



## **Coahoma Community College**

3240 Friars Point Road  
Clarksdale, Mississippi 38614  
662-627-2571

# Student Handbook 2019-2020 and 2020-2021

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

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**In case of emergency, please notify:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**SCHOOL COLORS**  
MAROON & WHITE

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MAROON AND WHITE TIGER

## SEE GRADES AND MORE ON THE COAHOMA COMMUNITY COLLEGE WEBSITE

[www.coahomacc.edu](http://www.coahomacc.edu)

### Use myccc to view real time information

- Grades – Midterm
- GPA grade point average by term
- Transcript (unofficial)
- Class Schedule
- Search for Classes
- Financial Aid
- Online Registration
- Student Account Summary

### Gmail

#### Why check my Google Mail?

- Emergency Alerts
- Faculty and Staff Communications
- Student Evaluations of Faculty
- Scholarship Announcements
- Surveys
- Campus Activities
- and more.
- 

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First, go to [www.coahomacc.edu](http://www.coahomacc.edu). Click the Student Email link located under the Quick Links or at the bottom of the page under Current Students.

Your username will consist of the first initial of your **first name**, full **last name**, **2 digit birth month**, and **2 digit birth day**. The password will be your date of birth in the format of **YYYY-MM-DD**. **(You must type in the dashes with your password.)** You will be able to change your password once you have logged on to your account.

**EXAMPLE** John Doe was born on March 8, 1982. **Username:**  
**[jdoe0308@tigermail.coahomacc.edu](mailto:jdoe0308@tigermail.coahomacc.edu)** **Password: 1982-03-08** **E-mail**  
**address:**[jdoe0308@tigermail.coahomacc.edu](mailto:jdoe0308@tigermail.coahomacc.edu)

**For assistance with your Gmail Account Contact:** Contact the OIT Help Desk at 662-621-4060 or email [helpdesk@coahomacc.edu](mailto:helpdesk@coahomacc.edu)

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## ALMA MATER

### COAHOMA, COAHOMA

Words and Music by J. Orville Mosley

April 23, 1964

Coahoma, Coahoma, we kneel before thine altar,

In reverence, in homage, in consecration strong,

Upon the earth where'er we tread

We never will thy name degrade.

We challenge wrong, with never any dread,

We shall not be afraid.

Coahoma, Coahoma, our aim is not to falter,

But to be brave in the good life to which we all belong.

Coahoma, Coahoma, as though the sun were rising,

Thy precepts, thy guidance, will ever be our star;

As in the world we take our place,

Our memories of thee remain.

We'll do our best to win the bitter race and honor to retain.

Coahoma, Coahoma, thy sons are now arising to the great call of men of courage.

We shed thy light afar.

Coahoma, Coahoma, our noble Alma Mater,

We laud thee, we hail thee, with never ending praise;

The fortune of our future lives

Will cast a ray of light on thee.

The shades of night will swiftly disappear with thoughts of thee so near.

Coahoma, Coahoma, our beacon of tomorrow

We will always shout thy glory

Our Alma Mater dear.

## STATEMENT OF ACCREDITATION

Coahoma Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate of Arts Degree, Associate of Applied Science Degree and Certificates. 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 Coahoma Community College.

### HONOR CODE

*I will be honest in all of my academic course work and will not indulge in or tolerate the academic dishonesty of my counterparts or peers. I will not partake in any type of misconduct, misrepresentation, or immoral behavior that will harm, damage or endanger any person, property or myself or reflect negatively against me or hinder my academic matriculation. I will strive to achieve quality and excellence and to complete degree requirements without engaging in hindering acts. I am a valuable part of the Coahoma Community College 'tiger' family, and proud of it.*

## COMPLIANCE POLICIES

Coahoma Community College embraces the philosophy that students be provided the opportunities for learning experiences such as fundamental courses, counseling, and tutorial assistance that will help individual students to succeed in achieving their educational goals. The institution utilizes an array of assessment instruments to determine the strengths and needs of students, for the purpose of focusing on the selection of the most appropriate program options to assure student success. Coahoma Community College has an "open admissions" policy consistent with the mission statement of the institution and all related laws, which allows students at multiple levels of academic experience and achievement to obtain a quality education through this institution.

### **Accommodations for Students with Disabilities and Related Laws**

Coahoma Community College is committed to ensuring equal access to an education for enrolled or admitted students who have verified disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). College policy calls for reasonable accommodations to be made for eligible students with verified disabilities on an individual and flexible basis.

Any student enrolling in Coahoma Community College with a documented disability, who requests accommodations, must first provide a current evaluation of the disability from a medical professional. This documentation, which is required by federal guidelines, will remain on file in the office of the Academic Support Services Officer/ADA/504 Coordinator.

**Section 504 of the Rehabilitation Act of 1973** obligates the College, as a recipient of federal financial assistance, to assure that qualified persons with disabilities are not excluded from programs and services on the basis of their disability.

The **Americans with Disabilities Act of 1990**, which covers all public entities and "places of public accommodation," reinforces this obligation, including the requirement to make reasonable accommodations in policies and practices to accommodate the limitations of individuals with disabilities. Services or benefits may not be provided to individuals with disabilities through programs that are separate or different unless the separate programs are necessary to ensure equally effective benefits and services.

The **Americans with Disabilities Act of 2008** revises the definition of "disability" to more broadly encompass impairments that substantially limit a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies and supplies (other than eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post-traumatic stress disorder. The amendments took effect January 1, 2009.

### **NON-DISCRIMINATION STATEMENT**

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: mhouston@coahomacc.edu.

### **NON-DISCRIMINATION POLICY**

Coahoma Community College is committed to creating and maintaining a community/campus in which students, faculty, and staff can work in an environment free of all forms of harassment, exploitation, or intimidation. Harassment on the basis of race, color, religion, sex (including sexual harassment), national origin, age, disability, or veteran status is a form of discrimination in violation of the law and will not be tolerated. Harassment based on sexual orientation or group affiliation is prohibited by this policy and also will not be tolerated.

All students, faculty, and staff are expected to adhere to this policy and will be held accountable for violating it. Coahoma Community College will respond promptly to all complaints of harassment and retaliation. Violations of this policy can result in serious disciplinary action up to and including expulsion for students or discharge for employees

## *Coahoma Community College Board of Trustees*

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## Office of the President



### *At Your Service*

Welcome to the Coahoma Community College and Agricultural High School website. We are at your service! Explore our resources, programs and opportunities. Find out how CCC can make you, your community, family, or business stronger and wiser (and maybe even happier)!

We are located and deeply rooted in the heart of the Mississippi Delta in Clarksdale, Mississippi. Our rich history and location includes Highway 61 (*named Blues Highway because it runs through the Delta where the blues was born*) and crosses Highway 49 in Clarksdale. This famous crossroads is where, according to legend, Robert Johnson supposedly sold his soul to the Devil in exchange for mastery of the blues.

We won't make you sell your soul to the devil at Coahoma Community College but we give you an outstanding educational experience where you will make lifelong friends. Our faculty and staff stand ready to assist you along your educational path.

We are at your service,

*Dr. Valmadge Towner*

### Greetings from the Director of Student Engagement



When I speak with parents of first year Coahoma Community College students, and ask them what they believe a college education means, they inevitably tell me that it is a combination of academic challenge and personal growth. They go on to say that the out-of-the-classroom experiences are critically important in the development of a young adult, and they express to me their hopes that the Coahoma Community College family will provide an expansive extra- and co-curriculum for their sons and daughters.

The staff, who populates the Division of Student Engagement which includes Tutorial Services, Career Services, the Counseling Center, Health Services, Campus Safety, New Student Orientation, Housing, Intramural Sports and Student Activities, work closely with the Coahoma faculty to provide our students with a learning environment rich with opportunity. At Coahoma, we focus on the growth and development of all facets of the individual; in addition to academic challenges, we believe that meeting new people, joining clubs and organizations, competing on an intercollegiate team, working on a community service project, and discovering new interests are important components of one's collegiate education. As a member of the Coahoma Community College family, our students can expect that:

- Their presence is valued.
- They will be encouraged to become full participants in the life of the Coahoma campus, and their active involvement will serve to increase their connections to the college community and enhance their fun.
- Their lives will be enriched by the relationships that they form with their faculty members, their academic advisors, members of the staff, and their peers – OUR STUDENTS COUNT AT CCC!

Similarly, by virtue of being the parent of a Coahoma Tiger you will become a member of the extended Tiger community and you will be important to us. You will be invited to attend our summer New Student Orientation, which includes a Parents' Orientation program, and you will be encouraged to join us for football, basketball, baseball, track, softball, band and choir concerts as well as in October for the wonderful Homecoming Activities and again in Spring for our activities then. In short, you are always welcome!

I invite you to explore the links to the left of this page, where you will find the means of learning more about the various services and programs coordinated by those of us in the Division of Student Engagement. I look forward to meeting you in the near future, and to welcoming you to our CCC Tiger Family.

Sincerely,

*Karen Woods-Done*

## Coahoma Community College Academic Calendar 2019-2020

### Fall Semester 2019

August 5	Monday	Faculty Return / Professional Development Conference
August 7-9	Wed. - Fri.	Registration / Dormitories Open
August 12	Monday	Day and Evening Classes Begin / Late Registration Begins
August 23	Friday	Last Day to Register for Day and Evening Classes
August 26	Monday	Online Classes Begin for Full Session and First 8-week Session
August 27	Mon. - Tue.	Drop/Add Ends for Online Full Session and First 8-week Session
August 30	Friday	Last Day to Drop a class without receiving a Grade
September 2	Monday	Labor Day Holiday
September 3	Tuesday	Classes Resume
September 23	Monday	Mid-Term Grades due for First 8-week Session
October 7-10	Mon.-Thurs.	Mid-Term Examinations for Evening Classes
October 9-11	Wed.-Fri.	Midterm Examinations for Day Classes
October 14	Monday	Mid-Term Grades Due for Day and Evening Classes
October 18	Friday	Remove Incompletes "I" from previous semester
October 21	Monday	Online Classes begin for Second 8-week Session/Final Grades Due for First 8-week Session Classes/Midterm Grades Due for Full Session Classes
October 21-22	Mon. - Tues.	Fall Break
October 23	Wednesday	Classes Resume/Online Drop/Add Ends - Second 8-week Session
November 8	Friday	Last Day to Withdraw from Online Full Session
November 18	Monday	Mid-Term Grades Due for Second 8-week Session
November 25-29	Mon.-Fri.	Thanksgiving Holiday
December 2	Monday	Classes Resume

December 2-4	Mon. - Wed.	Final Examinations for Day Students
December 2-5	Mon. -Thurs.	Final Examinations for Evening Students
December 6	Friday	Final Grades Due in the Admissions and Records Office/Last Day for Faculty
December 9	Monday	Final Grades Due for Online Full Session
December 11	Wednesday	Campus Closes at Noon for Christmas Holiday
December 23	Monday	Online Winter Session Begins

### Spring Semester 2020

December 23	Monday	Online Winter Session Begins
January 6	Monday	Faculty and Staff Return
January 7-8	Tues.-Wed.	Registration / Dormitories Open
January 9	Thursday	Day and Evening Classes Begin
January 13	Monday	Online Full Session and First 8-week Session Begins
January 17	Friday	Last Day to Register for Day and Evening Classes
January 20	Monday	Martin Luther King Jr. Holiday
February 10	Monday	Mid-Term Grades due for First 8-week Session
February 21	Friday	Last Day to Withdraw from First 8-week Session
March 2-4	Mon. - Wed.	Midterm Examinations for Day Classes
March 2-5	Mon.-Thurs.	Mid-Term Examinations for Evening Classes
March 9	Monday	Final Grades due for First 8-week Session/Mid-Term Grades due for Online Full Session
March 9-13	Mon. - Fri.	Spring Break
March 17	Tuesday	Mid-Term Grades Due for Day and Evening Classes
March 27	Friday	Last Day to Withdraw from Online Full Session Remove Incomplete "I" Grades from the Fall Semester
April 6	Monday	Mid-Term Grade Due for Second 8-week Session
April 10-13	Friday-Mon.	Easter Break
April 27	Monday	Final Grades due for Online Full Session
April 27- May 1	Mon. - Thurs.	Final Examinations for Day and Evening Classes
May 4	Monday	Final Grades due for Day/Evening Classes and Second 8-week Session by 4:00pm

May 9	Saturday	Graduation / Commencement Exercises at 10:00 A.M.
May 9	Saturday	Last Day for 9-Month Academic Faculty

### Summer Semester 2020 - First Term

May 25	Monday	Memorial Day Holiday Break
May 26-27	Thur.-Fri.	Registration
May 28	Thursday	Classes begin for First Summer Day Session Online Classes begin for Full Summer Session and
June 1	Monday	First 4-week Session
June 2	Tuesday	Last Day of Registration for First Summer Day Classes
June 12	Friday	Mid-Term Grades due for First Summer Day Classes
June 19	Friday	Last Day to Withdraw from Online First 4-week Session
June 22	Monday	Final Examinations First Summer Day Classes
June 23	Tuesday	Grades due for First Summer Day Classes by 4:00 p.m.
June 29	Monday	Final Grades due for Online First 4-week Session/Mid-Term Grades due for Online Full Summer Session

### Summer 2020 - Second Term

June 24	Wednesday	Registration begins for Second Summer Day Session
June 25	Thursday	Second Summer Day Classes begin/Late Registration begins
June 29	Tuesday	Online Classes begin for Second 4-week Session
July 3-6	Friday-Monday	Fourth of July Holiday Break
July 7	Tuesday	Classes Resume
July 23	Thursday	Final Examinations for Summer Day Classes
July 24	Friday	Grades Due by 4:00 p.m. for Summer Day Classes
July 27	Monday	Grades due by 4:00 pm for Online Full Summer Session and Second 4-week Summer Session

Fall 2019/Spring 2020/Summer 2020

<http://www.coahomacc.edu/programs-of-study/academic-calendar/index>

## INTRODUCTION

The *Student Handbook* is prepared by the Office of the Director of Student Engagement and is updated biennially. It serves as an abbreviated reference to most of the major policies and procedures of Coahoma Community College. Many of the policies are presented here in abridged form. Detailed statements may be obtained from the Office of Student Engagement, Z.A. Barron Student Union Building, 2<sup>nd</sup> floor, or on the institution's Enrollment and Student Services website. When appropriate, the Director of Student Engagement or her designee (s) has the authority to change, modify, or create new policies. Students should also consult the college catalog for policies relevant to Academic, Health Sciences, or Career and Technical Programs. As changes are made, they will be published to the student body in a timely manner using various media and/or media outlets.

### **Coahoma Community College**

#### **Mission Statement**

Coahoma Community College is a two-year, accredited, public, comprehensive institution of higher learning committed to serving as a catalyst for community and economic development in the rural, Northwest Mississippi Delta region and beyond. The college provides accessible, diverse, quality, equitable educational opportunities and support services that foster holistic growth in a student-centered learning environment. The college is committed to preparing students for college or university transfer and entry into a skilled workforce.

### **Division of Student Engagement**

#### **Mission Statement**

The Division of Student Engagement is a state and federally supported entity of the institution providing financial affordability, safe environment, housing accessibility, health and nutrition awareness and services, job readiness, physical fitness, life preparedness, social aptitude, and personal growth skills for all students enrolled. The Division of Student Engagement seeks to serve as a support base for all institutional areas providing academic, career and technical, institutional effectiveness, and workforce development enhancement programs to increase the optimal development of a student's matriculation to graduation.

## **Damage or Loss of Personal Property**

**The College does not assume any legal obligation to pay for the loss of/or the damage to the student's personal property if such loss or damage occurs in its building(s) or on its ground(s), prior to, during, or subsequent to the period of contract, semester, or term.**

**The student or parent(s) are encouraged to purchase and/or carry appropriate insurance to cover such losses.**

## **Emergency Procedures**

**Emergencies either man-made or natural can occur at any time and for any reason. Coahoma Community College strives to keep our students, faculty, staff and visitors' safe at all times. Coahoma Community College's Emergency Alert System is called CCCTigerAlert. The Tiger Alert uses SMS/Voice messages, Emails, local media, and Social Media to let students and staff know when there is an emergency on or around campus and what they need to do to be safe.**

## **College Closing Procedures**

**All classes will close when the safety and well-being of the student body is in jeopardy. The following administrative procedure is set forth as a guide for all concerned when it becomes necessary to deviate from the calendar, which has been set and approved by the Board of Trustees:**

- 1. When the College is in session, any change from the routine schedule will be announced by the President and /or his designee.**
- 2. If weather or other situations necessitate a cancellation of classes when students are at home after a school day, during a weekend or during holidays, students and instructors will be notified via the CCCTigerAlert. When the following conditions exist, students and faculty should listen for announcements concerning the operation of various College locations:**
  - (a) When streets, roads and highways are covered with ice and snow and are otherwise dangerous to travel.**
  - (b) When rapidly changing temperatures produce sub-freezing weather that causes failure in water and heating systems.**
  - (c) When there are natural disasters such as floods, tornadoes, and explosions.**
- 3. Students should not call administrators or instructors. They will be notified via the CCCTigerAlert if there is an announcement.**
- 4. While efforts will be made to provide either an open or closed announcement, if no announcements are forthcoming via the CCCTigerAlert between the hours of 5:00 a.m. and 7:00 a.m., it will be assumed that campus will be open and in operation. All students, faculty and other employees would be expected to report to classes and work.**

## Serious Illness or Injury

In cases of serious illness or injury the following procedures are to be followed.

1. Call 662-621-4175 before 4:30 p.m. and after hours call 662-645-1837. The following information should be given: (a) give the name/location of the emergency (b) state the nature of the illness or injury
2. If the incident occurs in the residence hall notify the Resident Assistant (RA), Resident Hall Director (HD) of the Division of Student Engagement.
3. Campus Police will notify the Division of Student Engagement.
4. If the Injury is serious, do not move the person, wait until a trained medical professional arrives.

## FIRE

In the event of a fire, proceed accordingly to the following plan:

1. First activate the building's alarm by manually pulling the fire alarm handle
2. Everyone must evacuate the building IMMEDIATELY. No one should return to the building for any reason.
  - (a) Safety tips
    - i. Crawl low under smoke
    - ii. Feel doors before opening – do not open if hot – use alternate routes
    - iii. Do not use elevator:
    - iv. Occupants should be at least 300 feet from the structure
3. Call Campus Safety. The following information should be given: (a) give the name of the building or the location of the fire. (b) location of the fire in the building/structure and what's burning (c) location of anyone trapped or injured.
4. Every month the Residence Hall staff conducts fire drills to designate areas for residence hall students to assemble in case of fire.

## Tornado/Severe Weather

In severe weather conditions everyone should be very mindful that the weather conditions could change in a moment's notice.

- 1) Tornado Watch
  - (a) A tornado watch is a forecast of the possibility of tornadoes in a large area.
  - (b) The Office of Emergency Management will monitor emergency receiver units for possible tornado warnings.
- 2) Tornado Warning
  - (a) A tornado warning means that weather conditions are right for a tornado to be produced and/or one has been spotted and is approaching.
  - (b) If a tornado warning is issued that will affect the college, it will be sent via CCCtigeralert.
  - (c) You may also hear an outdoor warning siren. The sound is a steady blast and you must take cover immediately.
  - (d) Proceed to the lowest floor of the building. Avoid windows, auditoriums, gyms, or other structures with wide span overheads.
  - (e) Residence Hall students should move to the interior corridors of the residence hall. If the warning is at night, the housing personnel will awaken everyone and

- move them to the lobby area.
- (f) **Students are strongly urged to remain on campus in secure areas during inclement weather conditions.**

## **COLLEGE POLICIES RELATING TO STUDENTS**

### **STUDENT RIGHTS AND RESPONSIBILITIES STATEMENT**

The following section on “Rights and Responsibilities” is not intended to restrain the activities of students and members of the college community. They are intended, however, to assure an orderly fashion of life on the Coahoma Community College campus and to give every student an equal and orderly opportunity to pursue an education. Additionally, they are ordered to ensure that students have fair and impartial hearings as related to discipline and to maintain due process.

#### **Policy on Dissemination**

Coahoma Community College disseminates the Student Rights and Responsibilities Statement by means of the following:

- a. via the college’s Student Handbook that can be found on the college’s web site
- b. through orientation programs via online and summer freshman and transfer transitioning.

### **I. STUDENT RIGHTS AND RESPONSIBILITIES**

All members of Coahoma Community College community have certain rights and responsibilities.

These include:

#### **A. The right to privacy of personal information**

Public information released to anyone upon request includes the student’s name, address, telephone listing, academic major, dates of attendance, awards received, participation in officially recognized activities and sports, and weight and height of athletic team members.

**A.1** To a student who is financially dependent upon parents as defined by the IRS code, the burden of identifying such dependency rests with the student or the parent. Students, who are no longer financially dependent upon the parent as defined by the IRS code, should inform the Office of Student Financial Aid; otherwise, the student’s parents will receive public information as described above. Additionally, parents of enrolled students can be notified of disciplinary action taken against the student if there lies a dependency or constituted an emergency by a college official.

**A.2** Information concerning application for or receipt of financial aid may be released to official agencies involved in aid allocation.

**A.3** Information may also be released to college officials with legitimate educational interests, to federal or state agencies as provided by law, and in compliance with lawful subpoenas. In cases of emergencies, information may be released as authorized by the Department of Education and regulations to protect the health and safety of the student or other persons.

**B.** The right to be safe and secure from unreasonable or unauthorized search and seizure.

**B.1** The college reserves the right to inspect the living quarters of any student residing in college property at any time that its administrative officials or their agents shall deem such inspection to be in the best interest of the college. Except for cases involving use of legal search warrants and for situations relating to fire hazards, mechanical malfunctions, energy consumption, general maintenance of physical facilities, property control, and personal safety of the residents, no person's room will be entered by anyone but administrative personnel when there are no occupants present. Courtesies will be observed in any case, with proper respect for the privacy of each resident. With these guidelines in mind, periodic inspections may be made that will be concerned with fire and safety, general cleanliness, property accountability, disorderly conduct, and excessive noise.

**C.** The right to conduct social affairs.

**C.1** Student social affairs operate under policies established by the college and the Director of Student Engagement. Responsibility for the conduct of social affairs rests with the sponsoring organization. All organizations, social or otherwise, are required to adhere to regulations or standards of conduct prescribed by the college administration. A HANDBOOK FOR STUDENT ORGANIZATIONS is available on line on the Enrollment and Student Services web page and in the Office of Student Engagement.

**D.** The right to dissent.

Particularly, to carry on individual or organized activity, which expresses grievances held, or changes desired. This activity is carried on within the limits of the democratic process of freedom of speech, assembly, and petition.

**D.1** Any student parade, serenade, demonstration, rally, and/or other meeting or gathering for any purpose conducted on the campus of Coahoma Community College must be scheduled with the Assistant Director of Student Engagement least seven (5) days in advance of the event. Names of the responsible leaders of the group must be submitted to the college at the time of scheduling. Organizations which meet at regular times and places may, at the beginning of each semester, schedule such meetings with the Assistant Director of Student Engagement.

**E.** The right to an environment that is free of harassment or any other unreasonable interference with the student's performance.

**E.1** Coahoma Community College provides a mechanism to redress grievances that may arise over instructional matters, sexual harassment, and/or alleged discrimination on the basis of race, sex, religion, veteran's status, age, national origin, or handicap as prohibited by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. This procedure is also designed to present grievances concerning students' rights of privacy and access to their educational records as articulated in the Family Rights and Privacy Act of 1974, commonly known as the Buckley Amendment.

**E.2** The Student Grievance procedures are listed in the section entitled Grievance Procedures.

**F.** The right to a smoke free environment. Smoking is prohibited at all times, and at all locations of Coahoma Community College campus, including College-owned facilities, properties, and grounds. This includes but is not limited to the following: • The interior of all College-owned buildings; • All outside property or grounds of the main campus, including sidewalks, parking lots, recreational areas and partially enclosed areas such as walkways, breezeways, patios, porches, gazebos, tents and bus shelters; • Within any Coahoma Community College-owned vehicles, including buses, vans, shuttles, golf carts and all other College vehicles; and • All indoor and outdoor athletics venues and facilities. This policy applies to all faculty, staff, students, visitors, and contractors.

***G. Student members of the Coahoma College community as individuals and in groups have certain responsibilities. These include:***

**G1.** The responsibility to present college identification to authorized college officials upon request, including the administration, faculty, staff, campus police, dining hall personnel, residence hall directors and managers, and resident assistants.

**(a)** The college issues each student an identification card at the time of registration. This card is to be used to identify the recipient as a student of Coahoma Community College. **This card is a valuable document and should be worn and visible at all times.**

**(b)** Any misuse of the card by its holder or attempted use by another person will result in disciplinary action.

**(c)** The loss or theft of an identification card should be reported immediately to the campus police department.

**G.2** The responsibility to refrain from actions that deny other members of the community their rights as enumerated.

**G.3** The responsibility to refrain from harassment of any individual(s) or group (s) on campus (**see policy 4.70**)

**G.4** The responsibility to refrain from the use of force against a person or group, the forcible interference with another person's freedom of movement, and/or personal abuse of another person.

**G.5** The responsibility to respect the right to property of individuals, groups, and the college itself.

**G.6** The responsibility to respect the confidentiality of personal information about members of the college community and to reserve that right of privacy.

**G.7** The responsibility to refrain from disruption in the form of coercion or violence.

**G.8** The responsibility to ensure that guests on campus will demonstrate actions in a manner consistent with the "Statement of Rights and Responsibilities".

**G.9** The responsibility to refrain from noise, disruption, and/or abusive behavior in the college community.

**G.10** All students who will operate and/or park a vehicle on college property at any time during the year are responsible for obtaining a copy of the college Parking and Traffic Regulations (Vehicle Citation) from the Coahoma Community College campus Police Department (whether from the office or from an officer) and obtain college registration for **all** vehicles owned or operated.

**G.11** The responsibility to observe all duly established college, local, state, and federal regulations. The content in this handbook cannot affect in any way the jurisdiction of courts and other civil authorities over any Coahoma Community College student. Membership in the Coahoma community does not mean a privileged or immune status from the laws and other regulations that other residents of the State of Mississippi must obey. All laws of the State apply equally to members and nonmembers of the college community.

### ***GRIEVANCE PROCEDURES***

Coahoma Community College is committed to maintaining a campus environment in which employees and students can collaborate and communicate freely with each other. The College recognizes that situations may arise in which an employees or students believe that the College may have subjected them to unfair treatment, or that they have been subjected to actions that violate the College's policies or the law. When this happens, employees or students are strongly urged to seek advice from an appropriate member of the College community. There should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion.

While it is not required, employees or students who believe that they've been subjected to improper or unfair treatment by the College or to behavior which violates any of the College's policies may first try to solve the problem through direct communication with the other person(s) concerned. Again, there should be no fear of reprisal or retaliation; the matter should be handled in a confidential fashion. If a discussion is not appropriate or possible, or if the employees or students are not comfortable trying to communicate directly with the other person(s) concerned, employees should promptly bring the problem to the attention of the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100. Students should promptly bring the problem to the attention of the College's Director of Student Engagement or his/her Instructional Dean.

