



Coahoma Community College

Division of Student Engagement/ Services

3240 Friars Point Road

Clarksdale, Mississippi 38614

662-627-2571

Student Handbook

2024-2025

School Colors:

Maroon and White

School Mascot:

Tiger

See Grades and more on the college's website

www.coahomacc.edu

Students may use myccc to view real time information such as:

- Grades- Midterm
- GPA Grade Point Average by term
- Transcript (unofficial)
- Class Schedule
- Search for Classes
- Financial Aid
- Online Registration
- Student Account Summary

Why check my Google Mail?

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

Currently enrolled students have access to a **GMAIL** account.

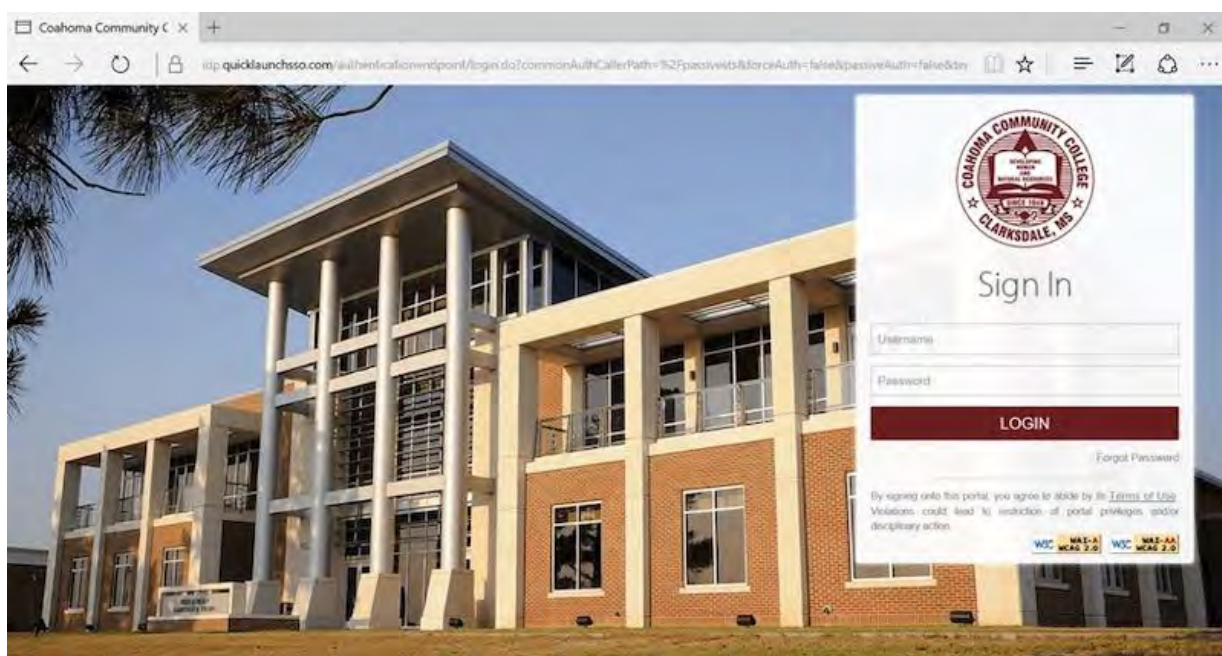
Please follow the steps below the login to the myCCC Portal, Gmail, and Canvas.

If you have any questions, please call the *CCC OIT Help Desk* at 662-621-4060 (or toll free at 855-664-1164), by email at helpdesk@coahomacc.edu, or by [chat](#).

Step 1: Go to sso.coahomacc.edu to Login

Instead of using myccc.coahomacc.edu (myCCC Portal), coahomacc.instructure.com (Canvas), or gmail.com (Gmail), please use sso.coahomacc.edu to login to all three systems. This will be the easiest thing for everyone to remember and do. While those other three links will still work to get into that specific system, there is no need to memorize three different links when you can just memorize one to get into all three systems.

When you go to sso.coahomacc.edu, you will get a screen that looks like this:



Step 2: Enter Your New Username and Password

For Students

Please be advised that this new SSO solution will require all CCC students to use a brand new username and password, separate from the myCCC portal, Gmail, and Canvas usernames and passwords you've used in the past. However, we are using values for your SSO username and your initial SSO password that you've used in the past for those systems.

So, in the Username field, please enter the first initial of your first name plus your last name plus the two digits of your birth month plus the two digits of your birthday . So, if your name was "Firstname Lastname", and your birthday was on August 1st, your SSO username would be 'flastname0801'. You do not need to capitalize any of the letters in your SSO username.

When you login to the new SSO system for the very first time, please use your birthday in YYYY-MM-DD format (and yes, you will need to include the dashes). Please be advised that the SSO system will require you to change that password to something else you would prefer. You will need to use that changed password after the first time you login.

For Faculty & Staff

The situation is different for Faculty & Staff, because Faculty & Staff already have what is called an "Active Directory" account. So, all Faculty & Staff will use the same username and password that they use currently to login to their computers first thing in the morning to get on the network when they come into their campus offices.

However, like students, this SSO username and password should be different from the usernames and passwords you have used in the past to get into Gmail, the myCCC portal, and Canvas. Just always remember that from now on, you'll use the same username and password to get onto SSO that you use to login to the network when you first get into your campus office each day.

