

J.F. INGRAM STATE TECHNICAL COLLEGE

STUDENT HANDBOOK

2026-2027

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Purpose of this Handbook

The J.F. Ingram State Technical College (ISTC) Student Handbook describes the rights and responsibilities of students. Students are responsible for complying with all policies and procedures communicated by the College. Recognizing that students enrolled in correctional facilities may not have direct access to the Student Handbook, ISTC will provide students with the information necessary to understand College policies, procedures, and expectations through approved methods. The handbook is also available upon request.

While the provisions of this handbook will ordinarily be applied as stated, the College reserves the right to change any provisions listed in this handbook, including, but not limited to the following items:

- Entrance requirements and admissions procedures
- Courses and programs of study
- Academic requirements for graduation
- Rules and regulations
- School calendar

This handbook also assists students in becoming acquainted with J.F. Ingram State Technical College. It is designed to orient all students to the College's functions, organizations, policies, and regulations. This handbook is accessible to all students enrolled at ISTC.

Disclaimer

The ISTC Student Handbook is designed to assist employees of ISTC in carrying out their respective duties effectively.

If, at any point, the Alabama Community College System (ACCS) Board of Trustees adopts any policy or regulation which conflicts with, or is inconsistent with, any procedure or policy contained herein, the relevant policies and regulations of the Board of Trustees shall always supersede information contained in this Manual.

Furthermore, ISTC reserves the right to revise any institutional policy or procedure stated herein, with or without public notice. In the event of any such revision, the College will make a reasonable effort to inform all appropriate officials, employees, and students as soon as it is practicable.

Any policy or procedure contained herein which is contrary to Federal, State, or local law, or applicable rules, regulations, and policies of the Board of Trustees is null and void and of no effect, except to the extent that the policy or procedure shall be consistent with all applicable Federal, State, and local laws, regulations, and policies. This manual is not, and is not intended to be, a contract, warranty, or guarantee of any nature between the College and any individual. It is compiled for the convenience of ISTC employees as an aid to the efficient execution of duties by those employees.

Message from the President



I am pleased you have chosen to become a student at J. F. Ingram State Technical College. Making the decision to continue your education is an important step, and I commend you for taking it.

While you are here, I encourage you to take advantage of every opportunity the college offers. Earn your high school diploma or GED if you need it. Complete career and technical education programs. Most importantly, earn as many industry-recognized credentials as you can. Every credential represents another skill, and every skill makes you more valuable to employers when you return home.

The time you spend here matters. What you learn today can help you build a better future for yourself and your family. The effort you put into your education now will continue to benefit you long after you leave our classrooms.

Your connection to Ingram State does not end when you complete a program. Graduates are eligible for our Reentry Services, where job placement coordinators work one-on-one with students and connect them directly with employers in the communities where they plan to live. Our goal is to help you move from the classroom to a successful career.

Everyone at Ingram State wants to see you succeed. Come to class, work hard, ask questions, and challenge yourself to learn as much as you can. We are committed to helping you gain the knowledge, skills, and credentials needed to build a successful future.

I wish you every success during your time at J.F. Ingram State Technical College.



Mr. David Walters, President

History of the College

J. F. Ingram State Technical College was established by the Alabama Legislature in 1965 as J. F. Ingram State Technical Institute. Named for Mr. John F. Ingram, a nationally known pioneer in vocational education, the College was created to train incarcerated men and women in useful occupations in preparation for a successful return to society.

Mr. Maehugh T. Duncan served as the first director of the College, which was located on the grounds of Draper Correctional Center in Elmore, Alabama. In 1970, additional facilities were constructed adjacent to the Frank Lee Youth Center in Deatsville, approximately seven miles from the original site. Growth and improvement occurred at a steady pace.

Dr. Murry C. Gregg was appointed director in 1976, following Duncan's retirement. In 1983, the Alabama State Board of Education renamed the institute J. F. Ingram State Technical College. As the Institute's chief administrative officer, Dr. Gregg became the College's first president. Enrollment increased dramatically along with physical facilities and faculty. In 1977, the College was accredited by the Commission on Occupational Education Institutions (COEI) of the Southern Association of Colleges and Schools (SACS). Today, the College is accredited by the Council on Occupational Education (COE), the national accrediting agency that evolved from the regional COEI.

Throughout its history, the College has achieved significant recognition as a correctional education institution. In 1980, a United States Department of Education (USDOE) funded study ranked Ingram as one of the top 10 such programs in the country. In 1986, another USDOE study, "Education in Correctional Settings: A Guide to Developing Quality Vocational and Adult Basic Education Programs," named Ingram as a model. In 1985, the College became a charter member of the National Correctional Education Consortium.

In 1997, the Alabama State Board of Education appointed J. Douglas Chambers as the second president of J.F. Ingram State Technical College. He was succeeded by Dr. Hank Dasinger, who served as the college's third president. Mrs. Annette Funderburk later became the fourth president, continuing the institution's mission and growth. Today, Mr. David Walters proudly serves as the fifth president of J.F. Ingram State Technical College.

The College offers vocational training in a wide range of career fields on 10 instructional sites. In addition, there are 29 adult basic education sites with special education services provided in correctional facilities across the state. ISTC is proud to provide educational services to incarcerated individuals in preparation for a new and better life for themselves, their families, and their communities.

Mission Statement

The mission of J.F. Ingram State Technical College is to provide comprehensive educational services, workforce development, and reentry services to justice-involved individuals to reduce recidivism, return responsible individuals to society, and strengthen Alabama's workforce and communities.

Vision Statement

The vision of J.F. Ingram State Technical College is to be a national leader in correctional education while promoting actions to reduce recidivism and sustain fiscal accountability.

Alabama Prison-to-Workforce Pipeline

ISTC implements a five-phase process that focuses on the essential steps to better prepare students for a successful reentry into society: Enroll, Educate, Engage, Employ, and Exit.

Enroll – Incarcerated individuals enroll in high-wage high-demand career technical courses within 10 years from their end-of-sentence or parole date.

Educate – Students learn from industry experts covering 19 training programs, including apprenticeships.

Engage – Students gain work-based learning with Alabama Correctional Industries (ACI) at in-field related positions.

Employ – ISTC Re-Entry team will place individuals to work in-field through the ADOC Work-Release centers.

Exit – Individuals are released from prison and ISTC Job Placement places individuals with in-field careers and provide necessary resources and tools to be successful.

Institutional Policies

Equal Opportunity in Education and Employment

J. F. Ingram State Technical College is committed to equal opportunities in employment and education. The College does not discriminate in any program or activity based on race, color, religion, gender, age, national origin, disability, marital status, or protected class.

Nondiscrimination Statement

J. F. Ingram State Technical College has filed with the Federal Government an Assurance of Compliance with all requirements imposed by or pursuant to Title IV of the Civil Rights Act of 1964 and the regulations issued thereunder, to the end that no person in the United States shall, on the basis of race, color, or national origin, be excluded from participation in, be denied the benefits thereof, or be otherwise subjected to discrimination under any program or activity sponsored by this institution.

The College is committed to providing a workplace free of sexual harassment and does not discriminate on the basis of sex in its education programs and activities. It is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner. This includes, but is not limited to, admission and employment, and all individuals participating in or attempting to participate in a college-sponsored program or activity.

Title IX Coordinator for Employees

Andrea Richardson
Human Resources Coordinator

P.O. Box 220350
Deatsville, AL 36022

Andrea.Richardson@istc.edu
334-290-3251

Title IX Coordinator for Students

Dr. Craig Shore
Associate Dean of Students

P.O. Box 220350
Deatsville, AL 36022

Craig.Shore@istc.edu
334-514-5063

Americans with Disabilities Act (ADA)

J.F. Ingram State Technical College does not discriminate on the basis of disability in its educational programs and activities, pursuant to the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 93-112, and the Americans with Disabilities Act of 1990 (ADA), ADAA 2008, Public Law 101-336. This policy extends to application for or employment by and application for or admission to the College.

ADA Coordinator for Employees
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ADA Coordinator for Students
Dr. Ramona Cox
Dean of Students

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Discrimination and Harassment Policy

The College encourages any individual who believes that he/she has been subjected to discrimination or harassment based on race, color, national origin, age, disability, sex, or other protected classification to report the discrimination or harassment to the appropriate College official. The College is committed to promptly investigating all allegations of discrimination or harassment based on race, color, national origin, age, disability, sex, or other protected classification. Students, administrators, staff found to have engaged in acts of discrimination or harassment based on an individual's race, color, national origin, age, disability, sex or other protected classification will be promptly disciplined, to include, if circumstances warrant, up to and including suspension or expulsion for students and suspension or termination of employment for staff, faculty and administrators. The College encourages students and faculty, administrators, and staff to work together to prevent acts of discrimination or harassment of any kind.

Persons or any specific class of individuals who believe they have been subjected to discrimination or harassment based on their race, color, national origin, age, disability, sec or other protected classification may, alone or with a representative, file a complaint with the United States Department of Education or with the College, or with both. The complaint process for students relating to claims of discrimination or harassment may be found in this document.

Compliance with Section 504

J. F. Ingram State Technical College is committed to providing reasonable accommodations for individuals with a disability as defined in Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 (ADA). As a higher education institution, ISTC will provide reasonable accommodations for program, physical and facility accessibility for qualified persons with disabilities as defined in applicable laws and regulations. No qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity regardless of ability level. For information concerning the College's ADA grievance procedure, contact:

Dean of Students
J.F. Ingram State Technical College
P. O. Box 220350
Deatsville, AL 36022
Telephone: (334) 285-5177

J.F. Ingram State Technical College is an equal employment/equal opportunity institution.

Prison Rape Elimination Act (PREA)

Prison Rape Elimination Act (PREA) of 2003 is a federal statute enacted in September of 2003 to provide for the analysis of the incidents and effects of prison rape in federal, state, and local institutions and provide information, resources, recommendations and funding to protect individuals from prison rape. This Alabama Department of Corrections (ADOC) Administrative Regulation (AR) establishes the responsibilities, policies, and procedures to implement a zero-tolerance policy by prohibiting, preventing, detecting, and responding to inmate sexual offenses, sexual harassment, and custodial sexual misconduct (Alabama Department of Corrections, Administrative Regulation #454 INMATE SEXUAL ASSAULT AND HARRASSMENT AWARENESS (Prison Rape Elimination Act- PREA), III Definitions and Acronyms, § P.

Drug-Free Workplace Policy

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants and Alabama State Board Action Item No. IX I, of March 30, 1989, J.F. Ingram State Technical College has established a comprehensive controlled substance policy. This policy (Number 613) details the responsibilities of all employees, in the context, and administrative procedures that will be followed should the policy be violated. The complete text of the policy will not be reprinted here; however, a copy is on file in the Dean of Students' Office and shall be made available to any interested person. Likewise, the College has a comprehensive drug-free workplace policy in effect for students. Any student who desires clarification on this policy may consult with the Dean of Students' Office.

Contraband Policy

J.F. Ingram State Technical College and its employees will fully support Alabama Department of Corrections (ADOC) policies and efforts to monitor, control, and prevent the introduction of contraband into ISTC and DOC facilities. ISTC employees are prohibited by this policy by action or inaction from any activities that contravene DOC policies pertaining to contraband. ISTC employees are responsible for ensuring that inmates do not come into possession of contraband. This responsibility not only includes inmates under the direct supervision of the employee, but those within observation of the employee. Employees are charged with acting positively to enforce this policy with all inmates as defined in this policy.

ISTC employees must immediately report any incident where an inmate is in possession of contraband or where the employee reasonably suspects an inmate is attempting to obtain contraband.

Policy 512-Contraband of the ISTC Policy and Procedures Manual contains specific guidelines for the prevention and introduction of contraband.

Safety Policy

J.F. Ingram State Technical College is committed to ensuring the safety of its students, faculty, and staff. The practice of safety is an integral part of all instruction at ISTC. The College has a comprehensive Safety Plan and Operations Manual, which is evaluated and updated periodically. Copies are available at all instructional sites in the Office of the Site Director. Each program area has a first-aid kit for the treatment of minor injuries. Major health concerns are the responsibility of the Department of Corrections. Smoking is not permitted except in specifically designated areas. Employees are not permitted to provide any medication to students.

Expressive Activities (ACCS Board Policy 224.01)

The Alabama Community College System supports the rights of students, faculty, staff, and other members of the campus community to engage in lawful expressive activities, including the exchange of ideas, discussions, speeches, assembly, and the distribution of literature, as permitted by law and applicable institutional procedures. These activities must not disrupt educational programs, College operations, institutional security, or the rights of others, and must comply with all applicable laws, College policies, and of others, and must comply with all applicable laws, College policies, and correctional facility rules and security requirements. The College may enforce reasonable, content-neutral restrictions related to safety, security, and facility operations. For complete information, refer to *ACCS Board Policy 224.01: Expressive Activities by the Campus Community.*

Student Rights and Responsibilities

Student Code of Conduct

Students enrolled at ISTC are expected to demonstrate good behavior and assume responsibility for their actions. A student shall be subject to appropriate disciplinary and/or administrative action, up to permanent dismissal from class and/or enrollment, by ISTC for misconduct on any property owned, controlled, or used by ISTC, or off-site activity or function which is authorized, sponsored, or conducted by ISTC. Such prohibited conduct includes the commission of, or attempt to commit, or aiding another person who commits or attempts to commit any of the following offenses:

- Violating any of the Department of Corrections rules or regulations such as, but not limited to, rules prohibiting escape, making or possessing weapons, and possession of contraband.
- Stealing, extortion, or any other form of taking another's property without consent.
- Insubordination toward any ISTC employee or representative, including but not limited to, being argumentative, belligerent, disruptive, disobedient, or rude.
- Refusing to work when instructed to do so by the proper authority of ISTC.
- Disorderly or disruptive conduct, including, but not limited to, behavior, which unduly disrupts the order or academic integrity of a class or live work project.
- Fighting or threatening harm to any person.
- Any form of academic dishonesty, including cheating, plagiarism, or furnishing false information to ISTC.
- Forgery, alteration, or misuse of any ISTC document, record, or form.
- Failure to fully perform assigned tasks.
- Lewd, indecent, obscene or unduly offensive behavior or expression, i.e., masturbation or stalking. This offense includes but is not limited to, the use of verbal or symbolic expressions, which would tend to be reasonably interpreted as insulting to one's race, color, gender, religion, age, national origin, or disability.

