced student conduct violating the Standards of Conduct, regardless of whether a formal complaint is made to DOS. This term does not imply bias regarding the Respondent's guilt; DOS holds final authority in determining Complainant status.
12. **Complaint Notice:** This document formally alleges that a student or student organization has violated specific college policies, rules, or regulations. A copy of this document must be provided to the accused party.
13. **Conduct Officer:** A College employee designated by DOS to present information to the Student Conduct Council.
14. **Dean of Students:** The Dean of Students Office, represented by designated college staff members, oversees the student conduct process.
15. **Disciplinary Hold:** An administrative measure imposed by the college on a student's account.
16. **Disciplinary Records:** Written records identifying a student as a Respondent, maintained by DOS.
17. **Due Process:** Substantive and Procedural Elements - At Talladega College, due process is a comprehensive commitment, not limited to specific incidents, ensuring that students are treated fairly when facing actions that affect their rights. This includes giving students proper notice, the chance to present and contest evidence, and ensuring decisions—academic or disciplinary—are made by neutral parties.

- 18.**Evidence:** Evidence consists of facts and details supporting or opposing a claim, as detailed in the complaint documentation. It may also include secondary or indirect information relevant to the alleged violation.
- 19.**Faculty Member or Instructor:** An individual employed by Talladega College to teach, conduct research, and/or provide expertise in a particular field of study.
- 20.**Formal Complaint:** A document filed by a Complainant asserting a violation of the Student Code of Conduct by a student or student organization. Note: Third parties reporting an incident are not considered complainants.
- 21.**Formal Hearing:** A structured process conducted by the Student Conduct Council to address alleged violations of student codes of conduct.
- 22.**Good Faith:** Belief in the truth of information held by a reasonable person in the same position, based on available information at the time of communication. Information lacks good faith if communicated with knowing or reckless disregard for contradicting information.
- 23.**Member of the College Community:** Includes students, College employees, volunteers, invited visitors to college property, or participants in college-affiliated activities.
- 24.**Notice or Notify:** Official communication by DOS informing a student of alleged violations of academic or behavioral expectations, outlining the charges, and detailing the disciplinary process or consequences.
- 25.**Possession:** Control or knowledge of a substance or property, or close proximity implying knowledge.
- 26.**Protected Activity:** Good faith opposition to prohibited conduct, reporting such conduct to the College, or participation in related proceedings.
- 27.**Reasonable Person:** An objectively reasonable individual in a similar situation, considering sex, gender identity, and sexual orientation.
- 28.**Relevant Information:** Information influencing the existence of facts pertinent to determining misconduct.
- 29.**Respondent:** A student or student organization accused of violating the Standards of Conduct or under investigation by DOS.
- 30.**Sanction:** Disciplinary measures imposed on students for violating codes of conduct. They aim to promote accountability and uphold standards, with penalties ranging from warnings to expulsion. Sanctions are applied through a fair process allowing students to present their perspective and respond to allegations.
- 31.**Student Conduct Council (SCC):** Appointed by the DOS, consists of Talladega College faculty, staff, and students tasked with conducting hearings to determine if a student violated the Student Code based on presented evidence.
- 32.**Sexual Harassment:** Sex-based behavior such as conditioning benefits to sexual acts, severe and recurring actions impeding equal opportunities, and incidents of sexual assault, dating violence, domestic violence, or stalking.
- 33.**Staff Member:** An individual employed by Talladega College to perform specific duties or tasks within the framework of its operations.

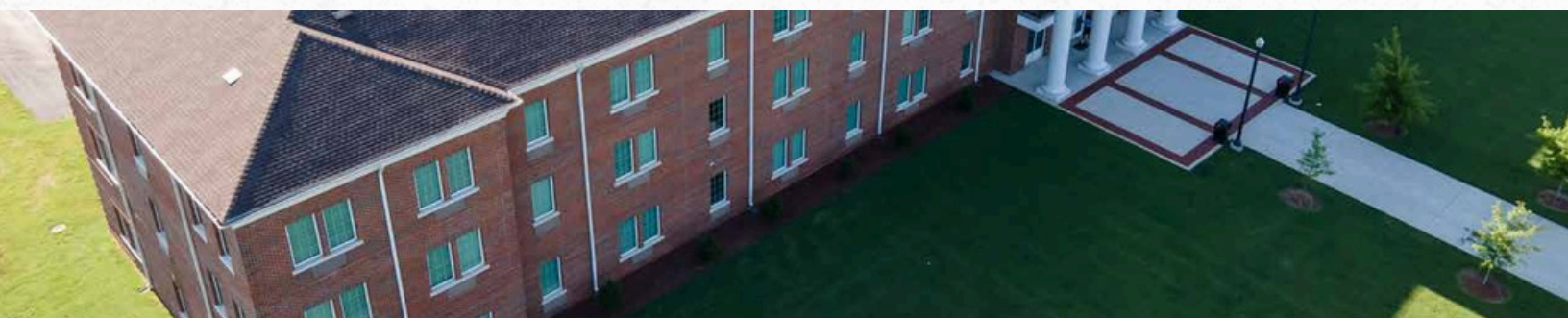
34. **Standards of Conduct:** The principles of responsible citizenship demonstrate respect for the rights and dignity of every individual.
35. **Student:** A student enrolled at Talladega College working towards a degree and bound by the guidelines, regulations, and standards set forth in the student code of conduct.
36. **Student Life Hearing Officer:** An individual employed by Talladega College and appointed by the Office of the Dean of Students to preside over Formal Hearings.
37. **Student Organization:** A group formed by students with shared interests, goals, or activities, aimed at enhancing their academic, social, cultural, or extracurricular experiences.
38. **Violation:** A breach, infringement, disobedience, or disregard of a college policy, rule, or regulation.
39. **Weapon:** Any tool or substance capable of causing harm or death, including firearms (real or replicas), ammunition, electroshock devices, projectile-launching devices, explosives, hazardous chemicals, martial arts weaponry, archery equipment, brass knuckles, batons, bludgeons, daggers, dirks, swords, and knives over four inches long. Exclusions: folding pocket knives (excluding switchblades), over-the-counter self-defense sprays, tools for personal hygiene, food prep, maintenance, instructional purposes related to College activities, or employment tasks.
40. **Written:** The process of sharing information through written language, whether on paper or electronically. Notification sent via email is considered written communication according to the guidelines outlined in the Student Code of Conduct.