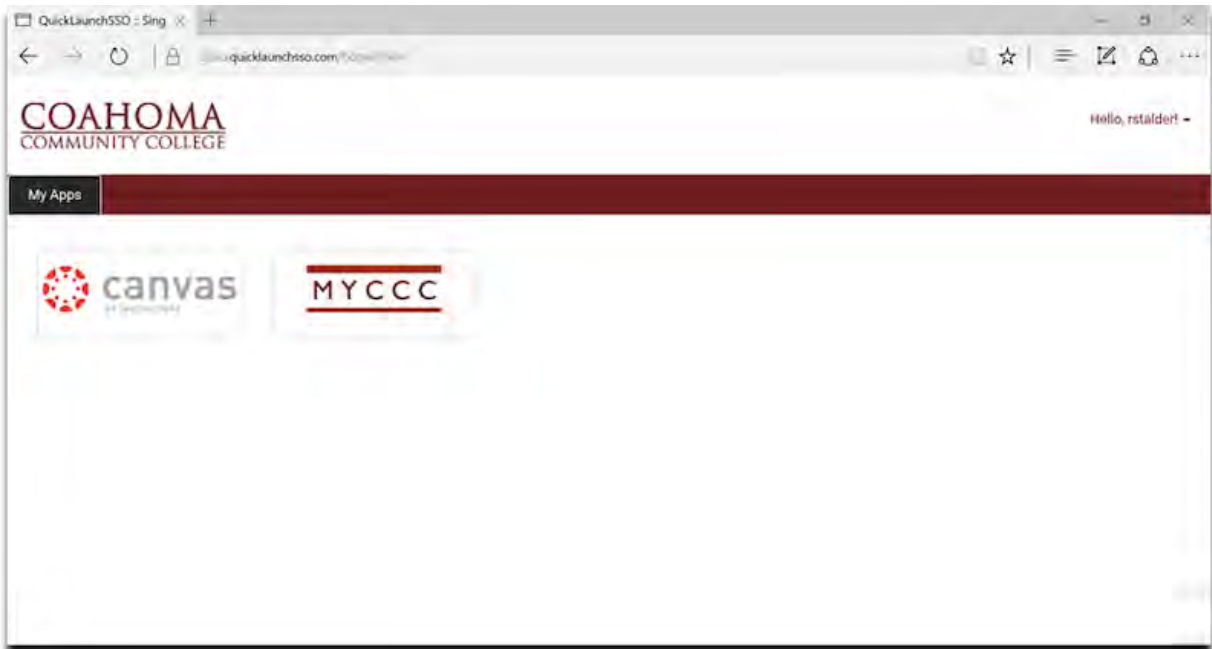
For Students, Faculty, and Staff

Also please be advised that the SSO system will also ask you to complete several "security questions" to which only you know the answer. This will enable the system to provide the automated password reset feature that you can use to do password resets on your own without having to contact CCC OIT in the future.

Step 3: Login to Your System/Application of Choice

Once you have either (A) gone through the first time password change/security question process or (B) logged in using your changed password after your first login, you should see a screen that looks like this.

(Please note that the screenshot below does not include the Gmail logo. That is because this screenshot was done using the test environment. When the new SSO system goes live, you'



ll see the Gmail logo to the right of the myCCC logo.)

Step 4: Click on Desired Application/System

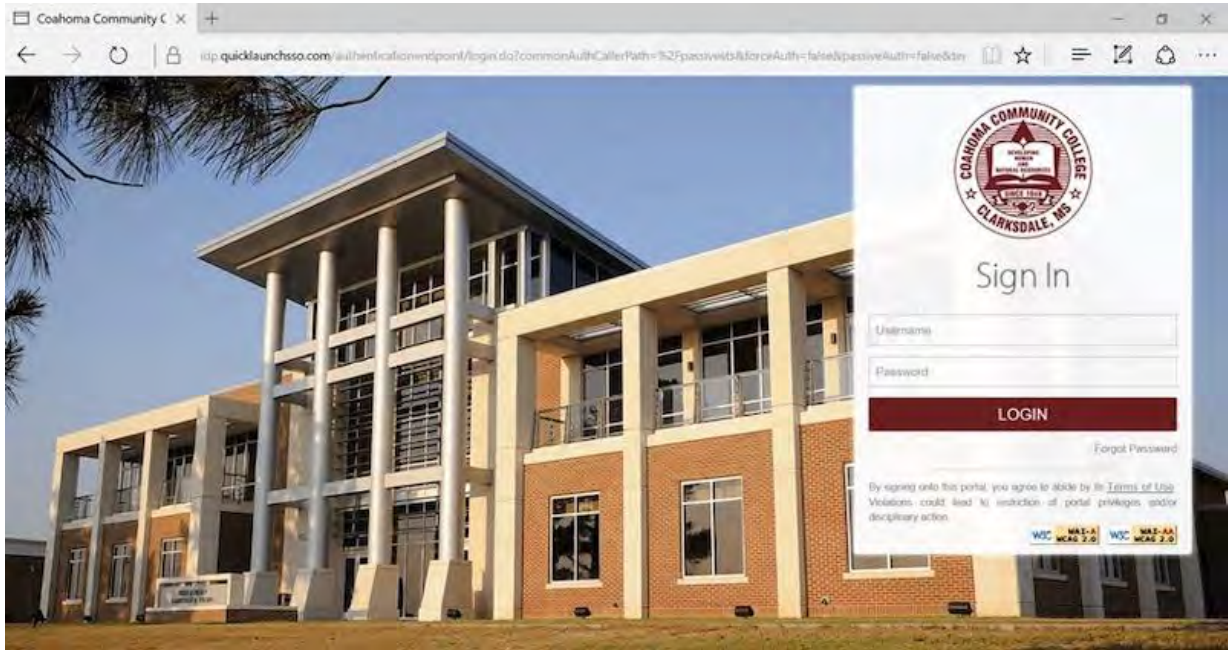
All you need to do at this point is click on the logo of the application/system you want to use, and you will be taken into that application/system. That application/system should open in a new tab with you already logged into that application/system.

If you decide you want to go into another application/system, all you have to do is come back to this tab in your browser, and click on that application's/system's logo. That will open up yet another tab with you already logged into that application/system as well.