Please note that the procedures contained in this policy are not intended to be used to challenge the desirability or application of the College's policies. Grievances do not involve claims of possible discrimination on the basis of race, color, sex (including sexual harassment), religion, creed, age, handicap, national origin, or status as a veteran. Employees or students wishing to pursue claims of such discrimination must report them directly to the College's Employee Services Department, located in the Vivian M. Presley Administration Building, in room A-100.

As related to employees, disputes over salary or rates of pay, or disputes over a supervisor or administrator's judgment regarding job performance or professional competence, will not ordinarily constitute the basis for filing a grievance under this policy. The College's Employee Services

Department will determine whether or not a dispute is within the scope of this policy.

The grievance procedures identified below, may be invoked by employees and/or students. This grievance policy is in place for current employees and students of the College. Contract non-renewals or former students are not subject to review under the grievance policy.

### **Non-Retaliation**

An employee or student who file grievances in good faith shall not be subject to retaliation for making or pursuing such claims. Likewise, an employee or student providing evidence in the grievance process on behalf of or against another's claim shall not be subject to retaliation for their participation in the grievance process.

As related to an employee, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Employee Services Department may recommend disciplinary action, including, but not limited to, demotion, suspension, termination, or other of employment for the offending party or parties.

As related to student, if the evidence reveals that any of the parties involved in the grievance process have fabricated information, then the College's Director of Student Engagement may recommend disciplinary action, including, but not limited to, suspension, expulsion, or other actions for the offending party or parties.

### **THE GRIEVANCE PROCESS**

Note: The deadlines established by the grievance process are intended to promote a speedy and fair outcome for all concerned. If compliance with a deadline is not practical or reasonable in the circumstances, the individual or party who cannot comply with the deadline should request an extension from the College's Employee Services Department or the Director of Student Engagement. For instructional grievances, the student should see the Instructional Dean. Ordinarily, no more than one extension should be requested or granted during the course of any grievance proceeding. Accordingly, all parties should do their part to comply with all deadlines.

**Step 1** – Within seven (7) business days of the incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student is encouraged to meet with the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to try to resolve the problem(s) informally. The aggrieved employee is also encouraged to seek the assistance of the College's Employee Services Department to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved employee believes that the assistance and/or participation of the College's Employee Services Department will promote the likelihood of achieving a satisfactory result.

The aggrieved student is also encouraged to seek the assistance of the College's Director of Student Engagement. For instructional grievances, the student should see the Instructional Dean to coordinate the meeting, and/or to provide guidance or participation in the meeting, if the aggrieved student believes that the assistance and/or participation of the College's Director of Student Engagement or the Instructional Dean will promote the likelihood of achieving a satisfactory result.

OR

If a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance is reasonably deemed by the aggrieved employee or

student to be unlikely to produce a mutually satisfactory conclusion, or if the aggrieved employee or student is not comfortable communicating directly with the other person(s) concerned, then the aggrieved employee or student should proceed to Step 2.

**Step 2** – If a mutually-acceptable outcome was not achieved as a result of a meeting between the persons directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance (as described in Step 1, above), then the aggrieved employee or student may file a written statement of the grievance with the College’s Employee Services Department or with the Director of Student Engagement within three (3) business days after the meeting was held. For instructional grievances, the student should file a written statement to the Instructional Dean within three (3) business days after the meeting was held.

OR

If a meeting was not held between the aggrieved employee or student and the persons involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, the aggrieved employee or student may file a written grievance within ten (10) business days after the event(s), incident(s), or situation(s) that led to the grievance. If an employee or student fails to file his or her grievance within 10 days of the event(s), incident(s) or situation(s) that led to the grievance, the fact-finding process may be impaired and additional time may be required to investigate the aggrieved employee’s or student’s complaint and to make a determination.

**Contents of the grievance statement.** The grievance statement filed must include the employee’s or student’s name, position, and department; the name of the employee’s supervisor or the student’s Director of Student Engagement or Instructional Dean; a detailed description of the alleged grievance, including, as is appropriate, the dates of the occurrence(s); the date when the employee or student discovered the action upon which the grievance is based; a narrative statement which describes how the matter arose; a description of when and how the employee or student learned of the matter; the misconduct, unfair treatment, or improper action(s) that occurred, or the rights which the employee or student believes were violated; subsequent actions taken by the employee or student; any actions taken by the employee or student to resolve the matter; and a description of the specific remedy desired; and the employee’s or student’s signature.

After the grievance statement has been submitted to the College’s Employee Services Department, Director of Student Engagement or Instructional Dean, a copy of the grievance statement may be provided to the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and to other appropriate College personnel by the Employee Services Department, Director of Student Engagement or Instructional Dean.

**Step 3** -- The College’s Employee Services Department or the Director of Student Engagement or Instructional Dean will conduct an investigation to collect pertinent information relating to the grievance, which may include individual discussions with the employee filing the grievance and the person(s) involved in or implicated by the grievance, based upon the availability of the individuals. This investigation should be concluded within ten (10) business days after the filing of the grievance, unless additional time for investigation is needed in the circumstances, to include, but not limited to, an employee or student with documented disabilities. If appropriate, written statements may be obtained from witnesses and/or from person(s) involved in or implicated by the grievance.

**Step 4** – After the investigation has been concluded, a representative from the College’s Employee

Services Department or Director of Student Engagement or Instructional Dean shall promptly convene a meeting with the employee or student filing the grievance, the person(s) directly involved in or implicated by the event(s), incident(s) or situation(s) forming the basis of the grievance, and other personnel, as is appropriate, to review the situation and to discuss a possible resolution of the grievance that is acceptable to all parties, if any. If a mutually agreeable resolution can be achieved, no further actions will be taken by the College's Employee Services Department or the Director of Student Engagement or Instructional Dean in relation to the grievance.

**Step 5** – If an agreeable resolution cannot be achieved by agreement (as described in Step 4), the College's Employee Services Department, Director of Student Engagement or Instructional Dean will notify the aggrieved employee or student of its determination in relation to the grievance within seven (7) business days. The College's Employee Services Department, Director of Student Engagement or Instructional Dean may also notify other appropriate personnel of the determination, as well, and may recommend any action(s) deemed to be necessary or appropriate – including disciplinary action -- to resolve the grievance. The parties named in or implicated by the complaint have three (3) business days to accept the decision and the recommended actions, or to proceed to the next step.

**Step 6** – If the parties named in or implicated by the grievance are not satisfied with the College's Employee Services Department, Director of Student Engagement or Instructional Dean's determination and recommended actions, the aggrieved party or parties may submit a written appeal to the College's Employee Services Department or Director of Student Engagement or Instructional Dean within three (3) business days after receiving notification of the determination and recommendations. Failure to file an appeal within three (3) business days constitutes an acceptance of the decision and recommended actions rendered.

Upon appeal, a grievance hearing ordinarily shall be scheduled by the College's Employee Services Department for employees; the Director of Student Engagement or Instructional Dean for students, to take place within fourteen (14) days after the appeal and request for a grievance hearing has been submitted. A neutral hearing officer selected by the College will hear the grievance. Attendance at the hearing shall be restricted to the hearing officer, witnesses, and College representatives. The hearing officer shall preside at the hearing and any party who wishes to present evidence, examine witnesses, summarize evidence, or present arguments may do so only with the consent of the hearing officer. It is the responsibility of the aggrieved employee or student to show that there has been a violation of policy or established practice. If the aggrieved employee or student wishes to obtain testimony from witnesses at the hearing, the names of witnesses must be provided to the College's Employee Services Department for employees or Director of Student Engagement or Instructional Dean for students at least seven (7) days prior to the hearing date (to avoid possible scheduling conflicts among witnesses). The privacy of confidential records used in the hearing shall be respected. The aggrieved employee or student to the grievance may submit suggested questions or proposed inquiries of witnesses, in writing, to the hearing officer at the time of the hearing, and the hearing officer may, at his or her discretion, ask the questions or pursue the proposed inquiries at the hearing, if they are deemed by the hearing officer to be relevant. An audio recording or stenographic record of the hearing will be maintained. (If an audio recording of the hearing is made, a copy of the recording may later be requested by the aggrieved employee or student, if an appeal is filed in relation to any determinations or recommendations subsequently issued by the hearing officer.) The hearing officer may consider both oral testimony and written materials, and other evidence. Upon receipt of any written statement or evidence provided by

any party to the hearing officer, the hearing officer shall promptly provide the other party with a copy of such materials.

After the close of the hearing, the hearing officer shall issue a report within fourteen (14) business days which contains his or her findings and non-binding recommendations, based upon the evidence, information, and testimony presented at the hearing. A copy of the hearing officer's report will be immediately provided to the aggrieved employee or student and to all other parties named in or implicated by the complaint. The aggrieved employee or student, or any other party against whom an adverse employment action or enrollment action has been recommended in relation to the grievance, has seven (7) business days to accept the decision and/or recommendations of the hearing officer, or to proceed to the next step. The report and/or recommendations of the hearing officer shall be advisory; the College retains the right to accept or to reject the findings, recommendations, and decisions of the hearing officer, in whole or in part, for the purposes of deciding upon an appropriate course of action and/or response in relation to the grievance.

**Step 7** -- If the parties named in or implicated by the grievance are not satisfied with the decision and/or recommendations of the hearing officer, the aggrieved employee or implicated parties may submit a written appeal to the College's Employee Services Department, Director of Student Engagement or Instructional Dean within seven (7) business days after the hearing officer's report and recommendations have been mailed to or otherwise provided to the aggrieved party or parties. The appeal must include a detailed description of the basis of the appeal, and a detailed statement, which explains why the hearing officer's determination and/or recommendations are in error. This appeal shall be submitted to College's Employee Services Department, Director of Student Engagement or Instructional Dean. The College's Employee Services Department, Director of Student Engagement or Instructional Dean shall then provide all investigative, hearing, transcript, personnel, and other materials (including the hearing officer's report and/or recommendations) to the President of Coahoma Community College for his or her consideration. Within a reasonable period of time, the President shall review these materials and, at his or her discretion, any other available evidence, information, and testimony, for the purposes of determining whether to sustain the grievance and/or the hearing officer's recommendations, in whole or in part; to reject the grievance and/or the hearing officer's findings and/or recommendations, in whole or in part; or to take other appropriate action, in his or her discretion. The report and/or recommendations of the hearing officer and/or of the College's Employee Services Department, Director of Student Engagement or Instructional Dean shall be advisory, and will not bind the President to a particular decision. The President's review of the grievance and the hearing officer's report and recommendations may be made in consultation with the College's Employee Services Department, Director of Student Engagement or Instructional Dean, with the Board of Trustees, and/or with other individuals, as is or may be appropriate. The decision of the President is final.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) OF 1974**

To comply with the requirements of the Family Education Rights and Privacy Act of 1974, Coahoma Community College periodically announces publicly the policies and procedures implementing the act. Additional information is available within the Office of Student Engagement and the Office of the Registrar.

Different types of student records are maintained in various college offices, and the chief administrator

in each of these offices is responsible for them.

Generally, with certain exceptions, the law provides that students and former students have the right to review their records, request explanations concerning them, obtain copies and challenge records that they feel are inaccurate, misleading or otherwise inappropriate. The challenge procedure includes a full and fair opportunity for the student to present relevant evidence at a hearing. The law also provides that students may waive their right of access to confidential letters of recommendation and may also grant permission to release certain personally identifiable information to specific personnel. The exception to this law includes educational personnel records; records maintained for law enforcement purposes; employment records on non-students; records maintained by a physician, psychiatrist or psychologist; and, financial records of a student's parents. The law also provides that, in addition to college employees having a legitimate educational interest, certain other governmental and quasi-governmental agencies and parents certifying that a student is carried as a dependent for income tax purposes, may have access to student records. The Director of Student Engagement/designee, can with his/her discretion inform the parents of acts and/or disciplinary sanctions in a case where discretion constitutes an emergency.

## **STUDENT ORGANIZATIONS-STUDENT GOVERNMENT**

Specific information on the Student Government Association (SGA) can be found in the on-line handbook governing on-campus clubs and organizations, the SGA Constitution, and it is also available in the Office of Student Engagement. In addition to providing a mechanism for student involvement in institutional decision-making, student government at Coahoma Community College provides an educational experience. The SGA's primary purpose is to develop a sense of responsibility for adherence to accepted standards of group life. Secondly, the SGA's purpose is to demonstrate in actual living experiences the social skills required for responsible self-government. The extent to which student self-governance is effective depends upon the degree to which students accept and perform their role in the process. Leadership development is an outcome of student self-governance. The Student Government Association, or members thereof, if involved in any incidents unbecoming of a Coahoma Community College Student Leader can be impeached from office, as outlined in the constitution of the SGA. The constitution can be found on the institution's website on the Student Life webpage, in the clubs' and organizations' manual.

## **PROCEDURES TO ESTABLISH STUDENT ORGANIZATIONS**

1. If the club/organization will be an academic, Health Sciences, or Career-Technical entity (instructional area), then the Dean of either area will have to submit a written application along with the constitution and by-laws to the Director of Student Engagement for final approval. If the club/organization is independent of the instructional/support services areas, the group has to register with the Office of Student Engagement, make application, and submit for approval the organization's constitution and by-laws. The by-laws will include the organization's mission statement, measurable goals and objectives, articles of impeachment procedures, proposed activities, etc. All aforementioned should coincide with the institution's mission and in keeping with the institution's rules and regulations.

2. Submit a list of prospective members (charter members for new clubs/organizations) and the proposed faculty/staff advisor of the organization to the Office of Student Engagement.
3. Complete and submit the registration form packet that is required of all student organizations.

### **College approved Clubs and Organizations:**

Student organizations provide an opportunity to discover and develop leadership skills, to make a positive contribution to co-curricular campus life, and to develop socialization skills with fellow students. The student organizations at Coahoma Community College are as diverse as the student enrollment and were developed to create avenues for increased learning and community spirit. Student Organizations are governed by policies set forth by the Division of Student Engagement. In order for Clubs and Organizations to participate in major functions (Homecoming Activities, Coronation, host campus/off-campus events) they are to be deemed active by the guidelines set forth by the Division of Student Engagement. The following are recognized clubs and organizations on the Coahoma Community College campus:

**ACCOUNTING SOCIETY:** This organization is designed to give students an opportunity to participate in accounting practices and to be exposed to various careers in the field. Upon the permission of the advisor, students of any classification are eligible for membership.

**AMBASSADORS:** This organization is designed to give students an opportunity to participate in activities of the college. Students are introduced to the history of the college and represent the college with the recruiting staff. Upon an interview of the advisor, students of any classification are eligible for membership. The Ambassadors participate in various activities of the college on and off campus.

**BAND:** This organization is designed to give students an opportunity to participate in group musical playing and performances. With an audition from the Director of Bands, students of any classification are eligible for membership. The band participates in on and off campus activities.

**BAPTIST STUDENT UNION (BSU):** This organization is designed for students wanting to experience knowing Christ and to make Him known. Through small group Bible studies that help develop a deeper knowledge of God, spiritual accountability is built with students. Retreats, conferences, and seminars are opportunities available through this club.

**BARBERING & COSMETOLOGY STYLIST:** This organization is designed to give barbering and cosmetology students an opportunity to participate in group practical settings. Students are introduced to the best practices of barbering and cosmetology. With the permission of the advisors, students of any classification are eligible for membership.

**CCC CHOIR (PHI CHI PSI):** This organization is designed to give students an opportunity to participate in group singing and choral music activities. Students are introduced best practices in music arrangements. With an audition from the Director, students of any classification are eligible for membership. The choir participates in state meetings and festivals and gives concerts on and off campus.

**THE COAHOMA MALE:** This club is to provide services to the Coahoma male student that will enhance the probability of the student's successful matriculation to graduation by eliminating potential barriers to success. Male students of any classification are eligible for participation.

**The COAHOMAN:** This is an annual yearbook that presents a pictorial history of events of the school year. It represents the student body, faculty, staff, campus activities, and events. The Year Book Staff facilitates selections for this club.

**COMPUTER SCIENCE SOCIETY:** This organization is composed of computer majors and other students who are interested in the objectives of the club. Objectives of this club include: to help each member develop a sense of responsibility and a more cooperative attitude through group participation; and to help each member learn to think critically.

**CRIMINAL JUSTICE SOCIETY:** The Criminal Justice Department provides an opportunity for students to make use of current materials in discussing vital issues that affect the criminal justice field and to provide career pathways in the field.

**DELTA EPSILON CHI:** is a collegiate organization to enhance the co-curricular education of students with interest in marketing, management and entrepreneurship. Delta Epsilon Chi helps students to develop skills and competence for business careers, to build self-esteem, to experience leadership and to practice community service.

**DORMITORY COUNCIL:** Student Housing and Residence Life sponsors the Residence Hall Council to ensure the participation of residents in creating an environment and providing experiences conducive to academic and social development.

**EDUCATION CLUB:** This club is designed to alert the awareness of its members of the current and innovative issues in education. It further fosters experiences in leadership and group activities and acquaints the students with the opportunities and responsibilities of the teacher profession. Membership is opened primarily to General, Early Childhood, Elementary, Special, and Secondary Education majors, or any student who endorses the goals and objectives of the club.

**ENACTUS formerly SIFE:** A community of student, academic and business leaders committed to using the power of entrepreneurial action to transform lives and shape a better more sustainable world.

- **Entrepreneurial** -- having the perspective to see an opportunity and the talent to create value from that opportunity
- **Action** - the willingness to do something and the commitment to see it through even when the outcome is not guaranteed
- **Us** - a group of people who see themselves connected in some important way; individuals that are part of a greater whole

**ENGLISH CLUB:** The English Department sponsors the English Club for the purpose of stimulating students' interest in reading and language. English majors are required to become members; however, all students are encouraged to join.

**EPICUREAN CLUB:** This club is established to expose students to the art of fine dining and etiquette.

**FELLOWSHIP OF CHRISTIAN ATHLETES (FCA):** The Coahoma Community College Fellowship of Christian Athletes (CCC- FCA) is a club that focuses on presenting to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

**FRESHMAN CLASS:** This class of students plan and carry out social and retention class initiative programs. Its membership is made up of Freshman class members only.

**HEALTH & PHYSICAL ED:** This club affords physical education majors and other interested students the opportunity to participate in many phases of physical education programs. Members are taught to officiate and render this service to the school's intramural program.

**MOSA CLUB-ADN PROGRAM:** This club affords Associate Degree in Nursing majors and other interested students the opportunity to participate in many phases of nursing practices. Members are taught the different types of nursing careers and compete for regional recognition.

**MULTIMEDIA CLUB:** The Coahoma Community College Multimedia Club (CCCMC) is a club that focuses on learning about and creating various multimedia projects, including photography, video, audio, graphics and website management. Membership to this club is open to all CCC students through the Office of Communications.

**NATIONAL ASSOCIATION OF LICENSED OF PRACTICAL NURSES (NALPN):** The National Association of Licensed Practical Nurses is the professional organization for licensed practical nurses and licensed vocational nurses and practical/vocational nursing students in the United States.

**NATIONAL TECHNICAL HONOR SOCIETY:** National Technical Honor Society is a national junior college honorary society in the career technical area promoting scholarship, leadership, and the development of character. Eligibility for membership includes a grade-point average (GPA) of 3.25 or

better in technical programs and an overall grade point average (GPA) of 3.0, evidence of good character, and membership in extracurricular activities.

**PHI BETA LAMBDA:** is a business organization designed to prepare the student for success as leaders in business, government, and the community. Our mission is to bring business and education together in a positive working relationship through innovative leadership and career development.

**PHI THETA KAPPA (ALPHA OMICRON PI CHAPTER):** This national community/ junior college honorary society promotes scholarship, leadership, and the development of character. Eligibility for membership includes a grade point average of 3.50 or better, evidence of good character and membership in extra curricula activities. In addition, students desiring to join the society must have completed a minimum of twelve (12) semester hours at Coahoma Community College and must be enrolled for a minimum of twelve academic semester hours during the semester he is elected to the society. Students who become members are eligible for academic scholarships set up specifically for them at numerous colleges and universities throughout the United States.

**RESPIRATORY CARE:** This club affords respiratory care majors and other interested students the opportunity to participate in many phases of respiratory care. Members are taught the different facets of this allied health field.

**SCIENCE & MATH SYMPOSIUM:** This organization is composed of science and mathematics majors and other students who are interested in the objectives of the club. Objectives of this club include: to help each member develop a sense of responsibility and a more cooperative attitude through group participation; to help each member learn to interpret and analyze the issue of science and mathematics; to help each member learn to think critically; to encourage research in the sciences and mathematics and present seminars; and to have members meet famous/outstanding personalities in the fields of science and mathematics.

**SOCIAL SCIENCE SOCIETY:** The weekly forums under the sponsorship of the Social Science Department provide the opportunity for students to make use of current reading materials in discussing vital social problems and relative careers in the field.

**SOPHOMORE CLASS:** This class of students plans and carries out social and retention/graduation class initiative programs and its membership is made up of Sophomore students only.

**SKILLS USA:** is the official student organization for those individuals enrolled in trade, industrial, technical, and training programs. As an integral part of the instructional program, the club activities that are planned, initiated, and conducted by members; help the students develop social and leadership abilities as well as occupational skills. All career technical students are expected to be active and supportive in club activities.

**SPANISH CLUB (PURA VIDA):** Promotes peace through understanding among all people; Increase cultural awareness by sponsoring activities which promote understanding and goodwill; Seek creativity in diversity while improving and expanding upon the efforts toward this goal; Organize educational and cultural activities that will promote the studies of Hispanic language, literature, and culture; Promote appreciation and understanding of the Hispanic/Latino culture; Contribute and encourage the study and appreciation of the Spanish language.

**STUDENT GOVERNMENT ASSOCIATION:** The purpose of the Student Government Association is to serve as a liaison between the administration, faculty, staff, and student body. It provides for student participation in school government, establishes better student-teacher relationships, affords training in citizenship, and ensures a sincere respect for the aims and objectives of Coahoma Community College.

**WESLEY FOUNDATION:** The Wesley Foundation at Coahoma Community College is a campus ministry/organization that seeks to embody the love of God known through the life and work of Jesus Christ. We strive to offer a spiritual home, provide opportunities for personal growth and spiritual formation, serve Christ by serving others, work for peace with justice, develop Christian leaders, and provide outreach through missions.

### **Student Elected and Appointed Positions**

Coahoma Community College provides opportunities for student- democratic governance, to play a vital role in the shaping of establishing a sound voice for reason while students matriculate to graduation. The following positions are attained by an election held by the Division of Student Engagement. All elected positions are done in the spring semester. Persons elected and appointed to positions as outlined are required to attend mandatory trainings and camps that are scheduled by the administration of the Division of Student Engagement. Elected and appointed persons cannot be found to be indignant on any computer generated networks, such as Facebook, Instagram, Twitter, and Snapchat, or any other social media. They must be absent of judiciary infractions, etc. The positions that follow are on institutional scholarship, a brief description will be provided for those listed.

*Student Government President Elect*-The student who is vying to become the Student Government Association President has to be a freshman entering the sophomore year; a student that if elected, cannot participate in any other major elections at the institution, namely Mr. or Miss Coahoma. The student has to have achieved at the time of election a cumulative grade point average of 3.0 on a 4.0 scale. If elected, the student must maintain throughout tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, leadership capabilities to govern a cabinet, a commitment to academic honesty and excellence, commitment to the judicial process at Coahoma, a commitment to Coahoma, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The successful elect will work very closely with the Director of Student Engagement and the Assistant Director of Student Engagement.

*Vice President*-The Vice President is the student that has the second highest votes in the presidential election. The Vice President is the direct aid to the president and should exhibit all qualities and requirements as outlined in the president's description.

*Chief of Staff-Executive Secretary*-The position is for a freshman student, matriculating to sophomore year. The position is appointed by the Student Government Association President and the Director of Student Engagement, and should exhibit all qualities and requirements as outlined in the president's description.

*Treasurer*- The elected position is for a freshman student, matriculating to sophomore year. The position is elected by the student body during the presidential election and should exhibit all qualities and requirements as outlined in the president's description.

*Public Information Officer*- The position is appointed. It is generally assigned to an incoming freshman. The Student Government Association President and/or the Director of Student Engagement are responsible for the appointment. The position's sole function is to publicize, via comprehensive media, the projects, events, ideals, and beliefs of the SGA. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

*Sergeant- At- Arms*- The person given this position is appointed by the SGA President and the Director of Enrollment of Student Service. It is usually given to a freshman student matriculating to sophomore year. The position's sole function is to maintain order at all sanctioned SGA meetings and functions. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

*Student Leadership Chairman*- The position is appointed to a freshman student matriculating to Sophomore year by the Student Government Association President and the Director of Student Engagement. The position's function is to establish a network of students in an effort to gather ideas and concerns about programming that the student body wants provided; to work closely with the president in providing workshops conducive to academia and social and cultural leadership, and to assist the Coordinator of Student Activities in materializing and implementing solid day and evening programming. The successful appointee must work along with the SGA president to serve with campus clubs and organizations to push their respective agendas. The successful appointee will recommend a co-chair to the SGA president and Director of Enrollment for approval. All functions of this position are to be cleared through the SGA president. The student seeking appointment should exhibit all qualities and requirements as outlined in the president's description.

## **CCC Elected Campus Royalty**

Mr. Coahoma Community College *Elect*-The student who is vying to become Mr. Coahoma Community College has to be a freshman male entering the sophomore year. A student, if elected, cannot participate in any other major presidential elections at the institution, namely Student Government Association President. The student has to have achieved at the time of election a cumulative grade point average of 3.0 on a 4.0 scale. The student cannot have children or have had a child at the time of election nor father a child during his reign. If elected, the student must maintain throughout his tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, commitment to the judicial

process at Coahoma, a commitment to Coahoma, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The character of Mr. CCC has to yield to an acceptably groomed and neatly dressed appearance at all times; not being present in an inappropriate manner on computer networks such as face book, Instagram or SnapChat, absent of judiciary infractions, etc; must be registered to vote, and to avoid conflict at all times. The successful candidate must understand that his first priority of extracurricular activities is to the Division of Student Engagement. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in the student being removed from the position and replaced with the alternate for Mr. CCC and any leadership scholarships/privileges given will be forfeited at that time.

The election process is predicated on 75% of the popular student vote, and 25% of the process comes from a structured interview with a cabinet designated by the Assistant Director of Student Engagement. The interview is an important part of the process and can determine the outcome of the race. The successful elect will work very closely with the Director and Assistant Director of Student Engagement.

*Miss Coahoma Community College Elect-* The student who is vying to become Miss Coahoma Community College has to be a Freshman female entering the sophomore year. A student, if elected, cannot participate in any other major presidential elections at the institution, namely Student Government Association President. The student has to have achieved at the time of election a cumulative grade point average of 3.0 on a 4.0 scale. If elected, the student must maintain throughout her tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, commitment to the judicial process at Coahoma, a commitment to Coahoma, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The character of Miss CCC has to yield to an acceptably groomed and neatly dressed appearance at all times; not being present in an inappropriate manner on computer networks such as Facebook, Instagram, and SnapChat, absent of judiciary infractions, etc; must be registered to vote, and to avoid conflict at all times. The student cannot have children or have had children at the time of election, nor can she become pregnant during her reign. The successful candidate must understand that her first priority of extracurricular activities is to the Division of Student Engagement. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in that can result in the student being removed from the position and replaced with the alternate for Miss CCC and any leadership scholarships/privileges given will be forfeited at that time.