- Leaving or absent from a work area without an official pass.
- Unauthorized or reckless driving of any ISTC vehicle or any vehicle being test-driven.
- Unauthorized, reckless, or dangerous use of any piece of ISTC equipment, any explosive device, or any hazardous or caustic chemical or substance.
- Unauthorized use or abusive use of any ISTC tool, equipment, supplies, or vehicle.
- Unsatisfactory work performance.
- Unauthorized interference with the use of or access to an ISTC facility.
- Unauthorized communication between male and female students and/ or inmates.
- Illegal use or possession of any alcoholic beverage, inhalant, or controlled substance.
- Violation of any federal, state, or local law or ordinance.

Note: J.F. Ingram State Technical College faculty and staff do not have the authority to waive or disregard or have any student disregard any ADOC policy, or violate any federal, state, or local law or ordinance.

Due Process for Student Disciplinary Cases

Students are guaranteed due process in all cases involving formal discipline charges. ISTC assures each student that no disciplinary action is taken on grounds which are not supported by evidence. Any violations of published policies and regulations in the ISTC Student Handbook will be brought to the immediate attention of the Dean of Students. Student Disciplinary Cases will follow the following procedure:

Student Disciplinary Procedure

Documentation

Any incident related to a suspected conduct violation will be documented on the *Student Conduct Form* by ISTC staff or instructor that witnessed the suspected conduct violation. Afterward, Site Directors (if applicable) will provide supporting documentation and/or narrative to assist in the determination of finding or sanction. During this step, the Site Director might also recommend a possible sanction for the Dean of Students to review. The campus site personnel, faculty/staff and the Site Director (if applicable) who witnessed or received information regarding the violation, will complete the respective sections of the Student Conduct Form within one (1) business day of the incident.

Preventative Measures

After receiving information on alleged violations of ISTC's Student Conduct Code, an appropriate College Administrator (Dean of Students, Dean of Instruction, Site Director, or their designee) will review the incident information and decide on the next course of action. If the Administrator is in receipt of information indicating that the accused student(s) poses a threat of harm or disruption to fellow students, faculty, personnel, or property, ISTC will take administrative action to "Stop-Up" the student(s) for a temporary period as determined by the Administrator. A “Stop-Up” constitutes the student(s) immediate removal from ISTC property and return to the Alabama Department Corrections (ADOC) home facility until a full investigation has been conducted. The interim action will be communicated to involved parties and will remain in place until a final decision on the pending allegations has been made or until reasons for issuing the interim action no longer exist. Administrative action should not be punitive in nature but rather preventative.

Incidents that warrant a "Stop-Up" action include, but are not limited to, the following:

- Fighting
- Threating
- Drug Use or Drug Paraphernalia
- Theft of ISTC property
- Sexual Harassment
- Introduction or Possession of Contraband

Resolution

Upon completion of the Student Conduct Form by campus site personnel, the documentation is forwarded to the Dean of Students' office for review. The Dean of Students will initiate all investigations into student conduct violations and use discretion to determine sanctioning or the introduction of a student conduct investigator. The assigned investigator will meet with the student(s) that has been accused, or bear witness to, a code of conduct policy violation.

An assigned Investigator will meet with the identified student(s) within five (5) working days of the reported incident date. Investigations will be conducted in a fair and impartial manner. Respondents are treated with a presumption of innocence until such time as it has been adjudicated that a violation of the Student Conduct Code has taken place. During the meeting, the Investigator will gather narrative evidence from the accused party/parties and any witnesses to the code of conduct violation. Within three (3) working days, the Investigator will submit all evidence collected (student and witness statements, video evidence, other documented or photographic evidence) to the Dean of Student's office for review. The Dean of Students will determine whether there is enough evidence to show that the accused student(s) violated ISTC's Student Conduct Code. The Dean of Instruction will, in circumstances that involve academic code of conduct violations, serve as a secondary reviewer and/or deciding administrator.

Sanctioning

If a suspected student conduct violation is deemed a policy violation, a sanction will be assigned by the Dean of Student's Office. Sanctions will need to be completed for student(s) to be in "good standing" with the college and eligible to return to class.

Examples of sanctions could include, but are not limited to, the following:

- Warning
- Completion of an assigned program
- 6 months suspended
- Expulsion

Notification and Appeal

The student(s) will be notified of any sanctions assigned to them. The student(s) notification will occur within three (3) working days of the Dean of Student's sanctioning determination. Dean of Student or a designee will issue notification to the student's ADOC home facility. Documentation of the completed *Student Conduct Form*, with sanctioning, will be recorded with the Student Services Record's Office.

The appeal process for the Student Disciplinary Procedure follows the College's appeal process. The Student Disciplinary Procedure is independent of the Alabama Department of Corrections disciplinary process.

Student Compliant & Grievance Policies and Procedures

J.F. Ingram State Technical College recognizes that, in order to efficiently and effectively carryout its mission, its employees and students must feel confident that any valid complaint or grievance concerning the college will be promptly addressed by the appropriate authorizes.

Types of Grievances:

- Student Complaint (Non-Instructional)
- Student Academic Grievance
- Student ADA and Other Discrimination Complaints

Initial Steps to Resolve a Student Compliant (non-academic)

A. Students

Any student of J.F. Ingram State Technical College who wishes to make a complaint concerning the College shall report that complaint in writing to the Dean of Students. If, after discussion between the student, the instructor, and the Dean, or a designated representative, it is determined that the complaint can be resolved immediately; action will be taken to resolve or initiate action which will result in the resolution of, the complaint, and the Dean will submit a report within ten (10) working days of the filing of the report to the President, when appropriate, and other college officials designated by the resident detailing the complaint and its resolution.

B. Plan of Resolution

If the student's complaint cannot be resolved immediately but requires in- stead a "plan of resolution," the college official to whom the complaint was made shall submit a written report to the President, the Grievance Coordinator, and such other appropriate college official (s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve it. Should the President, Grievance Coordinator, or the designated official wish to assist in submitting the report or instruct the submitting official of his/ her intention.

C. Grievance Procedure

If any student complaint is not, or cannot be, resolved at the first level of supervision, as described above, such an unresolved complaint shall be termed a "grievance." A student who submits a complaint to the appropriate college official as described above, and who is not

informed of a satisfactory resolution, or plan of resolution, or the complaint within ten (10) working days, shall have the right to file with the college's Grievance Coordinator a written statement detailing the grievance. The grievance statement may also contain other information relevant to the grievance which the grievant wants to be considered by the grievance coordinator.

Student Academic Grievance

The College has established policies and procedures to resolve student academic grievances that result from the acts or omissions of faculty members or administrators. This resolution should be achieved at the lowest level and in the most equitable way possible. The burden of proof rests with the complainant.

When students believe that they have an academic grievance in reference to a classroom situation, the students should take the following steps in seeking redress:

1. Consult with the instructor involved, in person or by written contact, no later than 10 working days following the incident.
2. If agreement on or compromise of the problem is not achieved within three (3) instructional days, take the grievance to the Associate Dean of Instruction
3. If still not satisfied that a fair and equitable solution has been found within 3 instructional days, take academic grievances to the Dean of Instruction. The Dean of Instruction will have five (5) instructional days to review the case and attempt to find an equitable solution. The Dean of Instruction will serve as the final arbiter of the academic grievance

No instructor or administrator shall be allowed to delay resolution of an academic grievance by failing to hold a consultation with a student within a reasonable length of time of the initial request. Normally, such consultation should occur immediately after receipt of the student's request, unless bona fide reasons, such as illness, personal emergency, or campus absences for professional reasons make the time limit unreasonable.

ADA and Other Discrimination-Based Grievances

If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, or disability, the complaining party should state with particularity the nature of the discrimination and if known, a reference to any statues, regulations, or policies which the within thirty (30) days of the occurrence of the alleged discriminatory act, or of the date on which the grievant knew or should have known of the alleged act (s).

The written grievance shall be filed using the college's approved Grievance Form, provided by the Grievance Coordinator, and shall include at least the following information:

1. Date the original complaint was reported;
2. Name of person to whom the original complaint was reported;
3. Facts of the complaint; and
4. Action taken, if any, by the receiving official to resolve the complaint.

The grievance statement may also contain other information relevant to the grievance which the grievant wants to be considered by the grievance coordinator. If the grievance involves a claim of discrimination based on sex, race, age, national origin, religion, or disability, the complaining party should state with particularity the nature of the discrimination and if known, a reference to any statues, regulations, or policies which the within thirty (30) days of the occurrence of the alleged discriminatory act, or of the date on which the grievant knew or should have known of the alleged act (s).

Grievance Investigation, Hearing, & Findings

Investigation Procedures

The Grievance Investigator and/or with the assistance of such other person (s) as the Associate Dean of Students/ Dean of Students may designated, shall, with fifteen (15) days following the receipt of the grievance properly submitted on the College's Grievance Form conduct a factual investigation of the grievance allegations and shall research the applicable statues, regulations, and policies, if any, to make a determination as to whether or not there is probable cause to believe that any statue, regulation, or policy was violated.

If there is no dispute between the grievant and the person or persons against who allegations were made as to the factual circumstances, the grievance investigator shall submit a written report of factual findings and conclusions to the President within thirty (30) days after the grievance was received. The report shall also include any recommendations that the grievance investigator shall have as to the resolution of the grievance.

If there is any dispute between the parties as to factual allegations, the investigator shall schedule a hearing which shall be schedules so as to be completed in time for there to be a report made to the President within thirty (30) days after the official receipt of the grievance. *If both* (or all, if more than two) of the parties agree to a waiver of the hearing, the hearing will be waived, and the grievance investigator will submit a report stating the facts as discerned by the investigator. If either party requests a hearing, one will be scheduled unless the investigator determines that there is no dispute of any material fact. If a hearing is conducted, a report of factual findings and conclusions will be submitted by the hearing officer or committee chairperson, within thirty (30) days of the filing of the grievance, in accordance with the procedures stated below.

Hearing Procedures

In the event a hearing is scheduled, the President shall designate a qualified, un-biased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the grievant and each respondent, of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be opened to the public unless both parties request in writing for the hearing to be conducted in private to the extent that there will be no violation or nay applicable "sunshine" law.

At the hearing, the grievance shall read into the record. After the grievance is read into record, the grievant will have the opportunity to present such oral testimony and other supporting evidence as he/she shall deem appropriate to his/her claim. Each respondent shall then be given the opportunity to present such oral testimony and other evidence as he/she deems appropriate to the respondent's defense against the charges. In the event the college or the administration of the college at large is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the college.

Any party to a grievance hearing shall have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorneys or other personal representatives, if any, shall not be allowed to address the hearing body or question any witnesses. In the event the college is the respondent, the college representative shall not be an attorney or use an attorney unless the complaint is assisted by an attorney or other personal representative.

The hearing shall be recorded either by a court reporter, audio or video tape, or by other electronic medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked.

Report of Findings and Conclusions of Law

Following the hearing, there shall be a written report to the President of the findings of the hearing officer or the chairman of the committee, and the report shall contain at least the following:

- Date and place of the hearing;
- The name of each member of the hearing committee;
- A list of all witnesses for all parties to the grievance;
- Findings of fact relevant to the grievance;
- Conclusions of law, regulations, or policy relevant to the grievance; and
- Recommendations to the President arising from the grievance and the hearing.

Available Appeals

The President or his/her designee shall submit a completed report, using the college's Grievance Form, to the grievant and the respondent (s), and shall include a copy of the report of the hearing officer/committee. If the grievance involves a claim of illegal discrimination, the grievant shall have the right to appeal the decision of the hearing officer or committee to the Chancellor of the Alabama Department of Postsecondary Education, provided that:

1. A notice of appeal is filed, using the college's Grievance Appeal Form, with the Grievance Investigator and the Chancellor within fifteen (15) calendar days following the grievant's receipt of the committee report.

2. The notice of appeal contains clear and specific objections to the findings, conclusions, or recommendations of the hearing officer or committee.

If the appeal is not filed by the close of business on the fifteenth day following the grievant's receipt of the report, the grievant's right to appeal shall be forfeited.

The Grievance Investigator will submit a report stating the facts as determined by the Investigator. If either party requests a hearing, one will be scheduled unless the Investigator determines that there is no dispute of any material fact. If a hearing is conducted, a report of factual findings and conclusions will be submitted by the committee chairperson, within thirty (30) days of the filing of the grievance, in accordance with the procedures stated below, unless the parties agree in writing to a longer period or unless the circumstances are such that the report cannot be reasonably made within thirty (30) days, in which case the report will be submitted as soon as practical.

Rules of Evidence

The hearing committee chairperson shall make the participants aware that the rules relating to the admissibility of evidence for the hearing will be similar to, but less stringent than, those which apply to civil trials in the Circuit Courts of Alabama. Irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and unauthenticated documentary evidence may be admitted if the chairperson determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a reasonable, prudent person in conducting his/her affairs. In the event of an objection by any party to any testimony or other evidence offered at the hearing, the chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding on the parties.