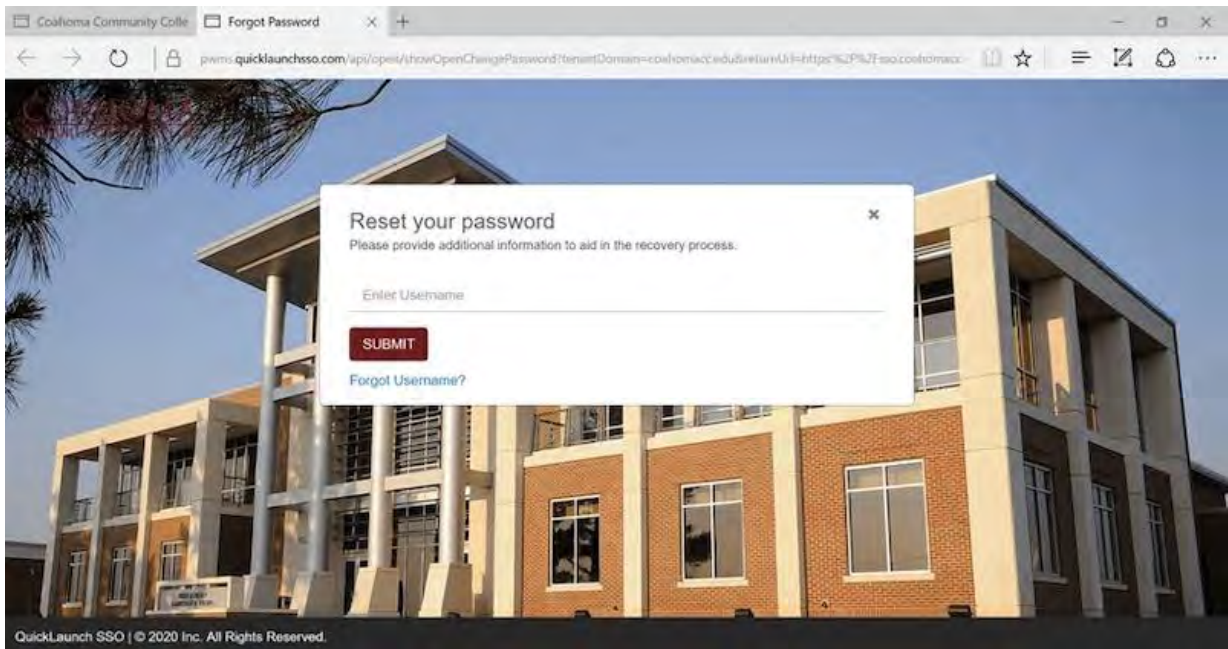
You could do this for all three applications/systems (myCCC Portal/Gmail/Canvas), if you'd like.

Password Reset

If you can't remember your password, click on the Forgot Password link right below the LOGIN button on the Sign In screen.



You will then see a screen like the one below to enter in your Student ID number, which is also your Username for SSO purposes.



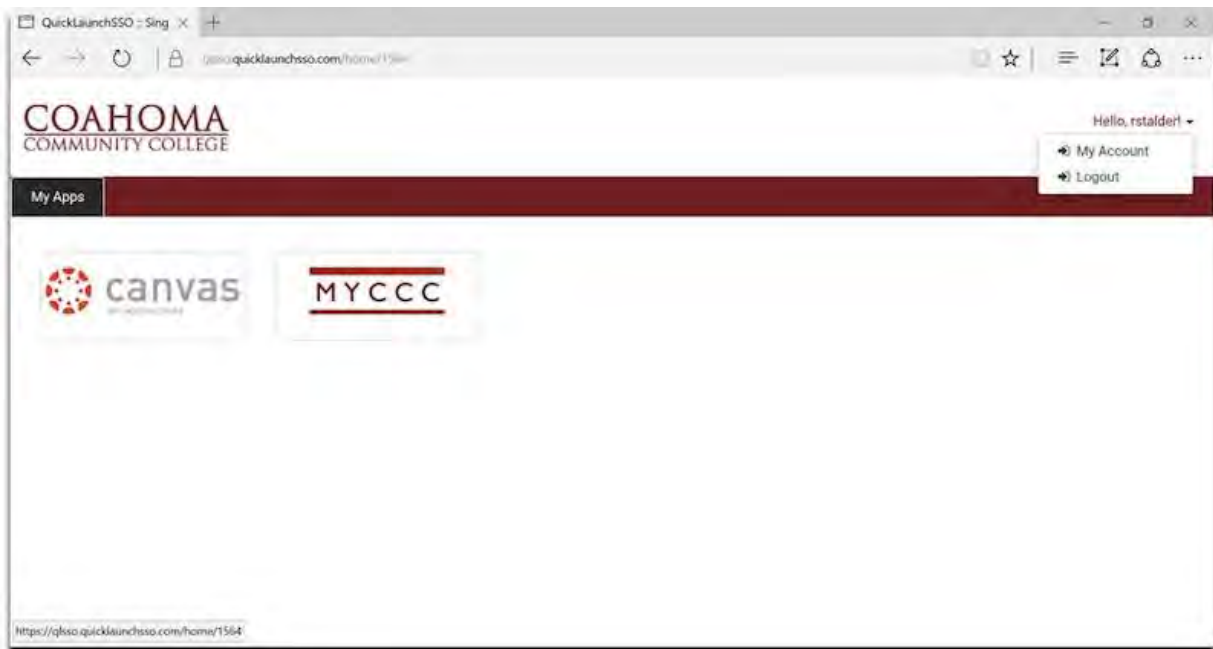
The SSO system will generate an automated email with a link on it to reset your password. You will then be able to use that new password to login.