The election process is predicated on 75% of the popular student vote, and 25% of the process comes from a structured interview with a cabinet designated by the Assistant Director of Student Engagement. The interview is an important part of the process and can determine the outcome of the race. The successful elect will work very closely with the Director and Assistant Director of Student Engagement.

*Homecoming Queen-* The student who is vying to become Homecoming Queen at Coahoma Community

College has to be a sophomore female. The student has to have achieved at time of election a cumulative grade point average of 3.0 on a 4.0 scale. If elected, the student must maintain throughout her tenure, aforesaid cumulative GPA. The student has to have and continue to exhibit high moral character, public speaking skills, leadership capabilities, a commitment to academic honesty and excellence, commitment to the judicial process at Coahoma, a commitment to Coahoma, a commitment to the student body, a delightful personality and attitude among all constituents, a solid sense of governance, high level of dependability of students, administration, faculty, and staff, and a commitment to service initiatives. The character of the Homecoming Queen has to yield to an acceptably groomed and neatly dressed appearance at all times; not being present in an inappropriate manner on computer networks such as Facebook, Instagram, SnapChat, etc; must be registered to vote, innocent of campus judiciary matters, and to avoid conflict at all times. Miss Homecoming cannot have children at the time of election, have had children prior to the election, nor can become pregnant during her reign. Unbecoming behavior and being seen in places unbecoming a student leader will result in automatic disciplinary proceedings that can result in the student being removed from the position and replaced with the alternate for Miss Homecoming. The election process is predicated on 100% of the popular student vote.

## ACTIVITIES

Coahoma Community College provides co-curricular activities as a means of diversifying and enhancing the students' quality of experiences at the college. As quality and excellence in education is our primary focus, students have to maintain a minimum 2.0 cumulative grade point average to participate in co-curricular activities. The activities include band, choir, athletics, and intramural sports. All evening activities, including intramural programming, is developed and supervised by the Coordinator of Student Activities and the Evening Coordinator of Student Activities. More detailed guidelines for evening programming can be viewed on the college's website, on the Student Affairs webpage. A **mandatory** activity yearly that the Coahoma residence hall students will have to attend is the coronation for Mr. and Miss Coahoma Community College, which is held in the spring semester. Students should be dressed in semi-formal attire. Failure to attend this event will result in a fine of \$100. Student Activities will end the week before exams are scheduled at the end for each semester. Activities, including club and organization sponsored elections, dances, cook-outs, programs, intramurals, game room, bowling center, etc, will not be permitted. College sponsored activities on/off campus where students commit acts that are unbecoming of the code of conduct or related to prohibited student infractions subject students to become a part of the judicial process of the college.

## GENERAL INFORMATION ADMISSIONS

Coahoma Community College has an "open admissions" policy.

Coahoma Community College embraces the philosophy that students are provided the opportunities for learning experiences, such as developmental courses, counseling, and tutorial assistance that will help individual students to succeed in achieving their educational goals.

Coahoma Community College utilizes relevant diagnostic instruments to determine the strengths and

needs of students in order to assure the selection of the most appropriate program options to assure student success.

Coahoma Community College does not discriminate in the admission of students because of race, color, sex, national origin or disability. The institution ascribes to an "open admissions" policy. However, admission to the college does not necessarily guarantee admission to a specific program desired by a student.

Coahoma Community College admits students whose American College Test (ACT) scores are on file in the Admissions and Records Office. Students seeking admission to the academic and technical programs are required to take the ACT and request that the results be sent to the Office of Admissions and Records before credit is granted. First-time college enrolled students 21 years of age and older are not required to take the American College Test unless they are planning to enter a specific program that requires it. All admission requirements must be met before a student is officially accepted by the institution.

**Immunization Requirement:** In cooperation with the Mississippi State Board of Health, Coahoma Community College requires certification of appropriate immunization against rubella and measles of all entering students whose birth dates are after December 13, 1956.

A student, who is on academic probation at another college, if otherwise acceptable, is admitted to Coahoma Community College on probation. A student who is expelled from another college because of academic suspension may be considered for admission to Coahoma Community College on probationary status after remaining out of college for one semester.

## **MANDATORY TESTING AND PLACEMENT PROCEDURE**

Placement is mandatory for all entering first year students whose declared program of study is academic or technical and who began their college studies after the spring session of 1996.

The college will utilize Sub-scores of the ACT or placement examination for placement purposes. Any student desiring to challenge the ACT results for placement has the opportunity to take a challenge test prior to and during registration.

### **PLACEMENT SCALE:**

#### **English ACT Sub-score & Reading ACT Sub-score Placement**

– A student who makes a sub-score of 13 or less in English or Reading on the ACT is required to take ENG0114 Beginning English & Reading\*.

– A student who makes a sub-score of 15-16 in English or Reading on the ACT is required to take ENG0124 Intermediate English & Reading\*.

– A student who makes a sub-score of 17 or more in English or Reading on the ACT is advised to enroll in ENG 1113 English Composition I.

Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration.

#### **Math ACT Sub-score Placement**

- A student who makes a sub-score of 15 or less in Math on the ACT is required to enroll in MAT0123 Beginning Algebra\*.
- A student who makes a sub-score of 16-18 in Math on the ACT is required to enroll in MAT1233 Intermediate Algebra\*. – A student who makes a sub-score of 19 in Math on the ACT is advised to enroll in MAT1313 College Algebra.
- A student who chooses to major in Mathematics, and makes a sub-score of 21 or above in Math on the ACT, is advised to enroll in MAT1613 Calculus I.

Any student desiring to challenge the ACT results for placement may have the opportunity to take a challenge test prior to and during registration. Note: Advisors will place students based upon ACT sub-score

\*NOTE: Beginning English, Reading, Beginning Algebra, do not transfer and do not count toward requirements for graduation.

## Library Services

The Dickerson-Johnson Library and Learning Resource Center contains the general references, Black Heritage Collections, Media Center and Computer Lab. The library occupies the second and third floors of the building.

The library is designed to facilitate student research and study with open stacks and continuously available assistance from library staff. It offers a wide variety of materials including 54,865 bound volumes, nearly 400 periodicals in several formats including full-text CD-ROM databases, over 2,000 microfilms, as well as current issues of more than 125 magazines, journals and newspapers. Services provided include a microfilm reader/printer, photocopier, typewriters, typing rooms, a large group conference room which also serves as a viewing room, and a Media Center which houses a collection of books, audio-visual materials and equipment.

With the rapid technological advances in the area of information storage, retrieval and delivery, it is possible to expand access to a world of information beyond the library walls. The library has the capability of providing comprehensive searches of the literature to promote and enhance quantitative and qualitative research endeavors. Faculty, staff and students can access electronic databases to which the library subscribes as well as those provided through **Mississippi Alliance for Gaining New Opportunities through Library Information Access (MAGNOLIA)** Mississippi's statewide consortium which is funded by the Mississippi Legislature and **Mississippi Electronic Libraries On- Line (MELO)** as well as the library's on-line catalog. The online catalog provides access to the collection and can be accessed at [www.coahomacc.edu/library](http://www.coahomacc.edu/library).

The computer lab located on the second floor houses twenty-one (21) computers. This lab is used for group instruction, class research assignments, staff development and webinars. There are thirty-three

(33) computers on the main area of the second floor. These computers are available for users to access whatever information is needed including accessing email accounts. Three (3) of these computers are for administrative use by the staff.

The second floor is the reference floor and houses the reference collection along with the Black Heritage Collection. Newspapers, journals and magazines are also located on this floor.

The third floor, Circulation, has a computer lab with ten (10) computers. In addition, there are ten (10) additional computers in the main reading area for student use. All have Internet access.

The library provides access to print and non-print materials necessary to support all programs of the institution. These materials include essential references and specialized program resources. Selection of these materials is a continuous process involving administrators, faculty, students and staff. The basic factor in the selection process is the curriculum. Faculty and staff members with specific fields of interest and experience are asked to make recommendations for materials in their respective fields as well as general references. A list of new books and other materials, cataloged and added to the collection is emailed campus wide at various intervals.

### **Library Services for Campus Outreach**

Most off-campus sites are within a 20-30 minute drive to a strong local public library system. It is, however, the responsibility of Coahoma Community College to ensure that students enrolled at its off-campus sites have the same access to the library's resources that are available to students on campus.

Campus Outreach faculty and students are welcome and encouraged to use the library and its resources. The library catalog is accessible via the institution's homepage. Library materials can currently be delivered to off-campus sites in the following ways:

1. Mailed to the site
2. Delivered by the Director of Campus Outreach
3. Faxed to the site (brief journal articles, requested information that may come from books, pamphlets, newspapers, etc.
4. Via the Internet using the MAGNOLIA databases and other electronic databases to which the library subscribes

Students also have access to libraries within the Dancing Rabbits Library Consortium as mentioned before. Delta State University and Mississippi Delta Community College are a part of the membership.

Teachers are encouraged to schedule library time for students to use the facility when they are completing assigned reading and research projects. Library hours are 8:00 a.m.-9:00 p.m. Monday-

Thursday and 8:00 a.m.-4:00 p.m. on Friday.

### **Circulation**

Only persons holding valid Coahoma Community College identification and patrons of libraries with which the library has cooperative agreements are allowed to check out library materials. Books in the **general collection and Black Collection** may circulate for two (2) weeks. A book must be presented at the circulation desk for renewal and may be renewed for an additional two (2) weeks. Students may check out no more than three (3) books at a time. The fee for a **lost book** will be the current purchase price plus a \$15.00 processing fee. **Faculty and staff members** are granted an extended loan privilege, which is based upon the recognition of their special needs. These materials should be returned promptly when they are no longer in use or at the end of the semester, so that they can be available to others.

A fine of \$.20 per day will be assessed for overdue books, excluding holidays and weekends. All fines must be paid and overdue materials returned at the end of the semester. A student may not check out additional materials until all overdue materials are returned and fees paid. Overdue notices will be posted at mid-term and at the end of the semester. The Business Office and Registrar's Office are given a list of students who do not return books at the end of the semester. Transcripts and/or grades are not released until all materials are paid for or returned.

**Magazines and journals** may not be checked out. They must be used in the library. A call slip must be completed for each back issue of magazines used. Identification must be left with a library staff member at the Reference Desk until the magazine is returned. Only library staff can retrieve back issues of magazines.

**Instructors** may place books on **reserve** at any time during the semester. Before making an assignment, the instructor should notify the library staff to place books on reserve; and when the assignment is completed, the staff should be advised to remove the books from reserve. The Reserve card or book card is placed in any material that is placed on reserve. The student must sign the card and leave a valid school ID to attach to the card until the material is returned to library staff. The individual instructor will inform his students of the books placed on reserve for their use and of regulations regarding the use of the books.

**Reserve books** are kept behind the circulation desk and reference desk and may not be checked out. **Permanent reserve** books are housed in Tech Processing, and the library staff will retrieve permanent reserve materials for the patron. Instructors may place books on reserve at any time during the semester.

**Reference books** are for use in the library but may be checked out overnight when necessary. They must be returned by 9:00 a.m. the following morning. Materials housed in the **Coahoma Community College Archives** are for reference only. They include yearbooks, catalogs, newspapers, brochures, and other memorabilia of the college. These materials may not be checked out. This room is keptlocked.

## EXPENSES

The matter of expenses while attending Coahoma Community College is of importance to every student. The cost of attending the institution varies for each student, based upon, his or her individual circumstances, their residency status (whether within Mississippi or out of state), and the club or organization that the student joins. It is expected, however, that all students will have sufficient funds upon entering the college to pay their educational and personal expenses, including books. All expenses must be paid in cash, by money order, personal check or certified check or credit card. Financial aid, scholarships or other financial resources are viable means for paying to become a matriculating student at the institution. It is expected that each student will review his/her student account to assure that charges have been accurately assessed for each service (e.g. tuition, fees, housing, board, club/organization dues) received from the institution. Discrepancies in accounts should be addressed to the department offering the service, to the Office of Financial Aid, or the Business Office.

## STUDENT FEES

Coahoma Community College is supported, in large part, by legislative appropriations; fees paid by the student constitute a minor part of the actual cost of providing the education they receive. Fees paid by students are briefly explained in the following paragraphs.

# STUDENT EXPENSES

### SCHEDULE OF STUDENT EXPENSES ALL FEES DUE UPON REGISTRATION (All fees subject to change)

#### DAY STUDENTS

Tuition (per semester)	1,425.00
Part-time (per credit hour)	\$160.00
Publication Fee (once per year)	\$60.00
Technology Fee (per semester)	\$50.00
Lab Fee (Science Majors)	\$25.00
Fees for Students Enrolled in Science Courses	\$8.00

#### DORMITORY AND MEALS

Room Fee (per semester)	\$850.00
Meal Plan (5-day)	\$1,010.00
Meal Plan (7-day)	\$1,310.00
Room/Key Deposit	\$100.00

#### DEFERRED PAYMENT FOR DORMITORY STUDENTS ONLY

50% of total tuition and all other fees must be paid at registration. Student will sign a promissory note at this time for the balance. Remaining tuition will be due on October 15th (fall semester) or March 15th (spring semester). Strict adherence to these dates will be required.

<b>LATE REGISTRATION FEE</b>	\$25.00
It is very important that students register during the days designated for registration.	
<b>CLASS CHANGE AND WITHDRAWAL</b> (For each class change after 1st day of class meeting)	\$10.00
<b>AUDIT FEE</b> (per semester hour)	\$125.00
<b>TRANSPORTATION/BUS FEE</b> (per semester)	\$350.00
<b>OUT-OF-STATE FEE</b> (per semester)	\$1,550.00
<b>INTERNATIONAL STUDENT FEE</b> (per semester)	\$1,550.00
<b>RETURNED CHECK FEE</b>	\$40.00
<b>PARKING PERMIT FEE</b>	\$10.00
<b>DISTANCE LEARNING FEE</b> (per course)	\$50.00
<b>GRADUATION FEE</b>	\$65.00
<b>STUDENT IDENTIFICATION CARD</b> (replacement)	\$20.00
<b>EVENING STUDENTS</b>	
Tuition (per semester hour)	\$160.00
Evening Registration Fee	\$25.00
Off-Campus Fee	\$35.00
Publication Fee (full-time students only/once per year)	\$60.00
Technology Fee (per semester for full-time and online students)	\$50.00
<b>SUMMER SCHOOL FEES</b>	
Tuition (per semester hour)	\$160.00
Registration Fee (per summer term)	\$25.00

**GRADUATION FEES**

A graduation fee of \$65.00 is required of all students who are graduating. This fee includes the cost of the degree/certificate and cap/gown rental.

A student's account must be cleared in the Business Office before he/she can graduate or have his/her transcript released.

**REFUND POLICY**

If a class fails to develop or is terminated by order of the administration, all fees assessed and paid will be refunded. Otherwise, only a portion of matriculation fees will be refunded.

No refund of student fees will be made unless the student officially withdraws at the **OFFICE OF ADMISSIONS**. All refunds will be calculated on the following schedule.

Fall/Spring Term	
First Week of Classes	90%
Second Week of Classes	75%
Third Week of Classes	50%
Summer Term	
First Week of Classes	90%
Second Week of Classes	0%

### **REFUNDS OF FEDERAL/STATE GRANTS**

Refunds of Pell Grant/other Federal and State Grants and all other gift aid will begin at mid-point (usually the 9th week) of each semester.

**ENROLLMENT LEVEL (FULL-TIME/HALF-TIME)** and **CLASS ATTENDANCE** have a direct effect on grant and scholarship awards. In turn, the enrollment level and class attendance will have an effect on the refund amount. Class withdrawals affect enrollment level and refunds.

If a student withdraws from part of his/her schedule, a recalculation of all financial aid and refunds may be necessary. If a student withdraws from all classes, financial aid will be recalculated, refunds will be adjusted or canceled, and a repayment of Federal and State funds may be necessary. The immediate repayment of **FEDERAL GRANT MONIES** is a possibility when students withdraw completely or drop out.

### **DELINQUENT ACCOUNTS**

The College has the right to deny re-admission of a student until all delinquent funds owed to the College are paid. Transcripts are not issued for students whose accounts are delinquent. The Business Office collects regular student account balances, and if not paid when due, shall constitute delinquent accounts.

### **BOOKS AND SUPPLIES**

Textbooks for courses in the college division may be purchased from the college bookstore. The cost of books ranges from \$350 to \$400 per semester. School supplies (paper, pencils, pens, souvenirs, etc.) are available in the bookstore.

## **STUDENT FINANCIAL AID GENERAL INFORMATION**

The Financial Aid Office is located on the first floor of the Vivian M. Presley Administration Building. Students applying for federal student aid must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA may be completed via the Internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or the CCC website at [www.coahomacc.edu](http://www.coahomacc.edu). To receive priority consideration for campus-based Federal Student Aid, the FAFSA must be received by the Department of Education Central Processing Center by March 1, with Coahoma Community College (Code - 002401) designated as a recipient to receive the data. Applications received after the above date will be considered according to the availability of funds. If a student does not qualify for Federal Financial Aid (Title IV) funds due to any reason, the student must

still complete the FASFA application to qualify for any additional funds that the institution might award.

## **REGULATION OF FEDERAL FUNDS**

### **REFUND FORMULA FOR TITLE IV FUNDS**

(FSEOG, AND PELL GRANT)

The Title IV refund formula will be implemented for those students attending Coahoma Community College and receiving Title IV funds IV (FSEOG, and Pell Grant). The refund formula will only allow a student to receive a percentage of the Title IV funds awarded if the student withdraws from school before completing 60% of the payment period (semester). The student, the institution, or both will return the unearned federal funds to the appropriate program. The student is responsible for paying the institution for any outstanding charges. The student is eligible to receive 100% of the Title IV funds awarded if the withdrawal occurs after the 60% payment period.

### **ORDER OF RETURN OF TITLE IV FUNDS**

The school must return Title IV funds to the programs from which the student received aid during the payment period as applicable in the following order up to the net amount disbursed from each source.

Federal Pell Grants

Academic Competitiveness Grants

Federal Supplemental Educational Opportunity Grants (FSEOG)

### **TREATMENT OF OVERPAYMENTS**

The receipt of Federal funds in excess of a student's eligibility is called an overpayment. If a student's error caused the overpayment, the student is responsible for repaying the overpayment. If the overpayment cannot be eliminated by adjusting later disbursements in the award year, the student cannot receive additional student financial aid assistance funds until he/she repays the overpayment in full or makes repayment arrangements that are satisfactory to the school. Unresolved overpayments will be referred to the Department of Education's Borrower Services-Collections.

### **PROFESSIONAL JUDGMENT**

A financial aid administrator may use professional judgment on a case-by-case basis only to alter the data elements used to calculate the Expected Family Contribution (EFC). A financial aid administrator's decision regarding adjustments are final and cannot be appealed to the Department of Education. If you believe that you have special circumstances that should be taken into account, such as a significant change in income from one year to the next or unusual medical or dental expenses, you should contact the Office of Student Financial Aid.

### **FINANCIAL AID VERIFICATION REQUIREMENT**

If a student is selected for verification by the Department of Education or if the Student Aid Report (SAR) has conflicting information, the Financial Aid Office will verify the information by requesting additional

information from the student/parent. Recipients of Title IV funds who are selected for verification or whose SAR displays conflicting information should submit the required documents to the Financial Aid Office within sixty (60) days of the date of registration. **A recipient who fails to provide required documentation within the specified period will be responsible for payment of all charges incurred.**

The Financial Aid Office will contact all recipients with missing documents via mail and e-mail. The notification letter will indicate what is required and how to obtain requested information necessary to complete the verification process or resolve conflicting information.

Once the Financial Aid Office receives the requested documentation, if information on the recipient's application warrants correction, the Financial Aid Office will make the necessary corrections. The recipient can also make corrections on-line via the internet at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Recipients must use their PIN to access records online or mail corrections to Federal Student Aid Programs, Post Office Box 4694, Mt. Vernon, IL 62864-0064. PLEASE NOTE: If any modifications are made to Student Aid Report (SAR), a new award notification will be mailed to the student.

## **PRIORITY DEADLINES**

Fall Semester.....March 15  
Spring Semester.....November 1  
Summer Semester.....April 15

*Applications will continue to be accepted after aforementioned dates and will be considered according to availability of funds.*

## **SOURCES OF FINANCIAL AID**

**Federal Work Study Program (FWS)** – Part-time jobs are available on campus for students demonstrating financial need. Students must earn part of their educational expenses. The amount of a student's FWS award depends upon available funds and the student's financial need.

**Federal Community Service Work Study Program (FCSWS)** – A component of the FWS is designed to encourage students to participate in community service activities.

**Job Location and Development (JLD)** – The college maintains a program to assist students in finding part-time jobs in the local community. JLD is primarily intended to assist students who are unable to obtain the FWS jobs. Students will be paid by the businesses hiring them.

**Federal Supplemental Educational Opportunity Grant (FSEOG)** - A federally sponsored program to provide gift aid for those students with exceptional financial need (students with the lowest EFC's). Awards may range from \$100 to \$4,000 a year.

**Federal Pell Grant** – A federal student aid program designed to provide a foundation of gift aid to students who demonstrate financial need. Generally, Pell Grants are awarded only to undergraduate students who have not earned a bachelors or graduate degree. Awards may range from \$400 to \$4,731 per year (subject to change).

**Student Loans**-Coahoma Community College institution is not a member of the Student Loan Program.

Parent Plus Loans, Sallie Mae, Direct/Indirect, Student Bank Loans, etc, are not acceptable as a means to clear account balances at Coahoma Community College. The college will not verify the enrollment of a student for a lending institution as a means of receiving a student loan.

**Institutional Work Study-** The institutional work study program is a work program that is designed for students who have earned a bachelor's or graduate degree and is not Pell Grant eligible, or for students who have high EFC codes and not eligible for federal funds. The program is independent of federal funds and can be earned to defray a portion of fees for a matriculating student.

**Leveraging Educational Assistance Partnership (LEAP)** – The LEAP grant is available to only Mississippi residents. Recipients must demonstrate a financial need, be enrolled full-time in an eligible program, and make satisfactory academic progress. LEAP awards are based on availability of funds as determined by the financial aid administrator. Awards may range from \$200 to \$1,500 per year.

**The Mississippi Resident Tuition Assistance Grant (MTAG)** – The MTAG grant offers up to \$500 per academic year for eligible students who are Mississippi residents attending state approved public and nonprofit two-year colleges. Funds will be made available to eligible participants for eight (8) semesters or the normal time required to complete the degree program, whichever comes first. Interested students should apply online at [www.ihl.state.ms.us](http://www.ihl.state.ms.us) (Click on Financial Aid). Application deadline: September 15th .

**The Mississippi Eminent Scholars Grant (MESG)** – The MESG grant offers up to \$2,500 per academic year, but may not exceed tuition and required fees. Funds will be made available to eligible Mississippi residents for eight (8) semesters or time required to complete the degree program, whichever comes first. Interested students should apply online at [www.ihl.state.ms.us](http://www.ihl.state.ms.us) (Click on Financial Aid). Application deadline: September 15th.

**The Higher Education Legislative Plan (Help)** – The HELP grant offers tuition and required fees for Mississippi residents attending public or private institutions. Participants attending a private institution will receive an award amount equal to the award of a student attending the nearest comparable public institution. A recipient may receive this grant while pursuing a first baccalaureate degree, not to exceed ten (10) semesters. Interested students should apply online at [www.ihl.state.ms.us](http://www.ihl.state.ms.us) (Click on Financial Aid). Application deadline: March 31st of each year. Supporting documents deadline: April 30th of each year.

**Workforce Investment Act Funds (WIA)** – Financial assistance is available for dislocated workers through the Workforce Investment Act of 1998. A dislocated worker is defined by the following:

- A person who has been laid-off from his/her job for no fault of his/her own, usually through downsizing or plant closure
- A person who is a displaced homemaker
- A person who was financially supported by a dislocated worker.

To be considered for WIA funds, a student must be admitted to an approved program, must have applied

for a Pell Grant, and must have registered with the Mississippi State Employment Service. Eligibility is determined through the local WIN Center.

## SCHOLARSHIPS

Scholarships are presented on the basis of availability and students' eligibility and are made possible through the generosity of individuals, corporations, and organizations. Scholarships, however, may not be available every year due to lack of appropriate funds in individual scholarship accounts.

Three (3) types of scholarships are offered at Coahoma Community College:

1. Activity and Administrative Scholarships are **Institutional Scholarships** and are awarded by Coahoma Community College.
2. **Coahoma Community College awards Athletic Scholarships** according to the requirements established by the National Junior Colleges Athletic Association (NJCAA) and the Mississippi Association of Community and Junior Colleges (MACJC).
3. **Community Scholarships** are made available by generous donations from members of the community. The Scholarship Committee is assigned the responsibility of disbursing these funds.

## SCHOLARSHIP POLICIES

1. Students receiving a scholarship must maintain the minimum required grade point average of 2.0 each semester (GPA) (see requirements below) and full-time status (which is a minimum of 15 semester hours during the fall and spring semesters). Failure to maintain specific GPA or failure to maintain a minimum of 15 semester hours for the entire semester will forfeit the scholarship award.
2. Any student who drops out of school forfeits his/her eligibility for a scholarship then and in the future. The student cannot resume the scholarship if he/she returns to Coahoma Community College unless otherwise stated.
3. **Any student expelled because of disciplinary action forfeits his/her scholarship and will not be eligible for another scholarship.**
4. If a student ceases to attend class and does not withdraw officially, he/she will forfeit his/her scholarship then and in the future.
5. Any student who officially withdraws from school must leave any remaining portion of scholarship money in the scholarship account.
6. A student's scholarship applies directly to institutional fees only (tuition, room/board, educational supplies, and other related fees).

7. A student must attend college in consecutive fall/spring semesters (excluding summer school) or forfeit the scholarship, unless otherwise stated.
8. Athletes are to adhere to Athletic Policies regarding scholarships.

## **INSTITUTIONAL SCHOLARSHIPS**

### **INSTITUTIONAL SCHOLARSHIP GUIDELINES**

Students will not receive two institutional scholarships during one academic year for any institutional program with the exception of the Ambassador Scholarship. When a student qualifies for more than one scholarship from the institution, the Financial Aid Director may list two institutional scholarships as long as the combined total of the awards does not exceed the value of the largest scholarship.

Outside scholarships which are not funded by the institution may be added to the total award for the student as long as regulations governing federal financial aid are not violated.

### **ACTIVITIES SCHOLARSHIPS**

The following scholarships require active participation in school-sponsored activities or organizations. Contact the appropriate designee in order to learn more about these scholarship opportunities:

#### **COAHOMA COMMUNITY COLLEGE ACTIVITY SCHOLARSHIPS**

<b>SCHOLARSHIP</b>	<b>CONTACT</b>	<b>Minimum GPA Required to Maintain the Award</b>
Athletic	Head Coach of the sport	2.0 /whatever guidelines indicates
Ambassador Scholarship	Director of Student Engagement	3.0
Band Scholarship	Band Director	2.0
Choir Scholarship	Choir Director	2.0
Cheerleading	Cheer Sponsor	2.0
Leadership Scholarship	Director of Student Engagement	3.0

Any student receiving an activity scholarship will risk having the scholarship automatically prorated or terminated if the student ceases to participate in the activity for which the scholarship was awarded.

