

permitted by Alabama law or regulation. (4) The individual has never been convicted of any crime of violence. (5) The individual has no documented prior incidents on the grounds of the institution involving the threat of physical injury or which resulted in physical injury to another. (c) The motor vehicle is operated or parked in a location where it is otherwise permitted to be. (d) The firearm is either of the following: (1) In a motor vehicle attended by the individual and kept from ordinary observation within the individual's motor vehicle. (2) In a motor vehicle unattended by the individual, kept from ordinary observation and locked within a compartment, container, or in the interior of the individual's privately owned motor vehicle or in a compartment or container securely affixed to the motor vehicle. II. If the institution believes that an individual presents a risk of harm to himself, herself, or to others, the institution may inquire as to whether the individual possesses a firearm in his or her private motor vehicle. If the individual does possess a firearm in his or her private motor vehicle on the property of the institution, the institution may make any inquiry necessary to establish that the individual is in compliance with section (2) above. (1) If the individual is not in compliance with section (2), the institution may take adverse action against the individual, at the discretion of the institution. (Board Policy 511.01, 12/14/22).

Use of Tobacco

Smoking, e-cigarettes, or the use of tobacco related products shall be prohibited in any enclosed, indoor area of any building or other educational facility owned or operated by the institution, and no area therein may be designated for smoking, e-cigarettes, or the use of tobacco related products (Board Policy 514.01, 04/13/16).

Personnel Information Updates

Employees who have a change of name, address, phone number, emergency contact, marital status, etc., should contact the Human Resources Director as soon as possible to ensure that this information is updated in College records. Employees can update a mailing address within the Banner SSB, if preferred. This information should also be updated with the Retirement Systems of Alabama in the Member Services Portal.

Proper Signification of Earned and Honorary Degrees

To assure that all references to the academic credentials of administrators, faculty, staff, and students properly reflect and represent credit and degrees earned at and granted by duly accredited institutions, no department, division, or office shall publish any prefix, suffix, or other reference associating an academic degree with any person, other than the following:

- an earned degree, granted such person by a duly accredited institution; or
- an honorary degree that is clearly designated as such by immediate juxtaposition of the word "Honorary" with any prefix, suffix, or other reference to such honorary degree (Board Policy 221.01, 12/14/16).

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law designed to protect the privacy of education records and to establish the right of students to inspect and review their educational records. In essence, school officials may not disclose personally identifiable information about students nor permit inspection of their records without written permission unless such action is covered by certain exceptions permitted by the act.

Directory information can be disclosed to outside organizations or agencies upon request unless the student specifies otherwise. Directory information may include the following: name, home address, telephone number, date and place of birth, major field of study, enrollment status (e.g., full-time or part-time), honors, degrees, and awards received, most recent educational institution attended, and dates of attendance. Employees should consult with the Dean of Student Services or the Registrar's Office if in doubt about what information is allowed to be shared.