Standards of Conduct

At Talladega College, students must adhere to the principles of responsible citizenship and demonstrate respect for the rights and dignity of every individual. The following misconduct is strictly prohibited:

1. **Absence with Notification** – Failing to attend a conduct hearing after being requested as a participant or a witness, unless excused by state or federal regulations, is deemed a violation.
2. **Academic Integrity** – Any form of cheating, plagiarism, or academic dishonesty, as outlined in the Honor Statement, is strictly prohibited.
3. **Aiding and Abetting** – Engaging in or facilitating behavior that supports, encourages, or contributes to the commission of any form of misconduct within the Talladega College community is strictly prohibited. This includes but is not limited to:
 - a. Aiding, abetting, persuading, or procuring another person or persons to commit any act of misconduct within the university environment.
 - b. Persuading or assisting another person in breaching the peace on university premises or at events sponsored, approved by, or participated in by any member of the university community.
 - c. Organizing or participating in gatherings of students, either on or off-campus, in a manner that results in damage to public or private property, causes harm to individuals, or disrupts the orderly functioning of the university or normal traffic flow and procedures.
 - d. Unauthorized use of college facilities includes unauthorized residence stays or accessing campus buildings without permission.
4. **Alcohol Conduct at College Premises or Events** – Consumption, manufacture, possession, distribution, dispensation, sale, or being under the influence of alcoholic beverages on college-controlled property or in connection with college-affiliated activities is prohibited unless expressly permitted by college rules or policy.
5. **Attempted Violation or Accessory to Violation** – Attempting to violate a Standard of Conduct or aiding and abetting in the commission of a violation is prohibited.
6. **College ID** – Talladega College student identification cards (ID) must be presented upon request by any College official, including housing staff, campus police, and other campus officials. Sharing or altering your ID card is not allowed. Students are responsible for any liabilities related to its use. Report loss immediately. IDs are void if enrollment is interrupted.
7. **Disorderly Conduct** – Disorderly conduct encompasses physically violent or threatening behavior, creating hazardous or offensive conditions without legitimate purpose, generating unreasonable noise that disrupts lawful activities, or breaching the peace in any manner.



8. Drugs and Paraphernalia – Participating in any activities involving the use, production, ownership, distribution, sale, provision, or being influenced by drugs, in contravention of federal, state, or local statutes, is strictly prohibited. Likewise, the possession, manufacture, distribution, or sale of drug-related paraphernalia contrary to relevant laws is forbidden. Furthermore, the unauthorized use or possession of prescription medication, as well as the dissemination or sale of prescription drugs to individuals other than the designated recipient, is strictly prohibited.

9. Emotional Support and Service Animals - At Talladega College, we recognize the vital role animals play in assisting with disabilities. Owners of Emotional Support Animals (ESAs) and Service Animals must always maintain control of their animals, adhering to the following guidelines:

- Emotional Support Animals (ESA) - ESA owners must manage their ESAs properly. Violations include:
 - Allowing the ESA to roam without a leash or supervision.
 - Accessing restricted areas (e.g., classrooms, residence halls, dining facilities, administrative buildings, athletic venues).
 - Aggressive behavior toward people or other animals.
 - Causing damage to property or failing to clean up after the animal.
 - Not providing current vaccination records.
 - Inflicting harm on others or animals.
 - Non-compliance may lead to disciplinary action or removal of the ESA from campus
- **Service Animals** - Service animals must be harnessed, leashed, or tethered unless these devices hinder their work or the individual's disability. Control can be maintained through voice or signals. Violations include:
 - Failure to leash or control the animal when required.
 - Aggressive or disruptive behavior (e.g., growling, barking, wandering).
 - Causing property damage or disrupting hygiene standards.
 - Interfering with pedestrian traffic or safety.
 - Failure to comply may result in removal of the service animal and possible disciplinary action.

10. Endangerment – Endangerment is defined as the creation of hazardous conditions or the deliberate or reckless endangerment of the physical safety of oneself, others, or property. This includes, but is not limited to, reckless or intentional actions that jeopardize the well-being of individuals, as well as unlawful behaviors or language that promote, glorify, or incite terrorism or violence.

11. Failure to Fulfill College Financial Responsibilities – Failing to fulfill financial obligations owed to the College in a timely manner, including housing fines, billing, or other financial responsibilities, is prohibited.