## ADMINISTRATIVE SCHOLARSHIPS REQUIREMENTS

Each administrative scholarship applicant must have the five (5) items listed below on file in the Office of Admissions and Records at Coahoma Community College:

1. an official high school transcript with school's seal and principal's signature.
2. an official ACT score report;
3. a completed application for admission obtained from the Office of Admissions and Records;
4. a completed Coahoma Community College Information Form obtained from the Office of Financial Aid and
5. a completed Free Application for Federal Student Aid (FAFSA) obtained online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the Office of Financial Aid.

<b>COAHOMA COMMUNITY COLLEGE ADMINISTRATIVE SCHOLARSHIPS</b>			
<b>SCHOLARSHIP</b>	<b>CRITERIA</b>	<b>AWARD</b>	<b>Minimum GPA Required to Maintain Award</b>
Trustee Scholarship* (MS Residents Only)	ACT Score 26 or above 3.50-4.00 High School GPA	Full Tuition, Room, Board, and Book Allowance	3.60
Presidential Scholarship* (MS Residents Only)	ACT Score 23-25 3.25-3.49 High School GPA	Full Tuition, Room, and Board	3.30
Principal's Scholarship*	3.25 High School GPA and Principal's Recommendation	Full Tuition	3.0
Academic Scholarship**	ACT Score 20-22 3.0 High School GPA	Full Tuition	3.0
Partial Academic Scholarship**	ACT Score 17-19 3.0 High School GPA	Half Tuition	3.0
Valedictorian Scholarship	Highest GPA of Graduating High School Class	Full Tuition and Fees	3.0
Salutatorian Scholarship	Second highest GPA of Graduating High School Class	Full Tuition	3.0

See the following for a description of Administrative Scholarships.

*\*Awarded at the recommendation of the high school principal or counselor*

*\*\* A student may receive an academic scholarship for four semesters if he/she maintains required GPA and full-time status.*

# COMMUNITY SCHOLARSHIPS

These scholarships and awards are made possible through the generosity of individuals, corporations, and organizations. The community scholarships are awarded by the Scholarship Committee, which is appointed by the College President. Students must complete the community scholarship requirements in order to apply for these scholarships. When a student is awarded a community scholarship, the Scholarship Committee will notify him/her.

## COMMUNITY SCHOLARSHIP REQUIREMENTS

In order to be eligible for a community scholarship at Coahoma Community College, students must complete the following requirements:

1. A Free Application for Federal Student Aid (FAFSA) and a Coahoma Community College Financial Aid Application **MUST** be processed and on file **BEFORE** a student is considered for any type of scholarship or financial assistance. Scholarship awards may affect the student's overall Financial Aidpackage. The FAFSA can be obtained online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or at the Office of Financial Aid.
2. An applicant must be enrolled as a full-time student (at least 15 semester hours during the fall and spring).
3. An applicant must provide appropriate transcripts to the Office of Admissions and Records. For incoming freshmen, a copy of a high school transcript is required; current Coahoma Community College students or transferring students need an official copy of ALL college transcripts. Official transcripts are sealed and sent **DIRECTLY** from the high school or college and **ARE NOT** to be opened by the applicant. Transcripts not sealed will not be considered. For questions regarding enrollment and transcripts, contact the Office of Admissions and Records.
4. An applicant must maintain a cumulative Grade Point Average (GPA) of 2.5 unless otherwise stated. For questions regarding GPA, contact your advisor or the Office of Admissions and Records.
5. Complete and submit a Coahoma Community College Scholarship Application to the Scholarship Committee.
6. Submit two typed letters of recommendation from persons other than family members to the Scholarship Committee.

To contact the Scholarship Committee, use the following address or consult the Committees/Functions and Memberships page on the college website: Coahoma Community College Scholarship Committee, 3240 Friars Point Road, Clarksdale, MS 38614.

## COMMUNITY SCHOLARSHIP POLICIES

1. The deadline to submit applications for Community Scholarships is the week before Spring Break.
2. The Community Scholarship Policies adhere to the General Scholarship Policies listed above in addition to those herein.
3. Any student who drops out of school forfeits his/her eligibility for a scholarship then and in the future. The student cannot resume the scholarship if he/she returns to Coahoma Community College. In the case of extenuating circumstances, the student should submit in writing a letter of explanation to the Scholarship Committee for consideration upon dropping out. Military duty is an exception.
4. If a student officially withdraws, he/she may be granted special approval for consideration in the future by the Scholarship Committee. The Scholarship Committee will take into consideration a student's special circumstances. To process this review, a student MUST submit a letter of explanation in writing and be interviewed by the Scholarship Committee regarding his/her special request. Military duty is an exception.
5. Only the Scholarship Committee, with the approval of the President of the college, can make any changes in these policies.
6. Complete and submit other documents as part of the application process for a specified scholarship.

## COMMUNITY SCHOLARSHIPS DESCRIPTIONS

**ALPHA KAPPA ALPHA (AKA) SCHOLARSHIP** is awarded to a first year student who will return the Fall of second year. The student must be in good academic standing with a GPA of 3.0 or above. The award is in the amount of \$500. You must attach two (2) letters of recommendation.

The **BEN-GLO FOUNDATION SCHOLARSHIP** is an annual gift given by a private foundation established by the Daugherty Family in honor of Benjamin Allen Daugherty, Gloria Daugherty Strange, Vincent Daugherty, '84 and Chancey O. Daugherty, '52. The award is given to two students interested in or showing some promise in the field of education, or an athlete in need of financial assistance. Need is the main criteria for selection as well as scholarship. The award may be given to entering students at CCC, continuing students at CCC, or graduating students furthering their college careers at a four-year educational institution. Submit two (2) letters of recommendation. Total award is \$300.00.

The **BENNIE S. GOODEN, SR. SCHOLARSHIP** is an award of \$500.00 given to a freshman during the second semester, who has demonstrated financial need, academic excellence, strong leadership ability, community

involvement, good moral character and preferably one who resides in an affordable housing development. Applicant must: (1) be interviewed by the Scholarship Committee; (2) have maintained a minimum grade point average (GPA) of 2.5; (3) hold membership in a community/college organization; and (4) have an official recommendation from either a counselor or a pastor who has some knowledge of the student's moral character.

The **BLAKE SCHOLARS** is awarded to **INCOMING FRESHMEN ONLY** and the requirements are as follows:

1. Community Focused individual
2. Financial need based
3. Academic abilities (being an "A student" is not required)
4. Humble personality
5. Generous personality
6. Leadership demonstration

The applicant will be required to participate in an interview with Coahoma Community College's Scholarship Committee.

The **DELTA SCIENTIFIC SCHOLARSHIP** is an annual scholarship awarded to a student who is pursuing an education in some capacity of the medical profession and has a strong desire of remaining or returning to the Delta to work. The student must have a GPA of 3.0 or better and must submit an essay expressing what his/her goals are and what he/she hopes to contribute to the Delta post education. The amount of the scholarship is \$300. The student also must submit a letter of recommendation from the Chair of the Math and Science Department and/or a Math or Science Faculty member.

The **DELTA SIGMA THETA SCHOLARSHIP** is an award that goes to a sophomore who exhibits scholastic achievement, good moral character, and versatility. Submit two (2) letters of recommendation.

The **DELTA SIGMA THETA SORORITY, INC MISSISSIPPI TAG SCHOLARSHIP** applicant must meet the following criteria:

- a) Provide proof of 30 hours of community service \*IMPORTANT\*. Attach the document with name of organization, contact person, telephone number and number of hours of service completed for each organization.
- b) Incoming Freshman during the Fall.
- c.) High school GPA of 2.75 or above
- d) Must be a full-time student at Coahoma (15 or more hours)
- e) Submit two (2) letters of recommendation
- f) If selected as the recipient, you must acknowledge by submitting a letter to DELTA SIGMA THETA SORORITY, INC, POST OFFICE BOX 566, OXFORD, MISSISSIPPI 38655

The **DELTA SIGMA THETA SORORITY, INC. FANNIE LOU HAMER SCHOLARSHIP** is as follows: The award goes to a sophomore who exhibits scholastic achievement, good moral character, and versatility. Submit two (2) letters of recommendation.

The **FRANK W. GAMBRELL JR. MEMORIAL SCHOLARSHIP** is awarded to a freshman science major with the highest scholastic average above 3.0. The award is given to a student who desires to continue his/her education beyond two years of college. Submit two (2) letters of recommendation.

The Frank Howard, Sr. Scholarship Award was established in honor of Frank Howard, Sr. who served as an instructor in Math and Science Department for Coahoma Community College from 1966 – 1990. The scholarships will be award to five students for the Fall 2014 semester and five students for the Spring 2016 semester. The student must meet the following criteria:

- Enrolled full-time at Coahoma Community College without a break or gap in enrollment with a cumulative overall GPA of **least a 3.0** on 4.0 scale
- Demonstrate outstanding scholastic ability and/or leadership with the determination to graduate from college and holding membership in a college organization
- Remain enrolled **six weeks or more** to receive the award
- Submit application with most recent transcript
- **Two letters of recommendation** from former high school or college instructors
- **One-page letter** written by the applicant explaining his/her educational goals

**The FRANK HOWARD, SR. Scholarship Award** was established in honor of Frank Howard, Sr. who served as an instructor in the Math and Science Department for Coahoma Community College from 1966-1990. The scholarship will be awarded to five students for the Fall semester and five students in the Spring semester. The student must meet the following criteria:

1. Enrolled full-time at Coahoma Community College without a break or gap in enrollment with a cumulative overall GPA of **least a 3.0** on 4.0 scale
2. Demonstrate outstanding scholastic ability and/or leadership with the determination to graduate from college and holding membership in a college organization
3. Remain enrolled **six weeks or more** to receive the award
4. Submit application with most recent transcript
5. **Two letters of recommendation** from former high school or college instructors
6. **One-page letter** written by the applicant explaining his/her educational goals

**FRANK HOWARD, SR.** the total award per student is \$500.

<b>FRANK HOWARD, SR SCHOLARSHPS - IMPORTANT DATES</b>	
<b>PLEASE NOTE:</b> Although scholarship applications may be submitted at any time during the term, priority is given to students who applications are received by the deadlines listed below:	
<b>For Graduating High School Seniors in May.</b>	<b>For Returning Coahoma Community College Students</b>
<b>Deadline:</b> Month of June for Fall semester	<b>Deadline:</b> Month of June for Fall semester
	Month of November for Spring Semester

The **GREG MALATESTA BUSINESS SCHOLARSHIP** is designed to provide financial assistance to those students enrolled in a Business Associate degree program offered in the Academic Division of studies. These funds are stipulated for students with no other means of financial assistance.

Students may qualify for up to \$1,000 per academic semester for one academic year.

Eligibility Requirements:

1. Complete an application to access funds
2. Must provide documentation of financial need. This can include:
3. Two letters of reference from persons outside the student’s family; or
4. Letter of recommendation from the program director and / or clinical director of the specific program outlining the qualifications of the student.
5. Transcript of the GPA for core subjects; or
6. Letter of acceptance into Coahoma Community College

The **McKENDRA CORTEZE` BURNS MARTIN MEMORIAL SCHOLARSHIP:** Attorney McKinley “Mack” C. Martin, Jr. has established a scholarship in memory of his niece, McKendra Corteze` Burns Martin. The scholarship will be awarded to an applicant who has been diagnosed with a learning or physical disability. The disability should be a learning-related disability such as dyslexia, dysgraphia, attention deficit hyperactivity disorder (ADHD) OR a physically-challenged/mobility-impaired disability that can often lead to difficulty in learning environments.

*Award Amount: In-state tuition for one year.*

**Criteria:**

The selected candidate must have met the following criteria:

- Proof of disability by a certified physician
- Submit a one-page typed essay describing why you think you deserve this scholarship
- Submit one letter of recommendation/reference
- Grade Point Average of 2.0 or better
- Meet Coahoma Community College's scholarship requirements as listed in the College Catalog and the Student Handbook

These funds are designed to assist the student **specifically during the summer semester**, which will be applied for the following fall term. The qualifying student should maintain a 3.0 GPA in all core subjects; students with a 2.5 GPA may be recommended. **Students are ineligible for funds from this scholarship until the spring semester of the first year, and only then for documented need.**

The **LILLIAN ROGERS-JOHNSON MEMORIAL SCHOLARSHIP** is given to a freshman on the basis of academic potential and Christian character. Submit two (2) letters of recommendation. Total award is \$300.00.

The **MISS FOUNDATION FOR EDUCATION & ECONOMIC DEVELOPMENT SCHOLARSHIP** is awarded to four freshman students who will return for the Fall semester. The student must be in good academic standing without a break or gap in attendance, have a GPA of 3.0 or above and plan to pursue a career in education and/or economic development. An interview may be requested. The amount of \$500 will be awarded during the fall semester. The student must remain enrolled in school six weeks or more to receive this award. Submit two (2) letters of recommendation. Total award is \$500.00 per student.

The **ROBERT SWATZELL HEALTH SCIENCES SCHOLARSHIP** is designed to provide financial assistance to those students enrolled in a certificate or degree program offered in the Health Science Division. These funds are stipulated for students with no other means of financial assistance.

**a. Certificate Programs, limited to \$500 per student per program:**

Students in the EKG/Phlebotomy/Nursing Assistant programs may qualify for up to \$750 if entered into one additional Certificate program.

Eligibility Requirements:

1. Complete an application to access funds.
2. Must provide documentation of financial need.
3. Two letters of reference from persons outside the student's family;
4. Letter of acceptance into the program

**b. Associate Degree Programs, limited to \$1,000 per student per program:**

These funds are designed to assist the student **specifically during the summer semester(s) between the first and second year of studies**. The qualifying student should maintain a 3.0 GPA in all core subjects; students with a 2.5 GPA may be recommended.

Eligibility Requirements:

1. Must complete an application to access funds
2. Must provide documentation of financial need. This can include:
3. Letter of recommendation from the program director and / or clinical director of the specific program outlining the qualifications of the student.
4. Transcript of the GPA for core subjects.

The **VIVIAN M. PRESLEY SCHOLARSHIP** is awarded to a non-traditional student who has returned to school and has been persistent in furthering his/her education to better their financial situation. The recipient must be a full-time student for the fall and spring semester of any given year. The recipient of this scholarship must demonstrate a caring spirit and positive attitude and have at least a 2.5 cumulative grade point average or above. Submit two (2) letters of recommendations.

The **WILLIAM O. LUCKETT Pre-Law SCHOLARSHIP** is designed to provide financial assistance to those students enrolled in a Political Science Associate degree program offered in the Academic Division of studies. These funds are stipulated for students with no other means of financial assistance. Students may qualify for up to \$1,000 per academic semester for one academic year.

Eligibility Requirements:

1. Complete an application to access funds
2. Must provide documentation of financial need
3. Two letters of reference from persons outside the student's family; or
4. Letter of recommendation from the program director and / or clinical director of the specific program outlining the qualifications of the student.
5. Transcript of the GPA for core subjects; or
6. Letter of acceptance into Coahoma Community College

These funds are designed to assist the student **specifically during the summer semester** which will be applied for the following fall term. The qualifying student should maintain a 3.0 GPA in all core subjects; students with a 2.5 GPA may be recommended.

## SATISFACTORY ACADEMIC PROGRESS POLICY

Coahoma Community College is required by federal regulations to establish minimum standards of Satisfactory Academic Progress (SAP) to determine a student’s eligibility for the following Federal and State Financial Assistance programs:

- Federal Pell Grant (Pell)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal College Work-Study (FCWS)
- The Higher Education Legislative Plan (HELP)
- The Mississippi Eminent Scholars Grant (MESG)
- The Mississippi Resident Tuition Assistance Grant (MTAG)

Satisfactory academic progress for financial aid purposes requires both a qualitative and quantitative measurement of a student’s academic performance.

*Qualitative Measurement:* A student’s academic progress is measured by the cumulative grade point average earned for the number of credit hours attempted.

*Quantitative Measurement:* A student must make steady progress toward completing the educational goal within a limited period of time. The time frame includes all period(s) of enrollment at Coahoma Community College whether or not a student received financial aid.

The academic progress of students is evaluated at the end of semester. In order to maintain satisfactory academic progress, students must meet the following conditions:

- Earn the minimum cumulative grade point average (GPA) based on total hours attempted as outlined in the chart below.
- Earn the minimum completion rate based on total hours attempted as outlined in the chart below.
- Unless academically dismissed, students denied federal, state, and institutional aid may continue attending using other aid sources or by funding their education themselves. It is students’ responsibility to monitor his or her academic progress and understand requirements to complete their degree according to SAP standards.
- Complete his or her program of study within a time frame not to exceed 150% of the published length of a program.

	Percentage of Cumulative Hours	Minimum Required SAP GPA
Cumulative Hours Attempted		

	Attempted That Must Be Passed	
0-16	50%	1.5
17-32	56%	1.7
33-48	62%	1.85
48+	67%	2

### **Financial Aid Warning**

Financial Aid Warning status is assigned to students who fail to meet one or more of the SAP measures indicated above at the conclusion of an academic semester or summer. Students assigned a Financial Aid Warning status will be notified in writing. Students may continue to receive financial aid for one subsequent academic semester or summer despite the determination that students are not making SAP.

### **Financial Aid Suspension**

Financial Aid Suspension status is assigned to students who fail to make SAP at the end of an academic semester or summer following the Financial Aid Warning period; does not fulfill the requirements set forth according to his or her Academic Plan of Study; or Subsequent Degree Certification of Hours Plan when placed on Financial Aid Probation. Students can reestablish SAP eligibility by choosing one of the following options:

- Self-Pay – SAP Suspension does not prevent students from registering for classes. However, payment is the responsibility of students and must be made as required by university policy.
- Private Assistance – Students on SAP Suspension receive private assistance, in the form of scholarship or private loan, per the conditions of the individual donor or lender.
- Appeal – See the Appeal Process below.

### **Notification of Financial Aid Probation or Suspension**

The Division of Academic Affairs will send a letter to any student who is put on financial aid probation or a suspension letter to any student who is no longer eligible for financial aid. It is the responsibility of the student to maintain current addresses with the Office of

the Registrar.

**Appeal of Financial Aid Suspension**

If students do not meet SAP after the warning period, an appeal process is available for those students with extenuating circumstances. Students can appeal for reinstatement of Financial Aid by completing the Satisfactory Academic Progression Appeal for Eligibility Form.

Circumstance(s) that Apply	Required Documentation (must include dates)
Severe illness, medical condition or Injury	Signed and dated letter from physician on office letterhead; legible copy of accident report
Death of a family member	Death certificate and/or dated obituary from newspaper
Traumatic life-altering event such as fire, hurricane, etc.	Evidence of even such as insurance claim or FEMA application
Military Assignment or reassignment	A Statement of Service signed by, or by direction of, the adjutant, personnel officer, or commander of your unit or higher headquarters which shows your date of entry on your current active duty period and the duration of time.

A student’s appeal must explain the circumstances that prevented him/her from making SAP and the reasons for the basis of this appeal. The student must address the following:

1. What was the problem?
2. When did the problem occur?

3. How long did the problem last?
4. How did this affect his/her ability to complete coursework?
5. The steps taken to ensure that the minimum standards will be met at the next evaluation

Extenuating circumstances that will not be considered in an appeal include, but are not limited to, the following:

- Complaint about instructor/course/staff/University policy.
- Failure to study/immaturity.
- Childcare and/or transportation problems (ex. losing driver's license due to excessive tickets).
- Failure to read, understand, and follow published Financial Aid and University policy.

Students who cannot meet the above requirements for an appeal must reestablish Satisfactory Academic Progress through Reinstatement before regaining eligibility for assistance.

## **REQUIRED COURSEWORK FOR APPROVED SAP STUDENTS**

All students that appeal successfully are required to enroll in **LLS 1412 Improvement of Study**.

### **SAP APPEAL LIMITS (3)**

The Satisfactory Academic Progress Appeals Committee may grant or deny any SAP appeal. The maximum number of appeals any student may normally have granted during the total of all their enrollment periods at Coahoma is three (3). Under extreme circumstances, a fourth appeal may be granted, provided that the student has documented proof of the circumstances. In the case of a student who files a fourth appeal, the reasons for the students' three previous appeals will be considered when making a decision. The student's progress within their academic program will be a determining factor on the rare occasion when a fourth appeal is allowed.

### **REINSTATEMENT OF ACADEMIC STANDARDS**

Any student whose eligibility for financial aid consideration has been terminated due to unsatisfactory academic progress may re-establish eligibility once all satisfactory academic progress standards are met. Students cannot re-establish academic standards if they have exceeded the maximum timeframe to complete their degree. This work may be at Coahoma or another institution or a combination thereof as long as the courses completed will apply toward the student's degree.

## **PROBATIONARY STATUS**

A student who has successfully appealed shall be placed on financial aid probation for one evaluation period. If at the end of the next evaluation period, a student on financial aid probation status:

1. Has met the institution's cumulative grade point average and completion percentage standards, the student shall be returned to good standing.
2. Has NOT met the institution's cumulative grade point average and completion percentage standards but has met the conditions specified in his/her academic plan, the student shall retain his/her financial aid eligibility under a continued probationary status for one subsequent semester.
3. Has NOT met the institution's cumulative grade point average and completion percentage standards and has also not met the conditions specified in his/her academic plan, the student's financial aid shall be suspended immediately upon completion of the evaluation.

## **REINSTATEMENT**

Students who have been suspended from financial aid (including those who have lost financial aid eligibility due to academic suspension) may seek reinstatement by achieving, without the benefit of the aid from which they have been suspended, both the cumulative 67 percent completion rate and required cumulative GPA required.

Reinstatement may be requested for the term after this occurs.

Student with grade changes, after notifying Student Financial Aid of the grade change, including grades posted for incomplete courses, may regain eligibility should these changes result in satisfactory progress.

Students requesting evaluation of grade changes or reinstatement must complete the [SAP Financial Aid Reinstatement Form](#); the office cannot automatically evaluate the progress of students who have met the reinstatement conditions or have had grade changes.

A student paying for tuition and fees through alternative funding not related to financial aid funds or sitting out for an academic term will not restore a student's satisfactory academic progress standing. Neither is sufficient to re-establish eligibility for financial aid funds.

## **General Financial Aid Information**

Pell Grant: In general, a student must be enrolled in an undergraduate course of study to

receive a Pell grant. A student who has received an associate degree or any certificate or diploma below the baccalaureate level and who enrolls in another undergraduate program continues to be considered an undergraduate student until she has completed the curriculum requirements for a first bachelor's degree.

**Additional Degree:** A student seeking a second degree or certificate may be eligible for Title IV funds. The student's timeframe for the second degree or certificate is "reset" when the student begins a second degree or certificate. For example, if a student requires only 36 additional credits to receive the second associate degree (based on the credits acceptable for the first degree that can be applied to the second degree), the student's timeframe for the second degree is 54 credit hours (36 x 150% credits = 54 credits).

**Change in Major:** Credits and grades that DO NOT count toward the new major will NOT be included in the satisfactory progress determination. A student may change his or her major three times at Coahoma Community College. Each time a student changes major or program of study, academic progress is "reset."

**Remedial or Developmental Courses:** Financial aid will pay for one year's worth of remedial or developmental course work or a maximum of 30 semester credit hours of remedial or developmental coursework.

- Remedial courses need not be included in the student's GPA; however you school must have some means of assessing a student's academic progress in remedial coursework.
- Remedial courses may be included in this calculation, but are not required when making the quantitative assessment.

**Courses Not Required for Program of Study:** Financial aid will not pay for courses that are not required in the student's program of study. If a student is enrolled in 12 semester credit hours that are required in his or her program of study, the student can then enroll in additional courses that are not required in his or her program of study.

**Repeated Courses:** A student may repeat a previously "passed" course only ONE time. For this purpose, passed means any grade higher than an "F". A student may be repeatedly paid for repeatedly failing the same course. Thus, a student may repeat a previously "failed" course. Each attempt at repeating a course will count toward total hours attempted. The highest grade earned will be calculated in the grade point average.

**Transfer Courses:** Transfer credits that count toward a student's current program will be counted as both attempted and completed hours. The grade will be calculated in the grade

point average.

**Incomplete Courses:** Grades of incomplete will remain as “I” for a period of one semester or term. At that point, if the course has not been completed, the “I” becomes an “F.” Incomplete courses will be counted toward total hours attempted and will be included in the grade point average.

**Withdrawals:** Withdrawal courses will be counted toward total hours attempted if a student remains past the add/drop period. Withdrawal courses are not calculated in the grade point average.

**Unofficial Drop (N):** An unofficial drop occurs when a student misses 6 consecutive days without officially dropping a class. If a student fails to officially drop a course, the instructor records a “N” grade. N grades will be counted toward total hours attempted if a student fails to officially drop a course. Students who fail to officially drop a course will have a portion of their Title IV aid returned to the federal government.

## **NON-CREDIT, DEVELOPMENTAL COURSES, INCOMPLETES, AUDITS, WITHDRAWALS, TRANSFER CREDITS AND COURSE REPEATS**

Non-credit courses do not count toward hours attempted or completed. Federal financial assistance cannot be awarded to students who audit or take non-credit courses. However, if the non-credit courses are part of the Developmental Studies the courses do qualify for federal financial assistance. Developmental studies are not considered in the time frame ratio computation. Federal regulations governing students in developmental studies do not allow students to attempt more than 30 equivalent credits in these courses.

An incomplete grade (I) has the same effect as a failing grade (F) with regard to quality points (qualitative measure) and hours attempted (quantitative measure). An audit (AU) and a withdrawal grade (W) have no effect on a student’s grade point average (qualitative measure) but are a factor in the total hours attempted (quantitative measure).

Withdrawals (officially or unofficially) do not constitute progress and may have an adverse effect on a student’s satisfactory academic progress. A student that withdraws from the college will be placed on academic/financial aid suspension and must successfully appeal before he /she is eligible to have their aid reinstated.

All transfer credits will be evaluated by the Office of Admissions and Records during the first semester of enrollment. Students may use federal financial assistance to cover the

repeat of a course. Up to 12 hours may be repeated during the undergraduate career. Course repeats will be included in the total hours attempted for the purpose of determining eligibility to receive federal financial assistance.

## **NON-CREDIT COURSES, DEVELOPMENTAL COURSES, INCOMPLETES, AUDITS, AND WITHDRAWALS**

Non-credit courses do not count toward hours attempted or completed. For financial aid purposes only, developmental courses are treated the same way as regular academic courses. An incomplete grade (I) has the same effect as a failing grade (F) with regard to quality points (qualitative measure) and hours attempted (quantitative measure). An audit (CR) and a withdrawal grade (W) have no effect on a student's Grade Point Average (qualitative measure) but are a factor in the total hours attempted (quantitative measure)

**Enrollment Level (FULL-TIME/HALF-TIME)** and **Class Attendance** have a direct effect on grant and scholarship awards. In turn, the enrollment level and class attendance will have an effect on the refund amount. Class withdrawals affect enrollment level and refunds.

If a student withdraws from part of his/her schedule, a recalculation of all financial aid and refunds may be necessary. If a student withdraws from all classes, financial aid will be recalculated, refunds will be adjusted or cancelled, and a repayment of Federal and State funds may be necessary. The immediate repayment of **Federal Grant Monies** is a possibility when students withdraw completely or drop out.

## **DELINQUENT ACCOUNTS**

The college reserves the right to deny readmission of a student until all delinquent funds owed to the college have been paid. Transcripts are not issued for students whose accounts are delinquent. The Business Office collects regular student account balances, and if not paid when due, shall constitute delinquent accounts.

