

Class Syllabus

Instructors are expected to prepare and follow a course syllabus for each course. Specific course syllabi should be filed with the Division Chair and the Office of Instructional Affairs. In order to provide students with realistic expectations of course and program requirements, a syllabus must be provided to each student, and discussed in each class taught. A copy of the college adopted syllabi format is available from the Division Chair.

SMOKING/TOBACCO POLICY

The policy of the Alabama State Board of Education requires that all educational institutions and buildings under its control be 100 smoke free.

Each employee, student, and visitor must comply with the following:

- No tobacco use in any College building.
- Smoking areas will be designated outside each building with smoking receptacles furnished.
- No tobacco use in any College vehicle.

Each faculty or staff member will be responsible for enforcing the policy in his/her area. Therefore, each faculty and staff has a duty to inform any individual who is found smoking in any public building on campus that smoking is not acceptable. This should be done with discretion and common sense. Should problems arise, contact Campus Security.

SOLICITATION AND ADVERTISING POLICY

Charitable Solicitations and Contributions

Any civic organization wishing to visit the college for solicitation or contribution purposes may leave materials in the Office of Student Services.

The Office of Student Services will distribute materials via college mailboxes at the discretion of the President. All contributions are at the discretion of the individual. No individual charitable solicitation will be allowed.

Commercial Solicitations

The posting of bills, advertisements, or posters of any kind requires prior approval.

For-Profit Solicitation

The occasional selling of items for non-profit organizations is permissible provided no alteration of work schedule is required during breaks and lunch. Engaging in any for-profit business