12. False Information – Providing false information to any College official is prohibited.

13. Fire Safety Regulations – Acts such as arson, falsely reporting fires or emergencies, setting off false fire alarms, or tampering with fire safety equipment are strictly prohibited, except in situations where there is a reasonable belief of the need for such equipment to be moved.

14. Gambling – Betting or staking money or valuables on college premises or during college or student organization-sponsored events is strictly forbidden. This encompasses various activities such as:

- Raffles, lotteries, sports pools, and online betting.
- Owning or using devices designed for placing bets.
- Permitting the use of personal space or possessions for illicit gambling purposes.

15. Guidelines Regarding Private or Public Property - Any conduct related to private or public property including college-controlled property, is subject to regulation. Prohibited actions include theft, misappropriation, unauthorized possession, use, sale, duplication, or entry; vandalism; destruction; damage; or any conduct reasonably likely to cause damage.

16. Hazing

State of Alabama Anti-Hazing Law

§ 16-1-23. Hazing prohibited; penalty

(a) Hazing is defined as follows:

(1) Any willful action taken or situation created, whether on or off any school, college, university, or other educational premises, which recklessly or intentionally endangers the mental or physical health of any student, or

(2) Any willful act on or off any school, college, university, or other educational premises by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts, or producing any of the results to such student as defined in this section.

(3) The term hazing as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. The term hazing does not include corporal punishment administered by officials or employees of public schools when in accordance with policies adopted by local boards of education.

(b) No person shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other person thus offending.

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

(d) Any person who shall commit the offense of hazing shall be guilty of a Class C misdemeanor as defined by Title 13A.

(e) Any person who participates in the hazing of another, or any organization associated with a school, college, university, or other educational institution in this state which knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to public funds, scholarships, or awards which are enjoyed by him or by it and shall be deprived of any sanction or approval granted by the school, college, university, or other educational institution.

(f) Nothing in this section shall be construed as in any manner affecting or repealing any law of this state respecting homicide, or murder, manslaughter, assault with intent to murder, or aggravated assault.

17.Imminent Lawless Action – Speech, whether oral or written, that is intended to incite imminent lawless action and is likely to do so is strictly prohibited.

18.Integrity in Investigations - Falsifying, distorting, misrepresenting, or withholding information during a college investigation or hearing.

19.Key, Access Card, and Identification Utilization - Unauthorized possession, use, or duplication of college keys, access cards, or identification cards is prohibited without explicit authorization from the College.

20.Lewd, Indecent, or Obscene Conduct - Engaging in lewd, indecent, or obscene behavior, such as public exposure of sexual organs, public urination, or public sexual acts, is strictly prohibited.

21.Maintaining Integrity in Conduct Code - Actions that constitute abuse or interference with, or failure to adhere to, the conduct process include:

- Falsifying, distorting, or misrepresenting information pertinent to a conduct process.
- Destroying or concealing information during a conduct investigation.
- Attempting to dissuade proper participation in, or utilization of, the conduct process by an individual.
- Harassment (verbal or physical) and/or intimidation of any participant involved in the conduct process before, during, or after a conduct meeting, encompassing retaliation.
- Influencing, or attempting to influence, another individual to engage in conduct process abuse.
- Assisting others in violating the Student Code of Conduct or public law.
- Failure to adhere to the sanction(s) imposed by the conduct process.

22.Non-Compliance or Failure to Cooperate- Failure to respond to requests from College administrative offices, non-compliance with lawful directives issued by College employees or other authorized public officials acting within their official capacity, or refusal to identify oneself when requested by College personnel or other authorized officials, constitutes a violation.

23. Non-Discrimination and Anti-Harassment

- a. **Discrimination:** The College prohibits any action that unfairly treats individuals or organizations based on traits safeguarded by federal, state, or local discrimination regulations, or contravenes the college's anti-discrimination policies.
- b. **Harassment:** The College strictly prohibits any form of unwelcome expressive, visual, or physical behavior, which encompasses but is not restricted to bullying, cyberbullying, stalking, cyber-stalking, threats, and intimidation. Even a singular occurrence of such conduct may be considered a breach of the harassment policy.

24. Obstruction or Interference with College Operations – Any action that obstructs or disrupts teaching, learning, research, administration, emergency services, or any other college-related activity, or impedes pedestrian or vehicular traffic on college-controlled property, is prohibited. However, this rule does not apply to speech protected by the First Amendment to the United States Constitution.

25. Prohibited Alcohol Related Conduct by Law – Alcohol-related activities such as consuming, manufacturing, possessing, distributing, dispensing, selling, or being under the influence of alcoholic beverages are prohibited by law if such actions contravene federal, state, or local regulations.

26. Prohibited Conduct Under Legal Statutes – Engaging in any act prohibited by local, state, or federal law is strictly prohibited.

27. Property Damage and Destruction – Any act of destruction or vandalism against college property, another individual's property, or any other entities' belongings is strictly prohibited.

- Failure to promptly report any unintentional damage to college property, another individual's property, or any other entities' belongings to a college official is also prohibited.
- The construction or installation of any temporary or permanent structures with the potential to cause harm to college grounds, such as wading pools, tents, or inflatables, is strictly prohibited.

28. Protection Against Invasion or Privacy - Invasion of privacy is defined as any action that breaches another person's reasonable expectation of privacy. This includes, but is not limited to, the unauthorized creation of video or photographic recordings of individuals in places where they have a reasonable expectation of privacy, such as showers, locker rooms, or restrooms. Storing, sharing, or distributing such recordings without consent is also strictly prohibited.