## **BOOKS AND SUPPLIES**

Textbooks and courses in the college division may be purchased from the college bookstore. The cost of the books ranges from \$350 to \$400+ per semester. Pell Grants or other sources of aid can be used to purchase books. The Business Office will activate the student's ID cards to purchase books and other materials if the student qualifies. However, once a student's aid is exhausted, it is the responsibility of the student to purchase any other books or materials needed for the courses taken for the semester. School supplies (kits for certain programs, memory drives, gym wear, paper, pencils, pens, notebooks, etc.) are available in the college bookstore. which is located on the first floor of the Vivian M. Presley Building.

## **STUDENT ID**

Upon completing the registration process, the student is issued a Coahoma Community College ID, which is the property of the college. The student must wear the identification badge **at all times** while

on the main campus and in off-campus sites. The ID affords the student the opportunity to ride the bus, enter the library, computer labs, on-campus athletic events, intramural sports, in-door and out-door recreation/extracurricular events, the college union, the college grill, and reside in a residence hall and to be served in the college cafeteria. If a student does not have an ID, the college reserves the right to not allow the student entrance into the aforementioned facilities/events. If an ID no longer scans through the college’s technology system or the ID is defective through normal usage, the ID will be replaced at no cost to the student. However, if an ID is lost or stolen, the cost to replace the ID is \$10. IDs can be taken after registration ends on the 2<sup>nd</sup> floor of the Dickerson Johnson Library. In cases where a student commits a student infraction, an administrator, faculty, staff, RA, or campus police will confiscate the ID, and it will be submitted to the Director of Student Engagement until further investigation of the act or judicial proceedings are completed. In cases where probation, suspension, or expulsion applies, the ID will be filed in the office of the Director of Student Engagement.

## FOOD SERVICES

Dining halls are located on the first floor of the Z. A. Barron Student Union Building. The college outsources food services through Valley Foods Incorporated. To gain admittance, a residence hall student must present his/her student ID in order to eat any meal; and there are **no exceptions** to this rule. The college makes every effort to provide nutritious items on a daily basis in the college’s dining hall. It is a requirement for all residence hall occupants to participate in dining hall services. The room and board fees that students are assessed cover the meal plan. Except on occasions when bag or box lunches are prepared, **food is not to be taken from the dining area without prior permission from the Director of Student Engagement.** Athletes are required to purchase a seven (7) meal plan. Non-athletes can purchase either a five (5) day or (7) day meal plan. Hours for the college’s dining hall are as follows:

### Dining Hours

Breakfast	Monday - Friday	7:00 a.m. - 8:30 a.m.
Lunch	Monday - Friday	11:30 a.m. - 1:30 p.m.
Dinner	Monday - Friday	5:30 p.m. - 6:45 p.m.
<b>Weekends</b>	<b>Breakfast</b>	9:30 a.m. - 10:30 a.m.
	<b>Dinner</b>	3:00 p.m. - 4:00 p.m.

### GRILL HOURS

<b>Breakfast</b>	Monday - Friday	7:30 a.m. - 10:00 a.m.
<b>Lunch</b>	Monday - Friday	11:30 a.m. - 2:00 p.m.

A signed request by the Residence Hall Director is required for permission to take the food to a student who is confined to the residence hall for a valid reason. Students are expected to observe standards of good conduct and good citizenship while in the dining area.

Violation of the *Code of Conduct* may result in one of the following sanctions: fine, disciplinary warning, probation, dismissal from dining services for the year, suspension, or expulsion. Appropriate dress is essential for both the dining hall and the grill. Pajamas, house shoes, tank tops, caps, head scarves, head rollers, do-rags, etc. are not acceptable apparel. Coahoma Community College reserves the right to refuse food services to anyone based on the grounds of inappropriate dress and/or inappropriate actions displayed verbally or physically. Such acts are considered student infractions and the student judicial process will be invoked, to decide whether probation, suspension, or dismissal of meal services is necessary. Meal plan monies are non-refundable based on the aforementioned sanctions.

## STUDENT HEALTH SERVICES

The Coahoma Community College-Aaron E. Henry Student Services Center is located on the inside of the Frank W. Gambrell Student Affairs Multi-Complex Building. The center serves students, faculty, and staff at Coahoma Community College. All patients are responsible for the cost of medicine, lab work and other diagnostic tests. The center houses a full-time nurse, two nurse practitioners upon referral, a medical doctor upon referral, and a social worker upon referral. The hours of operation are:

Monday-Friday 8:00 a.m.-4:30 p.m.

Coahoma Community College does not house a full-time physician in this facility. Therefore, the institution is not liable for illnesses or injuries that are outside of the scope of services provided by a Licensed Practical Nurse. If aforementioned unfortunate circumstances arise, then the local emergency services will be contacted and the student will be transported to the local hospital at the expense of the student.

## STUDENT UNION BUILDING

The Z.A. Barron Student Union is a facility where students assemble to engage in the collegiate socialization process before, between, and after classes. The Union serves as the hub for the suite of offices for the Director of Student Engagement, Student Activities, Counseling Services, Tutoring Services, and Career Counseling Services, Student Government Association Offices, the Magnolia Room, the college's game room, college bowling center, convenience store, and the college dining halls. Although this is a hub for student enjoyment, students should conduct themselves in a manner that is not offensive to others, free of profanity. The Union, as is all college buildings, is a smoke-alcohol free facility. Obstruction of free flow of traffic and loitering in the entrance of this building is prohibited. **Due to the liability risks of children, children under the age of eight (8) years of age are not permitted in the Student Union Building** or classroom buildings of the institution, unless otherwise cleared by a Divisional Dean or Director. Student IDs will be periodically checked for student validation. To gain admittance into the game room and bowling center, a student ID must be presented and the student must sign the roster. All aforementioned prohibitions for students are subject to loss of Union privileges for an indefinite time allotment.

## DEPARTMENT OF SAFETY

The Department of Safety (campus police department) on the campus of Coahoma Community College is an entity of the institution that provides the first line of defense for students, faculty and staff for on and off-campus buildings and sites. The department's overall goal is to provide an environment that is safe, less threatening, and conducive to teaching and learning. Full-time and part-time certified State of Mississippi police officers are housed within the department under the direct leadership of the Campus Police and Fire Chief. The department also houses a full-time dispatcher.

Campus police, under circumstances punishable by law, have the authority to arrest a subject for disorderly conduct unbecoming to the policies and procedures of the institution and/or the law as prescribed by the State of Mississippi. The Department of Safety can be contacted in all cases of an emergencies at (662) 621-4175 (office); or 662-902-9465

The department is located on the 1<sup>st</sup> floor of the Dickerson-Johnson Library and Learning Resources Center. Officers are on duty 24 hours a day, seven days a week.

## CAMPUS HOUSING

Coahoma Community College affords the privilege for eligible students to reside in campus residence halls. First preference is given to students who are Pell Grant Packaged as residents of the State of Mississippi that have means to pay for the room and board fees. Residence Hall occupants' files are to be completed in the Office of Financial Aid **before** placement. The college has the right to refuse occupancy to any person who might pose a potential threat to the campus community. Any person who has been convicted of any criminal act will be considered for housing at the discretion of the Director of Campus Safety and the Director of Student Engagement.

The college has four (4) residence halls that are in operation for occupancy. Each room has the following amenities:

- Two twin beds
- Two desks
- Two chairs
- Two wardrobe closets
- Internet access via Ethernet
- Wireless Internet
- Premium cable television access

Overnight guests are prohibited, unless otherwise cleared by the Residence Manager. Guests are allowed in the residence halls, only if cleared by the Residence manager. All guests are subject to all rules and regulations of the college and must sign-in and file a valid state driver's license with the housing director. If trespassers are found to be in residence halls, and it is deemed that the occupant (s) is harboring a trespasser (s), then all involved will be arrested and bound over to the courts of Coahoma

County.

**Children are a liability to the college, and are prohibited at all times in the residence halls.** An underage guest has to be a minimum age of 13 to be considered for visitation or over-night stay with a relative or occupant. High School aged students/individuals are not to be in/on dormitory rooms/grounds of individuals of the opposite sex. Zero tolerance policy will be strictly enforced. Violators of the aforesaid policy may lose housing privileges, fined, suspended, or expelled.

The college mandates two occupants to a room. All of the dormitories have security camera systems that are monitored and maintained by the Department of Campus Safety and Technology Services for occupants' safety, theft prevention, and destruction to property. The residence halls have access control, wireless Internet capabilities, and other amenities. The access control cards and room keys are issued to occupants at check-in and are expected to be returned at check-out. Failure to do so will result in a \$20 replacement fee for the access card and a \$30 replacement fee for the room key. Rooms and halls are to be kept clean at all times. A fine will be imposed if it is determined that dormitory rooms are not kept clean. A housing deposit of **\$100** per year is required prior to occupancy for Fall and Spring. The deposit is refundable at the end of the academic year or upon official withdrawal from the college, unless the student has an outstanding balance, such as tuition, room and board, fines, etc.

A \$25.00 prepayment is required for Summer. Residence Hall Staff has the right to transfer/remove a student from a residence hall for issues, such as consistently committing student infractions, danger to themselves/others, or disrespect of residence hall staff/others.

### **Visitation**

Coahoma Community College is dedicated to providing a wholesome atmosphere for students residing in the Residence Halls on campus. The Division of Student Engagement reserves the right to restrict visitation on the campus of Coahoma Community College.

Open Dorm visitation is on Tuesday and Thursday from 6pm-10pm. During the Fall semester, open hall visitation starts the first Tuesday in September and ends on the last Thursday in November. In the Spring, visitation begins the first Tuesday in February and ends the last Thursday in April.

Students are to check-in with **valid ID cards** and/or a valid state driver's license or a valid id from any of other 14 Community Colleges in the State of Mississippi as well as valid id cards from the Institutions of Higher Learning in the State of Mississippi. Sexual activity of any kind is prohibited on the campus of Coahoma Community College. Violation of this policy may result in probation, suspension, or expulsion.

Coahoma Community College reserves the right to check rooms and property therein at discretion, at any time. Residents are to comply with respect and assistance, if necessary. Residents do not have to be present at the time of the room check. Room checks can be done by Residence Assistants or Residence Managers. Residence Assistants are employed by the Department of Housing and Safety to assist the Residence Managers in keeping order and other related duties as outlined in the *Housing Policies and Procedures Manual* which is available on the Student Affairs webpage (housing section) of the college's

website. RA's are to be respected as college staff. If this process is not followed, sanctions will be imposed. For more detailed information, as related to housing policies, please visit the aforementioned webpage.

### **Residence Hall Lobbies**

Lobbies are provided for the residents of each residence hall for use in social, educational, and certain recreational activities. Television and cable service is provided in the lobby of each residence hall on campus. Hook up of video recorders (VCR's, DVDs), play stations or other video games in the lobby is prohibited.

Each member of a residence hall community is expected to accept responsibility for general upkeep of the lobby and for the behavior of their guests. Residents, as well as their guest(s), may lose lobby privileges for the remainder of the semester due to excessive noise or other offensive behavior in the lobby area, as determined by the Residence manager.

Lobby hours are 2:00 p.m. to 10:00 p.m. daily in each residence hall. Students must be properly dressed at all times when entering the lobby. No robes, housecoats, towels, or pajamas will be permitted in the lobby. Student IDs are needed for admittance.

### **Personal Property and Grooming**

Personal property, such as cell phones, video games, TV's, refrigerators, VCRs, DVD players, clothing, money, credit cards, etc. are not the responsibility of Coahoma Community College. **Occupants are to double lock their doors each time the room is left.** If such items are brought to campus and said items are stolen or damaged, it is at the loss of the student.

It is against school policy to cut hair in public areas and students will be subjected to disciplinary procedures. Braiding hair in public places is equally prohibited and students will be subjected to disciplinary procedures.

### **Emergencies, After Hours and Weekends**

The health center does **not** have hours of operation on the weekend. In the case of an illness for Residence hall students, the emergency services will be contacted by Campus Safety for students to be transported to the local hospital. The costs of these services are not covered by Coahoma Community College's insurance. Students are to contact the Residence Manager or the Residence Hall Assistant in the residence hall, or campus police via phone at (662) 902-9465.

### **Student Insurance**

Full-time dormitory students are offered limited coverage by the student insurance program; however, all students are urged to have their own health insurance policy or be covered by a parent's policy. Students are required to pay medical deductibles. Students are also required to report to the Student

Health Center before going to any hospital and /or private physician for any illness or injury to be covered by the Coahoma Community College Student Health Insurance Program. Failure to do so will result in the student being responsible for his/her own bill(s).

Emergencies are to be reported as stated in the **Emergencies, After Hours and Weekends** section of this handbook.

### **Holidays**

Residence halls are non-operational during certain calendar holidays. Thanksgiving: the residence halls close for the length of approximately nine (9) days. The halls close on the Friday that begins the holiday through the Sunday that ends the holiday. Christmas: the residence halls close the last day for exams on the academic calendar (see academic calendar) and re-open the day of registration for the spring semester. Spring Break: the halls close for approximately (9) days, the Friday before the break begins and re-opens the Sunday the break ends. The Residence Halls close the last day of exams for the spring semester (see academic calendar) and re-open the day of registration for the fall semester. All items should be removed from the dormitory room during school sanctioned holidays and the college will not be responsible for items left in the dormitory rooms.

### **Camps**

Camps that are sponsored by Coahoma Community College, or State or Federal Agencies are, to adhere to the rules, policies, and procedures, set forth by the college. If their housing is afforded to the camp as an in-kind or by fee and an incident occurs during a camp, the camper should immediately follow the guidelines of the camp attended. If a resolution is not attained at the camp level, then the incident should be reported immediately to the Division of Student Engagement and the college's Judicial proceeding will take precedent.

## **ACADEMIC/EDUCATIONAL PROGRESS FOR RESIDENCE HALL STUDENTS**

1. Students occupying residence hall rooms must enroll in the minimum number of fifteen (15) semester hours per semester. This classifies students as full time students.
2. Any student dropping to part-time status during any semester will forfeit the privilege to reside in the residence halls and will not be refunded any paid room and board fees.
3. Any student who fails to maintain a cumulative 2.0 grade point average or better will not be eligible to reside in the residence halls of Coahoma Community College.
4. Students who fall below the 2.0 will have the opportunity to appeal housing eligibility with the Department of Housing.

5. Students that do not attend mandatory housing workshops/meetings, the CCC Coronation, Presidential Scholars program, and Founders' Day Activities will be assessed a fine of no less than **\$100** per absence, and not more than **\$500**. If a student misses more than two (unexcused) workshops/meetings, he/she will be dismissed from campus housing.

All residence hall students who are not in compliance with the requirements at the end of the first semester will be sent a written warning of their campus housing status. Notification of student non-compliance of these regulations will be made by the Director of Student Engagement. Students not in compliance at the end of the second semester will lose campus housing privileges until the grade point average is raised to a minimum of cumulative 2.0 on a 4.0 scale.

### Pregnancy

If a student is pregnant or becomes pregnant during the housing contract period, the student agrees to comply with any and all reasonable requests made by the Department of Housing personnel. The pregnant student agrees to provide the following information to the Residence Hall Manager:

- 1) Doctor's name and phone number
- 2) Name of contact person in case of emergency
- 3) Due Date
- 4) Information about complications and circumstances

**Failure to comply, may result in dismissal from the Residence Hall.**

### Crime Awareness and Campus Security Act

Federal legislation requires the college to maintain data on the types and number of crimes on university/college property, as well as policies dealing with campus police. To obtain additional information, contact the college's Department of Campus Safety.

## **COLLEGE POLICIES AND PROCEDURES RELATING TO STUDENT CONDUCT**

Students and student organizations are expected and required to abide by local, state and federal laws. Students and their organizations must be aware that legal charges may be brought against them both within the college judicial system and in the civil or criminal court system. The college administration is responsible for establishing a procedure for reviewing and taking institutional action against students and student organizations found guilty of off-campus violations of local, state and federal laws. While the college does not act as a policing agent for students when they are off campus, the college reserves the right to take action if a student's or student organization's behavior is judged to be contrary to the

pursuit of the educational mission of the college or if the continued presence of the student or the organization poses a threat to their well-being or to the rights and property of members of the college community.

All students who represent the college through affiliation with any Coahoma Community College organization and/or athletic team, or any college-sponsored activity are required to be in good standing as a Coahoma Community College student. Depending upon the severity of offense(s), and/or decisions rendered by the appropriate disciplinary committee that is assigned by the Director of Student Engagement students who are found guilty of violating the Student/Collegiate Codes of Conduct and are sanctioned to disciplinary probation, suspension, or expulsion are **not** allowed to serve in the capacity of affiliate or representative. Affiliation and representation include, but are not limited to the following: Student Government Association, athletics, band, choir, and clubs and organizations. The Director of Student Engagement assumes general responsibility for student life and services offered by the college. In this capacity, it is the Director of Student Engagement responsibility to assure that students are informed of behaviors and activities that are unbecoming and/or unwelcome by the college; some of which are listed and discussed in this section.

## **ACADEMIC DISHONESTY**

### **Cheating includes:**

- Submitting material that is not the student's as part of course performance, such as copying from another student's exam or the reciprocal of that matter;
- Using information or devices that are not allowed by the faculty; such as using formulas or data from a home computer program, or using unauthorized materials for a take-home exam;
- Obtaining and using unauthorized material, such as a copy of an examination before it is given;
- Fabricating information, such as the data for a lab report;
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation;
- Collaborating with others on assignments without the faculty's consent;
- Cooperating with or helping another student to cheat;
- Participating in or performing other forms of dishonest behavior, such as having another person take an examination in your place; or altering exam answers and requesting the exam be regarded; or communicating with any person during an exam, other than the exam proctor of faculty. *(Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion)*

### **Plagiarism includes:**

- Directly quoting the words of others without using quotation marks or indented format to identify them.

- Using sources of information (published or unpublished) without identifying them
- Paraphrasing materials or ideas of others without identifying the sources.
- Using themes, essays, term papers, tests and other similar requirements that are not the work of the student submitting them.
- When direct quotations are used, they must be indicated and when the ideas of another are incorporated in papers they must be appropriately acknowledged.
- When a student is unsure about something that he/she wants to do or the proper use of materials, a faculty member should be consulted for clarification.

Generally, if a student writes while looking at a source or while looking at notes taken from a source, a footnote should be given. Whenever any idea is taken from a specific work, even when the student writes the idea entirely in his/her own words, there must be a footnote giving credit to the author responsible for the idea. The student should never retain a sentence pattern and substitute synonyms for the original words. *Paraphrasing* means the alteration of sentence pattern and changing of words. Any direct quotation should be footnoted or documented in an acceptable fashion. Methods of documentation vary, and it is possible to cite in the text itself, rather than in a footnote. The student should give credit in a manner specified by the instructor. *(Such acts will be considered a severe infraction and carry a possible sanction of suspension in semester (s) length or expulsion)*

### **Unauthorized/Illegal Web/Computer Use**

CCC allows and encourages the use of CCC owned computer resources. This use is a granted privilege, not a right. Student use must be in accordance with all applicable laws, policies, and standards regarding acceptable use. Areas of concern include but are not limited to:

- Discriminating or libelous statements.
  - Copyright infringements (“illegal downloading”)
  - Obscene, offensive or threatening materials
  - Usage primarily for financial gain or compensation not relevant to CCC’s mission
  - Computer Hacking to access institutional records to change grades, alter account balances, etc
- Failure to comply with this policy may result in charges being brought both within the college’s judicial system and in the civil or criminal court system. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)*

### **AIDING AND ABETTING**

No person shall help, assist, facilitate, or promote the commission of a crime or college violation. This prohibition encompasses all assistance rendered by words, acts, encouragement, support, actual or constructive to render assistance or aid in the accomplishment thereof, by encouraging, counseling, or

inciting its commission. Anyone who by any word, deed, or act directly or indirectly urges, encourages, supports or otherwise instills in the mind of another the will to so act shall be considered a principal in the commission of said crime and shall be punished in the same manner. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)*

## ALCOHOLIC BEVERAGES

- A. No person may consume or possess any alcoholic beverages, containers, or bottles in the residence halls, in college buildings, or on any property or public location belonging to Coahoma Community College
- B. The possession, sale, distribution or furnishing of alcoholic beverages is prohibited in the residence halls, in college buildings, or on any property or public location belonging to Coahoma Community College.
- C. Students who behave in an intoxicated manner as a result of the use of alcohol or require staff assistance shall be subject to disciplinary action.
- D. The playing of games (or competitions) involving the use or consumption of alcoholic beverages is prohibited on the campus or at events sponsored or supervised by the college whether home or a visiting institution.
- E. Common source containers are prohibited in residence halls and on college-owned property.
- F. Possession of any alcohol paraphernalia is prohibited.
- G. Empty alcoholic beverage containers (bottles, cans, etc.) are prohibited in/on college owned or controlled property. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)*

## DRINKING AGE LAW, MISSISSIPPI

Effective Oct. 1, 1986, it is illegal for any person under the age of 21 to possess or be sold, given, or furnished beer or light wine. The law has serious consequences for persons who provide or sell beer and light wine to individuals under the legal age of 21, as well as for underage drinkers.

## BRANDS AND TATTOOS

No individual or organization may participate in or require others to be branded or tattooed. Students are prohibited to do tattoos/brands on the campus of Coahoma Community College. Such acts are a form of hazing and carry a sanction of suspension/expulsion.

## HAZING

Hazing is doing favors, being physically or verbally abused, branded, etc. to gain admittance into a club/organization. **By the statue of the State of Mississippi, fraternities and sororities are prohibited on community college campuses.** It is prohibited for students to form groups that are not sanctioned by

the college. Sanctioned CCC clubs and organizations that participate in any form of hazing will be subjected to suspension/expulsion. This is not a practice at CCC and all violators are to be reported to the Director of Student Engagement and in cases of an emergency to campus police or a faculty/staff member.

## CRIMINAL ACTS

Students who are arrested by authorities because of violation of criminal law are subject to suspension until the matter is settled by the police department or by the court. The nature of the offense and the settlement will determine what action, if any, will be taken by the college. The student may also be subject to the college's disciplinary process. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion.*

## DECEPTION

It is unacceptable and illegal for any person to:

- A. Misuse college records (attempting to gain admission/otherwise), forms, or documents by forgery, unauthorized alteration or reproduction, or any other means.
- B. Provide false information, either written or oral, to the college or to any administrator of the college. (Students who falsify housing and or admissions records are also subject to removal/or disciplinary action.)
- C. Attempt to perpetrate a fraud against the college or the members of the college community.
- D. Misrepresent information or lie. Participation in such acts is subject to college disciplinary action and punishable by law. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length, expulsion, or non-admittance)*

## DESTRUCTION OF COLLEGE PROPERTY

Destruction or attempted destruction or damage to college property, property of the area surrounding the college, or property belonging to a member of the college community is strictly prohibited. Every person who shall maliciously destroy, disfigure, or cause to be destroyed, disfigured, or injured the property of another, either real or personal, shall be subject to arrest and/or criminal prosecution. Students are expected to respect the property of the college and that of others. Destruction of such property, deliberate or through carelessness, will be considered a serious breach of Coahoma Community College's standards. Participation in vandalism may result in a student's arrest and prosecution by campus and/or county authorities as well as suspension/expulsion from the college. The college will request restitution. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)*

## Arson

Any person who willfully and maliciously sets fire to, or burns, or causes to be burned; who is a party to destruction by explosion from combustible material; or who aids, counsels, or procures the burning or destruction of any state-supported school building in this state, whether in use or vacant, shall be guilty of arson and subject to expulsion.

Any person observing or witnessing the destruction by fire of any state-supported school building, whether occupied or vacant, which fire was the result of his or her act of an accidental nature, and who willfully fails to sound the general alarm or report such fire to local fire department or other local authorities, shall be guilty of a felony and, upon conviction thereof, shall be sentenced to the State penitentiary for not less than two (2) or more than ten (10) years. Any person, who by reason of his age comes under the jurisdiction of juvenile authorities and who is found guilty under section 1 (subsection 1 hereof) of this act shall not be eligible for probation unless and until at least six (6) months confinement has been served in a state reform school. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)*

## Fires

It is illegal to possess, sell, furnish, or use any incendiary device without proper authorization. Setting or causing to be set any unauthorized fire in or on college property is also prohibited. Violations of these regulations may result in prosecution under the Mississippi Criminal Code and/or expulsion from Coahoma Community College. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)*

## Fire Drills, False Alarms and Sprinklers

No person shall:

- A. Fail to evacuate a building or refuse to respond immediately to a fire alarm.
- B. Ring any bell or operate/tamper with/or trigger any mechanical or electrical apparatus for the purpose of creating a false fire alarm.
- C. Operate/tamper with/discharge/or remove any fire extinguishing equipment, emergency signs, exit signs, sprinkler system, identification of rooms or smoke detector without proper authorization.
- D. Re-enter a building until it has been declared safe to do so by the appropriate staff.
- E. Not comply with officials conducting the drills

Participation in such acts is subject to college disciplinary action and punishable by law. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)*

## Fireworks

No person shall possess or explode firecrackers or other types of fireworks or explosives of any kind in any building or on any property owned or controlled by the college. Participation in such acts is subject to college disciplinary action and punishable by law. *(Such acts will be considered a severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion.*

## DISORDERLY CONDUCT OR ASSEMBLY

A. No person shall assemble on campus for the purpose of causing a riot, destruction of property, or a disorderly diversion, which interferes with the normal operation of the college. (This section does not deny individuals the right to peaceful, non-disruptive assembly.)

B. No person or group of people shall obstruct the free movement of other persons about the campus or interfere with the use of college facilities.

C. The abuse or unauthorized use of sound amplification equipment in or out of doors is prohibited. (The use of such equipment must be authorized by the appropriate department or organization, the Campus Union, the Office of Student Activities, and the Director of Student Engagement.

D. Rowdy behavior, indecent language, excessive noise or drunken or drug induced behavior is prohibited.

E. Disorderly and/or obscene conduct or a breach of the peace on any college property or public function affiliated with the college is prohibited. This includes disorderly conduct (walking, talking, leaving while programs are in session, etc) in a college-sponsored assembly. Participation in such acts is subject to college disciplinary action and punishable by law. *(Such acts will be considered a moderate or severe infraction and carries a possible sanction of suspension in semester (s) length or expulsion)*

## DISRUPTION OF CLASSES AND COLLEGE FUNCTIONS

Any person who, without authority, disrupts classes or other educational functions with vociferous vulgar language, loud music, fighting, confrontations with students/faculty/staff on the campus or in off-campus sites shall be arrested for disturbing the peace, turned over to civil authorities, and shall be subject to disciplinary action which may result in suspension or expulsion. This is also referenced to excessive talking and horse playing in assemblies sponsored by the college.

## **DISRUPTIVE BEHAVIOR**

- A. No person shall threaten to, or actually push, strike, or physically assault any member of the college community or any guest to the campus.
- B. Students who maliciously provoke or participate in fights will be subject to disciplinary action which may result in one or more of the following penalties: arrest, disciplinary warning, probation, suspension, or expulsion.
- C. Conduct, which materially interferes with the normal operation of the college, is prohibited.
- D. Conduct and/or expressions which are obscene, intimidating, or which are blatantly offensive to the prevailing standards of an academic community are prohibited. Participation in such acts is subject to college disciplinary action and punishable by law. Such may acts carry sanctions of probation, suspension, or expulsion.

