

semester, including summer. The appeal will be heard by the Grade Appeal Committee during the semester when the appeal is filed.

The only grounds for appeal are:

- The student's grade is based on factors other than performance in the course and/or adherence to course requirements.
- The instructor placed more demanding standards on one student than others in the same section of the course.

A Grade Appeal Committee will be appointed to hear grade appeals on an as-needed basis. The committee:

- Three full-time faculty members – One from the General Studies (transfer) program, one from a Career/Technical Program, and a third instructor preferably from the academic discipline involved in the appeal (if possible).
- One representative from Student Services.
- One student representative chosen from the Student Government Association.

The formal grade appeals process is as follows:

- The student submits to the Vice President for Student Services the grade appeal form and includes a written description of the grounds for the appeal, which must be based on the criteria above.
- The instructor may submit a written response to the student's claims.
- The burden of proof lies with the student.
- A majority vote of the committee will determine whether the assigned grade should stand or should be changed.
- In the event that the committee decision is that the grade should be changed, the instructor will be notified of the decision and the committee will work with the instructor to determine the student's new grade.
- The committee's findings will be filed in the office of the Office of Academic Affairs.
- The decision of the committee shall be final.

## DRUG AND ALCOHOL FREE CAMPUS

As required by Section 22 of the Drug Free Schools and Communities Act of 1989 (Public Law 101-226)

and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Snead State Community College is designated as a drug and alcohol free campus and will comply with all the provisions of Public Law 101-226.

## TOBACCO FREE POLICY

Effective January 2, 2013, Snead State Community College is a tobacco free campus. Smoking and use of tobacco products will not be permitted anywhere on campus. This tobacco-free policy includes instructional sites, centers, campus buildings, sidewalks, grounds, parking lots, building entrances, common areas, and college-owned vehicles.

Why a "smoke-free/tobacco-free" Campus? Snead State Community College is committed to providing a safe, healthy, and clean environment for its employees, students, community members, and visitors. The College has an obligation to provide a safe, healthy, and clean learning and working environment. Second-hand smoke can be the cause of asthma attacks, lung cancer, cardiovascular and other lung diseases. Every student, employee and visitor to our campus has the right to breathe clean air and not be exposed to the harmful effects of smoke and tobacco. Likewise, tobacco excrement such as smokeless tobacco receptacles ("spittoons") are a blemish on the campus and will not be tolerated on the grounds or in buildings.

What do we consider "tobacco"? A "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product (to include electronic or otherwise "smokeless" cigarettes), as well as smokeless, leaf, or "spit" tobacco products (often known as dip, chew, or snuff, in any form).

Where can I smoke or use tobacco products? As stated, smoking or the use of any tobacco product is prohibited on campus grounds, to include buildings, grounds, parking lots, and breezeways. There ARE NO AUTHORIZED areas designated for the use of tobacco on campus.

Can I smoke in my car? The use of tobacco is prohibited on ALL property owned by Snead State Community College.

Caught Smoking or Using Tobacco on Campus? Achieving a tobacco-free environment requires time and patience. Snead State Community College believes self-enforcement is an effective way to change this behavior and its perception by students, faculty, staff and visitors on campus. It is the intent of Snead State Community College to emphasize the value of such a policy and to encourage all individuals to co-operatively work together in implementing and complying with this policy. Any staff member on this campus may and should enforce, notify, and raise awareness of this campus policy. The College appreciates and expects full compliance. If any violator should seek to circumvent this policy, additional consequences (to potentially include fines and disciplinary measures) may result.

## CAMPUS CRIME STATISTICS REPORT

Snead State Community College is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The Campus Crime and Security Survey as required by the United States Department of Education is available at <http://ope.ed.gov/security>. Information concerning security at Snead State is available at <https://snead.edu/about/operations/security/> on the College website. The annual report is made available via hard copy and electronic format. Persons desiring a printed copy of the annual report may contact the Office of Campus Security located in Elder Hall or by calling 256-840-4167.

## STUDENT POLICIES

### EXPRESSIVE ACTIVITIES BY THE CAMPUS COMMUNITY POLICY

In accordance with Act 2019-396 of the Alabama Legislature and the ACCS Board of Trustees' Policy 224.01: Expressive Activities by the Campus Community, Snead State Community College complies as follows:

#### Findings

Snead State Community College finds the following:

1. A primary function of Snead State Community College is the discovery,

improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and to fulfill that function, Snead State Community College will strive to ensure the fullest degree possible of intellectual freedom and free expression.

2. It is not the proper role of Snead State Community College to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.
3. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and spontaneously and contemporaneously assemble, speak, and distribute literature.
4. Snead State Community College supports free association and will not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.
5. Snead State Community College will strive to remain neutral, as an institution, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the institution, and Snead State Community College will not require students, faculty, or staff to publicly express a given view of a public controversy.
6. Snead State Community College prohibits all forms of harassment as defined in