

STUDENT ENGAGEMENT

STUDENT SERVICES OBJECTIVE

Student Services constitute the non-instructional services provided for the student body. Administrators, faculty, and staff are involved in group guidance, student activities, campus organizations, and individual counseling to aid students in their overall development.

The Student Services Program objectives are as follows:

- To provide a variety of non-instructional services that aid the student in developing socially, academically, and professionally as he/she participates in the programs the college provides.
- To develop good citizens by providing a democratic setting and an atmosphere of learning in which students may develop individually and collectively through co-curricular activities.
- To implement a regularly scheduled series of lyceum and cultural events that involves resident, commuting and “non-traditional” students.
- To assist students in setting attainable goals and making beginning steps toward these goals in the transfer program and becoming “job ready” through Student Support Services initiatives.
- To provide tutorial programs and to screen students and counsel them in areas of greatest benefit to each student predicated on his/her needs and desire of assistance.

The Student Services Program provides the following services:

- Financial Aid
- Department of Safety
- Judicial Affairs
- Student Life and Activities
- Health Services
- Housing and Residence Life
- Food Services
- Fitness Center
- Web Services
- Laundry Services
- Student Clubs and Organizations and
- Campus Royalty
- Orientation
- Career Services and Placement
- Counseling Services
- Religious Life
- Tutorial Services
- Student Publications (Newspaper & Yearbook)

ORIENTATION

Orientation is a comprehensive opportunity designed specifically for the first-time freshman or transfer student providing information to ease the transition into college life and introduce the college's goals, mission, policies, admission requirements, and programs of study.

An orientation class is conducted for one semester as a part of a two-year degree curriculum and all students are required to enroll in the course during their first 21 hours. College rules, regulations, and policies are reviewed along with other activities designed to help freshmen adjust to college. Student handbooks and college catalogs are reviewed.

Note: An online virtual Orientation containing paralleled material can be accessed by potential students (onsite and offsite) of Coahoma Community College on the college's web site, on the Enrollment and Student Services web page.

STUDENT CONSUMER INFORMATION

In compliance with Section 493A of the Higher Education Act of 1965 as amended, certain information will be made available to any student or prospective student at Coahoma Community College. This information will include a description of all financial aid programs, scholarships, application procedures, eligibility requirements, criteria for selection, a statement of rights and responsibilities of students, means of payments, and any other financial aid information. Cost of attendance, curricula offerings, refund policy, facilities for the disabled, and other general information pertaining to Coahoma Community College will be provided.

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 student, 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 M-F, 8:00 a.m.-4:30 p.m. and on Friday from 8:00 a.m.- 4:00 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.

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. Athletes are required to purchase a seven (7) day meal plan. Non-athletes can purchase either a five (5) day or (7) day meal plan. Hours for the college dining hall are as follows:

DINNING HALL SCHEDULE	
Weekdays (Monday – Friday)*	
Breakfast	7:00 a.m. – 9:00 a.m.
Lunch	11:00 a.m. – 2:0 p.m.
Dinner	5:00 p.m. – 7:00 p.m.
Weekends (Saturday and Sunday)*	
Brunch	9:00 a.m. – 11:00 a.m.
Dinner	3:00 p.m. – 5:00p.m.

GRILL

The college also has a grill, in which fast foods are served at the expense of the student, and such expense is independent of the college meal plan. The hours of operation for the college grill are:

GRILL SCHEDULE*		
Breakfast	Monday – Friday	7:30 a.m. – 10:00 a.m.
Lunch	Monday – Friday	11:30 a.m. – 2:00 p.m.
Dinner	Monday – Friday	6:00 p.m.- 9:00 p.m.

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 nonrefundable based on the aforementioned sanctions.

DEPARTMENT OF SAFETY

The Department of Safety (campus police/fire 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 emergencies at (662) 645-1837 (office); (662) 645-2347 (Chief of Police); (662) 902-9465. The department is located in the Dickerson-Johnson Library on the first floor. Officers are on duty 24 hours a day, seven days a week.

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 judicial officer, the Director of Enrollment and Student Services/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.

NOTE: Refer to *Student Handbook* for a detailed explanation of the Code of Conduct.

NON-INSTRUCTIONAL GRIEVANCE POLICY

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 Enrollment and Student Services 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 set forth below may be invoked by employees 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 Enrollment and Student Services 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 Enrollment and Student Services. 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 Enrollment and Student Services. 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 Enrollment & Student Services 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 Enrollment and Student Services 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 Enrollment Services 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 Enrollment and Student Services 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 Enrollment and Student Services or Instructional Dean.