29. Provision of Alcohol to Underage Persons - It is prohibited to provide an alcoholic beverage to an individual under the age of twenty-one (21).

30. Records of Identification - Forging, altering, destroying, falsifying, or misusing records or identification, whether in print or electronic form, is prohibited.

31. Retaliation - Retaliating against those engaged in protected activities is forbidden. This includes actions by students against individuals like family, friends, or advisors expected to give information for college investigations. Third-party actions are also considered retaliation. Such behavior breaches the Standards of Conduct, regardless of the outcome of the original allegation.

- 32. Sexual Harassment, Assault, Dating Violence, Domestic Violence, Stalking, Sexual Exploitation, or Retaliation** - Talladega College strictly prohibits any violation of the College's Policy on Sexual Harassment, Sexual Assault, Dating and Domestic Violence, Stalking, which encompasses sexual exploitation and retaliation. This policy can be found here: [Title IX Sexual Harassment and Non-Discrimination](#)
- 33. Threats or Physical Assault** - Engaging in conduct that causes physical harm to any individual, endangers their health, safety, or welfare, or instills a reasonable fear of harm to their well-being is prohibited. Additionally, making oral or written statements indicating serious intent to commit acts of violence against specific individuals or groups is strictly prohibited.
- 34. Trademark Usage** - Any unauthorized or improper use of college or organizational names and images is strictly prohibited.
- 35. Utilization of Information Technology** - Unauthorized use of IT facilities, resources, or access codes, including but not limited to file access, password sharing, disrupting work, interfering with system operation, bypassing security, violating copyright, falsifying email headers, or any other improper conduct, is strictly prohibited as per college policy.
- 36. Violation Interim Actions, Sanctions, or Re-Enrollment Terms** - Violating the terms of a no-contact order, interim restrictions, disciplinary sanction, or conditions imposed for re-enrollment by the College is prohibited.
- 37. Violation of College Rules and Policies** - Violating any College policy or rule, including those pertaining to facility usage, smoking, the acceptable use of information technology resources, research integrity, finder's fees for clinical investigations involving human subjects, access to college data or materials, library usage, dining services, parking, transportation, student identification card usage, residence hall regulations, and regulations governing registered student organizations, is prohibited.



38. Weapons Policy - It is the mission of Talladega to maintain a safe and secure academic and work environment for all students, staff, faculty, contractors, and guests visiting the campus. To carry out this critical mission, Talladega College prohibits the possession and use of any firearm, ammunition, dangerous or potentially dangerous weapon(s), or instruments on its campus and properties. These weapons include but are not limited to the following firearms and dangerous weapons.

a. Prohibited Weapons:

- Fixed blade knives on the person or in a vehicle or any folding knife with an overall length greater than three (3) inches
- Shotgun, rifle, or another shoulder gun
- Pistol or revolver
- Air gun or spring compression gun
- Bow and arrow
- Crossbows
- Slingshots or other throwing weapons Spear
- Swords
- Brass knuckles
- Fireworks or explosive devices
- Tasers or stun guns

39. Campus Properties

This includes all parking lots, grounds, and facilities of Talladega College. This prohibition applies to all members of the College's community, visitors, and guests regardless of whether such person has a permit to carry or possess the weapon.

a. Exemptions

Temporary exclusion may be granted in writing by the Chief of Police for job- related, educational or demonstration purposes. The requesting organization must guarantee qualified instruction, safety, and security for such activities. This policy shall not apply to duly designated law enforcement officers while in the discharge of their lawful duties. The following persons may be exempted.

- Law Enforcement Officers of the Federal Government, State, or of any county, city, or town when in the discharge of their official duties.
- Civil officers of the United States in the discharge of their official duties.
- Private police or security personnel when hired by, or under contract with Talladega College.
- Law Enforcement Officers attending school as students or employees. Their weapons must be concealed unless they are wearing a uniform or can clearly be identified as a Law Enforcement Professional.
- Campus food service knives or other equipment used for food preparation or catering.
- Facility instruments and equipment used for job-related duties.
- Instructional purposes, displays, ceremonies, drills, reenactments, and performances. They must be authorized by the Chief of Campus Police or his/her designee
- The President's residence.
- Residence leased or loaned to faculty or staff.

Student Rights and Due Process

Talladega College is committed to maintaining an educational environment where student conduct procedures are designed to be fair and respectful, though distinct from the formalities of a legal court. The College upholds due process rights for students involved in alleged violations of the Student Code of Conduct, ensuring that all parties are treated with dignity and provided with a timely response and resolution to any complaints. Following a preliminary investigation, the credibility of the complaint and the decision to pursue charges will be assessed, with input from relevant College representatives as necessary.

Students facing alleged violations are entitled to the following rights:

- Notification of the alleged violations against them.
- A minimum of three (3) business days' notice prior to the conduct hearing.
- A fair and impartial hearing process.
- The opportunity to review the incident report before the hearing.
- The option to have one (1) silent advisor present during the hearing.
- Three (3) days to appeal the decision, with clear instructions on how to file an appeal.
- A formal notification of the final decision in the case.