Appeal to the Alabama Community College System Office

If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is available in the Student Advisement Office at each instructional site and available online at the ACCS website (www.accs.cc). Students may submit completed and signed complaint forms and then either 1) scan it and email to complaints@accs.edu or (2) mail to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130

1. The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.
2. The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
3. The Division of Academic and Student Affairs will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.
4. If corrective action is needed, the institution will have 30 days to comply or develop a plan to comply with the corrective action.
5. The System Office will monitor the institution's compliance to ensure the completion of any required correction action.

The report of the ACCS System Office shall not be further appealed within the Alabama two-year college system. However, the grievant shall not be precluded from filing his/her grievance with an appropriate court or an appropriate government administrative agency. Forms are available in the Student Services area at each ISTC Service location.

Council on Occupational Education
7840 Roswell Road Building 300, Suite 3325
Atlanta, GA 3035
(770) 396-3898 or (800) 917-2081
Fax (770) 396-3790 www.council.org

Grievance Procedures for Complaints of Title IX Sexual Harassment

A. Policy Statement

J. F. Ingram State Technical College is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, the Jeanne Clery Campus Safety Act, and the Violence Against Women Act (VAWA). Sexual harassment and retaliation under these Procedures will not be tolerated by the College and is grounds for disciplinary action, up to and including, permanent dismissal from the College and/or termination of employment. The College has adopted grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator.

B. Purpose

The College takes all reported sexual harassment seriously. The College will promptly take action against any individuals within its control who are found responsible for violating these Procedures. Additionally, reported sexual harassment that does not meet the definitions and jurisdiction of these Procedures will be referred for review under the Student Code of Conduct, or the Employee Policy, whichever may be applicable.

C. Jurisdiction and Application of these Procedures

These Procedures apply to sexual harassment occurring under the College's education program or activity. Conduct that occurs under the College's education program or activity includes but is not limited to conduct that occurs in a building owned or controlled by the College or by a student organization that is officially recognized by the College and where the College exercises control over the Respondent at the time the alleged conduct occurs. A Complainant may only file a formal complaint if the Complainant is participating or attempting to participate in the

College's education program or activity. These Procedures do not cover conduct that occurs outside of the United States.
If the alleged conduct does not meet the definition of sexual harassment under these Procedures, the College will provide supportive measures when reasonably available and when possible take prompt action to provide for the safety and well-being of the Complainant and the broader campus community.

D. Title IX Coordinator

The College's Title IX Coordinator is the person designated by the College who is responsible for coordinating the College's compliance with its obligations under Title IX. The Title IX Coordinator is responsible for the administrative response to complaints of sexual harassment. The Title IX Coordinator is available to discuss the grievance process, coordinate supportive measures, explain the College's policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Assistant Title IX Coordinators to facilitate any of these responsibilities.

Any member of the College's community may contact the Title IX Coordinator with questions. The Title IX Coordinator(s) contact information is as follows:

Title IX Coordinator for Students	**Title IX Coordinator for Employees**
Dr. Craig Shore Associate Dean of Students	Andrea Richardson Human Resources Coordinator
P.O. Box 220350 Deatsville, AL 36022	P.O. Box 220350 Deatsville, AL 36022
Craig.Shore@istc.edu 334-514-5063	Andrea.Richardson@istc.edu 334-290-3251

In addition to the Title IX Coordinator, the Title IX staff may include Investigators, Hearing Decisionmakers, Appellate Decisionmakers, Advisors, and Informal Resolution Facilitators who have roles in the formal grievance process, which are detailed in these Procedures.

The Title IX Coordinator, Investigators, Hearing Decisionmakers, Appellate Decisionmakers, Advisors, if applicable, and Informal Resolution Facilitators will receive annual training in compliance with Title IX. All administrators in these roles will not rely on sex stereotypes and will provide impartial investigations and adjudications of complaints of sexual harassment. All materials used to train these administrators will be available on the College's Title IX website for inspection by members of the public in accordance with Title IX regulations.

Conflict of Interest
The Title IX Coordinator(s), Investigators, Decisionmakers, Appellate Decisionmakers, and Informal Resolution Facilitators shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. Whether bias exists requires examination of the particular facts of a situation. A determination of bias must be based on an objective evaluation of the available facts (i.e., whether a reasonable person would believe bias exists).

Any person exercising investigative or decision-making authority under these Procedures who believes they may have a potential conflict of interest or bias that would prevent them from impartially exercising their authority, must disclose the potential conflict/bias to the Title IX Coordinator(s) as soon as practicable after it is discovered. Arrangements will then be made to designate a conflict/bias free alternative in the case at issue.

If the Complainant or the Respondent believes the Title IX Coordinator(s) has a conflict of interest or bias, such objection should be made to the Dean of Students as soon as practicable after the potential conflict or bias is discovered. If the Dean of Students determines that the objection is reasonable, the Title IX Coordinator(s) will be replaced with a conflict/bias free Title IX Coordinator.

If the objection as to a conflict or bias is made with respect to an Investigator, such objection should be reported to the Title IX Coordinator as soon as practicable after the potential conflict or bias is discovered. If the Title IX Coordinator determines that the objection is reasonable, the Investigator will be replaced with a conflict/bias free alternative Investigator.

If the objection as to a conflict or bias is made with respect to a Hearing Decisionmaker or Appellate Decisionmaker, such objection must be reported to the Title IX Coordinator before the scheduled hearing or appeal decision. If the Title IX Coordinator determines that the objection is reasonable, the challenged person will be replaced with a conflict/bias free alternative Hearing Decisionmaker or Appellate Decisionmaker.

The decision of the Title IX Coordinator or Dean of Students (in objections to the Title IX Coordinator), regarding an objection will be final.

Knowledge of or acquaintance with the Complainant, Respondent, or witnesses in a matter; awareness of a matter; participation as a consequence of one's official role in events surrounding a matter; and/or participation in the investigation process prior to the formal disciplinary process does not automatically result in the finding of a disqualifying conflict; however, such factors may be considered in determining whether a conflict exists. The mere fact that a certain number of findings under these Procedures result in determinations of responsibility, or non-responsibility, does not necessarily indicate or imply bias on the part of Title IX personnel.

E. Definitions

Actual Knowledge: notice of sexual harassment allegations to the Title IX Coordinator or any Official with Authority, except that actual knowledge is not met when the only individual with actual knowledge is the Respondent

Business Day: any weekday not designated by the College as a holiday or administrative closure day. When calculating a time period of business days specified in these Procedures, the business day of the event that triggers a time period is excluded

Complainant: an individual who is alleged to be the victim of conduct that could constitute sexual harassment

Consent: must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied,

or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent.
Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Disciplinary Sanctions: consequences imposed on a Respondent following a determination under Title IX that the Respondent violated the College's prohibition on sexual harassment

Education Program or Activity: locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the sexual harassment occurs; includes conduct that occurs on College property, during any College activity, or in any building owned or controlled by the College or by a student organization that is officially recognized by the College

Formal Complaint: a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.
Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Official with Authority: an individual who has the authority to institute corrective measures and is required to report sexual harassment to the Title IX Coordinator to initiate the College's response to the sexual harassment allegations. The College's Officials with Authority include the following positions at the College: Title IX Coordinator(s); President of the College, all Deans/Associate Deans/Directors.

Party: a Complainant or Respondent

Relevant: related to the allegations of sexual harassment under investigation as part of the grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sexual harassment occurred, and evidence is relevant when it may aid a Hearing Decisionmaker or Appellate Decisionmaker in determining whether the alleged sexual harassment occurred

Remedies: measures designed to restore or preserve equal access to the College's education program or activity; remedies may include, but are not limited to, the same individualized services as supportive measures, however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent

Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment

Responsible Reporting Official: any individual who is employed by the College and not deemed to be a Confidential Employee or Official with Authority.
Responsible Reporting Officials are mandated by the College to report sexual harassment to the Title IX Coordinator promptly upon receiving a report of sexual harassment.

Retaliation: intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or these Procedures.

Nothing in this definition precludes a College from requiring an employee or other person authorized by a College to provide aid, benefit, or service under the College's education program or activity to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing.

Student: a person who has gained admission
Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or

charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Such measures are designed to restore or preserve equal access to the College's education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

F. Prohibited Conduct

Under Title IX, Prohibited Conduct includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking as defined below. To the extent that federal or state laws addressing conduct that could be deemed Prohibited Conduct are created or amended, engaging in such conduct shall be considered a violation of these Procedures even if the definitions below have not been updated to reflect the most recent additions to or changes in law.

Sexual Harassment: conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (quid pro quo sexual harassment);
(2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity (hostile environment sexual harassment)
(3) A severe, pervasive, and objectively offensive assessment includes, but is not limited to, a consideration of the following:
    (i) the frequency of the offensive conduct;
    (ii) the nature of the unwelcome sexual act or words, such as whether the harassment was physical, verbal or both;

(iii) Whether the harassment was an offensive utterance, and;
(iv) the number of victims involved and the relationship between the parties including, but not limited to, the ages of the harasser and the victim; and
(1) In evaluating whether conduct is severe, pervasive, and objectively offensive, the College will look at the totality of the circumstances, expectations, and relationships.

(3) Sexual Assault, Dating Violence, Domestic Violence or Stalking as defined in these Procedures.

Sexual Assault: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system and the Summary Reporting System User Manual of the Federal Bureau of Investigation as used in the Clery Act Sex Offenses— Any sexual act directed against another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent

i. Nonconsensual sexual intercourse (Rape) — The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
ii. Nonconsensual sexual contact (Fondling) —The touching of the private body parts (breasts, buttocks, groin) of another person for the purpose of sexual gratification without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity
iii. Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
iv. Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent

Dating Violence: violence committed by a person—

(i) who is or has been in a social relationship of a romantic or intimate nature with the Complainant; and

(ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:
- The length of the relationship,
- The type of relationship,
- The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Domestic Violence: felony or misdemeanor crimes of violence committed by a person who:

(i) Is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of the jurisdiction of the College or a person similarly situated to a spouse of the Complainant,

(ii) shares a child in common with the Complainant,

(iii) is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,

(iv) commits acts against a youth or young adult Complainant who is protected from those acts under the family or domestic violence laws of the jurisdiction

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(i) fear for the person's safety or the safety of others; or

(ii) suffer substantial emotional distress.

Course of Conduct means two or more acts, including, but not limited to, acts in which the individual directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Reasonable Person means a reasonable person under similar circumstances and with similar identities to the Complainant.

Substantial Emotional Distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

G. Reporting Procedures

A report of sexual harassment can be made to the persons below in person (during business hours) or by mail, telephone, or by email using the contact information below at any time, including during non-business hours.

(1) Reporting to the Title IX Coordinator: Reports of sexual harassment may be made to the Title IX Coordinator in any of the following ways, by anyone, at any time: email, phone, or mail. Reports may be made to the Title IX Coordinator in person at Draper Instructional Site – Office Suite 128. After an incident of sexual harassment has been reported to the Title IX Coordinator, the Title IX Coordinator will promptly offer supportive measures to the Complainant, regardless of whether the Complainant was the reporter of the Sexual Harassment.

(2) Reporting to Officials with Authority: If Officials with Authority are notified of sexual harassment, they shall promptly report such sexual harassment to the Title IX Coordinator who will take immediate action under this Procedure. The College's Officials with Authority include the following positions at the College: Title IX Coordinator and Assistant Title IX Coordinator(s); President of the College, all Deans/Associate Deans/Directors.

(3) Reporting to Responsible Reporting Officials: College employees who are not Confidential Employees or Officials with Authority are mandated by the College to the report alleged sexual harassment to the Title IX Coordinator promptly upon receiving a report of sexual harassment.

(4) Anonymous Reporting: Anonymous reports may be made by telephone, in writing or electronically to the Title IX Coordinator. A decision to remain anonymous, however, may greatly limit the College's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating this Procedure.

(5) Reporting to Local Law Enforcement: Reports of sexual harassment may be filed with local law enforcement agencies. The

Title IX Coordinator can assist with contacting law enforcement agencies. Law enforcement investigations are separate and distinct from the College's investigations.

Mandatory Reporting under Alabama Law: Alabama law imposes a mandatory duty on all College employees to immediately report all incidences of known or suspected child abuse. Such reports must be made to the College's Safety & Security Department. The College also encourages students, volunteers, and representatives (as well as third-party vendors and their employees, representatives, or volunteers that contract for use of College facilities with responsibilities that involve interaction with children) to report (verbally and in writing) known or suspected child abuse to the College's Safety & Security Department. Sexual abuse is one element of the more comprehensive term "abuse" under Alabama law. For child protection purposes, a child is any person under 18 years of age or any individual under 19 years of age who is in need of protective services and does not qualify for adult protective services under Chapter 9 of Title 38 in Alabama Law. A freshman student, a "dual enrolled" high school student, or a summer camp participant, among others, may fall into the category of a "child."

Consolidation of Complaints
The College may consolidate complaints of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of sexual harassment arise out of the same facts or circumstances. When more than one Complainant or more than one Respondent is involved, references below to a party, Complainant, or Respondent include the plural, as applicable.

The College will not consolidate complaints if consolidation would violate the Family Educational Rights and Privacy Act (FERPA). Consolidation would not violate FERPA when the College obtains prior written consent from parties to the disclosure of their educational records.

