

cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at www.lbwcc.edu/footer-links/title-ix.

Smoking/Tobacco Policy

As of June 1, 2020, Lurleen B. Wallace Community College is smoke-free and tobacco-free. "Smoking" includes inhaling, exhaling, burning, carrying, or possessing any lighted product, including cigarettes, cigars, pipe tobacco, or any other lit product. "Smoking" also includes the use of electronic cigarettes or similar devices. "Tobacco" includes smokeless tobacco, including, but not limited to, products known as dip, chew, snuff, or snus.

All locations of Lurleen B. Wallace Community College are smoke-free and tobacco-free, including instructional sites, campuses,

housing, athletic facilities, grounds, parking lots, and vehicles owned, leased, or rented by the College. All College employees, students, visitors, vendors, and contractors are required to comply with this policy, which will remain in force at all times.

Furthermore, this policy prohibits any smoke and/or tobacco-related advertising or sponsorship from appearing in any publication produced by the College or by any club, team, organization, or association authorized by LBWCC.

Each faculty or staff member will be responsible for enforcing the policy in his/her area. For those people interested in finding a program or method to stop smoking, the College will retain information regarding such methods and programs. This information may be obtained from the Student Affairs Office or the Learning Resource Center for students and from the Human Resources Office for employees. See the Alabama Community College System Board of Trustees Policy 514.01: Use of Tobacco Products.

Student Name Change Policy

Students are required to provide their official legal name at the time of application to Lurleen B. Wallace Community College. Name change requests must be submitted in writing to the Office of Admissions and Records and will require documentation of the change. Requests may be made in person, via fax, or by mail. Mailed requests should be sent to: Admissions and Records, Lurleen B. Wallace Community College, P.O. Drawer 1418, Andalusia, AL 36420.

Current or former students may submit a "Change of Student Information" form along with appropriate legal documentation. Acceptable documentation generally consists

of new driver's license, official state ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, or current passport.

Student Publications Policy

The purpose of the student publications policy is to provide guidance to students in developing student publications, specifically a student newsletter. A student newsletter is a collection of information about the happenings of Lurleen B. Wallace Community College and will be utilized to assist in keeping the student body informed on campus activities and issues.

Policies applying to student publications include the following:

1. In all phases, student publications shall be published, so as to reflect credit upon Lurleen B. Wallace Community College, as an institution, and upon the student body.
2. Principles of sound business practice will be followed.
3. Recognized principles of journalism ethics will be followed, including the following practices:
 - a. Student publications should be edited in a spirit of tolerance, restraint, and good will in their attitude toward persons on and off campus.
 - b. Recognizing the fact that student publications have circulation off-campus, care should be taken to follow standards of good taste. Vulgar, crude, and uncouth expressions have no place in publications and will not be published.
 - c. The editor and advisor shall be conscientious to avoid libelous statements.

4. Publications must be submitted at least two (2) weeks prior to printing for approval by the Dean of Student Affairs.
5. Advertisements must be approved in advance by the advisor and may not include advertisements for alcoholic beverages, tobacco products, political candidates or other advertisements that are in any way offensive to the staff, students, or community.

Social Media Policy

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Lurleen B. Wallace Community College has developed the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to Facebook, LinkedIn, Twitter, Snapchat and YouTube.

Lurleen B. Wallace Community College created a Facebook page in 2009, and the College welcomes your questions, comments, and concerns. Our goal is to provide a community where friends of LBWCC can share content, ideas, and experiences and find helpful information. To keep the site fun and lively, we ask that you respect the rules of the social media site as well as the rules listed below. ***The College reserves the right to remove posts that do not comply with these rules.***

Be respectful