Student Conduct Council

The Student Conduct Council (SCC) at Talladega College, comprised of faculty, staff, and students, operates with specific duties outlined as follows:

- 1. Hearing Cases:** The Council conducts hearings for cases involving alleged violations of the Student Code of Conduct. This involves reviewing evidence, listening to testimonies, and determining whether a student has violated college policies.
- 2. Determining Sanctions:** If a violation is found, the Council is responsible for determining appropriate sanctions. These can range from warnings and probation to suspension or expulsion, depending on the severity of the violation.
- 3. Ensuring Fairness:** The Council ensures that the conduct process is fair and impartial. This includes safeguarding the rights of the accused students, providing them with a chance to present their side, and making unbiased decisions based on the facts presented.
- 4. Upholding College Standards:** The Council works to uphold the behavioral standards of Talladega College, promoting a safe and conducive learning environment for all students.
- 5. Advisory Role:** They may also provide recommendations for policy changes to the college administration to improve the student conduct process.

Student Conduct Process

The Office of the Dean of Students (DOS) has established procedures for initiating the student conduct process in response to allegations of misconduct:

- The DOS can begin the student conduct process upon receiving written allegations from sources such as students, faculty members, College housing staff, or law enforcement agencies.
- The DOS also has the authority to initiate the student conduct process if it becomes aware of potential misconduct through other channels.
- Upon receiving written allegations or relevant information regarding potential misconduct, the DOS conducts a thorough review to decide whether to proceed with the student conduct process.
- This decision is based on factors such as preliminary investigations by the DOS or College officials, whether the alleged conduct falls within the jurisdiction outlined in the Code, and if the conduct, if proven true, would constitute a violation of the Standards of Conduct.

Investigation of Allegations of Misconduct

The Office of the Dean of Students (DOS) may investigate allegations against the Respondent, involving interviews with witnesses and gathering relevant information. During such investigations, DOS commits to:

- Ensuring that the responsibility for gathering evidence rests with the College rather than the involved parties.
- Providing equal opportunities for both parties to identify and present witnesses for interview, including fact and expert witnesses, as well as any other pertinent evidence, whether inculpatory or exculpatory.
- Providing written notices detailing the date, time, location, participants, and purpose of all investigative interviews and meetings, allowing sufficient time for preparation to participate.



Notice of Allegation and Notice of Sanctions

In a Notice of Allegations, the Office of the Dean of Students (DOS) notifies the Respondent that there is probable cause to believe that the Respondent has violated the Standards of Conduct. A Notice of Allegations will include the following details but is not limited to:

1. A succinct overview of the facts pertaining to the alleged misconduct by the Respondent.
2. Notification that DOS has determined, with a higher likelihood than not, that the Respondent has violated the Standards of Conduct.
3. Specific identification of the Standard of Conduct that DOS has found the Respondent to have likely violated.
4. Presentation of the Respondent's available options to request a Formal Hearing to challenge DOS findings regarding responsibility for misconduct and/or the ensuing sanction(s).
5. Disclosure of the identities of potential witnesses who may offer information regarding the alleged misconduct, should the Respondent opt to contest the allegations through a Formal Hearing. It is within DOS purview to issue a Notice of Allegations to the Respondent during the Educational Conference.

Scope and Purpose of the Educational Conference

The Educational Conference serves as a formal meeting between the Dean of Students (DOS) and the Respondent. The primary activities during this conference include:

- **Notification of Allegations:** DOS verbally informs the Respondent of the allegations against them. Upon request, DOS also allows the Respondent a reasonable opportunity to review any written allegations that have been submitted.
- **Response to Allegations:** The Respondent is given the opportunity to address the allegations. This includes the right to present any relevant information, suggest witnesses for DOS to interview, and provide additional insights that may impact the investigation.
- **Interactive Dialogue:** Both DOS and the Respondent have the right to ask questions, seek clarifications regarding the allegations, discuss potential sanctions, and gain a better understanding of the student conduct process.
- **Determination and Investigation Continuation:** In cases not involving Title IX Allegations, the information gathered during the Educational Conference may lead DOS to either close the case with a no-action determination (refer to Section 8.5.1) or to continue the investigation to ascertain whether it is more probable than not that the Respondent breached the Standards of Conduct.

Notice of Educational Conference

The Office of the Dean of Students (DOS) issues this formal notification to the Respondent, outlining allegations of misconduct and requiring their participation in an Educational Conference. The notice includes:

Issuing of Notice of Conduct Hearing

At the Respondent's request for a conduct hearing, the Dean of Students Office (DOS) will promptly send a Judicial Hearing Notice to both the Respondent and the Complainant. Delivery will be ensured at least five (5) business days before the scheduled hearing date.

Categories of Formal Hearings

A Formal Hearing is a procedural opportunity for a student to challenge allegations of misconduct and/or the proposed sanctions from the DOS. This process involves presenting relevant information, including witnesses, to a decision-maker who is different from the College employee(s) involved in the initial investigation and/or Educational Conference. The Code outlines two types of Formal Hearings, based on the severity of the proposed disciplinary sanctions and the nature of the allegations:

- A hearing conducted by a Student Life Hearing Officer.
- A hearing before the Student Conduct Council (SCC).

Rights to a Formal Hearing

Students have a right to a Formal Hearing before being found responsible for any alleged violations of the Standards of Conduct. Specifically, the student has the right to address allegations of misconduct and/or proposed sanctions through a hearing conducted by a Student Life Hearing Officer. Additionally, if the DOS recommends one or more of the following sanctions, the student also has the right to seek resolution through a SCC Hearing:

1. Deferred suspension
2. Suspension
3. Expulsion
4. Removal from College housing
5. Withholding of degree
6. Revocation of degree
7. Revocation or suspension of the student organization's College registration

Process for Requesting a Formal Hearing

The initiation of a Formal Hearing rests solely with the student, necessitating a written request employing the form(s) endorsed by DOS. Oral requests do not suffice as valid requests for a Formal Hearing.