### **In cases of disturbance, the following policy shall be instituted:**

1. All students of the college should report to their classes whether perpetrators of the disturbance report for class or not. The basic expectation of college employees is to carry out their official responsibility. This also includes student employees.
2. On the day or days of the disruption, teachers are to check classrooms carefully and send a written report of all absences to the Office of Academic Affairs.

### **Emergencies, Campus**

In regular operation of every institution, it is inevitable that there will be occasions when the routine operations are interrupted and in extreme instances, suspended altogether. Such occasions may be due to weather, fire, strikes, or organized student demonstrations. In such situations, it is important for students, faculty, and employees to assure that all functions and services of the college continue. In such cases, all involved should follow directives of the Department of Campus Safety.

### **Emergencies, Off-Campus Sites**

All off-campus emergencies are to be reported to the site monitor of the off-campus site. In most cases, each site has a police officer employed by the college. In cases where an officer is not present, local authorities should be contacted. The 24- hour number to contact CCC Campus Safety is (662) 645-4720

## DRESS

Coahoma Community College students are expected to dress in a manner representative of an educational institution. Special occasions (e.g. convocations; employment, career fairs; graduation; coronations; plays; luncheons; banquets, speeches for class/assembly) dictate that business (e.g. shirt and tie; business suit; blazer and skirt or slacks; dress) or formal wear (e.g. dinner dress, formal, business suit, or tuxedo) be worn. Sports and other social occasions (e.g. inter-collegiate athletic competitions; pep rallies; talent shows; spring fest, dances) require informal but respectable apparel.

Headdress is inappropriate for males during all indoor functions. Male headdress that includes “do rags” or scarves are considered inappropriate for the educational environment. Similarly, **male dress that includes sagging or unbelted pants is considered inappropriate dress** at Coahoma Community College.

**Female students are also expected to present themselves in appropriate dress at all times.**

Inappropriate dress might include unreasonably short dresses, midriff tops, short shorts, halter-tops, or other apparel of a revealing nature that is worn publicly into the classroom, or to special occasions as defined in the preceding paragraphs. It is important that females (as in the case of males) are dressed in a manner that is representative of an educational institution.

In special situations, faculty members have the authority to stipulate dress regulations for their classes or events sponsored by their department. Similarly, academic colleges and departments may stipulate dress requirements to supplement their educational goals and objectives.

**Any member of the faculty, staff, or Student Government members reserve the right to hinder a student from entering into a classroom or college sponsored event due to inappropriate dress.**

(Such acts carry a sanction of community service, fine, probation and/or suspension.)

## DRUG-FREE SCHOOLS/CAMPUSES

Coahoma Community College acknowledges and adheres to the laws of the state of Mississippi. The college also complies with the Drug-Free Schools and Communities Act Amendments of 1989.

In compliance with federal and state laws, at Coahoma Community College the following will apply:

### Drugs

- A. The possession of any drug controlled by federal or state laws on or off campus is prohibited.
- B. In compliance with state and federal law, it is illegal to possess, consume, use, or distribute (or intend to distribute or use) any drug controlled by federal or state laws on the campus of Coahoma Community College or at event sponsored or supervised by the college.
- C. The manufacture, intent to manufacture, furnish, or intent to furnish drugs controlled by federal or state law is prohibited.

D. The sale, intent to sell, purchase intent to purchase, deliver, and intent to deliver drugs controlled by federal or state law is prohibited.

E. Possession or use of any drug related paraphernalia is also prohibited. The college reserves the right to initiate judicial action if drug violations occur on or off-campus. Students found to be in violation of the drug policy will be subjected to disciplinary action, which will result in expulsion.

## **FAILURE TO COMPLY**

A. Failure to respond or properly identify oneself pursuant to a request by properly identified officials of the college while in the performance of their duties.

B. Failure to report to the office of a college official for a conference, meeting, or appointment by the official.

C. Failure to appear as a witness in a disciplinary case when properly notified.

D. Failure to comply with any disciplinary condition imposed on a person by any judicial body or administrator.

E. Failure to comply with the directions of a campus police officer.

Participation in such acts is subject to college disciplinary action and carries a sanction of probation, suspension, or expulsion.

## **FALSE REPRESENTATION OF THE COLLEGE**

No person or group of persons shall claim, without proper authorization, to speak, act, or solicit in the name of the college or one of its organizations. As a member of a community of educated persons, a student is expected to exercise reasonable self-discipline and judgment when speaking or acting as a citizen. The ultimate sanction for this act is expulsion.

## **FINANCIAL OBLIGATIONS**

Students are expected to meet their financial obligations with the college in accordance with the designated deadline dates. If obligations are not met, then the student may be subjected to a reduction in funds and/or removal from the residence halls, will not be included in commencement exercises, and will not be granted a college transcript.

## FORBIDDEN OBJECTS

The following objects are disallowed in all residence halls and public areas of the college, unless authorized by appropriate officials:

1. Pets;
2. Laboratory animals, either dead or alive;
3. Open flames (e.g., candles) or any combustible decoration or device
4. Alcoholic beverages and/or beverage containers. (See Alcohol Policy)
5. Athletic equipment such as bats, weights, balls, etc.
6. Firearms, fireworks, and weapons of any kind.
7. **Hover Boards**

## FRAUD

It is unacceptable and illegal for any student to partake in:

- A. False representation of a matter of fact, whether by words or by conduct.
- B. False or misleading allegations or by concealment of that which should have been disclosed.
- C. Deceive another so that he/she shall act upon it to his/her advantage.
- D. Intentionally alter the truth for the purpose of inducing another in reliance upon it to part with some valuable thing in an effort to surrender a legal right.

Participation in such acts is subject to college disciplinary action removal from the dormitory, fines, and punishable by criminal and campus law.

## GAMBLING

Gambling is not permitted on the premises of Coahoma Community College or at any activity sponsored by the college whether on or off-campus. Violators are **subject to arrest and prosecution by civil authorities** as well as to college disciplinary action, which may result in one of the following penalties: disciplinary warning, probation, suspension, expulsion, or dismissal from class or residence hall. Unauthorized playing of games for money or other items of value is prohibited. Possession of such may result in probation, suspension, or expulsion.

## IMMORAL RELATIONSHIPS

Students who engage in immoral or illicit acts on campus will be subject to disciplinary action. Such acts include the use of obscene gestures, improper body exposures, stripping, vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the college. Said sanctions will apply: probation, suspension, expulsion.

## **INSUBORDINATION**

Students are expected to respect persons in authority. To disagree or hold a different point of view is normal, but the rule of mutual respect should prevail. Gross disrespect to persons in authority will not be tolerated. **By State Statue, it is unlawful to threaten faculty of an educational institution. If a student verbally threatens a faculty member, then the student can be arrested, subjected to college disciplinary proceedings, and bound over to the courts of Coahoma County.** Violators will be subject to disciplinary action, which may result in one of the following penalties: disciplinary warning, probation, suspension, or expulsion.

## **JOINT RESPONSIBILITY**

All persons who knowingly act in concert to violate college regulations have individual and joint responsibility for such violations and such concerted acts are prohibited.

## **MORAL TURPITUDE**

An act of baseness, vileness or depravity which brings shame to the college and is in contradiction to the letter and spirit of the college's Code of Conduct, good citizenship and ethics is strictly prohibited. Violators will be subject to disciplinary action.

## **PARKING REGULATIONS**

All parking restrictions on the campus of Coahoma Community College are landmarked throughout the campus. Students are prohibited to park in employee or reserved parking. Handicapped signs are strategically placed around campus for the convenience of those needing such accommodations. All students enrolled at Coahoma Community College are to purchase decals for all vehicles driven on campus as well as on off-campus locations. A valid driver's license and proof of insurance are needed to purchase a decal. The student is to pay the fee for the decal at the college's business office and present the receipt and aforementioned documents for the item at the campus police office, which is located on the 1<sup>st</sup> floor of the Dickerson-Johnson Library. Students that attend off-campus sites are equally responsible for purchasing a decal. All decals should be purchased by the deadline given by the Department of Campus Safety, which is two weeks after the first day of registration for the fall and spring semesters, and the second day of registration for the summer term sessions. Failure to comply will result in fines that will continue to double if not paid to the Business Office by the date specified, and may result in non-motor vehicle privileges for on and off-campus sites.

## PETS

To protect the interest and safety of students and employees, it is the policy of the college not to allow pets in any college building, including but not limited to administrative buildings, classroom buildings, residence halls, or dining facilities. “Pets” are considered dangerous animals, domestic or wild, in the company of a student, faculty member, guest, or visitor to the college, and **does not apply to service dogs**. If the policy is violated, the student is subject to dismissal from the residence hall, suspension, and/or expulsion,

## PICKETING

It shall be unlawful for any person, singly or in concert with others, to engage in picketing or mass demonstration in such a manner as to obstruct or unreasonably interfere with free ingress or egress to and from any public premises, state property, county or municipal courthouses, city halls, office buildings, jails, or other public buildings owned by the State of Mississippi, or any county or municipal government located therein or thereon conducted or so as to obstruct or unreasonably interfere with free use of public streets, sidewalks, or other public ways adjacent or contiguous thereto. Any person guilty of violating this act shall be deemed guilty of a misdemeanor and, upon conviction thereof, shall be fined not more than five hundred dollars (\$500), or imprisoned in jail not more than six (6) months, or both such fine and imprisonment.

## SMOKING

Smoking and the use of tobacco products are prohibited at all times, and at all locations of Coahoma Community College campus, including College-owned facilities, properties, and grounds. This includes but is not limited to the following:

- The interior of all College-owned buildings;
- All outside property or grounds of the main campus, including sidewalks, parking lots, recreational areas and partially enclosed areas such as walkways, breezeways, patios, porches, gazebos, tents and bus shelters;
- Within any Coahoma Community College-owned vehicles, including buses, vans, shuttles, golf carts and all other College vehicles; and
- All indoor and outdoor athletics venues and facilities.

This policy applies to all faculty, staff, students, visitors, and contractors.

## SOLICITATION - VENDORS

College property, although recognized as state property, is considered “specialized use” state property and, therefore, subject to reasonable restrictions and guidelines designed to foster the purposes to which the institution is dedicated. Rules are promulgated to enhance the purposes of the educational institution and to protect the individual rights of students and those members of the general

public wishing to give students the opportunity to purchase their services or goods.

- A. No group or individual may conduct a sales campaign in residence halls, classrooms, administrative buildings, or any other campus location.
- B. Private individuals, student or non-resident students may not conduct a sales campaign in residence halls, classrooms, administrative buildings or at any other campus location.
- C. Door-to-door sales are prohibited. Placing door hangers on residence halls or signs on cars in college owned parking lots is prohibited.
- D. Nothing herein shall be construed as prohibiting commercial solicitation to individual students by telephone, mail, or email.

Violators are subject to college discipline and may be punishable by law.

## **STUDENTS RIDING IN AUTOMOBILES**

The college assumes no responsibility or liability regarding students riding in or parking private vehicles on campus. It is a privilege for students to drive on the campus of Coahoma Community College. The college reserves the right to revoke that privilege at any time for reasons not limited to non-purchase of a decal, excessive parking tickets, reckless driving, and parking in restricted areas.

## **THEFT**

No person shall take, attempt to take, or keep in his/her possession items, not legally possessed by him/her, including but not exclusively, items of college property, or items belonging to students, faculty, staff, student groups, or visitors to the campus, without proper authorization. No person shall sell a textbook that is not his/her own without written permission of the owner. Participation in such acts is subject to college disciplinary action to include a maximum sanction of expulsion and punishable by law.

The college assumes no responsibility for theft of a student's personal property. Information regarding personal property insurance for residence hall students is available in the **CCC Housing Department**.

## **TRADEMARK GUIDELINES**

Campus clubs and organizations and individual students may use the Coahoma Community College name, trademarks, or logos only with the written approval of all the following (but not limited to): the Director and/or Assistant Director of Student Engagement, any member of the President's Leadership team, and the Director and/ or Staff of Public Relations in accordance with established college policy.

## UNAUTHORIZED ENTRY AND USE --COLLEGE FACILITIES OR EQUIPMENT

- A. No person shall make unauthorized entry into any college building office, residence hall, parking lot, or other facility. Nor shall any person remain, without authorization, in any building after normal closing hours.
- B. Unauthorized use of equipment is prohibited. This includes unauthorized use of computers and computer programs. Attempts to access restricted records and programs are prohibited. Such actions are a violation of the *Student Code of Conduct*.
- C. Unauthorized entry into vehicles is prohibited.
- D. Unauthorized use of bathrooms, exits, or windows is prohibited.
- E. Unauthorized use or duplication of keys is prohibited.
- F. Unauthorized use or possession of any parking permit (hang tag) is prohibited.
- G. No person shall enter or attempt to enter any dance, social, athletic event or any other recognized college organization without credentials for admission (i.e. ticket, identification card, invitation, etc.). Credentials should be that of the person seeking to gain admittance. Participation in such acts is subject to college disciplinary action punishable by law, and may result in a fine, probation, suspension, or expulsion.

## VIOLATION OF LAW

Violation of local, state, or federal law on the campus is prohibited. Violations off campus which constitute either an aggravated misdemeanor or felony will be presumed to affect the student's ability to function as a member of the college community and the student will be subject to disciplinary action by the college. Additionally, Coahoma Community College has the right to sanction its students for off-campus violations. Coahoma Community College has the right to sanction each student violator regardless of court hearings, upcoming court dates, or outcomes of such hearings.

## WEAPONS AND FIREARMS

**Mississippi code 97-37-17.** It shall be a felony for any person to possess, carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive (s) and/or a stun gun on educational property. Any person violating this subsection shall be guilty of a felony and, upon conviction thereof, shall be fined not more than (\$5,000), or committed to the custody of the State Department of Correction for not more than three (3) years or both. **Weapons of any type are not permitted in any area under college control or at any activity registered with the college.** Violators will be subject to arrest and subject to prosecution by civil authorities. College disciplinary action also applies and the student may be expelled from the college.

## Weapons and Firearms

A. A weapon is defined as any instrument used with the intent to cause bodily harm.

B. Possession of handguns or any lethal or potentially destructive weapons including, but not limited to: guns, bow and arrows, BB guns, air guns, ammunition, hunting slingshots, stun guns, martial arts weapons, medieval weapons, darts, knives with a blade length of three inches or greater, and other dangerous weapons are prohibited on the campus of Coahoma Community College and/or college building, including off-campus host sites where CCC college courses or non-credit courses are offered. (Such items in automobiles are also strictly prohibited.)

C. Possession of any lethal or potentially destructive substances including; poisons, corrosive or volatile substance (e.g. acids, etc.) are prohibited on the campus of Coahoma Community College or in any host site of the college.

D. The use or discharge of any weapon, or threatening another with a weapon is strictly prohibited.

E. Shotguns, small caliber rifles suitable for hunting, and other lethal weapons, including ammunition, may not be stored in automobiles, residence halls, or any other building on campus or in host sites.

**• Violators are subject to college disciplinary action, which will mandate expulsion and will be punished by law.**

## STUDENT CODE OF CONDUCT

To maintain an atmosphere on the Coahoma Community College on- campus and host sites that is conducive to academic pursuits and fosters the growth and development of all members of the college community, a series of procedures and regulations governing student conduct and behavior has been established. Included in the procedures and regulations, which collectively are known as the ***Student Code of Conduct***, are statements concerning expectations regarding student conduct, guarantees of student rights and responsibilities, and procedures for adjudicating allegations concerning student misconduct. The penalties for violation of these regulations are also contained in the ***Student Code of Conduct***.

All students at Coahoma Community College are expected to read and become familiar with all sections of the ***Student Code of Conduct***. Each student is individually responsible for adhering to the regulations contained in the Code. A student who is found to have violated these regulations will be subject to disciplinary action, ranging from a disciplinary warning to suspension/ expulsion. The severity of the sanction is dependent upon the severity of the offense as determined by the Director/Assistant Director of Student Engagement/designee, or the appropriate judicial council.

Discipline will be levied in all instances except those in which a qualified, licensed, mental health professional has communicated to the college in writing that the actions were caused by severe psychological problems sufficient to warrant the immediate withdrawal of the individual from the college. In each instance, the individual may not re-enroll at Coahoma Community College for at least two full academic semesters and then only upon the written recommendation of the mental health professional.

## PRINCIPLES FOR COLLEGIATE CONDUCT

Coahoma Community College's ***Collegiate Code of Conduct*** is designed to address the principal behaviors and conduct which is expected of students, faculty, and staff as they interact in a diverse learning environment. It is intended to enhance a student's success in the classroom as well as in their campus life. The tenets for this covenant are:

### INTEGRITY

Respect and embrace the principles of academic honesty

### PHILOSOPHY

Embrace an academic philosophy for positive progress toward competency in goals, critical and logical thinking and a commitment to excellence.

## **CLASS ATTENDANCE**

Participate actively in classroom and other learning environments and commit to becoming a lifelong learner.

## **DIVERSITY**

Celebrate the similarities and differences in our cultures, races and ethnic origins.

## **COMMUNICATIONS**

Encourage open communication and expression, which is guided by respect for others.

## **BEHAVIOR**

Understand that sexual and social harassment will not be tolerated. Therefore, always dress for success.

## **PROFANITY**

Discourage the use of profanity and offensive actions out of respect for others.

## **ACCOUNTABILITY**

Accept personal responsibility for one's actions and life choices and realize that embracing negative elements of an unhealthy lifestyle will interfere with success.

## **SERVICE**

Engage in civic and service-learning opportunities to share knowledge and skills with local, national and world communities.

## **RESPECT**

Embrace and respect tradition by participating in rituals and observances, especially those that contribute to the history and heritage of the college.

## **ASSESSMENT**

Conduct periodic assessments of academic, personal and career progress. Stay focused on the purpose for being at the college.

## CAMPUS SAFETY

The student is encouraged to always think safety first when engaging in academic/career-technical rigor, social scenarios, and on and off-campus activities. Be alert of surroundings and threats to safety and inform appropriate authorities of such situations.

Students that swerve, horseplay, play loud music in vehicles, hang out of vehicles, have possession of drugs/paraphernalia or alcoholic beverages in vehicles on the campus of Coahoma Community College or host sites of the college will be arrested, adjudicated, fined (not to exceed \$500) the vehicle will be impounded at the students' expense and the student may be placed on probation, suspended, or expelled.

## FREEDOM

Respect the freedom of others to express themselves in matters relating to academic and philosophical opinions.

## PHILOSOPHY OF STUDENT CONDUCT AND DISCIPLINE

The student disciplinary function of Coahoma Community College is an integral part of the educational mission of the college. Learning responsible behavior and self-discipline are part of the educational process. The college expects its students to obey national, state, and local laws, to abide by the regulations of the college, to respect the rights and privileges of others, to support the purposes and standards of the institution, and to conduct themselves in a manner that brings no discredit to them or to the institution. In the event that students fail to demonstrate such behavior, the college has the obligation and right to discipline them. The acceptance of this implied right of the college by parents, guardians, and/or students is a prerequisite for enrollment as a student at Coahoma Community College.

The college's judicial system and other components of the program emphasize the development of each individual's acceptance of his or her own personal and social responsibilities.

Behavior, which is not in keeping with standards acceptable to the college community, is often symptomatic of attitudes, misconceptions, and emotional crises. Addressing aforementioned traits is an essential component of the disciplinary process.

**An educational approach to discipline is employed whenever possible. The college judicial system and appeals process are designed to provide and help maintain an atmosphere within the college community that is conducive to academic pursuits.** Stringent disciplinary measures against a student or a group of students, such as suspension or expulsion, are instituted only when lesser remedies are inconsistent with the college's mission.

The college, however, recognizes its responsibilities to all members of the community (i.e. students, faculty, staff, guests of the college, and members of the local community). The protection of personal and institutional rights and property, therefore, is a primary focus of the disciplinary process.

## HONOR CODE

*I will be honest in all of my academic course work and will not indulge in or tolerate the academic dishonesty of my counterparts or peers. I will not partake in any type of misconduct, misrepresentation, or immoral behavior that will harm, damage or endanger any person, property or myself or reflect negatively against me or hinder my academic continuance. I will strive to achieve excellence and to complete degree requirements without hesitation. I am a valuable part of the Coahoma Community College family, and proud of it.*

On the campus of Coahoma Community College, the Director of Student Engagement collaborates with all involved to provide a safe environment for students. The offices of the Director/Assistant Director of Student Engagement are on the 2<sup>nd</sup> floor, of the Z.A. Barron Student Union Building.

## CODE VIOLATIONS

**(At the end of each violation are sanctions that may be imposed by the college)**

**1.00 ABDUCTION AND/OR KIDNAPPING.** Enticing, persuading or forcible seizing and carrying of any student, faculty, staff or college official from one place to another without that person's consent. (Suspension/Expulsion)

**1.10 ACADEMIC DISHONESTY.** Misconduct, dishonesty, and misrepresentation, to include: taking tests or writing papers for other students (Probation/suspension/expulsion)

**1.20 AIDING AND /OR INCITING.** Witnessing an inappropriate, misconduct, unlawful, or an institutional unlawful act, and failure to report those acts. Aiding, abetting, persuading, and/or procuring another person or persons to commit any act of misconduct in the college community or environment; the persuading or aiding of another person to breach the peace on college premises or at functions sponsored, approved by, or participated. (criminal court sanctions/suspension/probation/expulsion) in by any member of the college. Gatherings of groups of students on/off of the premises in such a manner which causes damage to public or private property, causes injury to persons, or interferes with the orderly functioning of the college or with the normal flow of traffic or ordinary procedures. (Suspension, Expulsion)

**1.30 ALCOHOLIC BEVERAGES.** The use, consumption, possession, purchase, sale, and/or distribution of alcoholic beverages on college property, in cars or other vehicles, or at any of the college's activities (whether on- or off-campus) are prohibited, except as expressly permitted by the college regulations, exceptions, or local, state, and federal laws. (Fine not to exceed \$500, probation, suspension, or expulsion)

**1.31 ALCOHOL/DRUG INTOXICATION.** Appearing in public on the college/host site premises while intoxicated or under the influence of alcohol or illicit drugs is strictly prohibited. This includes any disorderly conduct regardless of whether such conduct results in injury to persons or property, as a result of intoxication. (fine not exceed of \$500, probation, suspension, expulsion)

**1.40 ANIMALS (pets).** Having pets or other animals (e.g. dogs, cats, snakes, birds, hamsters, etc.), with the exception of seeing-eye dogs (when accompanied by their owner) and tropical fish in an aquarium or other approved containers in buildings, including student residences, classrooms, and offices, except when needed in connection with a handicap person or with the written permission of the Director of Student Engagement, is prohibited. (removal from residence halls, fine not to exceed \$500, probation, suspension, or expulsion.

**1.50 ARSON/FIRE SETTING.** The malicious, fraudulent, and/or intentional burning of property on the college premises is prohibited. Acts include, but are not limited to, creating fires, setting a personal fire, open flames, and/or igniting flammable materials.

Willfully starting a fire in college buildings or on college property, which includes but is not limited to bonfires and cookouts, without the proper authorization of the college Safety Director and Director of Student Engagement is prohibited. Compliance with local and state fire codes must be assured and verified. (Suspension/Expulsion)

**1.60 ASSAULT.** The intentional harassment, degradation, threat or intimidation of another in an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. This includes engaging in, attempting or intending to engage in any form of mental, physical, verbal or mental abuse, coercion, which is directed toward another person or group of people which creates an intimidating, fearful or offensive environment in the classrooms, offices, residence halls and on the college premises. (arrest, criminal adjudication, probation, suspension, or expulsion) In general, physical contact is not required.

**1.70 ATTEMPTED OFFENSES.** An attempt to commit an act on college property, or involving members of the college community (that is faculty, staff, student, or campus visitor) in an offense that would be in violation of any law, code of conduct, rule, regulation of local, state or federal criminal code. (fine, warning, probation, suspension, or expulsion)

**1.80 BATTERY.** The unlawful application of force to the person of another is strictly prohibited. (fine, arrest, criminal adjudication, suspension, expulsion)

**1.81 AGGRAVATED BATTERY.** An unlawful act of violent injury to the person of another, accompanied by circumstances of aggravation, such as the use of a deadly weapon is prohibited. (Expulsion)

**1.90 CLASSROOM, HOUSING, AND GENERAL VIOLATIONS.** Students must comply with housing rules and resident life regulations including visitation policies. Any combination of three

infractions committed during a semester will result in termination of housing privileges. The following are prohibited:

- A. Unauthorized visitation of the opposite sex, children under 12 at any time in residence halls, buildings, classrooms is prohibited), (overnight guests, guests after curfew, and students that have not paid for a room but are staying in the residence hall illegally)
  - B. Loud music
  - C. Playing video games in a gathering
  - D. Curfew violation
  - E. Unclean room/bathroom
  - F. Horse playing
  - G. Vandalism
  - H. Engaging in barbering and cosmetology practices in/or around residence halls, classrooms, buildings
  - I. Sexual Activity cosmetology practices in/or around residence halls, classrooms, buildings
  - J. Fighting (participating/witnessing (Fighting constitutes abrasive/continuous arguments/striking another
  - K. Disrespect of instructors, administrators, staff, housing staff, to include RA's, athletic and custodial staff
  - L. Cooking with hotplates, George Foreman grills, lighting incents, pots with aromas, etc.
  - M. Defacing property
  - N. Inappropriate dress
  - O. Loitering/Littering
  - P. Disrespecting others
  - Q. Drugs/ alcohol use/possession/sale/intent to distribute
  - R. Gang Activity; fights of more than two on one; signs; paraphernalia
  - S. Spreading harmful rumors
  - T. Cell phone usage in classrooms/assemblies
  - U. Unauthorized selling of tapes, dvds, cds, snacks, food, clothing, merchandise, etc.
  - V. Joyriding/tampering with/on college or state owned property
  - W. Breaking rules on the college transportation for commuter students that are set by the Department of Transportation
  - X. Improper touching of others
  - Y. Walking/talking/creating disturbances during assemblies or events sponsored by the college
- Such acts or synonymous acts are prohibited and carry sanctions such as a warning, removal from residence halls, community service, fine not to exceed \$500 ( Unless the infraction is destruction or defacing property and restitution is a larger sum), probation, suspension, expulsion, or a combination thereof.***

## **2.00 CONTEMPT OF HEARING.**

Contempt of hearing violation includes (1) the failure to appear before a judicial body after receiving the proper notification of a scheduled disciplinary hearing or conference, (2) willful disobedience to, or displaying open disrespect for a college judicial board member such as the use of profanity, threatening behavior, or derogatory remarks, comments, and/or gestures, and (3) failure to comply with disciplinary conditions as sanctions imposed by a judicial

body or judicial administrative officer or staff person. Contempt charges will require the student to pay a disciplinary fine (to be determined by the appropriate council) forfeiture of due process rights, probation, suspension, or expulsion.

**2.10 DAMAGE TO PROPERTY/DESTRUCTION OF PROPERTY.**

Witnessing/ participating/failure to report damage, vandalism or destruction to property owned or leased by the college or personal property belonging to an individual, including but not limited to, car vandalism, walking on roofs of a university building, defacing structures and facilities, littering, unauthorized biking, skate boarding in inappropriate areas, marking, egging, littering, painting, spraying, the painting of residence hall rooms, hallways, lobby areas, classrooms, doors, bricks, and siding without the proper authorization is prohibited. (probation, community service, suspension, fine, or expulsion.)