Step 3 -- The College's Employee Services Department or the Director of Enrollment and Student Services 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 Enrollment and Student Services 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 Enrollment and Student Services 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 Enrollment and Student Services 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 Enrollment and Student Services 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 Enrollment and Student Services 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 Enrollment and Student Services 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 Enrollment and Student Services 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 Enrollment and Student Services 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 Enrollment and Student Services 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 Enrollment and Student Services or Instructional Dean. The College's Employee Services Department, Director of Enrollment and Student Services 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 Enrollment and Student Services 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 Enrollment and Student Services 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.

DUE PROCESS

The following due process procedures are afforded to all ID card carrying students at Coahoma Community College who are involved in cases that 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 of Enrollment and Student Services, 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 Enrollment and Student Services within 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 of Enrollment and Student Services 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 of Enrollment and Student Services, the student has the right to take his/her case to the President of the college. The President will then advise the Director of Enrollment and Student Services 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: In cases in which the Director of Enrollment and Student Services 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.

Note: Please refer to the Student Services web page for detailed statements, policies, and procedures regarding student rights and responsibilities, code of conduct violations and sanctions, and due process.

DRUG-FREE SCHOOLS/CAMPUSES AND ALCOHOL POLICY

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 controlled drug deemed so 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 events 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, and 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.

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)*



“Learn better, live longer”

SMOKE TOBACCO-FREE POLICY COAHOMA COMMUNITY COLLEGE

Summary/Purpose: To provide notice of and guidelines about the tobacco/smoke-free environment at Coahoma Community College.

* This policy includes all tobacco, smoking materials including e-cigarettes.

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.

For purposes of this policy, “smoke - tobacco free” means inhaling, exhaling, chewing, dipping, burning, carrying or possessing any tobacco product, including cigarettes, cigars, pipe tobacco, and any other tobacco products, including electronic cigarettes.

The College also prohibits littering the campus with remains of any tobacco products. Additionally, the College-controlled advertising, sale, or free sampling of tobacco products is prohibited on campus, regardless of the vendor.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events, and athletic events using College-owned facilities, grounds, and properties are required to abide by Coahoma Community College policy. Therefore, organizers of such events are responsible for communicating to attendees the policies of the College and for enforcing this policy.

Communication: Persons will be informed of this policy through:

- Signs posted in appropriate areas throughout the College
- Various College web sites including Human Resources, Alumni Affairs, Athletics,

Health Center, Counseling Center, and others

- [Coahoma Community College Smoke-Free Campus web site](#)

www.coahomacc.edu/smokefree

- E-mail communication to all employees and students
- Other College publications and communications.

Respect and Responsibility: The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All members of the College community share in the responsibility for adhering to and enforcing this policy. Any complaints should be brought to the attention of the appropriate College authorities and anyone who complains shall be protected against retaliation.

Enforcement: The responsibility for the enforcement and communication of this policy rests with all members of the College community and the College Police Department.

Visitors, contractors, and other individuals on campus who are in violation of the policy should be reminded of the policy and asked to comply with our smoke-free campus policy.

All faculty, staff, and students who are in violation of this policy should be reminded of the policy and asked to comply. Refusal to comply with this policy could result in citations and fines. For complete information about policy enforcement, go to www.coahomacc.edu/Smokefree

Smoking Cessation Programs: Student Services and Counseling Center offer a range of information on smoking cessation and support programs that may be available for any member of the College community who desires to quit smoking. To learn more about smoking cessation programs available to students and employees, please go to www.coahomacc.edu/smokefree

*This policy is being introduced to the College community in August 2016; strict enforcement of the policy begins January 2018.

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. 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 Safety and the Director of Enrollment and Student Services. The college has four (4) residence halls which are in operation for occupancy. Overnight guests are prohibited, unless otherwise cleared by the Coordinator of Housing or Residence Hall Managers. 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.

Under age children are a liability to the college, and are prohibited at all times in the residence halls. An underage guest that is a relative of the occupant has to be a minimum age of 13 to be considered for visitation or overnight stay. Violators of aforesaid policy may lose housing privileges.

The college mandates two occupants to a room. Residence Halls have security camera systems that are monitored and maintained by the Department of Safety and Technology Services for occupants' safety, theft prevention, and destruction to property. Residence Halls have access control card, 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 each semester. Failure to do so will result in a \$15 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. 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. 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.