Hearing Conducted by a Student Life Hearing Officer

A Student Life Hearing Officer, appointed by the Dean of Students Office (DOS), presides over Formal Hearings as per the SCC Hearings Code, with specific exceptions noted. In these hearings, the Officer has the same powers as the SCC Chairperson, but uniquely serves as the final authority in deciding if a student has breached the Standards of Conduct and determining sanctions. Their decisions are appealable to the DOS, following the established appeals process for SCC-related decisions.

Proposal of Alternative Resolution

At any point during student conduct proceedings, the allegations may be resolved through alternative methods not outlined in the Code. The Student Conduct Council (SCC) will assess the case details to determine if such methods are appropriate and select a suitable resolution process, such as mediation, facilitated dialogue, conflict coaching, or restorative justice. Participation in these alternative processes is voluntary for both the student and the complainant. If no agreement is reached, the proceedings will continue as prescribed in the Code.



CONCLUSION OF THE STUDENT CONDUCT PROCESS

This section outlines how the student concludes the process. If multiple events occur, the process ends on the date of the final event. The Dean of Students office (DOS) will notify the respondent in writing (outcome letter) about the conclusion of the process within five (5) business days, assuming there are no delays. The student conduct process concludes when the DOS determines or has executed the following:

- 1.No Action Determination
- 2.Failure to Attend or Schedule an Educational Conference
- 3.Failure to Request a Formal Hearing after Notice of Sanctions
- 4.Resolution Agreement
- 5.Alternative Resolution Agreement
- 6.Informal Resolution
- 7.Notice of Decision of a Student Life Hearing Officer—No Valid Appeal
- 8.Notice of Decision of a Student Conduct Board—No Valid Appeal
- 9.Notice of Appellate Board Final Decision
- 10.Expiration and Satisfaction of All Sanctions

Appealable Decisions

Both the Complainant and the Respondent may appeal the decisions outlined in the Notice of Decision from the SCC.

Appeal Notice

To be valid, an appeal must meet the following criteria:

- Submit a written appeal using the "Notice of Appeal" form approved by DOS.
- Ensure the DOS receives the Notice of Appeal within two (2) business days from the transmission date of the Notice of Decision.
- Include only information from the SCC Hearing record, except for a summary of new information.

Grounds for Appeal

The Notice of Appeal must detail the grounds for the appeal, which may include:

- 1.An evidently unreasonable sanction imposed by the SCC.
- 2.A material procedural error that could have significantly impacted the SCC's decision.
- 3.The discovery of new information that could have substantially affected the SCC's decision and was unknown during the Hearing.
- 4.Evidence of personal prejudice or bias by an SCC member that hindered a fair and impartial case hearing. A SCC member's vote alone does not indicate personal prejudice or bias.

Final Decision Notification

The Office of the Dean of Students issues a "Notice of Final Decision" within five business days of receiving the appeal. DOS then notifies the Conduct Officer, Respondent, SCC Chairperson, and Complainant if required by law. The decision is final and unappealable.

Disciplinary Sanction

The objectives of sanctions are multifaceted and include, but are not limited to, the following:

Sanctions aim to:

1. educate on appropriate behavior;
2. promote personal and professional growth;
3. deter violations of standards; and
4. protect the college community. They should match the misconduct's severity and consider factors like impact, conduct history, academic status, and mitigating/aggravating circumstances.

Administrative and Developmental Sanctions

A student found responsible for violating the Standards of Conduct typically receives one or more administrative sanctions and may also be assigned one or more developmental sanctions.

Administrative Sanctions

Warning

A warning serves as written notification to a student regarding their violation of the Standards of Conduct. It emphasizes the need to cease misconduct, warns against its recurrence, and indicates that further infractions could result in more severe penalties.

Disciplinary Probation

Disciplinary probation entails a specified timeframe during which a student remains enrolled but must adhere strictly to the Standards of Conduct. Conditions may be imposed on the student's enrollment, and this sanction is typically applied for moderate misconduct or repeated minor infractions. Students reinstated following suspension also undergo disciplinary probation. Subsequent violations during probation may lead to harsher penalties like suspension or expulsion.

Deferred Suspension

Deferred suspension provides an opportunity for a student, still enrolled, to demonstrate compliance with the Standards of Conduct over a designated period. It's applied for serious or repeated misconduct. Any further violations during deferred suspension typically result in a suspension.

Suspension

Suspension entails the official separation of a student from the College for a specified period or until certain conditions are met. It's imposed for serious misconduct or violation of deferred suspension terms. While suspended, the student forfeits all College privileges, and re-enrollment requires meeting specified conditions.

Expulsion

Expulsion permanently prohibits a student from re-enrolling at the College. It's invoked for extremely serious misconduct demonstrating a blatant disregard for the College community's well-being or its rules. Expelled individuals require prior approval to access College-controlled premises.

Withholding of Degree

The College may withhold a degree as a disciplinary measure for a specified period or until completion of other sanctions, whichever is later.

Revocation of Degree

Degree revocation may occur if a student obtained it through dishonest means. Approval from the President is necessary, and the revocation is permanently noted on the student's transcript.

Disciplinary Probation for Student Organizations

This sanction permits a student organization to maintain its registration but on a probationary basis. Developmental sanctions may also be imposed.