If you, for whatever reason, you forget that your Username in SSO is your Student ID, you can also click on the Forgot Username link on the screen above. The SSO system will send you an email with your Student ID number that is also your Username for SSO purposes.

Other Notes/Considerations

Please know that if you login into SSO, and just leave it there for a while, you'll be automatically logged out & you'll have to log back in.

Additionally, despite the fact that the SSO system will log you out automatically if you don't use it for a while, it's still good IT security practice to logout of SSO when you're done using Canvas/myCCC Portal/Gmail by clicking the dropdown in the upper right hand corner, and clicking on Logout.



Coahoma Community College

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 never 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 coursework and will not indulge in or tolerate the academic dishonest 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 tinker 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 all college programs and services for qualified students and staff with disabilities and complies with state and federal disability nondiscrimination requirements.

The college's Office of Disability Support Services coordinates accommodations and facilitates the provision of services to students and staff with documented disabilities. Students and staff may voluntarily register with the Office of Disability Support Services by completing the **Service Request Form** and providing documentation of his/her disabilities, after which proper accommodations will be determined and implemented by the college.

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: Taneshia Turner, 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: tyoung@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

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Board of Trustees*



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We Are Still Here

In the midst of trying times, We Are Still Here For You. Welcome to the website for Coahoma Community College (CCC). We encourage you to browse and review the myriad of resources, opportunities, and programs that we offer. The past few months have been difficult and different.

However, we have never stopped providing support for students, families, businesses, and constituents. We frequently modify and update our website. Take time to diligently explore our website so that you can become familiar with the people and programs that are available to help you meet your educational and workforce needs.

Geographically, we are located in the heart of the Mississippi Delta in Clarksdale, Mississippi. However, you can benefit from our educational and workforce opportunities universally because of our offerings via virtual platforms. Our communities are noted for the Blues, Playwrights, Athletes, and more. Coahoma Community College is noted for being the College that cares. We Are

Here For You.

Tennessee Williams once said, “I have always depended on the kindness of strangers.” It is our desire that when you view our website, you will no longer view Coahoma Community College as a stranger. We look forward to working with you.

We Are Still Here,

Dr. Valmadge T. 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 Student Engagement Division. I look forward to meeting you in the near future, and to welcoming you to our CCC Tiger Family.

Sincerely,

Karen Done

ACADEMIC CALENDAR FALL 2024

August 12-13	Monday–Tuesday	Faculty Return/Professional Development Conference
August 14-16	Wednesday– Friday	Registration/ Dormitories Open
August 19	Monday	Day and Evening Classes Begin/Late Registration Begins
August 26	Monday	MSVCC (online) Full-Semester /First 8-Week Classes Begin
August 30	Friday	Last Day to Register for Day and Evening Classes
September 2	Monday	Labor Day Holiday
September 3	Tuesday	Classes Resume/Last Day to Drop Class Without Receiving a Grade
October 9-11	Wednesday - Friday	Mid-Term Examinations for Day & Evening Classes
October 14-15	Monday –Tuesday	Fall Break
October 16	Wednesday	Classes Resume/Mid-Term Grades Due
October 21	Monday	Incomplete Grades, I's, from Previous Term Changed to Failing
October 21	Monday	2nd 8 Week MSVCC (online) courses begin
November 22	Friday	Last Day to Withdraw and Receive a “W”
November 25-29	Monday - Friday	Thanksgiving Holidays
December 2	Monday	Classes Resume
December 4 - December 6	Wednesday – Friday	Final Examinations for Day Classes
December 9	Monday	Final Grades Due/Last Day for Faculty
December 11	Wednesday	Campus Closes at Noon for Winter Break

ACADEMIC CALENDAR SPRING 2025

January 6-7	Monday-Tuesday	Faculty & Staff Return/Professional Development
January 8-10	Wednesday – Friday	Registration/Dormitories Open
January 13	Monday	Day/Evening Classes Begin/Late Registration Begins
January 20	Monday	Martin Luther King, Jr. Holiday
January 21	Tuesday	Classes Resume/15-wk Online & 1st 8-wk Online Classes Begin
February 26-28	Wednesday – Friday	Midterm Examinations
March 5	Wednesday	Midterm Grades Due
March 10-14	Monday – Friday	Spring Break
March 17	Monday	Classes Resume/2nd 8-week Online Classes Begin
April 18-21	Friday – Monday	Easter Break
April 22	Tuesday	Classes Resume
April 30 - May 2	Wednesday - Friday	Final Examinations
May 5	Monday	Grades Due by 4:00 p.m. in the Registrar’s Office
May 10	Saturday	Graduation/Commencement Exercises at 10:00 a.m.
May 10	Saturday	Last Day for 9-Mondayth Academic Faculty

Introduction to Coahoma Community College's Student Handbook

The CCC *Student Handbook* is prepared by the Office of the **Director of Student Engagement/ Services** 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 an abridged form. Detailed statements may be obtained from the Office of Student Engagement/ Services, Z.A. Barron Student Union Building, 2nd floor, or on the institution's Student Life section of the college's website. When appropriate, the **Director of Student Engagement/Services** or her designee(s) has the authority to change, modify, or create new policies. Students should also consult catalogs 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.

COAHOMA COMMUNITY COLLEGE GOALS

1. Provide academic transfer programs that parallel with the first two years of college/university programs.
2. Provide career and technical education programs that prepare students to enter the job market or transfer to a college or university.
3. Meet the needs of area businesses and industries by providing workforce training programs.
4. Empower students with the necessary tools to maximize their potential by providing a network of support services and activities.
5. Utilize emerging instructional technology by providing innovative learning opportunities for students.
6. Address community and economic development needs within the service area by developing and sustaining partnerships with public and private agencies.
7. Initiate new programs or complement existing programs by securing and sustaining federal, state, and local funding.
8. Support cultural enrichment programs and activities.
9. Ensure institutional effectiveness by planning, assessing, and evaluating all activities and programs.
10. Promote and support a culture of health and wellness on campus that extends to the surrounding communities and schools.