Room visitation of the opposite sex is prohibited unless otherwise decided by the Director of Housing and the Director of Enrollment and Student Services. If this privilege is granted, the room doors are to be left unlocked and housing staff has the right to check the room at any time during the visit. Students are to check-in with valid ID cards, and guests are to check-in with a valid state driver's license. Sexual activity of any kind is prohibited on the campus of Coahoma Community College. Violation of this policy may result in a fine, 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. Residence Assistants (RA's) are employed by the Department of Housing and Safety to assist the dormitory managers in keeping order and other related duties as outlined in the *Housing Policies* and

Procedures Manual which is available on the Student Services 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 Student Services webpage.

ACADEMIC PROGRESS FOR RESIDENCE HALL STUDENTS

1. Students occupying residence hall rooms must enroll and continue to the end of the semester in the minimum number of twelve (12) semester hours which classify them 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. Financial Aid will be adjusted and the student will be responsible for any charges on his/her college account.
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.

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 noncompliance of these regulations will be made by the Director of Enrollment and Student Services. 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.

CAREER SERVICES AND PLACEMENT

The Career Center, located on the second floor of the Zee A. Barron Student Union Building, offers a variety of services for students. These services include career development, personal development, workshops in related areas, and educational and career information. The Career Center manager is available to assist each student reach his/her potential. The Career Center's hours of operation are from 8:00 a.m.-4:30 p.m., Monday-Thursday, and on Friday from 8:00 a.m.-4:00 p.m.

TUTORIAL SERVICES

The tutorial lab, located on the second floor of the Zee A. Barron Student Union Building, offers supportive academic services for students to reduce classroom failure rates; to develop basic skills; to improve Coahoma Community College's student retention efforts; to serve as refresher sessions for students who are academically strong/deficient in subject areas, but have forgotten basic curriculum principles; to develop a positive attitude toward learning; to develop effective study habits; to develop self-confidence; and to increase the student's understanding of the subject matter.

The services are offered with assistance from a full-time lab facilitator, and peer tutors. The subject areas offered in the lab are Remedial Writing, Remedial Math, Remedial Reading, College Algebra, English, Science Disciplines, Social Sciences, and Business. The hours of operation can be found on the college's website on the Student Services' webpage.

RELIGIOUS LIFE

Coahoma Community College recognizes the importance of religious life and lends encouragement to students seeking guidance in this direction. Bible study is offered to those who want to

participate. The religious life of Coahoma Community College may be enriched through the following channels:

- The Baptist Student Union,
- The Wesley Foundation, &
- The Choral Music Department.

Local churches welcome the Coahoma Community College family to participate in services and activities.

STUDENT UNION BUILDING

The Zee 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 and the Assistant Director of Enrollment and Student Services, Support Services Programs, Student Activities, Student Government Association, Magnolia Room, college game room, and 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 and inappropriate dress. The Union, as is all college buildings, is a smoke-alcohol free facility. Smoking is prohibited within 35ft of the building. Obstruction of free flow of traffic and loitering in the entrance/exit of this building is prohibited. Due to the liability risks, 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 Director and/or Dean. Student IDs will be periodically checked for student validation.

To gain admittance into the dining halls, game room and bowling center, a valid student ID must be presented, and the student must sign the roster for data purposes. All aforementioned prohibitions for students are subject to loss of Union privileges for an indefinite time allotment.

CLUBS AND 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 Enrollment and Student Services. 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 Enrollment and Student Services. 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. Sponsor: Debra Carter

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. Sponsor: LaShasa Griffin

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. Sponsor: McCleod

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.

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.

MULTI-MEDIA CLUB: The Coahoma Community College Multimedia Club (CCMMC) is a club that focuses on learning about and creating various multimedia projects, such as photography, video, audio, graphics, web site management, etc. Membership to this club is a selective process through the Department of Web Services

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.

ALPHA DELTA NU NURSING HONOR SOCIETY: This organization recognizes the academic excellence of students in the study of Associate Degree Nursing. The society encourages the pursuit of advance degrees in the profession of nursing as well as continuing education as a life-long responsibility. Additionally, the society participates in the recruitment of qualified individuals into the profession of nursing. Eligibility for membership includes: Minimum GPA of 3.0 or above in all general education classes, a grade of B or better in each nursing class and no previous failures of any nursing classes. Students would be invited to provisional membership after successful completion (see above) of at least one semester of a nursing course. Full membership is granted in the final semester of study if student maintains cumulative 3.0 GPA and earns a grade of B or better in all courses. Students shall have demonstrated conduct that reflects integrity and professionalism.

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 student's 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.

STUDENT IN FREE ENTERPRISE (SIFE): is an organization of students whose mission is to provide the best opportunity to make a difference and to develop leadership, teamwork, and communication skills through learning, practicing, and teaching the principles of Free Enterprise. The chapter operates as part of a national organization.

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.