Amnesty for Students
The College strongly encourages students to report incidents violating the policy related to discrimination, harassment, sexual harassment, and related inappropriate conduct. The College's primary concern is the safety of the members of the college community, and it encourages behavior that demonstrates care and concern for members of the community. Accordingly, the College reserves the right to provide a reprieve from disciplinary actions for Complainants and other individuals who exhibit responsible and proactive behavior in reporting sexual harassment or other prohibited conduct or for students acting as a witness during the formal grievance procedures. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

H. Supportive Measures

Supportive measures are individualized, non-disciplinary services provided, as reasonably available, to help preserve a student's access to the College's educational programs during the resolution of a Title IX complaint. Due to the correctional setting, available supportive measures for students may be limited and may include academic accommodations, reasonable assignment extensions, modifications to class participation or scheduling when feasible, restrictions on communication within the educational program, or other appropriate measures determined on a case-by-case basis in coordination with the Alabama Department of Corrections (ADOC), as applicable. Complainants are eligible for supportive measures at the time their identity is known to the Title IX Coordinator. Respondents are eligible for supportive measures at the time that notice of an alleged complaint has been given.

Supportive measures cannot unreasonably burden either party and must be designed to protect the safety of the parties or the College's educational environment, or to provide support during the College's grievance procedures or during the informal resolution process. The College will not impose such measures for punitive or disciplinary reasons.

The College may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process or the College may continue them beyond that point.

The College will not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity.

If the party is a student with disabilities, The Title IX Coordinator may consult, as appropriate, with the individual or office that the College has designated to provide support to students with disabilities to determine how to comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, in the implementation of supportive measures.

I. Emergency Removals and Administrative Leave

The College may remove a Respondent from the College's education program or activity on an emergency basis, provided that the College undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health and safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision to the Title IX Coordinator in writing within three (3) business days following the removal. The College may place a non-student employee Respondent on administrative leave from employment responsibilities during the pendency of the College's grievance procedures.

Any challenges to an emergency removal should be sent to the Title IX Coordinator in writing within three (3) business days of the notification to the Respondent of the emergency removal. The Respondent should state the reasons for the challenge and any supporting documentation. The Title IX Coordinator will forward all documentation to the Dean of Students to render a decision within five (5) business days. The Dean of Students will notify both parties in writing of the decision.

J. Initial Evaluation & Complaint Dismissals

Initial Evaluation
When a report has been made, the Title IX Coordinator will contact the Complainant for an initial discussion to provide information of their rights and options, availability of supportive measures, consideration of the Complainant's wishes with respect to supportive measures, explanation of the policy and grievance procedures and the process for filing a Formal Complaint. For students who are incarcerated and under the custody of the Alabama Department of Corrections (ADOC), the Title IX Coordinator will notify appropriate ADOC officials as required and coordinate any supportive measures, accommodations, or investigative activities in a manner that is consistent with institutional safety, security, and operational requirements while preserving the Complainant's rights under this policy.

During the initial discussion with the Complainant, the Title IX Coordinator will gather facts that will enable the Title IX Coordinator to evaluate the allegations and make a determination on whether to dismiss the complaint or investigate the complaint. A Formal Complaint must contain an allegation of sexual harassment against a Respondent, a request for the College to investigate the allegation, and be signed by the Complainant or the Title IX Coordinator. A Complainant may only file a formal complaint if the Complainant is participating or attempting to participate in the College's education program or activity.

In limited circumstances, if a Complainant does not sign a Formal Complaint, the Title IX Coordinator may sign a Formal Complaint. To make a fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:

(i) the Complainant's request not to proceed with initiation of a complaint;
(ii) the Complainant's reasonable safety concerns regarding initiation of a complaint;
(iii) The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
(iv) The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
(v) The age and relationship of the parties, including whether the Respondent is an employee of the College;

(vi) The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;

(vii) The availability of evidence to assist in a Decisionmaker in determining whether sex discrimination occurred; and

(viii) Whether the College could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.

Mandatory Complaint Dismissals

The Title IX Coordinator will dismiss a Formal Complaint for purposes of sexual harassment if:

(1) The conduct alleged in the Formal Complaint would not constitute sexual harassment as defined in these Procedures, even if proved;

(2) The conduct alleged did not occur in the College's education program or activity; or

(3) The conduct alleged in the Formal Complaint did not occur against a person in the United States.

Permissive Complaint Dismissals

The Title IX Coordinator may dismiss a Formal Complaint or any allegation within the Formal Complaint, if at any time during the investigation or hearing:

(1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations in the Formal Complaint;

(2) The Respondent is no longer enrolled in the College; or

(3) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations within the Formal Complaint.

Upon dismissal, the Title IX Coordinator will promptly notify the Complainant in writing of the basis for the dismissal. If the dismissal occurs after the Respondent has been notified of the allegations, then the Title IX Coordinator will notify the parties simultaneously in writing.

The Title IX Coordinator will notify the Complainant that a dismissal may be appealed on the bases outlined in Section M of these Procedures. If dismissal

occurs after the Respondent has been notified of the allegation, then the Title IX Coordinator will also notify the Respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, the College will follow the procedures outlined in Section M of these Procedures.

When a complaint is dismissed, the College will, at a minimum:

(1) Offer supportive measures to the Complainant as appropriate;

(2) If the Respondent has been notified of the allegations, offer supportive measures to the Respondent as appropriate; and

(3) Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sexual harassment does not continue or recur within the College's education program or activity.

K. Complaint Investigation

The College will treat Complainants and Respondents equitably.

The College presumes that the Respondent is not responsible for the alleged sex-based harassment until a determination is made at the conclusion of its grievance procedures.

It is the goal of the College to complete investigations in a prompt timeframe. Any timeframes or deadlines may be extended when necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of parties and/or witnesses, account for College breaks or vacations, and the complexity of the investigation or severity and extent of the alleged conduct. The Title IX Coordinator will notify both parties in writing of any College delays.

If a Complainant or Respondent shall request a delay in the investigation or extension of any timeframes, the party must notify the Title IX Coordinator in writing as soon as practicable stating the requested new timeframe and reason for the delay or extension. The Title IX Coordinator will notify the party in writing of the denial or both parties in writing of the approval within three (3) business days of notification of the request. Any delays or extension will apply equally to both parties.

All requests will be on a case-by-case basis for good cause.

Advisor
Each party may have one (1) Advisor present during any meeting or proceeding. Because Ingram State Technical College operates within correctional facilities, an incarcerated student's choice of Advisor is subject to Alabama Department of Corrections (ADOC) security requirements and facility access restrictions.

- If a student is unable to obtain an eligible Advisor and one is required under Title IX, the College will provide one at no cost. Advisors are expected to follow all College and ADOC policies and procedures. Failure to do so may result in the Advisor being removed from the meeting or proceeding.
- The College cannot guarantee equal advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney to advise that party.
- If a party requests that all communication be made through their attorney Advisor instead of to the party, the College will agree to copy both the party and their Advisor on all communications.
- Advisors should help the parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak for the party unless given specific permission to do so.
- The parties are expected to ask and respond to questions on their own behalf throughout the grievance process. Although the Advisor generally may not speak for the party, the Advisor may consult with the party, either privately as needed, or by conferring or passing notes during any meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Parties may have one (1) support person of their choice, separate from their Advisor, present during meetings or proceedings. For incarcerated parties, the presence of a support person is subject to applicable Alabama Department of Corrections (ADOC) security procedures, institutional access requirements, and operational considerations.

Written Notice of Allegations

Upon receipt of a Formal Complaint, the Title IX Coordinator will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

(1) Notice of the party's rights and options
(2) Notice of the College's grievance process
(3) Notice of the College's informal resolution process and options
(4) Notice of the allegations of sexual harassment including: the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the incident, if known
(5) Notice that the Respondent is presumed not responsible of the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
(6) Notice that the parties may have an Advisor of their choice, who may be, but is not required to be an attorney, and that the Advisor may inspect and review evidence
(7) Notice of the College's Student Code of Conduct provision that prohibits knowingly making false statements or knowingly submitting false information during the grievance process

If, in the course of an investigation, the College decides to investigate additional allegations of sexual harassment by the Respondent toward the Complainant that are not included in the written notice or that are included in a consolidated complaint, the Title IX Coordinator will provide written notice of the additional allegations to the parties.

Investigation

The College will conduct an investigation following a Formal Complaint and Notice of Allegations. The Title IX Coordinator will assign an Investigator(s) to conduct the investigation. During all meetings and interviews the parties may be accompanied by an Advisor of their choice, which can be, but is not required to be an attorney. During the investigation stage of the grievance process, the Advisor's role is limited to assisting, advising, and/ or supporting a Complainant or Respondent. An Advisor is not permitted to speak for or on behalf of a Complainant or Respondent or appear in lieu of a Complainant or Respondent during the investigation phase of the grievance process.

Each party will be provided an equal opportunity to provide information to the Investigator and present witnesses for the Investigator to interview. The information provided by the parties can include inculpatory and exculpatory evidence. The witnesses can include both fact witnesses and expert witnesses.

Each party will be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which the College does not intend to rely upon in reaching a determination regarding responsibility. This review includes inculpatory and exculpatory evidence that is obtained by a party, witness, or other source. Each party and their Advisor (if any) will be provided an electronic copy of the evidence for inspection and review. The parties will have ten (10) business days to review and submit a written response to the Investigator. The Investigator will consider the written responses prior to completing an investigative report. All evidence provided during the inspection and review phase will be available at any hearing for the parties to use during the hearing, including for purposes of cross examination.

Following the opportunity to inspect and review evidence directly related to the allegations raised in the Formal Complaint, the Investigator will create an investigative report that fairly summarizes relevant evidence obtained during the investigation.

At least ten (10) business days prior to a hearing, the Investigator will provide each party and the party's Advisor (if any) an electronic copy of the investigative report that includes the parties review and written response, if any.

L. Hearing

After the investigation, the College will provide for a live hearing for all Formal Complaints of sexual harassment that have not been dismissed or resolved by informal resolution. At the request of either party, or at the discretion of the Title IX Coordinator, the College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Hearing Decisionmaker and parties to simultaneously see and hear the other party or witness answering questions.

The Hearing Decisionmaker(s) will be appointed by the College and will not be the Title IX Coordinator or Investigator. The Hearing Decisionmaker(s) will be trained, impartial, and without a conflict of interest. The Hearing Decisionmaker(s) may be a panel of three (3) College employees with one panel member serving as a chairperson, or a single Hearing Decisionmaker or an external individual designated by the College.

Either party may challenge the appointment of a Hearing Decisionmaker, based on conflict of interest or bias, in writing to the Title IX Coordinator, no less than five (5) business days prior to the scheduled hearing.

The College will create an audio or audiovisual recording of all live hearings and make the recording available to the parties for inspection or review.

The Title IX Coordinator will serve as the hearing process facilitator to coordinate the hearing, including, but not limited to, coordination and scheduling of the hearing; the logistics of physical or virtual rooms for parties and/or witnesses, including separation of the parties; ensuring all technology is working appropriately; ensuring the parties have access to electronic documents during the hearing; distributing materials; etc. The Title IX Coordinator may invite the parties and their advisors, separately, to a meeting prior to the hearing to review the hearing process for the purpose of ensuring a smooth hearing. This meeting is separate from the pre-hearing conference discussed below.

Participants at the hearing include the Hearing Decisionmaker(s), the Investigator(s) who conducted the investigation, the parties, advisors to the parties, witnesses and anyone providing authorized accommodations. In addition, the Title IX Coordinator, serving as the hearing facilitator is present. Any witnesses scheduled to participate in the hearing must have been first interviewed by the Investigator(s) or have provided a written statement or answered questions from the Investigator in writing.

Advisor's Role at the Hearing

Each party must have an Advisor present at the hearing. The Advisor's role is limited to supporting, advising, and assisting the party during the hearing and conducting questioning (cross-examination) of participants. Advisors are required to follow rules of decorum enforced by the Hearing Decisionmaker(s). Failure to follow the rules of decorum by an Advisor may result in removal of an Advisor from the hearing. If a party does not have an Advisor present at the live hearing, the College will appoint the party with an Advisor without fee or charge.

Pre-Hearing Conference

The Hearing Decisionmaker(s) may hold a pre-hearing conference. In order to streamline the hearing process, the Hearing Decisionmaker(s) may request the submission of questions prior to the hearing through electronic submission and/or a pre-hearing conference. During the pre-hearing conference, parties and their advisors will be asked to submit, in writing, any questions they wish to ask during the live hearing so that the Hearing Decisionmaker(s) can be prepared to respond to relevancy at the hearing. The Hearing Decisionmaker(s) may allow for the pre-hearing submission of questions regardless of whether a pre-hearing conference occurs.

This conference does not preclude an Advisor from asking additional questions live during the hearing.

At the pre-hearing conference, the Hearing Decisionmaker(s) may also hear arguments regarding the relevance of the evidence identified in the investigation report as relevant or not relevant, and/or directly related to the allegations.

Hearing Process

The hearing process will proceed as follows:

(1) Notice of Hearing: After the investigative report has been completed and at least ten (10) business days prior to the date set for the hearing, the parties and their advisors (if any) will be provided with a Notice of the Hearing. The Notice will include the date, time, location, name of the Hearing Decisionmaker(s), names of all participants in the hearing, and the location (virtual or in person) of the hearing.

(2) Opening Statement: Each party will have the opportunity to present an opening statement, no more than five (5) minutes, to the Hearing Decisionmaker(s).

(3) Review of Hearing Procedures, Formal Complaint, and Notice of Allegations by Hearing Decisionmaker(s).

(4) Questioning of Parties and Witnesses: The College will provide a process that enables the Hearing Decisionmaker(s) to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sexual harassment.

The Hearing Decisionmaker(s) will ask initial questions of the participants at the hearing.