Division of Student Engagement/ Services

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.

THE GOALS OF STUDENT SERVICES ARE:

1. To provide a multitude of non-teaching services that aid the student in developing socially, academically, and professionally as he/she participates in the programs the college provides.
2. 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.
3. To implement a regularly scheduled series of lyceum and cultural events that involves resident, commuting and "non-traditional" students.
4. To assist students in setting attainable goals and making beginning steps toward these goals in the transfer program and becoming "job ready" through the terminal program.
5. To provide development programs, and to screen students and counsel them in areas of greatest benefit to each student predicted on his/her needs and desire of assistance.

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 contact, 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 CCC Tiger Alert. 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 7:00a.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 route
 - 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) locations 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.

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.

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 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.

RAVE MOBILE APP

The Rave Mobile Safety is designed to allow students to anonymously report any disturbances or incidents on campus. Please text **67283** to report. Your message must begin with **CCCTIP (followed by what you are anonymously reporting)**.

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 the 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 the 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 is 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 inspections to be in the best interest of the college. Except for cases involving the 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 online on the Student Life 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 at 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 that 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 the 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:

G.1. 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) list 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. To purchase one, please contact Ms. Yumekia Simpson at 662-621-4175 or via email ysimpson@coahomacc.edu

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 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 files 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 students, 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 the additional time for investigation is needed in the circumstances, including, but not limited to, an employee or student with documented disabilities. If appropriate, written statements may be obtained from witnesses and/or from the 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 the 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 that 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 the 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

The Coahoma Community College Student Government Association is a democratically elected group of students who advocate on behalf of the student body. Coahoma Community College is a truly wonderful place, and each and every member of the SGA works to improve the Coahoma experience. To accomplish this, the SGA transforms goals into realities.

We strive to maintain programs and policies that work well in our community and to revise those that don't. This involves increasing student communication, promoting awareness of campus policies, and providing representation to the Board of Trustees and the Administration. Ultimately, the SGA is the voice of the student body. We invite you to contribute your voice to our decision-making. Please do not hesitate to contact any member of this organization with questions, concerns, or suggestions. If additional information is needed, please contact Mr. Christopher Dixon at 662-621- 4142.

PROCEDURES TO ESTABLISH STUDENT ORGANIZATIONS

1. If the club/organization will be an Academic, Health Sciences, or Career-Technical entity, then the Dean of the 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 an 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 Student Engagement 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 to 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, alumni, campus activities, and events. The Yearbook 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.

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.

EARLY CHILDHOOD CLUB:

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 & RECREATION: 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 (CCCMMC) is a club that focuses on learning about and creating various multimedia projects, including photography, video, audio, graphics, and website management. Membership in 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 extracurricular 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.

PRECONCEPTION PEER EDUCATORS (PPE): 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.

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 that 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 leadership, and ensures sincere respect for the aims and objectives of Coahoma Community College.

TIGER GAMERS CLUB: To provide a positive forum in which students of diverse backgrounds can interact in their passion for various egames. One of the goals is to promote cultural enrichment and other social games, and their benefits to math, reading, critical thinking and team skills in a

creative, innovative, and collaborative setting. Another goal is to allow students to alleviate stress and enjoy campus living in a safe, enjoyable, and friendly competitive environment.

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.[TC2]

WOMEN OF WORTH (WOW): This club is to provide services to the Coahoma female student that will enhance the probability of the student's successful matriculation to graduation by eliminating potential barriers to success. Female students of any classification are eligible for participation. She learns her value.

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 of 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(unless there are extenuating circumstances). Persons elected and appointed to positions as outlined are required to attend mandatory training 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 from 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 is 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 an 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 Student Engagement. 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 an 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 to be 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 Student Engagement for approval. All functions of this position are to be cleared through the SGA president. The student seeking an 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 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 Facebook, 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 the 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 to 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 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 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 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 the 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, are 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 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 of each semester. Activities, including club and organization-sponsored elections, dances, cook-outs, programs, intramurals, game room, 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 ADMISSIONS REQUIREMENTS

Coahoma Community College has an "open admissions" policy. However, admissions to the college does not guarantee admissions to a specified program of study in the Health Sciences. We offer a wide variety of Programs of Study in associate degrees and certificates. There is no Application Fee. CCC does not assess a fee to submit an application.

The following four (4) requirements are general admissions requirements and must be completed by all students desiring admission to Coahoma Community College:

1. ADMISSIONS APPLICATION
2. OFFICIAL TRANSCRIPTS
3. ACT SCORES
4. COMPLETE FAFSA APPLICATION

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 subscore

*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 Resources Center contain the general reference, 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 over 45,000 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 advancements 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 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 online catalog. The online catalog provides access to the collection and can be accessed at www.coahomacc.edu/library.

The second floor of the library houses the reference collection along with the Black Heritage Collection. Newspapers, journals, and magazines are also located on this floor. The third-floor houses the circulating books and Media Center.

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

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. during the summer and on Friday.

Remote Access

Most of the library's electronic resources are available from off-campus. If you are affiliated with Coahoma Community College (i.e., a current student, administrator, faculty, or staff personnel), you

may access many of our e-resources from off-campus using the remote access key user name and passwords.

Username/Password

Please visit or contact the library's reference desk at 662-621-4055 or email djlibrary@coahomacc.edu. Contact the office of Education Outreach Specialist regarding passwords that are available for additional e-resources.

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 the 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 kept locked.

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. students are briefly explained in the following paragraphs. Fees paid by students are briefly explained in the following paragraphs.