Social Probation for Student Organizations

Social probation restricts a student organization from hosting or participating in specified social activities without prior approval from the relevant authorities.

Deferred Suspension for Student Organizations

Similar to deferred suspension for individuals, this allows a student organization to remain active while given the chance to demonstrate adherence to the Standards of Conduct.

Revocation or Suspension of College Registration for Student Organizations

In cases of serious or repeated misconduct, a student organization's registration may be suspended or revoked.

Developmental Sanctions

In addition to administrative sanctions, one or more developmental sanctions may be imposed to promote student learning and growth.

Educational Activities

Educational activities aim to enlighten students about the consequences of their behavior. These activities may include, but are not limited to, offering a formal apology (written and/or verbal), attending educational classes or workshops, giving or attending presentations, completing a research project or paper on a designated topic, or providing a written reflection in response to a prompt from the DOS. The student may be responsible for covering reasonable expenses related to these educational activities.

Restitution

Restitution involves compensating for any loss, damage, or injury caused by the student's actions. Compensation may be in the form of monetary payment, service, or material replacement and may be directed to the College, specific individuals, or organizations. Generally, all restitution must be fulfilled within two weeks of the sanction being imposed.

Supervised Work/Service

Students may be assigned unpaid work or service beneficial to the College community, aimed at helping them understand the impact of their actions.

Loss or Restriction of Privileges

Students may lose or have restrictions placed on certain privileges, such as representing the College officially, accessing College property, parking privileges, or participating in college-affiliated activities.

College Housing Reassignment or Removal

Students may be relocated to a different residence hall or room, or their residence hall contract may be terminated, prohibiting them from residing in college housing for a specified or indefinite period.



HONOR STATEMENT

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 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 Chairperson of the Department in which the offense occurred, and to the Registrar.

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.

GRIEVANCE/STUDENT COMPLAINT PROCEDURES

At Talladega College, students have a right to address grievances concerning academic divisions or administrative procedures. Below are the outlined steps for the grievance process:

Initial Contact: Students should first attempt to resolve their concerns by directly engaging with the relevant department to request a review of the matter.

Documentation: If the issue remains unresolved after initial contact, students are advised to send a follow-up email to the department's representative, clearly outlining the issue. This ensures proper documentation. The designated recipient, or an appointed designee, will respond to the email promptly.

Escalation: Should the issue persist after direct contact with the department, and if it aligns with the college's established policies and reviewed procedures, the grievance may be escalated to the Dean of the pertinent academic division or area. This step may involve matters such as grade appeals.

Final Appeal: Students who feel they have been subjected to unfair treatment — characterized by inadequate review processes, insufficient explanations of decisions, or bias influencing the outcome — can escalate their grievance to the Office of the Dean of Students for further review and possible alternative resolution.

Formal Complaint: Students are encouraged to file a formal complaint by submitting an electronic form that includes a detailed description of the issue, the actions or decisions that are being contested, and the desired resolution. All complaints will undergo a comprehensive investigation and may be referred to other relevant offices if necessary. Students will receive a written response within 14 calendar days of submission.

Coordinator of Response: The Dean of Students serves as the primary coordinator for addressing student grievances and managing crises. Students are encouraged to utilize the established institutional procedures to seek resolution.

ACADEMIC GRIEVANCE COMPLAINT PROCESS

Submitting a Complaint

Students may submit Academic Grievance Complaint forms online, either anonymously or with their contact information, to the Office of Academic Affairs or the Officer of the Registrar.

STEP 1

Initial Discussion with Faculty Member

The student should first discuss and present their complaint directly to the faculty member involved. If the same issue is not resolved informally, the student should proceed to the next step.

STEP 2

Escalation to Department Chair or Unit Representative

If the complaint remains unresolved, the student should escalate the matter by discussing it with the Department Chair, or the designated Academic Division Representative assigned by the Dean. If informal resolution still cannot be reached, move to the next step.

STEP 3

Appeal to the Dean of the Academic Division

Should the complaint continue unresolved; the student should present their original grievance to the Dean of the Academic Division. If the issue remains unresolved after this step, the student should proceed to the final step.

STEP 4

Review by the Provost for Academic Affairs

The Provost for Academic Affairs, or a designated representative, will review the complaint. The student will be contacted with the findings and informed of the closing steps.



NON-ACADEMIC GRIEVANCE COMPLAINT SUBMISSION PROCESS

STEP 1

Documenting the Complaint

- Students must submit non-academic grievance complaints electronically.
- Note: This process does not apply to complaints involving behavior defined in the Student Code of Conduct, alleged sexual harassment, sexual misconduct, or discrimination under the Title IX and Gender-Based Violence Policy. Such complaints should be reported directly to the Dean of Students.