After the Hearing Decisionmaker(s) asks questions of a participant, each party's Advisor will be permitted to ask relevant questions and follow up questions orally, directly, and in real time of the participant. The parties are never permitted to ask questions of participants directly. The questioning of participants by Advisors will be conducted in the following manner:

(i) a question is asked by an Advisor
(ii) Before the participant answers the question, the Hearing Decisionmaker(s) determines whether the question is relevant
(iii) If the question is determined to be relevant by the Hearing Decisionmaker(s) the participant answers the question
(iv) If the question is determined not to be relevant by the Hearing Decisionmaker(s), the Hearing Decisionmaker(s) must explain the decision to exclude a question as not relevant.

Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The Hearing Decisionmaker(s) will give a party an opportunity to clarify or revise a question that the Hearing Decisionmaker(s) determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked by party's Advisor.

Evidence and Questions Excluded

Sexual Predisposition or Prior Sexual Behavior of the Complainant: Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Privileged Information: No person will be required to disclose information protected under a legally recognized privilege. The Hearing Decisionmaker(s) must not allow into evidence or rely upon any questions or evidence that may require or seek disclosure of such information, unless the person holding the privilege has waived the privilege. This includes information protected by the attorney-client privilege.

Medical Records: Evidence or records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, are not permitted to be used during a hearing unless the party provides voluntary, written permission to do so for the grievance process within these Procedures.

The Hearing Decisionmaker(s) may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The Hearing Decisionmaker(s), however, will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions.

Closing Statements: Each party will have the opportunity to present a closing statement, no more than five (5) minutes, to the Hearing Decisionmaker(s).

Determination Whether Sexual Harassment Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the Hearing Decisionmaker(s) will deliberate in private and will:

(1) Use the preponderance of the evidence standard of proof to determine whether sexual harassment occurred. This means that the Hearing Decisionmaker(s) will decide whether it is more likely than not based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s). The standard of proof requires the Hearing Decisionmaker(s) to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Hearing Decisionmaker(s) is not persuaded under the applicable standard by the evidence that sexual harassment occurred, whatever the quantity of the evidence is, the Hearing Decisionmaker(s) will not determine that sexual harassment occurred.

(2) Notify the parties simultaneously in writing of the determination whether sexual harassment occurred under Title IX including:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Procedure to the facts;
- A statement of, and rationale for, the result of each allegation, including a determination regarding responsibility, any disciplinary sanctions that the College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant; and
- The procedures and permissible bases for the Complainant and Respondent to appeal.

The Hearing Decisionmaker(s) will send the written notification of hearing outcome to both parties within fourteen (14) business days of the conclusion of the hearing.

The College will not impose disciplinary sanctions on a Respondent for sexual harassment prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the Respondent engaged in prohibited sexual harassment.

If there is a determination that sexual harassment occurred, as appropriate, the Title IX Coordinator will:

- Notify the Alabama Department of Corrections (ADOC) and coordinate with appropriate ADOC officials regarding any necessary institutional response, supportive measures, safety concerns, or corrective actions involving incarcerated students;
- Coordinate the provision and implementation of remedies to a Complainant and other people the College identifies as having had equal access to the College's education program or activity limited or denied by sexual harassment;
- Coordinate the imposition of any disciplinary sanctions on a Respondent, including notification to the Complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sexual harassment does not continue or recur within the College's education program or activity.

The College shall not discipline a party, witness, or others participating in the Title IX grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sexual harassment occurred.

Sanctions

Factors considered by the Hearing Decisionmaker(s) when determining sanctions and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Hearing Decisionmaker(s)

The sanctions will be implemented upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- Reprimand
- Required Counseling
- Probation
- Suspension
- Expulsion
- Withholding Diploma
- Revocation of Degree
- Other Actions*

*In addition to, or in place of, the above sanctions, the College may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive/Corrective Actions
Responsive actions for an employee who has engaged in sex-based harassment include:

- Verbal or Written Warning
- Performance Improvement Plan/Management Process
- Enhanced Supervision, Observation, or Review
- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Shift or schedule adjustments
- Reassignment
- Delay of (or referral for delay of) Tenure Track Progress
- Assignment to New Supervisor
- Restriction of Stipends and/or Professional Development
- Suspension/Administrative Leave with Pay
- Suspension/Administrative Leave without Pay
- Termination
- Other Actions*

**In addition to or in place of the above sanctions/responsive actions, the College may assign any other responsive actions as deemed appropriate.*

M. Appeals

The College will offer an appeal from a dismissal of a Formal Complaint or determination whether sexual harassment occurred on the following bases:

(1) Procedural irregularity that affected the outcome of the matter;
(2) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
(3) The Title IX Coordinator, Investigator, or Hearing Decisionmaker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
(4) Sanctions were disproportionate to the policy violation(s).

If either party wishes to appeal a dismissal of a Formal Complaint or determination whether sexual harassment occurred, the party must submit an appeal in writing to the Title IX Coordinator within three (3) business days of receiving written notification of the hearing determination. The party requesting the appeal should state the basis for the appeal and any supporting documentation.

If a party appeals a dismissal of a Formal Complaint or determination whether sexual harassment occurred, the Title IX Coordinator will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the Appellate Decisionmaker for the appeal is not the same person as the Hearing Decisionmaker(s) that reached the determination regarding responsibility or dismissal of the Formal Complaint, the Investigator or the Title IX Coordinator;
- Ensure that the Appellate Decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the non-appealing party with five (5) business days from receipt of the notification of appeal to submit a written statement in support of the outcome of the determination whether sexual harassment occurred or dismissal of the Formal Complaint;

The written determination on responsibility and sanctions, if applicable, are postponed until the decision on the appeal is sent to the parties. Supportive measures will remain in place during the appeal period.

The Appellate Decisionmaker will issue a written decision describing the result of the appeal and the rationale for the result which can be one of the following:
(1) affirm the determination of the Hearing Decisionmaker(s) and affirm the disciplinary sanctions and remedies, if applicable (2) affirm the determination of the Hearing Decisionmaker(s) regarding the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable (3) remand the process back to the hearing stage for the Hearing Decisionmaker(s) to remedy any procedural irregularity or consider any new evidence (4) reverse the Hearing Decisionmaker(s)' determination of the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable or (5) affirm or amend the sanctions and/or remedies outlined in the determination

The Appellate Decisionmaker will notify both parties in writing of their decision within fourteen (14) business days of receipt of the appeal.

The determination regarding responsibility becomes final on the date that the College provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

At the conclusion of the appeals process, employee Respondents will receive all rights, if applicable and if any, which are granted by either their contract or the Alabama Students First Act in the event any disciplinary sanction is proposed.

N. Informal Resolution

In lieu of resolving a complaint through the College's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Informal resolution does not involve an investigation, adjudication hearing, or disciplinary action against a Respondent and is not appropriate for all forms of conduct under these Procedures. Informal resolution is not an option for sexual harassment incidents involving a student Complainant and an employee Respondent. Both parties must voluntarily agree in writing to participate in the informal resolution process.

The Title IX Coordinator will inform the parties in writing of the informal resolution process it offers. The College will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law. Before the initiation of an informal resolution process, the Title IX Coordinator will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the College will maintain and whether and how the College could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.
- Informal resolution will be facilitated by Informal Resolution Facilitators. The time frame for completion of informal resolution may vary, but the College will seek to complete the process within a prompt timeframe.
- The College retains the discretion to determine which cases are appropriate for informal resolution. The College may gather

information necessary through interviewing individuals and other evidence gathering to determine if the case is appropriate for informal resolution. Factors the College will consider when determining whether a report of Prohibited Conduct is suitable for informal resolution include, but are not limited to, the following:

- The nature of the alleged offense;
- The dynamics of power or control commonly associated with the alleged offense and/or with the parties involved;
- The Respondent's prior known conduct;
- Whether there would be a continuing safety threat to the campus community after resolution of the specific report of Prohibited Conduct;
- Whether multiple parties are involved;
- Whether the resolution proposed is designed to eliminate, prevent, and address the reported Prohibited Conduct; and
- Any other factor deemed relevant by the Title IX Coordinator in the interest of overall campus safety or safety of the parties involved.

Informal resolution may result in the following remedies: establishing supportive measures; conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions; and any other remedy that can be tailored to the involved individuals to achieve the goals of these Procedures.

Informal resolution may also include restorative principles that are designed to allow a Respondent to accept responsibility for misconduct and acknowledge harm to the Complainant or to the College community. Informal resolution may also include mediation.

Participation in informal resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation at any time, including if informal resolution is unsuccessful at resolving the report. Similarly, a Complainant may request to end an investigation and pursue informal resolution at any time if the Respondent also consents to informal resolution. In addition, either party may request supportive measures regardless of whether any particular course of action is sought.

The College may also decide to proceed with a formal investigation and withdraw its approval for the informal resolution at any time during the process. If additional potential policy violations are revealed during the informal resolution process, the College may withdraw its approval for the process and proceed with a formal investigation or the College, with the consent of the parties, may continue the informal resolution process and resolve the additional potential policy violations. Information disclosed by any party during the informal resolution process will not be considered during a subsequent investigation or adjudication hearing. Because the outcome of informal resolution process is mutually developed and agreed upon by the parties, an appeal of the process and its result is not permitted.

O. Confidentiality and Privacy

The College will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

P. Retaliation

Neither the College nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Procedures or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under these Procedures.

Alleged acts of Retaliation will be referred to the Title IX Coordinator and may be investigated and resolved under the respective Student Code of Conduct or Employee Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this Policy.

Charging an individual with a Student Code of Conduct/Employee Policy violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute Retaliation prohibited under these Procedures.

Q. Freedom of Speech and Academic Freedom

Freedom of speech and principles of academic freedom are central to the mission of the College. Constitutionally protected expression cannot be considered sexual harassment under these Procedures. To establish a violation of Title IX, the harassment must be subjectively and objectively offensive and so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

R. Records Retention

The College will maintain all of the documentation related to reports of sex discrimination and sexual harassment, the grievance process, and information resolution process for seven (7) years in accordance with state and federal records laws and requirements. The documentation of all records is private and confidential to the extent possible under law. Student records of the grievance process are disciplinary records under the Family Education Rights and Privacy Act (FERPA). Employee records of the grievance process are subject to the Freedom of Information Act (FOIA) and applicable state laws and included in the employee's official employment record.

Complaints of Non-Harassment Title IX Discrimination

A. Policy Statement

J. F. Ingram State Technical College (the "College") is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, the Jeanne Clery Campus Safety Act, and the Violence Against Women Act (VAWA). Sex discrimination and retaliation under these Procedures will not be tolerated by the College and is grounds for disciplinary action, up to and including, permanent dismissal from the College and/or termination of employment.

B. Purpose

The College takes all reported sex discrimination seriously. The College will promptly take action against any individuals within its control who are found responsible for violating these Procedures.

C. Application of these Procedures

These Procedures apply to complaints of sex discrimination covered under Title IX, but which do not fall within the category of sexual harassment as defined in the Grievance Procedures for Complaints of Title IX Sexual Harassment. These Procedures also apply to any complaints of retaliation as defined by the Grievance Procedures for Complaints of Title IX Sexual Harassment outline in this Handbook.

Discrimination prohibited under this policy includes: the exclusion from participation in, denial of the benefits from, or subjection to unfavorable treatment in any College education program or activity on the basis of sex, including sexual orientation or gender identity.

These Procedures are the exclusive means of resolving complaints of alleged violations of Title IX involving complaints of non-harassment Title IX discrimination brought against College faculty, staff, employees, and students. To the extent there are any inconsistencies between these procedures and other College grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging non-harassment Title IX discrimination.

D. Title IX Coordinator

The College's Title IX Coordinator is the person designated by the College who is responsible for coordinating the College's compliance with its obligations under Title IX. The Title IX Coordinator is responsible for the administrative response to complaints of sex discrimination. The Title IX Coordinator is available to discuss the grievance process, coordinate supportive measures, explain the College's policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Assistant Title IX Coordinators to facilitate any of these responsibilities.

Any member of the College's community may contact the Title IX Coordinator with questions. The Title IX Coordinator(s) contact information is as follows:

Title IX Coordinator for Employees

Andrea Richardson
Human Resources Coordinator

P.O. Box 220350
Deatsville, AL 36022

Andrea.Richardson@istc.edu
334-290-3251

Title IX Coordinator for Students

Dr. Craig Shore
Associate Dean of Students

P.O. Box 220350
Deatsville, AL 36022

Craig.Shore@istc.edu
334-514-5063

In addition to the Title IX Coordinator(s), the Title IX staff may include Investigators, Appellate Decisionmakers, Advisors, if applicable, and Informal Resolution Facilitators who have roles in the formal grievance process, which are detailed in this Procedure.

The Title IX Coordinator(s), Investigators, Appellate Decisionmakers, Advisors, if applicable, and Informal Resolution Facilitators will receive annual training in compliance with Title IX. All administrators in these roles will not rely on sex stereotypes and will provide impartial investigations and adjudications of complaints of sex discrimination. All materials used to train these administrators will be available upon request for inspection by members of the public in accordance with Title IX regulations.

Conflict of Interest

The Title IX Coordinator(s), Investigators, Appellate Decisionmakers, and Informal Resolution Facilitators shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. Whether bias exists requires examination of the particular facts of a situation. A determination of bias must be based on an objective evaluation of the available facts (i.e., whether a reasonable person would believe bias exists).

Any person exercising investigative or decision-making authority under these Procedures who believes they may have a potential conflict of interest or bias that would prevent them from impartially exercising their authority, must disclose the potential conflict/bias to the Title IX Coordinator as soon as practicable after it is discovered. Arrangements will then be made to designate a conflict/bias free alternative in the case at issue.