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 readmission 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. Many courses utilize ebooks which will be available to you through the Canvas portal. 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 or the CCC website at 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 FAFSA 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 decisions 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 the requested information necessary to complete the verification process or resolve conflicting information. Once the Financial Aid Office receives the requested documentation, if the information on the recipient's application warrants correction, the Financial Aid Office will make the necessary corrections. The recipient can also make corrections online via the internet at 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 the 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 the aforementioned dates and will be considered according to the 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 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 bachelor’s 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 are not Pell Grant eligible, or for students who have high EFC codes and are 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 the 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 (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 the time required to complete the degree program, whichever comes first. Interested students should apply online at 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 (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 a 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 Colleges Conference (MACCC).

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 a 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

SCHOLARSHIP	CONTACT	Minimum GPA required to Maintain the Award
Athletic	Head Coach of the sport	2.0/whatever Guidelines indicate
Ambassador Scholarship	Director of Student Engagement	2.5
Band Scholarship	Band Director	2.0
Choir Scholarship	Choir Director	2.0
Cheer	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 the 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 <http://www.fafsa.ed.gov/> or at the Office of Financial Aid.

COAHOMA COMMUNITY COLLEGE ADMINISTRATIVE SCHOLARSHIPS			
SCHOLARSHIP	CRITERIA	AWARD	Minimum GPA required to maintain award
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 the required GPA and full-time status.*

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 Aid package. The FAFSA can be obtained online at 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 SpringBreak.

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 of 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 to 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 in the Fall of the 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. The 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 Student Handbook 2019 - 2021 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 BOLIVAR MEDICAL CENTER FOUNDATION is a Scholarship program for students who are enrolled in Delta State University, Coahoma Community College, or Mississippi Delta Community College. The scholarship is presented yearly to the college and will be awarded and managed by the Leaders of Institution's Nursing Program. The student must have been accepted in the Associated Degree Nursing program, have at least a 3.0 GPA, full-time, maintain a 3.0 GPA, and fulfill acceptable progress guidelines in the program. There is a length of obligation to work in Bolivar County: students receiving one or two semesters shall be employed for a minimum of one year, three or four semesters will be employed for a minimum of two years, and for five semesters for a minimum of three years. Applications will be available at the Robert G. "Brick" Mason Building at 901 Ohio Avenue, Clarksdale, MS.

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 **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 the Math and Science Department for Coahoma Community College from 1966 – 1990. The scholarships will be awarded to five students for the Fall semester and five students for 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 a 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 a 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.

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

The **GREGORY HOSKINS BAND SCHOLARSHIP** is designed to provide financial assistance to an active member of the Coahoma Community College Tiger Marching Band. These funds are stipulated for students with no other means of financial assistance.

Requirements:

- 1. Complete the application online
- 2. Provide documentation of financial need.
- 3. Two letters of reference.

Eligibility Requirements:

- 1. Must be currently enrolled at Coahoma Community College with a minimum of 15 credit hours
- 2. Must be an active member of the CCC Tiger Marching Band
- 3. Must have good attendance in all enrolled courses
- 4. Must have a 2.5 GPA on a 4.0 GPA scale
- 5. Must plan to enroll at a four-year college or university
- 6. All majors are accepted
- 7. Must demonstrate financial need as determined by the Office of Financial Aid

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 **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 for six weeks or more to receive this award. Submit two (2) letters of recommendation. The 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 semesters 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 recommendation.

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 the 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 the 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.

Cumulative Hours Attempted	Percentage of Cumulative Hours	Minimum Required SAP GPA
	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 Student Handbook 2019 - 2021 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 Progress Appeal for Eligibility Form.

Circumstance(s) that Apply	Required Documentation (must include dates)
Severe illness, medical condition, or injury	Signed and dated letter from a physician on office letterhead; legible copy of accident report
Death of a family member	The death certificate and/or dated obituary from the newspaper
Traumatic life-altering events such as fire, hurricanes, 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 are 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. Students 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 majors 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 your 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, passing 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 the 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 the total hours attempted and will be included in the grade point average.

Withdrawals: Withdrawal courses will be counted toward the 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 an “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 levels 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 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 will head to the second floor of the Dickerson-Johnson library to have the ID card issued. The student must wear the identification badge **at all times** while on the main campus and 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 \$20. IDs can be taken after registration ends on the 2nd 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 and/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. 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. Nonathletes 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. - 9:00 a.m.
Lunch	Monday - Friday	11:30 a.m. - 2:00 p.m.
Dinner	Monday - Friday	5:30 p.m. - 7:30 p.m.

Weekends	Breakfast	11:30 a.m. - 2:00 a.m.
	Dinner	5:00 p.m. - 7:00 p.m.

GRILL HOURS

Breakfast	Monday - Friday	7:30 a.m. - 10:00 a.m.
Lunch	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, headscarves, 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 the 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 emergencies at (662) 621-4175 (office); or 662-902-9465.

The department is located on the 1st 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.

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 facilities. 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 that 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 firearms 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 an 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 substances (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 are 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.

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CLASS ATTENDANCE

Participate actively in the 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 of 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 the 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 the 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 coursework 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 2nd 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, 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) 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 does not exceed \$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 handicapped 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 the 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 are 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 hurtful 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, skateboarding 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.

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g 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 off, 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, bong, 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 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, altercation, 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 are 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 permitted 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 a threat, defamation of character, use of profanity, verbal assaults, derogatory comments or remarks, sexist remarks, racists 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 that 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 the 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 a 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 the 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 that 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, which also will not be tolerated. The 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. The 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 a 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 the permission of the Director of Student Engagement. Students may not act as agents for business firms which entails 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 that 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. (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 exit 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 and/or stun guns. The possession or use of items that resemble guns, knives, or other weapons is 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 controlled 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 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 that is supportive, caring, and safe, and where there is mutual respect, courtesy, kindness, and cooperation. Bullying is antisocial 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 or 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 potentially serious consequences of bullying, both physical and emotional, should not be underestimated. Bullying can lead to psychological damage and in extreme cases, suicide.