STEP 2

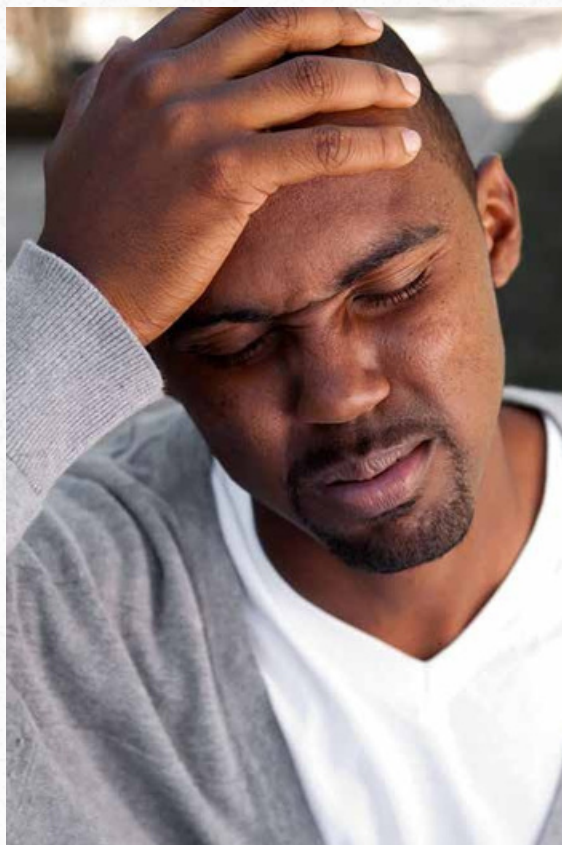
Submission

- Once the nature of the complaint has been determined, students should submit their grievance to deanofstudents@talladega.edu.
- The Dean of Students or a designated representative will review, investigate, and respond to non-academic complaints within 14 days of submission.

STEP 3

Follow-Up and Resolution

- The Dean of Students or the designated representative will contact the student with the findings of the investigation and discuss the closing steps.



TALLADEGA COLLEGE TITLE IX POLICY

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities. No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

TALLADEGA COLLEGE TITLE IX SEXUAL HARASSMENT AND NON-DISCRIMINATION POLICY – [CLICK TO DOWNLOAD](#)

TALLADEGA COLLEGE RIGHTS OF THE PARTIES – [CLICK TO DOWNLOAD](#)

REPORTING A CONCERN

[COMPLETE THIS ONLINE FORM](#) OR DOWNLOAD, PRINT, AND RETURN

[THIS INCIDENT REPORTING FORM](#) TO INFORM THE TALLADEGA COLLEGE TITLE IX OFFICE OF ANY TITLE IX RELATED INCIDENT.

Reporting of any TITLE IX violation is encouraged at all levels in the Talladega College community. Anyone who has knowledge of an offense or who has been personally affected by an offense defined in our Title IX Gender-Based and Sexual Misconduct Policy can, and is highly encouraged to, report this.

Talladega College does not permit discrimination, abuse, harassment in its educational programs and related activities on the basis of race, color, national origin, ethnicity, gender, gender identity, sexual orientation, disability, age, religion or any other characteristic protected by institutional policy or state, local and federal law. Examples of misconduct which should be reported include but are not limited to stalking, sexual harassment, violence, sexual violence, physical abuse, mental abuse, strangulation, and sexual assault.

Once a report has been made, an immediate initial investigation will ensue to determine if there is a reasonable cause to believe the nondiscrimination policy at Talladega College has been violated. If reasonable cause does exist, Talladega College will initiate a prompt, thorough and impartial investigation for the purpose of determining if the Talladega College nondiscrimination policy has been violated. If so, a prompt and effective remedy will be implemented to end the discrimination, prevent any recurrence and address the effects related to the violation.

TITLE IX PROCESS

The Title IX Grievance Resolution process governs the Talladega College procedure for receiving complaints of sexual misconduct and the protected-class discrimination and harassment, the investigation of such complaints, the prompt and fair determination as to whether Talladega College policies have been violated and the imposition of appropriate sanctions where violations have been found to exist. This procedure also governs the appeal process whereby a party aggrieved of any findings or sanctions may seek review.

Sexual and discriminatory misconduct is especially destructive within the educational process and affects the well-being of the members of the Talladega College community. The prompt investigation and appropriate disposition of charges is required if Talladega College is to fulfill its responsibilities and its obligations under federal law; therefore, to the extent the provisions herein may conflict with those related to charges of other Student Code of Conduct violations, this procedure governs.

TIMELY RESOLUTION

- Once a report has been made, an immediate initial investigation will ensue to determine if there is a reasonable cause to believe the nondiscrimination policy at Talladega College has been violated.
- If reasonable cause does exist, Talladega College will initiate a prompt, thorough and impartial investigation for the purpose of determining if the Talladega College nondiscrimination policy has been violated.
- If so, a prompt and effective remedy will be implemented to end the discrimination, prevent any recurrence and address the effects related to the violation.



COMPLAINTS AND REPORTS OF OR CONCERNING DISCRIMINATION AND/OR HARASSMENT

Students who believe that they have been subjected to discrimination or harassment in violation of the Talladega College policy should follow the procedure outlined in this herein to report these concerns.

ALL EMPLOYEES OF TALLADEGA COLLEGE ARE MANDATED REPORTERS OF TITLE IX OFFENSES.

<https://icslawyer.com/posting-for-review-mandatory-reporter-training-talladega-college/>

Password: talladega

Vice President of Compliance, Title IX

Dr. Taran McZee

Sumner Hall, Room 209

Email: tmczee@talladega.edu/ titleix@talladega.edu

Phone: 256-589-7693

PROTECTION FROM RETALIATION

Talladega College will not retaliate against any student for reporting a TITLE IX concern or complaint or for participating in the TITLE IX grievance resolution process.

TALLADEGA COLLEGE ALMA MATER

“DEAR OLD TALLADEGA”

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
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.

continue on next page

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.





TALLADEGA COLLEGE

627 W. Battle Street
Talladega, Alabama 35160

ONE COMMUNITY - ONE TALLADEGA

WWW.TALLADEGA.EDU