If the Complainant or the Respondent believes the Title IX Coordinator has a conflict of interest or bias, such objection should be made to the Dean of Students as soon as practicable after the potential conflict or bias is discovered. If the Dean of Student determines that the objection is reasonable, the Title IX Coordinator will be replaced with a conflict/bias free Assistant Title IX Coordinator.

If the objection as to a conflict or bias is made with respect to an Investigator, such objection should be reported to the Title IX Coordinator as soon as practicable after the potential conflict or bias is discovered. If the Title IX Coordinator determines that the objection is reasonable, the Investigator will be replaced with a conflict/bias free alternative Investigator.

If the objection as to a conflict or bias is made with respect to an Appellate Decisionmaker, such objection must be reported to the Title IX Coordinator before the appeal decision. If the Title IX Coordinator determines that the objection is reasonable, the challenged person will be replaced with a conflict/bias free Appellate Decisionmaker.

The decision of the Title IX Coordinator or Dean of Students (in objections to the Title IX Coordinator), regarding an objection will be final.

Knowledge of or acquaintance with the Complainant, Respondent, or witnesses in a matter; awareness of a matter; participation as a consequence of one's official role in events surrounding a matter; and/or participation in the investigation process prior to the formal disciplinary process does not automatically result in the finding of a disqualifying conflict; however, such factors may be considered in determining whether a conflict exists. The mere fact that a certain number of findings under these Procedures result in determinations of responsibility, or non-responsibility, does not necessarily indicate or imply bias on the part of Title IX personnel.

E. Definitions

Business Day: any weekday not designated by the College as a holiday or administrative closure day. When calculating a time period of business days specified in these Procedures, the business day of the event that triggers a time period is excluded

Complainant: An individual who is alleged to be the victim of conduct that could constitute sex discrimination

Complaint: a written request to the College that objectively can be understood as a request for the College to investigate and make a determination about alleged discrimination under Title IX or its regulations.

Consent: must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent.

Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

Disciplinary Sanctions: consequences imposed on a Respondent following a determination under Title IX that the Respondent violated the College's prohibition on sex discrimination

Education Program or Activity: locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the conduct occurred, circumstances where the College has disciplinary authority and to misconduct occurring on College property, during any College activity, or in any building owned or controlled by the College or by a student organization that is officially recognized by the College.

Incapacitation: An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact.
Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

Official with Authority: an individual who has the authority to institute corrective measures and is required to report sex discrimination, including sex-based harassment to the Title IX Coordinator to initiate the College's response to the sex discrimination and sex-based harassment allegations. The College's Officials with Authority include the following positions at the College: Title IX Coordinator and Assistant Title IX Coordinator(s); President of the College, all Vice Presidents/Deans/Directors

Party: a Complainant or Respondent

Relevant: related to the allegations of sex discrimination under investigation as part of the grievance procedures. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a Decisionmaker in determining whether the alleged sex discrimination occurred.

Remedies: measures provided, as appropriate, to a Complainant or any other person the College identifies as having had their equal access to the College's education program or activity limited or denied by sex discrimination. These measures are provided to restore or preserve that person's access to the College's education program or activity after a College determines that sex discrimination occurred.

Respondent: a person who is alleged to have violated the College's prohibition on sex discrimination

Responsible Reporting Official: any individual who is employed by the College and not deemed to be a Confidential Employee or Official with Authority. Responsible Reporting Official are mandated by the College to report sex discrimination, including sex-based harassment to the Title IX Coordinator promptly upon receiving a report.

Retaliation: intimidation, threats, coercion, or discrimination against any person by the College, a student, or an employee or other person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing, including in an informal resolution process, grievance procedures, and in any other actions taken by a College, under the Title IX regulations.

Nothing in this definition precludes a College from requiring an employee or other person authorized by a College to provide aid, benefit, or service under the College's education program or activity to participate as a witness in, or otherwise assist with, an investigation, proceeding, or hearing.

Student: a person who has gained admission

Supportive Measures: individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a Complainant or Respondent, not for punitive or disciplinary reasons, and without fee or charge to the Complainant or Respondent to:

(1) Restore or preserve that party's access to the College's education program or activity, including measures that are designed to protect the safety of the parties or the College's educational environment; or

(2) Provide support during the College's grievance procedures or during the informal resolution process.

F. Prohibited Conduct

Under Title IX, Prohibited Conduct includes sex discrimination as defined below. To the extent that federal or state laws addressing conduct that could be deemed Prohibited Conduct are created or amended, engaging in such conduct shall be considered a violation of this Policy even if the definitions below have not been updated to reflect the most recent additions to or changes in law.

Sex Discrimination: the exclusion from participation in, denial of benefits from, or subjection to unfavorable treatment in any educational or employment-related program or activity on the basis of sex, gender, sexual orientation, or gender identity. The discrimination can be based in whole or in part, upon the individual's actual or perceived protected characteristic.

G. Reporting Procedures

A report of sex discrimination can be made to the persons below in person (during business hours) or by mail, telephone, or by email using the contact information below at any time, including during non-business hours

(1) Reporting to the Title IX Coordinator: Reports of sex discrimination may be made to the Title IX Coordinator in any of the following ways, by anyone, at any time: email, phone, online form, mail. Reports may be made to the Title IX Coordinator in person at Draper Instruction Site – Office Suite 128. After an incident of sex discrimination has been reported to the Title IX Coordinator, the Title IX Coordinator will promptly offer supportive measures to the Complainant, regardless of whether the Complainant was the reporter of the sex discrimination.

(2) Reporting to Officials with Authority: If Officials with Authority are notified of sex discrimination, they shall promptly report such sex discrimination to the Title IX Coordinator who will take immediate action under this Procedure. The College's Officials with Authority include the following positions at the College: Title IX Coordinator(s); President of the College, all Vice Presidents/Deans/Directors.

(3) Reporting to Responsible Reporting Officials: College employees who are not Confidential Employees or Officials with Authority are mandated by the College to the report alleged sex discrimination to the Title IX Coordinator promptly upon receiving a report of sex discrimination.

(4) Anonymous Reporting: Anonymous reports may be made by telephone, in writing or electronically to the Title IX Coordinator. A decision to remain anonymous, however, may greatly limit the College's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating these Procedures.

(5) Reporting to Local Law Enforcement: Reports of sex discrimination may be filed with local law enforcement agencies. The Title IX Coordinator can assist with contacting law enforcement agencies. Law enforcement investigations are separate and distinct from the College's investigations.

Mandatory Reporting under Alabama Law: Alabama law imposes a mandatory duty on all College employees to immediately report all incidences of known or suspected child abuse. Such reports must be made to the College's Safety & Security Department. The College also encourages students, volunteers, and representatives (as well as third-party vendors and their employees, representatives, or volunteers that contract for use of College facilities with responsibilities that involve interaction with children) to report (verbally and in writing) known or suspected child abuse to the College's Safety & Security Department. Sexual abuse is one element of the more comprehensive term "abuse" under Alabama law. For child protection purposes, a child is any person under 18 years of age or any individual under 19 years of age who is in need of protective services and does not qualify for adult protective services under Chapter 9 of Title 38 in Alabama Law. For students housed within the Alabama Department of Corrections, reports involving individuals under the age of 18 will be handled in accordance with Alabama's mandatory child abuse reporting laws. Reports involving incarcerated individuals age 18 or older will be addressed under applicable Title IX, PREA, ADOC, and criminal reporting requirements unless the individual otherwise meets the statutory definition of a child under Alabama law.

Consolidation of Complaints

The College may consolidate complaints of sex discrimination against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one Complainant or more than one Respondent is involved, references below to a party, Complainant, or Respondent include the plural, as applicable. The College will not consolidate complaints if consolidation would violate the Family Educational Rights and Privacy Act (FERPA). Consolidation would not violate FERPA when the College obtains prior written consent from parties to the disclosure of their educational records.

Amnesty for Students

The College strongly encourages students to report incidents violating the policy related to discrimination, harassment, and related inappropriate conduct. The College's primary concern is the safety of the members of the college community, and it encourages behavior that demonstrates care and concern for members of the community. Accordingly, the College reserves the right to provide a reprieve from disciplinary actions for Complainants and other individuals who exhibit responsible and proactive behavior in reporting sex discrimination or other prohibited conduct or for students acting as a witness during the formal grievance procedures. The College may provide referrals to counseling and may require educational options, rather than disciplinary sanctions, in such cases.

Allegations Related to Culture

Allegations related to a culture of sexual harassment or non-harassment sex discrimination by a group, organization, department, division, or the College as a whole will be investigated and resolved as closely as possible to these Procedures. Resolutions for a group, organization, division or the College will be communicated with the highest ranking member of the group, organization, department, division or the College.

H. Supportive Measures

The College will offer and coordinate supportive measures as appropriate for the Complainant and/or Respondent to restore or preserve that person's access to the College's education program or activity or provide support during the College's Title IX grievance procedures or during the informal resolution process. Complainants are eligible for supportive measures at the time their identity is known to the Title IX Coordinator. Respondents are eligible for supportive measures at the time that notice of an alleged complaint has been given.

Supportive measures cannot unreasonably burden either party and must be designed to protect the safety of the parties or the College's educational environment, or to provide support during the College's grievance procedures or during the informal resolution process. The College will not impose such measures for punitive or disciplinary reasons.

The College may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process or the College may continue them beyond that point.
The College will not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity.

If the party is a student with disabilities, The Title IX Coordinator may consult, as appropriate, with the individual or office that the College has designated to provide support to students with disabilities to determine how to comply with Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, in the implementation of supportive measures.

I. Emergency Removals and Administrative Leave

The College may remove a Respondent from the College's education program or activity on an emergency basis, provided that the College undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.

The College may place a student employee Respondent on administrative leave from employment responsibilities during the pendency of the College's grievance procedures.

Any challenges to an emergency removal should be sent to the Title IX Coordinator in writing within three (3) business days of the notification to the Respondent of the emergency removal. The Respondent should state the reasons for the challenge and any supporting documentation. The Title IX Coordinator will forward all documentation to Dean of Students to render a decision within three (3) business days. The Dean of Students will notify both parties in writing of the decision.

J. Initial Evaluation

When a report has been made, the Title IX Coordinator will contact the Complainant for an initial discussion to provide information of their rights and options, availability of supportive measures, consideration of the Complainant's wishes with respect to supportive measures, explanation of the policy and grievance procedures.

K. Complaint Investigation

The College will treat Complainants and Respondents equitably. Complainants and Respondents may have one (1) Advisor present during any meeting or proceeding. Because Ingram State Technical College operates within correctional facilities, an incarcerated student's choice of Advisor is subject to Alabama Department of Corrections (ADOC) security requirements and facility access restrictions. An Advisor's role is limited to assisting, advising, and/or supporting a Complainant or Respondent.
An Advisor is not permitted to speak for or on behalf of a Complainant or Respondent or appear in lieu of a Complainant or Respondent.

- Parties may have one (1) support person of their choice, separate from their Advisor, present during meetings or proceedings. For incarcerated parties, the presence of a support person is subject to applicable Alabama Department of Corrections (ADOC) security procedures, institutional access requirements, and operational considerations. However, the College has the right to remove any advisor who does not adhere to the College's policies and procedures.
- The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide an attorney to advise that party.
- If a party requests that all communication be made through their attorney Advisor instead of to the party, the College will agree to copy both the party and their Advisor on all communications.
- Advisors should help the parties to prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Advisors may not provide testimony or speak on behalf of the party unless given specific permission to do so.

- The parties are expected to ask and respond to questions on their own behalf throughout the grievance process. Although the Advisor generally may not speak on behalf of the party, the Advisor may consult with the party, either privately as needed, or by conferring or passing notes during any meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

It is the goal of the College to complete investigations in a prompt timeframe. Any timeframes or deadlines may be extended when necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of parties and/or witnesses, account for College breaks or vacations, and the complexity of the investigation or severity and extent of the alleged conduct.

The Title IX Coordinator will notify both parties in writing of any College delays.

If a Complainant or Respondent shall request a delay in the investigation or extension of any timeframes, the party must notify the Title IX Coordinator in writing as soon as practicable stating the requested new timeframe and reason for the delay or extension. The Title IX Coordinator will notify the party in writing of the denial or both parties in writing of the approval within three (3) business days of notification of the request. Any delays or extension will apply equally to both parties.

All requests will be on a case-by-case basis for good cause.

Written Notice of Allegations

Upon initiation of this Title IX grievance procedure, the Title IX Coordinator will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:

(1) The College's Title IX grievance procedures and any informal resolution process;
(2) Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s);
(3) Retaliation is prohibited;
(4) The Respondent is presumed not responsible for the alleged sex discrimination until a determination is made at the conclusion of the grievance procedures.
(5) The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
(6) If the College becomes aware of any person knowingly making false statements or knowingly submitting false information during these grievance procedures, disciplinary actions may be sought under the College's Code of Conduct or Employee Policy.

If, in the course of an investigation, the College decides to investigate additional allegations of sex discrimination by the Respondent toward the Complainant that are not included in the written notice or that are included in a consolidated complaint, the Title IX Coordinator will provide written notice of the additional allegations to the parties.

Investigation

The College will provide for adequate, reliable, and impartial investigation of complaints.

The Complainant and Respondent will have an equal opportunity to be heard, identify witnesses, and provide information and evidence. The Investigator will gather additional information and evidence as appropriate, including, but not limited to, social media information, text messages, email messages, videos, and other records. The Investigator has the discretion to determine the relevance of information and witnesses and decide whether information or evidence should be excluded as irrelevant.