**2.20 DANGEROUS, THREATENING, and/or UNSAFE BEHAVIOR.**

Conduct or behavior, which threatens or endangers the health or safety of any person in the college environment. This includes, but is not limited to, verbal threats to injure or harm another, horse playing, practical jokes, abductions, and kidnapping. (probation, community service, suspension, fine, or expulsion.)

**2.30 DISORDERLY CONDUCT, OBSTRUCTION, AND/OR DISRUPTION.**

Disorderly conduct is any offensive or annoying act that disrupts the peace. It includes but is not limited to conduct which is offensive or annoying to others or is disruptive to the rights of others. It includes excessive noise, noise after quiet hours, misuse of musical instruments, noise producing devices, talking excessively loud, failure to properly dispose of trash or food trays, shouting, loud stereo or radio sets; horseplay, practical jokes, and general annoyances; throwing any dangerous objects in a college facility or from the window of a college facility or onto the premises of the college.

Breaking lines, such as in the cafeteria, during registration, at campus events and activities, and so on, is deemed disorderly conduct. The intentional obstruction, interruption, hindrance, or disruption of teaching, research, administration, ceremonies, disciplinary proceedings, or other university tasks and activities; interfering with duties of a student, faculty/staff member or college official; withholding information vital to any investigation carried out by an authorized agent of the college; creating excessive noise which can be heard in other areas of the campus and which interferes with the normal operations of the college; creating excessive noise which can be heard in other areas of the campus and which interferes the normal operations of the college is prohibited. In so much as students are responsible for the behavior of their guests, students may receive sanctions if they permit their guests to behave disorderly on campus. (probation, community service, suspension, fine, or expulsion.)

**2.40 DISTRIBUTION OF ILLICIT PRINTED MATERIAL.**

Distribution of printed materials that are libelous, derogatory, scurrilous, sexually explicit, pornographic, or that encourages violations of public laws or college regulations is prohibited (probation, community service, suspension, fine, or expulsion.)

**2.50 DRUGS (Illegal)/ DRUG PARAPHERNALIA.**

The consumption, sale, distribution, manufacturing, purchase, passing of, or being in the presence of or the vicinity of illegal drugs, narcotics, the accessory to, or aiding and abetting of any controlled substances, are strictly prohibited from all locations of the college, and beyond the premises according to all local, state, and federal laws. Illegal drugs also include all prescription drugs without a valid medical prescription. Drug paraphernalia is strictly prohibited at the college. Paraphernalia is defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, playing with injecting, ingesting, inhaling, or otherwise introducing a controlled substance into the body. The scope of this prohibition includes drugs or paraphernalia that is on the person or in the possession of a student on property owned or controlled by the college and/ or at events and activities sponsored by the college, and involves related incidents that are subject to prosecution under local, state, and federal laws. The illegal possession of and/or use of drugs, or drug paraphernalia includes, but is not limited to roach clips, bongs, masks, scales, balances, sandwich bags or plastic bags and their corners, sifters, syringes, spoons, chamber pipes, homemade pipes, film canisters, diluents, spray cans, carburetor pipes, paint, pipes, using screens, water pipes, and any other equipment, products and materials that can be directly linked to the usage of controlled substances. Improper behavior or conduct on the campus which is a result of the use of illegal drugs which means that one who, having consumed or used drugs, experiences a loss of the normal use of his/her mental and/or physical faculties is restricted. (Expulsion)

#### **2.60 FAILURE TO COMPLY.**

Failure to comply with the directions of college officials (including campus police and residence hall staff) acting in the performance of their duties; failure to promptly identify oneself to college officials when requested; failure to comply with disciplinary sanctions are prohibited. This includes direct disobedience of a lawful order of a college official, as well as failure to evacuate a building during a fire alarm, drill, or when otherwise so ordered by a college official, fire department staff, or local law official. (probation, community service, suspension, fine, or expulsion.)

#### **2.70 FORGERY, DISHONESTY, FRAUDULENT ACTS, AND/OR MISREPRESENTATION.**

Forgery of names, signatures, documents (personal, public, and/or private) will not be tolerated. Forgery, deceptive acts, misrepresentation and/or dishonest acts include, but are not limited to materials, alteration, and misuse of college documents, records, or student identification cards, or documents and records belonging to another, cheating, plagiarism, or other forms of academic dishonesty; tampering with the election of any college recognized student organization; malfeasance or misuse of elective or appointive office in a student organization, its members, or the welfare of the college community; and fraudulently issuing worthless checks to the college. Lying, knowingly furnishing false information to the college or its officials, other forms of dishonesty in college-related affairs is also prohibited. (probation, suspension, fine, or expulsion.) The scope includes, but is not limited to the following: lying, fraudulently obtaining, altering, falsifying, transferring, loaning, selling or misusing or attempting intended misuse of an ID card, validation sticker, or any college document or service. (probation, suspension, fine, or expulsion.)

#### **2.80 GUEST'S BEHAVIOR.**

Students are responsible for the behavior of their guests whom they invite to the campus or permit to visit on the campus. If a guest is found to be in violation of the *Code of Conduct* while in the company of the student host or with the student host's knowledge, applicable charges will be brought against the

guest, as well as against the student host or the host student organization. (probation, community service, suspension, fine, or expulsion.)

**2.90 HARASSMENT (Verbal and/or Physical).**

The excessive physical annoyance of or the use of verbally abusive language by any person on college-owned or controlled property (on or off-campus sites) or while on the premises of, or while in attendance of college-sponsored or supervised events is considered to be harassment and is prohibited. The scope of any form of harassment includes language to physical acts which degrade, insult, taunt, or challenge another person by any means of communication, verbal, so as to provoke a violent response, communication of threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racist remarks or any behavior that places another member of the college community in a state of fear or anxiety. (probation, community service, suspension, fine, or expulsion.)

**3.00 HAZING.**

It is strictly prohibited for a person or organization to, in the course of another person's initiation into or affiliation with any organization, intentionally or recklessly engage in conduct which creates a substantial risk of physical and/or mental injury to such other person or to a third person. This includes asking favors or demanding services from a person seeking to join a college sponsored club/organization. (probation, community service, suspension, fine, or expulsion.)

**3.10 HEALTH AND SAFETY VIOLATIONS.**

This means any behavior which creates a risk or danger to others of the college community, including but not limited to propping open doors to residence hall, throwing objects from windows or balconies, failure to keep one's room in a condition that is safe and sanitary, unlawful disposal of toxic chemicals, or failure to maintain reasonable standards of cleanliness and safety as defined by the college. (probation, community service, suspension, fine, or expulsion.)

**3.20 IDENTITY DISCLOSURE/IDENTIFICATION CARDS.**

Failure to carry a valid college student identification card (when possession is in reason) while on the college property or failure to present it to a college official, including residence hall staff, police officers, administration, and staff members upon request is unacceptable. Fraudulently obtaining, transferring, selling, loaning, fabricating, manufacturing, falsifying, altering, misusing or attempting or intending to misuse one's ID card is prohibited. Presenting a false name or other identification, including false or invalid ID card, to a college official, while in the performance of their duties is prohibited. (probation, community service, suspension, fine, or expulsion.)

**3.30 INDECENT, OBSCENE, IMMORAL BEHAVIOR, AND/OR PROFANITY.**

Conduct, which is disorderly, lewd, indecent and/or portrayed on the premises of the college or at college sponsored or supervised activities on/off campus will not be tolerated.

Such acts include improper display of affection, obscene gestures, improper body exposures, stripping, vulgar language to or in the vicinity of students, staff members, administrators, or faculty or visitors of the college or when visiting other colleges and/or venues. (probation, community service, suspension, fine, or expulsion.)

### **3.40 MORAL TURPITUDE.**

An act of baseness, vileness or depravity which brings shame to the college and is in contradiction to the letter and spirit of the college's *Code of Conduct*, good citizenship and ethics is strictly prohibited. (probation, community service, suspension, fine, or expulsion.)

### **3.50 MOTOR VEHICLES, TRAFFIC VIOLATIONS, PARKING VIOLATIONS.**

Violation of properly constituted rules and regulations governing the use of motor vehicles (e.g. automobiles, motorcycles, etc.) on college-owned or controlled property on/off-campus locations or at college sponsored or supervised activities is prohibited. Excessive speeding or reckless driving afford the college to impound, boot vehicles, and revoke driving privileges on the college's owned or rented facilities. This also includes driving and parking on grass and sidewalks. Traffic tickets of the same offense will increase on the second and third offenses. Excessive tickets afford the college the right to impound or boot the vehicle. (*See Fee Schedule*) Failure to obey traffic and parking regulations is punishable by the college's Department of Safety. (probation, community service, suspension, fine, or expulsion.)

### **3.60 RAPE.**

Forcing or coercing another, regardless of sexual gender, personal affiliation, and/or affiliation with the college to engage in the act of sexual intercourse without that person's consent, or when the sexual intercourse is deemed without the person's consent because the person (victim) is incapable of understanding the nature of the act by reason of stupor or abnormal condition of the mind produced by an intoxicating or narcotic agent administered by the offender. (Expulsion)

### **3.70 SAFETY CODE-MISCHIEF.**

Failure to report/participating/witnessing/ the tampering with safety equipment is a serious violation of the *Code of Conduct* and is subject to expulsion and/or criminal prosecution. Making a statement verbally/writing a false fire or bomb alert, by any means including a telephone call or by a warning device, theft, removal of, or tampering with security cameras, fire extinguishing or safety equipment, exit signs, smoke alarms and detectors, fire hoses, sprinkler systems, hoses, fire mischief, or violation of college guidelines regarding fire safety, or standard safety (e.g., failure to follow evacuation procedures or obstructing the evacuation of a building during a fire, fire drill, or any other type of emergency) is strictly prohibited. (suspension, fine, or expulsion)

### **3.80 SEXUAL ASSAULT.**

The forcing of or attempting to force another person regardless of sexual gender, personal affiliation, and/or affiliation with the college, to participate in sexual intercourse and/or other sexual activities against his/her will is prohibited. Such misconduct includes verbal coercion, threats and physical restraint, also will not be tolerated. Disciplinary sanction for such acts will lead to expulsion. Violators also are subject to criminal prosecution.

### **3.90 SEXUAL BATTERY.**

The forcing of or forceful intention of engaging in sexual misconduct by physical contact and/or excessive force (with or without a weapon) which leads to physical pain toward another person

regardless of sexual gender, personal affiliation, and/or affiliation with the college, without his/her consent or when such sexual contact is deemed offensive to the victim, will not be tolerated by the college. Disciplinary sanction for such acts will lead to expulsion.

#### **4.00 SEXUAL HARASSMENT.**

Regardless of sexual gender, personal affiliation, and/or affiliation with the college, sexual harassment is defined as unwelcome and unsolicited sexual advances, requests for sexual favors or other verbal, visual or physical conduct or communication with sexual overtones that the victim deems offensive. Sexual harassment includes, but is not limited to unsolicited, deliberate, or repeated sexual flirtation, advances or propositions verbally/written; verbal abuse of a sexual nature; display of sexually suggestive pictures or objects; and/or offensive or abusive physical contact of a sexual nature. If such acts occur with student to student; faculty/staff to student; student to faculty/staff; or faculty/staff to faculty/staff, an incident reporting form should be completed and submitted to the office of the Director or Assistant Director of Student Engagement to begin an investigation. Such acts are taken seriously by the college and will not be tolerated; therefore, if these acts are alleged by a victim or transmitted as a rumor and the accusations are deemed as false, then the person (s) alleging the accusations will then be subjected to like disciplinary proceedings (to include sexual assault and battery). (probation, suspension, fine, or expulsion.)

#### **4.10 SOLICITATION.**

Unauthorized selling, collection of monies, and promotion (flyers) on campus or within college buildings is not permitted without permission of the Director of Student Engagement. Students may not act as agents for business firms which entail solicitation or the receiving of business offers or goods on college property. Further, students may not solicit on behalf of the college without the permission of the Director of Student Engagement and the Chief Financial Officer. Use of any residence hall room for business purposes of any nature, (e.g. the selling of food, clothing, jewelry, merchandise, favors, manicures/pedicures, hair perming/styling/braiding, barbering, babysitting etc.) is prohibited. (probation, community service, suspension, fine, or expulsion.) Coahoma Community College is not responsible for Student's Safety for non-sanctioned off-campus events.

#### **4.20 THEFT/MISAPPROPRIATION.**

Theft is defined as the wrongful taking of money or property without the consent of the owner, and/or the secreting of anything stolen, regardless of where the theft occurred; stealing from another person, agency, institution, or the college; the taking of property belonging to another, with the intent of converting the property to one's personal use; the unauthorized taking or consumption of food from the cafeteria or from a campus event; unauthorized use of another's credit card; and failure to return another's personal property upon request or within a reasonable period of time. Misappropriation, the taking of property belonging to another by mistake and/or without the owner's permission, but with no intent to convert the property to one's personal use is not permitted. This includes unauthorized moving or relocation of college furniture to one's own room or to some other area, illegal and/or unauthorized possession or sale of any property without the proper authorization, and possession of property which has been reported lost or stolen. (probation, community service, suspension, fine, or expulsion.)

#### **4.30 TRESPASSING.**

Unauthorized presence on, in or within any building or property owned or operated by the college (including residence halls, technology labs, shop areas, gymnasiums, fitness center, field houses, classrooms, offices, buildings, etc.), or the unauthorized entry into or remaining in a facility, or in a private room or office under the control of another, after having been asked to leave. Unauthorized campus visitors will be subject to arrest and criminal proceedings. (probation, community service, suspension, fine, or expulsion)

#### **4.40 UNAUTHORIZED USE/ENTRY OF COLLEGE FACILITIES.**

Unauthorized use of equipment, occupancy of, or unauthorized entry into or exiting from college facilities is prohibited. Unauthorized entry/exiting includes the entering and/or occupying and improper exiting of college facilities that are locked, closed or restricted for use to certain or all persons. Unauthorized entry or exiting into and from residence halls, without proper permission into living quarters or other buildings and/or structures or college premises, or the aiding and assisting of such is prohibited. (probation, community service, suspension, fine, or expulsion)

#### **4.50 WEAPONS/FIREARMS.**

The use, possession, consumption, or display of weapons, firearms, or explosives is strictly prohibited on the premises of the college. Weapons include, but are not limited to the following: rifles, shotguns, ammunition, handguns, air guns, BB guns, bowie knives, daggers switchblade knives, butcher knives, metallic or brass knuckles, explosives (including dangerous chemicals), water guns, play guns, firecrackers, propelled missiles, fireworks. The possession or use of items that resemble guns, knives, or other weapons are also strictly prohibited. When course content and classroom assignments require the use of such items, Divisional Deans should give prior written approval to the Director of Student Engagement as a matter of record. (Expulsion)

#### **4.60. Drug Testing.**

The college has the authority to order a drug and/or alcohol test on any student carrying a Coahoma Community College ID. If campus Police, housing staff, or the administration of the Division of Student Engagement deems that based on the appearance of the student being under the influence of a control substance that caused he/she to commit an act unbecoming of the college's Code of Conduct, a test may be ordered. Furthermore, if the drug test is positive and based on the student given Due Process, a judicial council of the college can suspend or expel a student that it feels poses a threat to the campus community for any of its owned or rented facilities. (Failure of testing will be just cause for immediate Suspension/Expulsion)

#### **4.70 Anti-Bullying Policy**

We believe that all students have the right to live and be educated in an environment which is supportive, caring and safe, and where there is mutual respect, courtesy, kindness and co-operation. Bullying is anti-social behavior, which threatens the fundamental principles of Coahoma Community

College, and it will not be tolerated. This policy has been developed with due regard to the duties and obligations under existing legislation and public sector duties for the safeguarding and the well-being of all students.

### **Forms of Bullying**

Bullying is deliberately hurtful behavior to someone as a single incident or over a period of time. It can be either physical, verbal or indirect or a combination of any of these forms. Often it includes one of more of the following: intimidation, exclusion, rumor - spreading, name-calling, anonymous messages, damage to and/or theft of personal property. The victim may react by becoming silent or withdrawn, feigning illness, missing lessons, not eating, or not working. The potential serious consequences of bullying, both physical and emotional, should not be underestimated. Bullying can lead to psychological damage and in extreme cases, suicide.

### **Cyber bullying**

Cyber bullying includes the use of information and communications technology in the following ways:

- Texting or emailing unpleasant, scary or rude mobile phone messages.
- ‘Sexting’, where sexually inappropriate mobile phone pictures of one person are used by another person to upset, harass or demean the person in the pictures.
- Posting abusive or demeaning comments on social networking sites such as Facebook, Instagram, SnapChat, Twitter, or in chat rooms.

### **Sexual and sexist bullying**

Sexual and sexist bullying includes:

- Making any offensive, or derogatory or demeaning comment or innuendo to a person linked to their gender and/ or sexuality.
- Displaying sexual or pornographic pictures on any electronic device with intent to insult, demean or harass another person.
- Any unwanted physical conduct or coercion into a sexual act.

### **Racist and religious bullying**

Racist and religious bullying includes making any offensive, derogatory or demeaning comment to a person linked to their race, nationality, ethnicity, religion or belief, or cultural practices.

### **Homophobic bullying**

Homophobic bullying includes making any offensive, derogatory or demeaning comment or innuendo to a person linked to their sexuality to upset, harass, humiliate or isolate that person.

## **Disability bullying**

Disability bullying includes making any offensive comment or physical interference towards another person who has a mental or physical disability or a learning difficulty, whereby that disability or learning difficulty is exploited with the intent to upset, harass, humiliate or isolate that person. (probation, suspension, fine, or expulsion.)

## **DISCIPLINARY PROCEDURE AUTHORITY**

By virtue of the bylaws and policies of the Board of Trustees of Coahoma Community College, the President of the college is charged with the responsibility of maintaining “appropriate standards of conduct” for students. This duty has been delegated to the Director of Student Engagement/designee. The Director of Student Engagement or his/her representative is further authorized to expel, dismiss, suspend and place limitations on continued attendance and to levy penalties for disciplinary violations. The Director of Student Engagement is aided by judicial councils.

## **JUDICIAL COUNCIL**

Three committees are appointed to hold hearings for students accused of violating the regulations of the college:

**Inter-Student Services Disciplinary Council**-composed of student service professionals (Director of Enrollment is the presiding officer/designee) hears all informal cases and in some instances cases of formal proceedings, involving minor and moderate infractions that will constitute sanctions of probation, fines, suspension from residence halls/buildings/bus in length, and/or community service. The Council sometimes can be composed of various student affairs professionals that can hear a formal case, and also in rare cases in which the Administrative Judicial Council sends a case (s) back to a lower council. The Council also serves as an appellate council.

**Student Judicial (court) Council**-composed of Student Government Association members (Chief Justice of the SGA-presiding officer; Faculty member and staff member advisor) Council hears cases that the Director of Enrollment considers to be minor/moderate infractions that will constitute sanctions of probation, community service.

Council makes recommendation to the Director of Student Engagement to uphold, reject, or modify sanctions imposed in the informal hearing.

**Administrative Judicial Council**-composed of a quorum of the executive team members of the college (Director of Student Engagement -presiding officer-ex officio member), the Council hears

cases that the **Inter-Student Services Disciplinary Council** constitutes to be severe infractions that may lead to a recommendation of suspension or expulsion. Before proceedings began, council reserves the right to send the case back to a lower court based on the merit (s) of the infraction per reading all reports. Council also serves as an appellate council.

**Note: The Director of Student Engagement and/or the Director of Safety also reserve the right to meet with students outside of council proceedings in an effort to minimize the volume of cases being referred. The Director of Student Engagement and/or the Director of Safety have the right to remove a student from campus and off campus sites until more official proceedings can materialize. In cases involving the Director of Student Engagement, the Assistant Director of Student Engagement /designee will serve as the presiding officer.**

## **DISCIPLINARY PROCEDURES**

The following rules of procedures for adjudicating alleged violations of the Coahoma Community College *Student Code of Conduct* are established for use by the Student Engagement Disciplinary and Appeals Committees. The administration of sanctions at the college is an educational process that is not designed to be punitive, and will experientially demonstrate its intent to be of a fair, appropriate, truthful, and due processed procedure. Disciplinary procedures may be initiated by the college (Director of Student Engagement) or by the designee of the Director of Student Engagement. The complaint or an official incident report must be investigated prior to judicial proceedings being invoked. If a student is suspended for a semester or academic year, or expelled from the institution (permanent separation) the registrar, financial aid director, and fiscal affairs director will be notified by the Director of Student Engagement to administratively withdraw the student from Coahoma Community College. However, a permanent file will be maintained by the office of the Director of Student Engagement and the Office of the Registrar.

## **JUDICIAL PROCESS**

- A. The student (s) involved shall be notified within five (5) working days in writing by the Director of Student Engagement that a report has been filed involving him/her in an incident that is in direct violation of the Coahoma Community College code of conduct. The notification will outline the time and place of the informal hearing, and if the student does not attend he/she invokes his/her rights to formal proceedings.
- B. The student, at the informal hearing, is presented with charges, given an opportunity to respond to the charges presented, given an opportunity to confront his/her accuser, and an opportunity to accept/reject the proposed discipline (sanction) by the appropriate council via a signed document materialized by the Division of Student Engagement.
- C. If sanctions are necessary and the student does not accept the discipline (sanction), based on evidence and/or witnesses that are requested by the accused to be presented/heard in formal proceedings, hearing procedures are then invoked within three (3) working days of signing the form invoking rights to formal proceedings. A time and place of the hearing will be sent to the

student (s) and the appropriate council will hear the case. If the student does not sign the disciplinary form, the student automatically invokes his/her rights to formal proceedings that could lead to probation, suspension, or expulsion, for disrespecting the code of student conduct and the judicial process of Coahoma Community College. If the student (s) fails to appear before any council, the council will make a decision in his/her absence, and the student shall be notified in writing of the council's decision, which will stand as record for the student (s) involved. The Director of Student Engagement will notify the student (s) of the council's decision in writing to be mailed to the student's (s) address which was submitted on the application to the college if the student resides in a residence hall. Also, the decision will be delivered to the occupant's (s) room.

- D. The student can bring witnesses, an advisor, and/or an attorney to the formal hearing, but the student (s) has to notify in writing the office of the Director of Student Engagement two (2) days (48 hours) prior to the hearing but can only be heard at the discretion of the presiding officer. If a witness that is a student of the college is present and engages in false testimony or misrepresentation/falsification, the student (s) will at that time become a part of the judicial process of the college and sanctions may be imposed,
- E. When a student is accused of violating the *Student or Collegiate Codes of Conduct* and criminal charges are pending against the student, an attorney may be present. In this instance, the role of the attorney is limited and passive. The attorney cannot actively participate in the hearing or ask questions of the witnesses or judicial council members. The attorney's role is to advise the student regarding self-incrimination and to observe the proceedings. If a student does not have present criminal charges pending, an attorney, however, will not be permitted to be present during any disciplinary proceedings.
- F. When the judicial process and/or uncomfotability of college officials involve a ward of the State, residence of a living/treatment facility, a felon, an individual that poses a threat to others, or an individual already a part of a criminal case and/or investigation, the Director of Student Engagement at discretion, will contact and cooperate with the cooperating agency whether it be state, federal, or local.

## DISCIPLINARY HEARING PROCEDURES

- A. To ensure that Coahoma Community College is strictly adhering to FERA Laws, disciplinary hearings are private and confidential involving the student and the council. Hearings are closed to the campus community, media, and the general populous.
- B. The Director of Student Engagement' assignment of cases to the appropriate judicial council determines the hearing officer.
- C. *The format begins with the presentation of charge (s) and proceeds with:*
- D. Call for the accused to respond to the charge(s), present witnesses and/or evidence
- E. Supporting testimony and information on the charge (s),
- F. Presentation of the accuser's testimony, witnesses, and/or evidence
- G. Examination and questioning of accused, accuser, and possibly the witness/advisor by the members of the council

- H. Deliberation by the council
- I. *Decision by the council to include:*
- J. Recall of precedent of prior sanctions made on like infraction (s)
- K. Finding on a question of guilt or innocence
- L. Sanctions, if any rendered to the presiding officer
- M. Presiding officer renders the decision verbally to the accused, then the accuser (both parties are bound to strict confidentiality rules; if not, student (s) will be subjected to disciplinary proceedings)
- N. Transcript will be transcribed and submitted to all parties involved
- O. Transcript will be filed in the Office of Student Engagement

## **REDRESS OF GRIEVANCES**

Any time a student's rights as outlined herein are violated, the student has the right to petition for redress through grievance procedures. A grievance is defined as the claim of an individual student that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to institutional policies and procedures. This grievance is to include a grievance against a faculty/staff person of the college without any threat of penalty or reprisal from aforesaid parties.

Coahoma Community College assures prompt and impartial consideration to any complaints, which its students may have during the course of their matriculation at the college. When circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

### **Grievance Procedures for Non-Academic Matters:**

A grievance may be initiated by a student as a result of a claim of discrimination or harassment, a disciplinary decision resulting from violation of the student code of conduct, or other non-academic issues involving students. If circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

1. Student should make an attempt to resolve the issue with the student/staff member verbally and in writing.
2. Student should attempt to resolve the issue with the student or staff member's immediate supervisor verbally and in writing.
3. Student should provide a written grievance or complaint to the grievance officer Director of Student Engagement, or designee in person or by mail.
4. Upon receipt of the grievance or complaint, the Director of Student Engagement or designee will schedule a conference within five (5) working days with the individual filing a grievance or complaint.
5. If there is no resolution in the conference, Director of Student Engagement will within

three (3) working days schedule a judicial hearing and forward the complaint to the appropriate judicial council. The ADA Compliance Officer will become a part of the process at this juncture if the complaint is one that claims to violate the civil rights of the person making the complaint. If an advisor and/or attorney is being brought to the hearing on behalf of the student, the student must notify in writing the Director of Student Engagement two days-48 hours prior to the hearing. The advisor and/or attorney will only speak at the discretion of the hearing officer, which is not likely to occur.

6. The judicial council's decision can be appealed in writing to the Director of Student Engagement within five (5) working days to be heard by the appropriate judicial (appellate) council.
7. The appellate council will hold a hearing within (5) working days of the appeal.
8. The appellate council's decision can be appealed to the President of the institution within two (2) working days for a final decision.

## **GRIEVANCE/DUE PROCESS PROCEDURES FOR INSTRUCTIONAL MATTERS**

The instructor has authority over all matters affecting conduct of classes, including assignment of grades. Student performance may be evaluated based on written work and/or other performance standards as determined by the instructor. If a student has a complaint about classroom activities or grades, the student may submit a grievance. If circumstances require such process to be sought, students are encouraged to submit complaints or grievances in accordance with the following procedures:

1. The student must first discuss the issue with the faculty/staff member involved and explain the basis for his/her grievance.
  
2. If the matter is not resolved with the faculty/staff member, the student may appeal to the department chairperson/program coordinator/director within three (3) working days. This appeal must be in writing and should describe the basis for the student's complaint as well as the outcome of the discussion with the faculty/staff member. Within three (3) working days following the receipt of the grievance, the department chairperson/program coordinator/director will make a decision regarding the student complaint and will provide a written response to the student.
  