Cyberbullying

Cyberbullying 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 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.)

Social Media Policy

Purpose

Coahoma Community College promotes the interaction, engagement, and sharing of content that healthily promotes positive and expressive communication among those who are part of the institution's community. Such engagement allowed on social media sites like Facebook, Twitter, YouTube, and Snapchat requires the need for the following guidelines to ensure safe social involvement online.

Statement of Policy

It is the duty of media practitioners employed by the institution to draw awareness of the institution's academic, career technical and athletic opportunities through social media. In the Office of Communications and Marketing, there is a constant effort in producing content that contributes to discovery, growth, and excellence in the lives of current students, prospective students, and others who are part of the school's community. Outlined are standards by which employees, students, alumni, staff members, and other followers should govern themselves when sharing content on the college's official and unofficial social media accounts.

Employees:

Official social media accounts can only be managed by those employed by the institution. No more than two personnel are allowed access into the accounts for the purpose of disseminating information. Employees posting from the Coahoma Community College official social media accounts should always use correct grammar and maintain a consistent voice. Statements and phrases written to attract followers on these sites should be coherent.

Students, Staff, Faculty, Alumni and Followers:

Those sharing content and participating in discussions on the Coahoma Community College official social media accounts are encouraged to always consult their conscience before publishing a comment, photo, video, or graphic. No post should state or suggest anything defamatory that would ruin the integrity of the institution. Everyone considered part of the college's community must not post any news, rumors, statements, or photos harmful and damaging to another's image. Malicious intent is inherent in these actions. Site administrators are permitted to delete such libelous material from the institution's social media accounts. Refrain from sharing individuals' confidential information that would reveal any discrete aspect of their identity. Attribute primary sources to avoid accusations of plagiarism. Don't publish anything that takes from copyrighted material legally owned by its originator or author. All interaction has to comply with federal, state, and school-related regulations applicable to social media use. Inappropriate content deemed distasteful must not be published. Content, including words, photos, and graphics that might, directly or indirectly, imply a threat of mistreatment to another are not to be published. Doing so will result in a hearing and punishment. Those in violation of any of these regulations could have their accounts blocked from the school-run social media site. Disciplinary measures may be taken as well. Students' personal and school-related information should remain protected by the Family Educational Rights and Privacy Act (FERPA). One's health-related information is not to be released to the public as regulated by the Health Insurance Portability and Accountability Act (HIPAA). It would be in the best interest of faculty members to not engage in dialogue with current students via social media sites

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 Student Engagement 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 a 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 begin, the 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 has 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 to 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/ Services 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 hearings, 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 (sanctions) by the appropriate council via a signed document materialized by the Division of Student Engagement/ Services.
- 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 informal 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 in writing to be mailed to the

- student's(s) address which was submitted in 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 (48hours) 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 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 of 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 becomes uncomfortable for the college officials due to the involvement of 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 FERPA Laws, disciplinary hearings or private and confidential matters involving the student and the council. Hearings are closed to the campus community, media, and the general populace.
- B. The Director of Student Engagement's 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. *The 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. The 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. The transcript will be transcribed and submitted to all parties involved
- O. The 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 a 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. The student should make an attempt to resolve the issue with the student/staff member verbally and in writing.
2. The student should attempt to resolve the issue with the student or staff member's immediate supervisor verbally and in writing.
3. The 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 grievance or complaint.
5. If there is no resolution in the conference, the 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 holds 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 the 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 (Dean of Academic Affairs, Dean of Career-Technical Education, or Dean of Health Sciences) within five (5) working days. The Dean will render a decision or call a meeting of an Instructional Grievance Committee. If an Instructional Grievance Committee is called, then the following will apply:
 - a. The Instructional Grievance Committee is composed of the appropriate instructional Dean 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 Dean 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.
4. 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 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 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/ 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 posing 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.
- I.

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 or Assistant 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 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 a 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 the names of witnesses scheduled to appear at the time of the hearing.
- D. Present evidence and witnesses on 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 the evidence presented and the vote of the committee.
- J. Be presented a written notice of the 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 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 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 Code 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 privileges), which he/she has lost. The privileges may include removal/eviction from campus facilities, housing, events,

sporting activities, and restrictions for 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/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 Assistant Director of Student Engagement or judicial body.

NOTE Failure 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 the prior permission of the Director/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 assignments, 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 readmitted to the college. The student must present a typed letter to the 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/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* . The suspension period begins with an existing semester and continues through that semester or a portion of that semester; however, the 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" 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 is immediately sanctioned when charges are alleged. The suspension will remain in effect until the disciplinary hearing is held or the student has completed the requirements of the sanction imposed. Suspensions of this type are usually temporary; however, if the student is found guilty of the violation n(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 workshops/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/Assistant Director of Student Engagement, or the 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 an accessible location for classrooms or offices due to a physical disability
- Request for an 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 and a brief 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 Director/Assistant Director of Student Engagement, 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 Director/Assistant Director of Student Engagement 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 Director / Assistant Director of Student Engagement will refer the matter to the Administrative Council. The Administrative Council will be comprised of three full-time, non-academic employees appointed by the Director / Assistant Director of Student Engagement. The committee's purpose is to review the grievance thoroughly and render a decision. The committee's decision can be appealed to the Director / Assistant Director of Student Engagement 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 Director / Assistant Director of Student Engagement.