L. Administrative Action

Determination Whether Sex Discrimination Occurred
Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the Investigator will serve as the Decisionmaker and will provide a written report with a recommendation to the Title IX Coordinator on whether sex discrimination occurred.
The Investigator/Decisionmaker will:

(1) Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. This means that the Investigator/Decisionmaker will decide whether it is more likely than not based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s). The standard of proof requires the Investigator/Decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the Investigator/Decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the Investigator/Decisionmaker will not determine that sex discrimination occurred.

(2) Notify the parties in writing of the determination whether sex discrimination occurred under Title IX including the rationale for such determination and any disciplinary sanctions the College will impose on the Respondent, if applicable, and the procedures and permissible bases for the Complainant and Respondent to appeal, if applicable;

(3) Not impose discipline on a Respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the Title IX grievance procedures that the Respondent engaged in prohibited sex discrimination.

(4) If there is a determination that sex discrimination occurred, as appropriate, the Title IX Coordinator will, as appropriate:

- Coordinate the provision and implementation of remedies to a Complainant and other people the College identifies as having had equal access to the College's education program or activity limited or denied by sex discrimination;
- Coordinate the imposition of any disciplinary sanctions on a Respondent, including notification to the Complainant of any such disciplinary sanctions; and
- Take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the College's education program or activity.

(5) Comply with the grievance procedures before the imposition of any disciplinary sanctions against a Respondent; and

(6) Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

Sanctions

Factors considered by the Investigator/Decisionmaker when determining sanctions and responsive actions may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decisionmaker

The sanctions will be implemented upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

Student Sanctions

The following are the common sanctions that may be imposed upon students singly or in combination:

- Reprimand
- Probation
- Suspension
- Expulsion
- Other Actions: In addition to, or in place of, the above sanctions, the College may assign any other sanctions as deemed appropriate.

Employee Sanctions/Responsive/Corrective Actions

Responsive actions for an employee who has engaged in sex-based harassment include:

- Verbal or Written Warning
- Performance Improvement Plan/Management Process
- Enhanced Supervision, Observation, or Review
- Required Counseling
- Required Training or Education
- Probation
- Denial of Pay Increase/Pay Grade
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Transfer
- Shift or schedule adjustments
- Reassignment
- Delay of (or referral for delay of) Tenure Track Progress
- Assignment to New Supervisor
- Restriction of Stipends, Research, and/or Professional Development Resources
- Suspension/Administrative Leave with Pay
- Suspension/Administrative Leave without Pay
- Termination
- Other Actions: In addition to or in place of the above sanctions/responsive actions, the College may assign any other responsive actions as deemed appropriate.

M. Appeals

The College will offer an appeal from a dismissal of a complaint or determination whether sex discrimination occurred on the following bases:

(1) Procedural irregularity that would change the outcome;
(2) New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and
(3) The Title IX Coordinator, Investigator, Decisionmaker, or Informal Resolution Facilitator had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would change the outcome.

(4) Sanctions were disproportionate to the policy violation(s).

If either party wishes to appeal a dismissal of complaint or determination whether sex discrimination occurred, the party must submit an appeal in writing to the Title IX Coordinator in writing within five (5) business days of receiving written notification of the hearing determination. The party requesting the appeal should state the basis for the appeal and any supporting documentation.

If a party appeals a dismissal or determination whether sex discrimination, the Title IX Coordinator will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the Respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the Appellate Decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the Appellate Decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of or challenging the outcome; and
- Notify the parties in writing of the result of the appeal and the rationale for the result.

The written determination on responsibility and sanctions, if applicable, are postponed until the decision on the appeal is sent to the parties. Supportive measures will remain in place during the appeal period.

The Appellate Decisionmaker will issue a written decision describing the result of the appeal and the rationale for the result which can be one of the following:
(1) affirm the determination of the Investigator/Decisionmaker and affirm the disciplinary sanctions and remedies, if applicable (2) affirm the determination of the Investigator/Decisionmaker regarding the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable (3) remand the process back to the Investigator/Decisionmaker to remedy any procedural irregularity or consider any new evidence (4) reverse the Investigator/Decisionmaker's determination of the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable or (5) affirm or amend the sanctions and/or remedies outlined in the determination.

The Appellate Decisionmaker will notify both parties in writing of their decision within fourteen (14) business days of receipt of the appeal.

The determination regarding responsibility becomes final on the date that the College provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

At the conclusion of the appeals process, employee Respondents will receive all rights, if applicable and if any, which are granted by either their contract or the Alabama Students First Act in the event any disciplinary sanction is proposed.

N. Informal Resolution

In lieu of resolving a complaint through the College's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Informal resolution does not involve an investigation, adjudication hearing, or disciplinary action against a Respondent and is not appropriate for all forms of conduct under these Procedures. Both parties must voluntarily agree in writing to participate in the informal resolution process.

The Title IX Coordinator will inform the parties in writing of the informal resolution process it offers. The College will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law. Before the initiation of an informal resolution process, the Title IX Coordinator will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information the College will maintain and whether and how the College could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

Informal resolution will be facilitated by Informal Resolution Facilitators. The time frame for completion of informal resolution may vary, but the College will seek to complete the process within a prompt timeframe. The College retains the discretion to determine which cases are appropriate for informal resolution. The College may gather information necessary through interviewing individuals and other evidence gathering to determine if the case is appropriate for informal resolution. Factors the College will consider when determining whether a report of Prohibited Conduct is suitable for informal resolution include, but are not limited to, the following:

- The nature of the alleged offense;
- The dynamics of power or control commonly associated with the alleged offense and/or with the parties involved;
- The Respondent's prior known conduct;
- Whether there would be a continuing safety threat to the campus community after resolution of the specific report of Prohibited Conduct;
- Whether multiple parties are involved;
- Whether the resolution proposed is designed to eliminate, prevent, and address the reported Prohibited Conduct; and
- Any other factor deemed relevant by the Title IX Coordinator in the interest of overall campus safety or safety of the parties involved.

Informal resolution may result in the following remedies: establishing supportive measures; conducting targeted or broad-based educational programming or training for relevant individuals or groups; providing increased monitoring, supervision, or security at locations or activities where the misconduct occurred; the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions; and any other remedy that can be tailored to the involved individuals to achieve the goals of these Procedures.

Informal resolution may also include restorative principles that are designed to allow a Respondent to accept responsibility for misconduct and acknowledge harm to the Complainant or to the College community. Informal resolution may also include mediation.

Participation in informal resolution is a choice, and either party can request to end this manner of resolution and pursue an investigation at any time, including if informal resolution is unsuccessful at resolving the

report. Similarly, a Complainant may request to end an investigation and pursue informal resolution at any time if the Respondent also consents to informal resolution. In addition, either party may request supportive measures regardless of whether any particular course of action is sought.

The College may also decide to proceed with a formal investigation and withdraw its approval for the informal resolution at any time during the process. If additional potential policy violations are revealed during the informal resolution process, the College may withdraw its approval for the process and proceed with a formal investigation or the College, with the consent of the parties, may continue the informal resolution process and resolve the additional potential policy violations.

Information disclosed by any party during the informal resolution process will not be considered during a subsequent investigation or adjudication hearing. Because the outcome of informal resolution process is mutually developed and agreed upon by the parties, an appeal of the process and its result is not permitted.

O. Confidentiality and Privacy

The College will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

P. Retaliation

Neither the College nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or these Procedures or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Procedure.

Alleged acts of Retaliation will be referred to the Title IX Coordinator to be investigated and resolved under the respective Code of Conduct or Employee Policy.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this Procedure.

Charging an individual with a Code of Conduct/Employee Policy violation for making a materially false statement in bad faith in the course of a grievance proceeding does not constitute Retaliation prohibited this Procedure.

Q. Freedom of Speech and Academic Freedom

Freedom of speech and principles of academic freedom are central to the mission of the College. Constitutionally protected expression cannot be considered sex discrimination under these Procedures. To establish a violation of Title IX, the harassment must be subjectively and objectively offensive and so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

R. Records Retention

The College will maintain all of the documentation related to reports of sex discrimination, the grievance process, and information resolution process for seven years in accordance with state and federal records laws and requirements. The documentation of all records is private and confidential to the extent possible under law. Student records of the grievance process are disciplinary records under Family Education Rights and Privacy Act (FERPA). Employee records of the grievance process are subject to the Freedom of Information Act (FOIA) and applicable state laws and included in the employee's official employment record.

Student Services

The divisional mission of Student Services is to provide services to students to assist them in selecting and pursuing a college major or career training program that will lead to successful employment. Additionally, Student Services strives to make the student's tenure at the College as positive as possible. Staff and faculty members assume a collaborative role in the execution of the objectives of Student Services.

Student Services provides comprehensive services for prospective students, currently enrolled students, and students / graduates who are placed into employment. The role of Student Services is to serve as a general information source and as a facilitator in administering specialized programs. In maintaining consistency with the philosophy and purpose of the college, Student Services has established the following specific objectives:

1. To provide pre-enrollment counseling and assessment that adequately measures the potential for student success in programs of study and coursework
2. To provide academic advisement to prospective and currently enrolled students.
3. To assist new students in their transition to college, expose new students to the educational opportunities of the College, and integrate new students into the life of the College.
4. To provide students with career preparation services to assist them in developing, evaluating, and implementing career plans.
5. To assist students by providing information relevant to employment opportunities.
6. To maintain student academic records and personal data in a safe, efficient manner using appropriate information management systems.
7. To meet the needs of individual students by providing special services.
8. To provide comprehensive technical college programs to meet the needs of the correctional communities in Alabama.

Student Admissions

School Calendar

ISTC is in session at least 216 days per year. Days not in-session include, but are not limited to the following:

Labor Day
Alabama State Holidays (days vary)
Veteran's Day
Spring Break (days vary)
Thanksgiving (2 days)
Christmas (days vary)
Memorial Day
Juneteenth
Summer Break
New Year's Day
Independence Day
MLK Jr. Day

Admissions Policy

J.F. Ingram State Technical College (ISTC) has an open admissions policy for all incarcerated men and women who are in the Alabama Department of Corrections. The College admits eligible applicants on an ongoing basis, and students may enroll in courses up to the last day to add a course for that semester. Admission decisions will be made without regard to the applicant's race, color, disability, sex, religion, creed, national origin, sexual orientation, or age. The objective of the Office of Student Services is to assist students in formulating and achieving their career, educational, and personal goals.

Admissions applications and college catalogs are available in print upon request to the Student Services office area and via the ISTC website in electronic format.

Requests for information should be sent to the following address:

Office of Student Services
J.F. Ingram State Technical College
P.O. Box 220350
Deatsville, Alabama 36022

Admissions Requirements

Short-Term Certificate and Workforce Academy Training (WAT):

- An applicant must be at least 16 years of age
- Approval by a correctional facility job board
- Must be free of serious disciplinary infractions for a minimum of one (1) year prior to admission, as verified by the Alabama Department of Corrections (ADOC).
- Complete and sign an ISTC admissions application
- Complete the Test of Adult Basic Education (TABE)
- High School Diploma or the General Education Development diploma (GED) is preferred, non-graduates may be enrolled with the institution under the Ability to Benefit Criteria.
- Provide one (1) primary form of identification

Admission by Ability-to-Benefit

All students seeking admission under "Ability-to-Benefit" must be assessed using the state-approved Test of Adult Basic Education (TABE) assessment instrument. This test is given to assess academic levels in reading, language, and math. Students who do not meet the required entrance level scores are referred to the Adult Basic Education (ABE)/GED program.

Students enrolled in ABE are closely monitored for successful academic progress. Students are tested periodically to determine their ability to benefit from enrollment in an occupational program. The Ability-to-Benefit is determined by an increase in the academic level of performance and by ABE instructor advisement.

Readmission of Prior Students

Students who have been out of school for one academic year or more must meet the current requirements for entry into career technical programs.

Registration Process

Returning student registration is initiated a month prior to beginning of next semester. Registration for all new students is conducted by Student Services personnel after College Day recruitment events have concluded. Late registration takes place at each instructional site during the add/drop period. Students who missed College Days can complete the admissions and registration processes during the add/drop period.

Academic Records

Academic Records are accurately compiled and maintained in the student information system (BANNER) by Student Services personnel and are securely retained with integrity and confidentiality in oversight by the College Registrar.

To comply with the Family Educational Rights and Privacy Act (FERPA) regulations, ISTC will not release academic records to any person(s) or entity without written consent by the student. This does not apply to information the institution has designated as directory information, nor does it apply to records requests by subpoena or any other lawful means of requests. A student may request, in writing, that his or her directory information not be released. Appropriate College officials will have access to student records only when required to perform their assigned duties.

Per FERPA, students have the following rights with regards to academic records:

1. The right to inspect and review his or her records
    - Students wishing to inspect their records should contact the Student Services Office in writing with date and signature to request a review of the record.
    - ISTC has 45 days to accommodate the request
2. The right to request an amendment to his or her records – see process below**
    - Student can request an amendment to information he or she believes to be inaccurate, misleading, or in violation of their rights to privacy

3. Consent to disclosures of his or her personally identifiable information (PII)
    - As referenced above, students may request their PII not be released
4. File a complaint to the United States Department of Education (DOE)
    - Student can file a complaint with the USDOE concerning alleged Family Education Rights and Privacy Act (FERPA) violations

****Requesting Amendment of Academic Record**

When a student questions the accuracy or content of information in his or her academic record, the student may request an amendment be made:

- After reviewing the record with the Registrar and/or Dean of Students, the student is informed that he or she must request, in writing, an amendment to the specific portion of the record he or she feels to be inaccurate, misleading, or in violation of their rights to privacy.
- Upon receipt of the amendment request, the Dean of Students and any person(s) he or she deem appropriate shall review and approve or deny the request for amendment to the records.
- The President of the College has the final review authority.
- If the records are found to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student and the request for amendment is approved, the Registrar or appropriate official will amend the record accordingly and notify the student of the amendment in writing.
- If the records are found to not be inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and the request for amendment is denied, the Dean of Students will inform the student of the determination and will inform the student of his or her right to insert into the record a written explanation of the contested content thereof. The statement will be placed with the contested information and remain there indefinitely for the duration of the record and will be provided along with any requests for that specific information.