3. If the matter is not resolved with the department chairperson/program coordinator/director, the student may appeal in writing to the appropriate instructional dean (Academic Affairs, Career-Technical Education or Health Sciences) within five (5) working days. The vice president will render a decision or call a meeting of an Instructional Grievance Committee. If an Instructional Grievance Committee is called, then following will apply:
  - a. The Instructional Grievance Committee is composed of the appropriate instructional vice president or

designee, who serves as the chair, faculty members, staff members, and/or administrators.

b. The student must be present when the grievance is heard. The student may have an advisor present during the hearing. If an advisor will be present, the student must inform the instructional vice president in writing at least two (2) working days prior to the hearing.

c. The responsibility of the committee shall be limited to a review of the case to determine if established policies, procedures, or practices were followed and interpreted correctly.

d. The Instructional Grievance Committee will render its decision in writing to the student within (5) working days.

If the student is unsatisfied with the decision, he/she may appeal within (2) working days through a signed, written statement to the President of the College. The decision of the President will be final.

<http://www.coahomacc.edu/Assets/uploads/files/hr/forms/Disciplinary-Grievance/GrievanceForm.pdf>

## **DUE PROCESS**

The following due process procedures are afforded to all ID card carrying students at Coahoma Community College who are involved in cases which may result in disciplinary sanctions:

- A. The student (s) shall be notified in writing that he/she has been perceivably involved in an incident that is in violation of the Coahoma Community College code of conduct. The notification will be submitted to the student (s) within three (3) working days and will provide the date, time, and place of the judicial hearing.
- B. The individual will be permitted to face and question his/her accuser (s) and witnesses testifying against him/her at the hearing. At the discretion of the hearing officer, both the accused and the accuser have the right to provide evidence and witnesses to prove otherwise or to speak on their behalf.
- C. After due consideration of the appropriate judicial council, the council shall render to the presiding officer a verbal and/or written decision.
- D. The student, if opposed to the sanction (s) rendered by a council, has the right to reject the sanction and invoke appeal proceedings.
- E. The student has to provide in writing within three (3) working days of the hearing, to the Director or Assistant Director of Student Engagement, the basis of the appeal, new evidence, and/or new witnesses. An appeal will not be granted, unless the aforementioned are not evident. If an advisor and/or attorney is being brought to the hearing on behalf of the student, the student must notify in writing the Director of Student Engagement two days-48 hours prior to the hearing. The advisor and/or attorney will only speak at the discretion of the hearing officer, which is not likely to occur
- F. The Director /Assistant Director of Student Engagement will decide if an appeal is warranted, and if so, notify the student and the appropriate council to schedule a date, time and location within three (3) working days of the hearing, and send the case to the appropriate council for an appeal hearing.
- G. If an appeal hearing is granted, and the appellate council makes the recommendation to the

Director or Assistant Director of Student Engagement, the student has the right to take his/her case to the President of the college. The President will then advise the Director or Assistant Director of Student Engagement of a recommendation to be carried out regarding the case or correspond with the student (s) directly.

- H. In cases where the student (s) has been adjudicated/pending cases in the courts of counties, state, or federal entities, and also involved in a breach of Coahoma Community College's code of conduct, the student's (s) case outside of the college will determine the fate of the student's (s) matriculation at Coahoma Community College, to determine if the student (s) involved pose a threat to the campus community. The college will continue its case involving the student (s) after the external case against him/her is settled, and said student (s) might be suspended until that time.

**Note: The college will not release any judicial hearing/Department of Safety statements, minutes, audio recordings, video footage, or testimonies to any external party of Coahoma Community College. These parties are to include but not limited to: parents, attorneys, agencies, organizations, etc.**

*Note: In cases in which the Director of Student Engagement constitutes an emergency, Due Process proceedings will be foregone temporarily, and the student (s) will be removed from all premises of Coahoma Community College until order is restored. Infractions of the college's rules, regulations, and sanctions consisting of fines, reprimands, probation, and work assignments will not become a part of a student's permanent record.*

## RIGHTS OF VICTIMS

In a judicial hearing, both the accused student and the victim have rights.

The rights of the victim are listed below:

- To choose whether to charge the student with a violation of the law. The victim may also formally charge him/her with a violation of the *Student or Collegiate Code of Conduct*, resulting in an informal hearing with a judicial council or formal hearing before the appropriate Enrollment and Student Services Disciplinary Council.
- To have a person(s) of their choice accompany them throughout the judicial process (a 24-hour notice is required)
- To submit a victim impact statement to the hearing officer of the Student Life Disciplinary Council prior to a penalty being imposed.
- To have past unrelated behavior excluded from the hearing.
- To be informed of the results of disciplinary hearing, in compliance with the *Campus Police* and *Student Right to Know Act* with the permission of the Director of Student Engagement.
- To have adjustments made in residence hall living arrangements if necessary.

Coahoma Community College has an obligation to protect members of the college community from physical harm or from a student whose continued presence on campus presents a clear and present danger to themselves or others. Notwithstanding the victim's right to bring charges, the college reserves the right to investigate and take appropriate action against a student accused of a violent physical or verbal assault.

## RESPONSIBILITY OF THE ACCUSED STUDENT

- A student accused of alleged violations of the *Student or Collegiate Codes of Conduct* is notified to appear in the Office of Judicial Affairs for an informal hearing (conference) with the Director of Student Engagement or notification is given in reference to a specific date and time to appear before the appropriate committee for a formal hearing.
- If the student accepts responsibility for the violation, he/she may request to waive all further hearings and accept the decision of the Judicial Officer (Director of Student Engagement/designee) as final and binding for all purposes.
- The student may request that his/her case be heard by the appropriate council. In the event that the request is approved for a formal hearing, the Director of Student Engagement will conduct a hearing to determine responsibility if the student denies the charges, and /or impose a penalty when responsibility is determined. The option to have a case heard by a council is not available during holidays, between semesters, or when a council is not available to meet.

NOTE: The student must report an incident to Campus Police or the Director/Assistant Director of Student Engagement within (three) 3 working days.

## RIGHTS OF THE ACCUSED STUDENT VIOLATOR

When a student is charged with violation of the *Student or Collegiate Codes of Conduct*, disposition of the student's case shall be according to constitutional requirements of due process and in keeping with the judicial procedures outlined below:

Students charged with violations of the Coahoma Community College *Student or Collegiate Codes of Conduct* are entitled to:

- A. Be presented a written specification of charges.
- B. Have a fair and impartial hearing.
- C. Know the nature of the evidence against them and names of witnesses scheduled to appear at the time of the hearing.
- D. Present evidence and witnesses in their behalf
- E. Be accompanied at a hearing by an advisor of their choice. When a student is accused of violating the *Student or Collegiate Codes of Conduct* and criminal charges are pending against the student, an attorney may be present. If a student does not have present criminal charges pending, however, an attorney will not be allowed to be present during any disciplinary proceedings. When an attorney is present, his/her role is limited and passive. The attorney cannot actively participate in the hearing or ask questions of the witnesses or judicial council members. The attorney's role is to advise the student regarding self-incrimination and to observe the proceedings.
- F. Be present at the hearing during the presentation of any evidence or material on which a decision will be made. If the student fails to attend the hearing, it will be held in the student's absence. Failure to appear after proper notification may result in suspension from the college.
- G. Refuse to answer questions.
- H. Ask questions of witnesses through the chairperson only.
- I. Have a decision based on evidence presented and the vote of the committee.
- J. Be presented a written notice of results of the hearing.
- K. A Student Advisor. Students who are alleged to have violated the Coahoma Community College *Student or Collegiate Codes of Conduct* can request assistance in the identification of an advisor by contacting the Office of the Director of Student Engagement. Students may seek advice from an individual chosen by the student. Advisors may aid the accused student in the following ways:
  - Develop a fair and logical defense.
  - Inform the accused student on hearing procedures.
  - Be present at the hearing. Space will be made available for the advisor to sit with the accused.
  - Advise the accused during the hearing at the appropriate time only and on appropriate matters relating to the hearing. The advisor is not allowed to speak during the hearing proceedings, and may not conduct the defense of in any way actively participate in the

hearing.

- L. Request an appeal of a decision of suspension or exclusion from the university, according to established guidelines

## **JUDICIAL SANCTIONS TERMS AND DEFINITIONS**

**ADMONISHMENT.** A warning to the student to refrain from any and all actions that may result in disciplinary action. No sanctions are given, unless the student violates the Coahoma Community College rules and regulations or *Student or Collegiate Codes of Conduct*.

**CAMPUS-COMMUNITY SERVICE-**A sanction imposed upon a student as a result of a violation of the *Student or Collegiate Codes of Conduct*. Service is provided by the student to a specific on-campus area or department of the college for a specific amount of hours as imposed by the judicial body. Monetary compensation is not provided. A service contract is to be signed detailing the tenets of the service to be completed. *NOTE:* Failure to complete required campus service will result in the student being placed on a disciplinary hold, fine, or suspension from the college.

### **EXONERATE**

To clear the accused of any and all blame, with all charges being dismissed or dropped.

### **FINE**

A monetary payment imposed as punishment for an offense. Payment must be made to the college for violations of the *Student or Collegiate Codes of Conduct*. *NOTE:* A disciplinary fine may range from \$25.00 (twenty-five dollars) to \$500.00 (five hundred dollars), depending upon the severity of the offense(s).

### **PROBATION**

A specified amount of time, involving restrictions, after which college authorities will determine if the student's behavior has improved. During this time period, the student may receive additional disciplinary measures resulting in suspension, if he/she is involved in violations of any type of the college *Student or Collegiate Codes of Conduct* and /or the breaking of any laws. The types of probation are *Regular* and *Indefinite*. *NOTE:*

Probationary statuses range from one (1) semester through matriculation. A violation of a probationary status may result in the student being immediately suspended from the college.

### **LOSS OF PRIVILEGES**

A student who receives a judicial sanction will be notified in writing of the specific privilege(s), which he/she has lost. The privileges may include removal/eviction from on-campus facilities, housing, events, sporting, activities, and restrictions from affiliation and or representing the college. The written notification shall include the time period for which the student has lost certain privileges.

### **PRE-HEARING SUSPENSION**

The Director or Assistant Director of Student Engagement may suspend students from the college pending a scheduled judicial hearing, given the severity of the infraction.

### **RESEARCH ASSIGNMENTS**

Based on the nature of the offense, students may be required to complete a research assignment as a part of the service agreement on a topic related to the offense committed. The research assignment must be typed, completed and submitted by the deadline specified. It must be thorough, comprehensive, and scholarly. The completed project must also conform to other specifications that may be given by the Director or Assistant Director of Student Engagement or judicial body. *NOTE:* Failure to comply with the terms of this sanction will result in a fine or temporary suspension from the college until all matters are agreed upon by the student and the appropriate official or all requirements have been completed.

### **RESTITUTION**

Compensation, reimbursement of, or a required replacement of a loss, injury, or property (personal or private) by the student in violation. Restitution must be made within a specified time period. Failure to pay full restitution to the appropriate party will result in the student being placed on disciplinary hold and /or suspension. *NOTE:* Restitution is due in full, prior to or within the 30th day from official notification to the offender, unless otherwise approved by a judicial administrator.

### **SUSPENSION**

Dismissal from the college for a specific period of time following severe acts of violation of the *Student or Collegiate Codes of Conduct* or violation of a present probationary status. Suspensions are recorded on the student's permanent record. Students suspended from the college are required to return their student identification card and room keys and may not return to campus for the duration of their suspension, except to conduct official business with an administrative officer or faculty member, and then only with prior permission of the Director or Assistant Director of Student Engagement. If a student returns to the campus without permission during the period of suspension, his or her eligibility to return to Coahoma Community College will be threatened and he/she will be subject to arrest. During the period of suspension, the student is not eligible or entitled to receive any college services. His or her name is deleted from the roster of enrolled students and from the faculty class roll. The student will not get credit for course assignment, papers, projects, make-up work, or other course-related work during the period of suspension. During the period of suspension, therefore, the student's relationship with the college is terminated, and he or she is, in fact *persona non-gratis*. If a student is suspended from the college, a letter will be sent to his or her parents and the registrar, financial aid personnel, and fiscal affairs will be notified to administratively withdraw the student. Following a fully served suspension period, a student who wishes to re-enter the college must make a written request to be re-admitted to the college. The student must present a typed letter to the Director or Assistant Director of Student Engagement no later than (30) days prior to the beginning of the semester for which he/she is asking to be allowed to return (e.g. letter must be received 30 days before the fall semester is to begin if this is the semester the student wishes to return to the college.)

The Director or Assistant Director of Student Engagement will review the file of the student and determine the student's eligibility to return to the college following a suspension period. Regardless

of the fact that a student has served the specified amount of a suspension period, it is left to the aforementioned administrator (s)' discretion whether to allow re-admittance to the college. The types of suspension are as follows:

*Suspension; Interim Suspension; Indefinite Suspension; Expulsion.* They are defined below:

- A) *Suspension.* Suspension period begins with an existing semester and continues through that semester or a portion of that semester; however, suspension may become effective at the beginning of a specified semester (usually the following semester) and continue through that semester and future ones. Suspension from residence halls have different stipulations (See Housing Policy Section, comprehensive-via online).  
All students and student organizations returning to "active" status at Coahoma Community College following a disciplinary suspension will be placed on mandatory "Probationary Status" for up to one calendar year. Any violations of the probationary status within this time period may result in an additional suspension effective immediately and continuing throughout the time period recommended by the appropriate judicial council.
- B) *Interim Suspension.* Suspension that is immediately sanctioned when charges are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found guilty of the violation(s), or fails to satisfy the requirements of the sanction imposed, the interim suspension may be changed to another sanction, including suspension or expulsion.
- C) *Indefinite Suspension.* Dismissal or Suspension from the college to be served for a period of not less than (1) one year
- D) *Expulsion.* Permanent separation from the college  
Expulsion is the most severe sanction that can be imposed upon a student for a violation. The student who receives a sanction of expulsion is not eligible to apply for readmission to the college and will not be allowed on the main campus or off-site campus for any reason. When a student is expelled from the college, the student's relationship with the college is permanently severed, unless criminal acts and/or restitution is pending and the student is *persona non-gratis*. The student (s) should understand that an arrest will be warranted if to be found on the premises of Coahoma Community College.

## WORKSHOP/SEMINAR PARTICIPATION

In some instances, students may be required to assist in developing, coordinating, and evaluating workshops related to the nature of the offense that the student has committed. Students may also be required to attend and participate in workshop/seminars to enhance their knowledge and understanding of a particular topic related to the offense committed. In such instances, students are required to be prompt, attentive, and to present a well-written, typed summary of the activity to the judicial administrator or body within 24 hours of the event. *NOTE:* Failure to comply with this sanction may

result in interim suspension from the college.

## **SPECIAL NOTATION TO STUDENTS**

Each violation of the Coahoma Community College *Student or Collegiate Codes of Conduct* is treated separately from any other case. Disciplinary sanctions will vary accordingly, depending upon the severity of each offense. All sanctions will be determined on an individual basis; however, all mitigating circumstances are reviewed and taken into consideration by the appropriate Judicial Council, the Director of Student Engagement or designee. Therefore, students may or may not receive similar sanctions for offenses of the same or similar nature.

## **APPENDIX: A. DISABLED STUDENT SERVICES GRIEVANCES**

A grievance is defined as the claim of an individual employee or student that there has been a violation, misinterpretation or misapplication of a rule, policy or procedure in relation to policies or the laws. The grievance procedures outlined in the faculty, staff, and students handbooks may be used by any faculty, staff, or student to resolve disability complaints.

Coahoma Community College assures prompt and impartial consideration of any complaints, which an individual may experience in the college environment. When the circumstances require, faculty, staff, or students are encouraged to submit complaints or grievances in accordance with the procedures outlined below. Faculty, staff, or students may use this procedure without penalty or fear of reprisal. Particular attention must be given to the time period shown for each step of the grievance process. For example:

- Request for accommodations, academic adjustments, auxiliary aids, and services for individuals with disabilities are as follows:
- Request for accessible location for classrooms or offices due to a physical disability.
- Request for extended time due to a learning disability.
- Request for a sign language interpreter due to a hearing impairment, etc.

### **INFORMAL GRIEVANCE PROCEDURE (DISABLED STUDENT SERVICES)**

1. A grievance should be filed in writing, with the name and address of the person filing it and a briefly description of the alleged violation.
2. A grievance should be filed within 60 days of the alleged violation or such time after the complainant becomes aware of the alleged violation. (Processing of allegations of discriminations, which occurred before this grievance procedure was in place, will be considered on a case-by case basis in a prompt and equitable manner.)
3. The investigation shall be conducted by the VP/Dean of Students, consulting the American with Disabilities Act Compliance Officer. The investigation shall be informal but thorough, affording all interested persons and their representatives an opportunity to submit evidence relevant to a grievance.
4. A written determination as to the validity of the grievance and a description of the resolution, if any, shall be issued by the Americans with Disabilities Act Compliance Officer and a copy forwarded to the complainant no later than 10 days after its filing.
5. The VP/Dean of Students and the Americans with Disabilities Act Compliance Officer shall maintain the files and records of Coahoma Community College relating to the complaints filed.

### **FORMAL GRIEVANCE PROCEDURE (DISABLED SUPPORT SERVICES)**

If the informal grievance process has not led to a mutually satisfactory resolution of the problem at the written request of the faculty, staff, or student, the VP/Dean of Students will refer the matter to the Administrative Council. The Administrative Council will be comprised of three full-time, non-academic employees appointed by the VP/Dean of Student Affairs and Support Services. The committee's purpose is to review the grievance thoroughly and render a decision. The committee's decision can be appealed to the VP/Dean of Student Affairs and Support Services and an appeals process shall be invoked within three (3) business of the request.

After a thorough review of the grievance, the committee shall have five (5) working days to render a written decision to the VP/Dean of Student Affairs and Support Services. The VP/Dean of Student Affairs and Support Services shall review the recommendation and make a written recommendation

to the President. The decision will be communicated within ten (10) working days to the faculty, staff, or student that filed the grievance or the appeal. The decision of the President shall be final.

### **FOR ASSISTANCE**

When faculty, staff or students have concerns related to the ADA or Section 504, they should address this information to: Michael Houston, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer,  
Coahoma Community College  
3240 Friars Point Road  
Clarksdale, MS 38614  
(662) 621-4853  
[mhouston@coahomacc.edu](mailto:mhouston@coahomacc.edu)

The ADA Compliance Office is located in Office #A100, Vivian M. Presley Administration Building

### **APPENDIX B: AIDS POLICY**

The following policy is intended to express Coahoma Community College commitment to enhance the awareness of the campus community in response to the Human Immunodeficiency Virus/Acquired Syndrome (HIV/AIDS) epidemic. Coahoma Community College is committed to the principles of equal educational opportunity, equal employment opportunity, and affirmative action. The college does not discriminate against a qualified individual with a disability with regard to job applications, hiring, advancement, discharge, compensation, training, or other terms, conditions, or privileges of employment. Equal Employment Opportunity shall be without regard to race, color, religion, sex, age, marital status, or physical and mental disability (except where such disability renders the person incapable of doing the job). The college recognizes that employees and students with life-threatening illnesses – including but not limited to cancer, HIV/AIDS, and heart disease -- and other disabilities may wish to and be physically able to work a regular or modified schedule. Because there is no known cure and some medications are showing promising results, the most pressing need for Coahoma Community College is to increase awareness and provide education to prevent the further spread of the HIV/AIDS virus. It is also important that HIV/AIDS education programs be implemented to provide not only information that is available on HIV/AIDS, but information relating to knowledge, attitudes, beliefs and behaviors. The following are specifics concerning HIV/AIDS as it relates to increasing awareness at CCC.

1. Comprehensive HIV/AIDS educational programs will target all students.
2. HIV/AIDS educational programs will be offered to faculty and staff.
3. HIV/AIDS educational programs will play a major role in ensuring the college's responsibility to protect its student body, faculty and staff from the transmission of HIV/AIDS through the provision of current and accurate information. HIV/AIDS education programs provided by Coahoma Community College emphasize the following:
  - a. Students playing a major role in the planning and implementation of HIV/AIDS education programs.
  - b. All employees and students receive highly-structured HIV/AIDS education training on an ongoing basis.
  - c. Increased HIV/AIDS awareness through the availability of film, printed materials, ongoing training and community outreach programs and workshops.

## **APPENDIX C: INTERCOLLEGIATE ATHLETICS**

All information regarding the Athletic Department at Coahoma Community College should be reviewed on the department's webpage on the college's website.

## **APPENDIX D: STUDENT ASSISTANCE POLICY**

### **SUMMARY OF THE COAHOMA COMMUNITY COLLEGE STUDENT ASSISTANCE POLICY**

Coahoma Community College has recognized the fact that many individuals suffer from mental or emotional disturbances that may be the result of an underlying mental health condition. Mental health conditions, especially if handled improperly, may endanger the individual, other persons, or college property. One catastrophic result of a mental health condition is suicide, the third most common cause of death among young adults and adolescents.

The college is committed to creating a reasonably safe learning environment supportive of individuals with mental-health issues while protecting the physical safety of those individuals, other persons, and college property. To accomplish this goal, the college partners with the local mental health agency to address any student issues of this group of students that may be enrolled at the college. The college reserves the right to remove a student from the premises of Coahoma Community College if it is deemed that student poses a risk to themselves, the campus community, or college property. If a student is removed from campus or a satellite campus, and it is deemed that the student has a mental deficiency, the ADA Compliance Officer, the partnering agency, and the Director of Student Engagement will determine the course of action as related to disciplinary procedures.

**Note: Comprehensive policies and procedures are available via the college's website on webpages in respective areas. (Example: Campus Police: Policies and Procedures-Student Right to Know, Financial Aid, Admissions, Business Office, Intercollegiate Athletics, Student Affairs: Clubs and Organizations, Intramural Sports, etc)**

## **APPENDIX E: INTELLECTUAL PROPERTY RIGHTS**

### **INTELLECTUAL PROPERTY RIGHTS POLICY**

Coahoma Community College maintains rights to intellectual property created at the institution's expense. Intellectual property refers to works that are typically eligible for copyright, created when something new has been conceived or when a non-obvious result which can be applied for some useful purpose has been discovered using existing knowledge.

The College reserves the rights of ownership of all intellectual property including, but not limited to,

curricular materials, books, musical compositions, web pages, electronic publications, and programs written or otherwise created by an employee or student while using college materials or equipment or while working during time that is compensated by Coahoma Community College.

All classes of intellectual property, scientific and technological developments, materials or objects created or produced by an employee or student on personal time without the assistance of Coahoma Community College personnel, equipment, materials, or facilities, shall be the exclusive property of the individual.

Any Coahoma Community College employee or student who plans to create materials or objects developed wholly or partially using the College's time, equipment, materials, or facilities, and who intends to copyright, patent, or otherwise merchandise those materials or objects must receive written permission from the President of Coahoma Community College.

It is the responsibility of the creator of any form of intellectual property to ensure that copyrights held by other entities are not infringed upon and that appropriate permission has been obtained for the use of copyrighted material by adhering to the copyright law of the United States (Title 17, United States Code). Creators of intellectual works that are not partially owned by Coahoma Community College own the copyrights of their works and are free to register the copyright and receive any compensation or revenues which may result.

Any disputes involving an employee and the College regarding intellectual property may be addressed through the Grievance Procedures outlined in the *Policy and Procedures Manual*. Any disputes involving a student and the College regarding intellectual property may be addressed through the Grievance Procedures outlined in the *Student Handbook*.

## People to know on CCC's campus

Department	Contact	Place	Ext.
Admissions	Dr. Luke Howard	VMP Admin Bldg	4205
Academic Dean	Dr. Rolonda Brown	JW Addison Admin	4244
Academic Counseling	Yolanda Morton	JW Addison Admin	4850
	LaShundra Harris	JW Addison Admin	4837
Athletics	Reggie Hankerson	Pinnacle	4232
Auto Decals	Teresea Hooker	Dickerson-Johnson Library	4175
Band Director	Christopher Jefferson	Music Hall	4147
Business Office (Fees)	Deborah Valentine	VMP Admin Bldg.	4124
Campus Safety	Charles Jones	Dickerson---Johnson Library	4175
	George Brown	Dickerson-Johnson Library	4226
Career Center	Trina Cox	Student Union	4674
Career Technical Ed. Dean	Anne Shelton -Clark	Sigmon Bldg.	4220
Choral Director	Kevin Towers	Music Hall	4212
Class Change/Withdrawal	Delores Richard	VMP Admin Bldg	4205
Clubs & Organizations	LaShasa Griffin	Student Union	4146
Communications	Marriel Hardy	Student Union	4061
Disability Services	Michael Houston	VMP Admin Bldg	4853
Educational Outreach	Letha Richards	JW Addison Admin	4126
Federal Programs	Marilyn Starks	Sponsored Programs	4154
Financial Aid	Dr. Luke Howard	VMP Admin Bldg	4200
Health Sciences Dean	Beverly Overton	Allied Health Bldg.	4257
Health Services	Undra Haggan	Student Affairs Bldg.	4197
LPN Program	Beverly Overton	Allied Health Bldg.	4686
Rural Health Care	Letha Richards	Sponsored Programs	4088
Student Engagement	Karen Done	Student Union	4153
Student Housing	Eugene Polite	Moore Hall	4116
Student I.D./Yearbook	Rose Lockett	Library	4287
Student Government	Christopher Dixon	Student Union	4142
& Student Activities			
Office of Information Technology (OIT)	Rob Stalder	Computer Center	4207
Testing Services	Linda Robinson	Curry Hall	4209
Webmaster	Ezra Howard	Student Union	4083
Workstudy/JDL	Shanelle Frazier	VMP Admin Bldg	4294

**Motels in Clarksdale Area**

Best Western Executive Inn	662-627-9292
Big Pink Guest House	662-645-1815
Budget Inn	662-624-6541
Comfort Inn	662-627-5122
Econo Lodge	662-621-1110
Isle of Capri Casino Resort	800-789-5825
Royal Inn	662-624-4391
Riverside Hotel	662-624-9163
Shack Up Inn	662-624-8329
Southern Inn	662-624-6558

**RV Parking**

Expo Center  
662-627-7337/800-626-3764

**Tourist Information**

Chamber of Commerce & Tourism Commission  
1540 DeSoto Ave  
662-627-7337 or 800-626-3764

**Clarksdale Visitor's Station**

210 Third Avenue  
662-627-6820

**Festivals**

March	Crossroads Bikes & Blues
April	Juke Joint Festival
June	Delta Jubilee
August	Sunflower River Blues Festival
October	Tennessee Williams Festival
October	Pinetop Perkins Homecoming

**Miles to Clarksdale from:**

Memphis, TN	75	Chicago, IL	606
Jackson, MS	151	Atlanta, GA	421
New Orleans, LA	355	Dallas, TX	466

**Pharmacists**

Delta Discount Drugs	662-624-5190
Economy Drugs	662-624-2356
Fred's Pharmacy	662-624-5456
Haggard Drug Store	662-624-8361
Henderson Drug Center	662-624-6591
Kroger Pharmacy	662-627-3475
Medicap	662-627-0100
Wal-Mart Pharmacy	662-624-2523
Westgate Drugs	662-627-7857

**Law Enforcement**

Coahoma Community College	662-621-4175
Coahoma County Sheriff's Dept.	662-624-2411
Clarksdale Police Department	662-621-8151

**Hospital**

Merit Health Northwest Mississippi 662-627-3211