Director/ Assistant Director of Student Engagement 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 Employee Services/Coordinator for 504 /ADA, Title IX Compliance Officer,

Coahoma Community College

3240 Friars Point Road

Clarksdale, MS 38614

(662) 621-4853

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's commitment to enhancing 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 play 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 a 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 the 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 web pages in respective areas. (Example: Campus Police: Policies and Procedures-Student Right to Know, Financial Aid/Admissions, Business Office, Intercollegiate Athletics, Student Services: 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 that can be applied for some useful purpose has been discovered using existing knowledge.

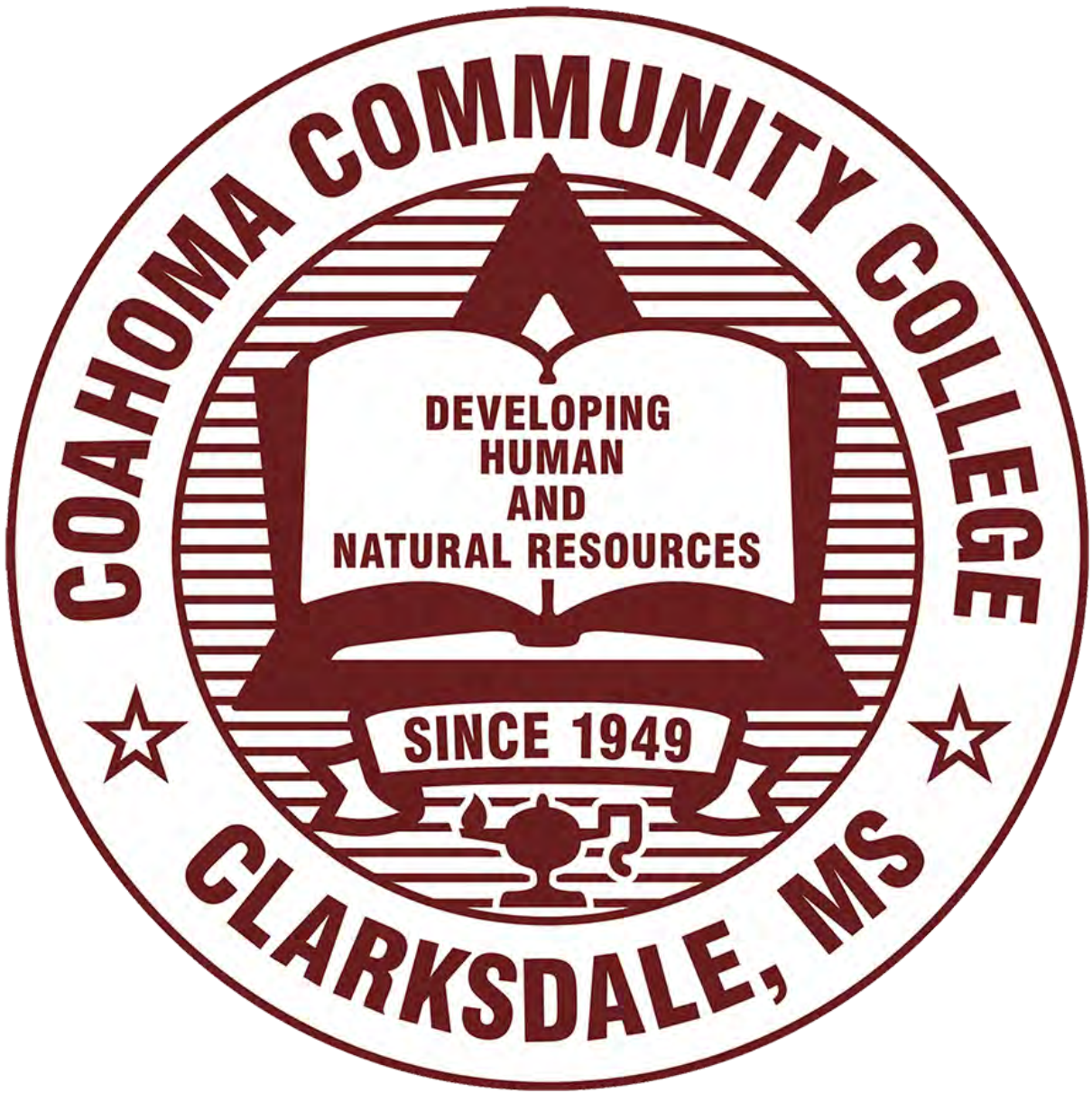
The College reserves the rights of ownership of all intellectual property including, but not limited to, curricular materials, books, musical compositions, web pages, electronic publications, and programs written or otherwise created by an employee or student while using college materials equipment or while working during the 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*.



COAHOMA COMMUNITY COLLEGE

IMPORTANT NUMBERS TO KNOW



HOUSING

(662) 902-5859



FINANCIAL AID

(662) 621-4200



IT SUPPORT

(662) 621-4060



ATHLETICS

(662) 621-4223



ED OUTREACH

(662) 621-4126



ACADEMIC AFFAIRS

(662) 621-4678



ADMISSIONS

(662) 621-4696



HEALTH SCIENCES

(662) 621-4687



CAREER TECH

(662) 621-4218



BUSINESS OFFICE

(662) 621-4676



LIBRARY

(662) 621-4055



STUDENT ENGAGEMENT

(662) 621-4155



WORKFORCE DEVELOPMENT

(662) 627-9139



CAMPUS SAFETY

(662) 621-4175

(662) 645-1837 (after hours)



GENERAL INFORMATION

(662) 627-2571



ANONYMOUS TIP LINE

1. TEXT: 67283
2. START MESSAGE WITH: CCCTIP
3. REPORT INCIDENT ANONYMOUSLY
4. SEND



Please click the link below to access Things to do in Clarksdale, MS.

<https://www.cityofclarksdale.org/things-to-do-in-clarksdale/>