Job Placement and Re-Entry Services

Job Placement & Re-Entry Services provides support to all students with the goal of helping them successfully transition into the workforce and society. Job Placement and Re-Entry Services offers comprehensive assistance through Career Coaches, Case Management, and Job Placement staff members. Services include assistance with soft skills development, resume writing, obtaining employment-related documents, home plan development, and access to external resources such as vocational rehabilitation and veterans' benefits. Career readiness is the primary focus of these services, and staff utilize proven strategies to guide students from securing employment, to advancing in their field, and ultimately building a sustainable career. Job Placement Coordinators are located throughout Alabama's economic regions to ensure strong employer connections and workforce opportunities. Students who wish to continue their education may also receive assistance with college selection, admissions, and postsecondary planning.

To be eligible for Job Placement and Re-Entry Services, students must successfully complete an ISTC-recognized career or workforce training pathway and remain in good standing with the College, including maintaining good student conduct standing. Students who do not successfully complete an ISTC-recognized career or workforce training pathway will not be eligible to receive Re-Entry Services. Students who are not in good student conduct standing may have Re-Entry Services limited, suspended, or revoked. Additionally, Job Placement and Re-Entry Services reserves the right to limit, suspend, or revoke services when a student engages in misuse, abuse, excessive use, fraudulent use, or noncompliance with program policies, procedures, or provided resources. Depending on the nature and severity of the circumstances, services may be suspended for a period of up to six (6) months or permanently revoked.

Committed to lifelong success, Job Placement and Re-Entry Services is dedicated to equipping students and graduates with the tools and resources necessary for successful re-entry, career development, and continued personal growth in an effort to inspire responsible, productive, and contributing citizens. Students interested in Job Placement & Re-Entry Services should contact their advisor or a Student Services representative at any J.F. Ingram State Technical College location, or submit a request in writing to:

Job Placement & Reentry Services
J. F. Ingram State Technical College
P.O. Box 220350
Deatsville, AL 36022

Academic Advisement

The focus of academic advisement is to assist the student in progressing toward his/her educational goal and to facilitate the successful and timely completion of program requirements leading to the student's desired outcome.

Educational Options

ISTC offers several options to meet the needs of the students. In choosing options, students should consult with an advisor.

OPTION I Certificates

Students MUST complete all requirements of a specific vocational/technical program outlined in the course catalog to receive a certificate of completion or specialized training certificate (short-term).

OPTION II Non-Degree Technical Transfer

Students MAY complete courses in technical programs outlined in the course catalog.

OPTION III – Workforce Academy Training (Non-Credit)

Students MAY participate in Workforce Academy Training programs designed to provide short-term workforce skills, industry-recognized credentials, employability skills, and specialized training. Workforce Academy Training programs do not result in academic credit and are not applicable toward certificate program requirements unless otherwise specified by the College.

General Principles for Transfer Credit

ISTC accepts transfer credits from regionally accredited postsecondary institutions. The following is used to determine if transfer credits are awarded:

1) The course was completed with a passing grade. Students admitted on Probation are only allowed transfer credit for courses completed with a grade of 'C' or higher.
2) The course is applicable to the completion of the student's program
3) The course competencies of the previous credits fulfill the current industry standards, competencies, and outcomes for the ISTC course requesting to be covered by transfer credit

Key to Program Descriptions

- *Short-Term Certificate* is awarded upon completion of at least 9 credit hours, but no more than 15 credit hours.
- *Workforce Academy Training (WAT)* – Non-credit workforce training designed to provide occupational skills, employability training, industry-recognized credentials, and specialized workforce development opportunities. Program length and training requirements vary by location and industry sector.

Programs of study are described by the following terms:

Short-Term Certificate (STC)

Certificates may be awarded to students who attain entry-level job skills and who complete a short-term program of study that is less than 15 credit hours. Credits earned by students at ISTC are transferable to other institutions of higher education subject to the review and approval of the receiving institution.

Workforce Academy Training (WAT)

Workforce Academy Training programs provide non-credit educational opportunities that prepare students for employment, career advancement, and industry credential attainment. These programs may be offered at designated instructional service centers and locations based on workforce and institutional needs. Completion of Workforce Academy Training does not result in academic credit unless specifically identified by the College.

Career Technical Education Programs

Programs of Study	Award	Credit Hours	Program Locations
Automotive Body Repair	STC	48 cr. hr.	DC / FC
Automotive Mechanics	STC	48 cr. hr.	MC / FC
Barbering	STC WAT	42 cr. hr. Non-Credit	DC / FC / MC WD / ATEF
Cabinetmaking	STC	48 cr. hr.	MC
Carpentry	STC WAT	36 cr. hr. Non-Credit	EC / FC / MC / SC LC / PC / ATEF / BC
Cosmetology	STC	48 cr. hr.	TC / ATEF
Diesel Mechanics	STC	48 cr. hr.	DC
Electrical Technology	STC WAT	48 cr. hr. Non-Credit	DC / EC / SC LC / PC / BC
Horticulture	WAT	Non-Credit	LC
HVAC	STC WAT	48 cr. hr. Non-Credit	DC / FC / MC / VC BC / ATEF
Industrial Maintenance Technology	STC WAT	48 cr. hr. Non-Credit	MC / VC LC
Logistics and Supply Chain Technology	STC WAT	36 cr. hr. Non-Credit	DC / EC LC
Marine Technology	STC	26 cr. hr.	MC
Office Administration	STC	42 cr. hr.	TC
Plumbing	STC WAT	48 cr. hr. Non-Credit	DC BC / ATEF
Welding	STC WAT	48 cr. hr. Non-Credit	DC / FC / MC / TC PC / LC / ATEF
Industrial Certifications	WAT	Non-Credit	All Campuses

Locations:
ATEF – Alabama Therapeutic Education Facility
BC – Bibb Instructional Service Center
DC – Draper Instructional Service Center
WD – Donaldson Instructional Service Center
EC – Easterling Instructional Service Center
FC – Fountain Instructional Service Cener
LC - Limestone Instructional Service Center
MC – Main Campus
PC – Perry County Prep Center
SC – St. Clair Instructional Service Center Tut.
TC– Tutwiler Instructional Service Center
VC. – Ventress Instructional Service Center

Awards:
STC – Short-Term Certificate
WAT – Workforce Academy Training

Credit Hours

J.F. Ingram State Technical College awards college credit using a Semester Hour system. Each semester or credit hour is based on the average number of hours of instruction throughout the term and represents either 15 clock hours of lecture/ theory or 30-clock hours of laboratory work. It should be noted that an Academic Hour is defined as 50 minutes.

Course Load

No student may be enrolled in more than 18 semester hours or 30 contact hours without the approval of the Dean of Students. The maximum number of credit hours a student may enroll in at one time is 21.

Grading System

Cumulative Grade Point Average (GPA): The grade point average is based on all hours attempted at the institution on a four-point scale as follows:

A	Excellent	(91-100)	4 Quality Points
B	Good	(81-90)	3 Quality Points
C	Average	(71-80)	2 Quality Points
D	Poor	(61-70)	1 Quality Points
F	Failure	(60 or less)	0 Quality Points

No Quality Points are awarded for the designation listed below:

I - Incomplete: Must be made up no later than the end of the following semester (or the grade of "F" will be assigned).

AU - Audit: Course taken with no credit. Must be declared prior to the end of the registration period.

W - Withdraw: Credit hours will not be averaged into the grade point average.

Note: Any credit awarded based on a competency exam or transfer credit accepted from coursework accomplished at another institution will be the assigned grade as such by the college.

Academic Honors

President's List

A President's List shall be compiled at the end of each term. Requirements for the President's list shall be (1) a semester grade point average of 4.0 and (2) the completion of a minimum semester course load of 12 semester credit hours of college-level work. Students that earn President's List will be notified by letter from the Student Services office.

Dean's List

A Dean's List shall be compiled at the end of each term. Requirements for the Dean's list shall be (1) a semester grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Students that earn Dean's List will be notified by letter from the Student Services office.

Attendance Policy

After five consecutive absences, instructors notify Student Services Retention Specialist via the Early Alert Form to reach out to student's facility to inquire about his/her status. In the correctional education environment, students do not always have control over their attendance, and the school's position is that this policy applies primarily to unexcused absences. Discretion will be used by instructors and the Dean of Students in this matter. Any problems with attendance that a student may have should be communicated to the proper school officials. Students continuing to miss class for reasons within his or her control run the risk of being administratively withdrawn from their classes that semester.

Standards of Academic Progress

Standards of Progress Policy

These grade point average (GPA) levels are required to maintain good academic standing with the institution. They are different for each student according to the number of hours attempted at the College:

1. Students who have attempted 12-21 credit hours at the college must maintain a 1.5 cumulative GPA.
2. Students who have attempted 22-32 credit hours at the college must maintain a 1.75 GPA.
3. Students who have attempted 33 or more credit hours at the college must maintain a 2.0 GPA.

Exceptions

- Programs within the College which are subject to external licensure, certification and/or accreditation, which are fewer than three semesters in length, and/or have higher standards of progress than the general institutional standards.
- The student's educational planning committee may recommend an exception based on any of the relevant factors considered in the student's personal development history.

Intervention for Student Success

When students are placed on Academic Warning, Academic Probation, One-Semester Academic Suspension, or One-year Academic Suspension, College officials may provide intervention for students by taking steps including, but not limited to, imposing maximum course loads, and/or prescribing other specific courses.

Process of Appeal for Readmission

If a student wishes to request consideration for readmission, the student may submit a request in writing for an "Appeal for Readmission" to the Dean of Students prior to the first day of the upcoming semester. During the petition for readmission meeting, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the

Dean of Students, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

Application of Standard of Progress

- When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the college, the student's status is CLEAR.

- When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the college, the student is placed on an ACADEMIC WARNING.

- When the GPA of the student on academic warning remains below the GPA required for the total number of credit hours attempted at the College, but the semester GPA is at least 2.0 or above, the student remains on ACADEMIC WARNING.

- When the GPA of the student on academic warning remains (or in good standing falls…if we do not use warning) below the GPA required for the total number of credit hours attempted at the College the student remains on ACADEMIC WARNING/ or is placed on ACADEMIC PROBATION.

- When the GPA of the student on ACADEMIC PROBATION remains below the GPA required for the total number of credit hours attempted at the College, but the semester GPA is 2.00 or above, the student remains on ACADEMIC PROBATION.

- When the GPA of the student on ACADEMIC PROBATION remains below the GPA required for the total number of credit hours attempted at the College and the semester GPA is below 2.00, the student is suspended for one semester. The transcript will read **suspended—one semester**.

    - This suspension for one semester may be appealed. If, after appeal, the student is readmitted without serving the one semester suspension, the Transcript will read **Suspended-One Semester/Readmitted Upon Appeal**. He or she will be readmitted on ACADEMIC PROBATION. And, will remain on ACADEMIC PROBATION until the required GPA for the total number of hours attempted is sufficient.

- A student returning from a one semester suspension that has failed to obtain the required GPA for the number of hours attempted, and has failed to maintain a semester GPA of 2.0, will be placed on a one-year suspension. **The student may appeal one-year suspension.**

The permanent student record will reflect the student's status (except when the status is clear). When appropriate, the record will reflect Academic Probation, Academic Suspension-One Term, Academic Probation-One Year, One Term Suspension-Readmitted On Appeal, Or One-Year Suspension- Readmitted On Appeal.

Standards of Academic Progress for Transfer Students

Transfer students who are admitted on CLEAR academic status are subject to the standards of academic progress as other ISTC students. Grades accrued at other regionally accredited postsecondary institutions are not included in the GPA calculation.

Transfer students who are admitted on ACADEMIC PROBATION retain that status until they have attempted at least 12 credit hours at ISTC. If at the conclusion of the semester in which the students have attempted a total of 12 or more credit hours at the college and the ISTC GPA is below 1.5, students are suspended for one semester. The transcript will read SUSPENDED-ONE SEMESTER.

If a student has attempted a total of 12 or more credit hours at the college at the conclusion of the semester in which the student is admitted on ACADEMIC PROBATION and the ISTC GPA is 1.5 or above, the student's status will be moved to CLEAR.

Graduation

J. F. Ingram State Technical College recognizes students who have completed the requirements for a Certificate of Completion (or STC requirements of Marine Technology) within the past three semesters from when the commencement ceremony is held. All students must complete their Career Technology courses, complete their program-related Academic classes (if applicable), and have a Cumulative GPA requirement of a 2.0 to participate in the Graduation exercise. Student Services certifies all graduates from Certificate of Completion, or STC Marine Technology, programs. All graduation expenses for students including regalia (cap and gown), student photo, honor tassels, etc., are covered by ISTC.

Schedule Changes

All schedule changes must be made during the official drop/add period. The procedure for schedule changes is as follows:

1. Obtain a drop/add form from Student Services or at the appropriate instructional site.
2. Complete the form and have it signed by your advisor and/or instructor, as appropriate.

After the official drop/add period, students who drop a course should do so by completing a Course Drop/Withdrawal Form in Student Services.

Program Review

J.F. Ingram State Technical College continually conducts formal and informal reviews of all programs and courses and makes changes whenever such reviews indicate that it would benefit the students to do so. Periodically, students will be asked to participate in the program review process. We value student feedback. Programs and courses are listed in the ISTC College Catalog and are current at the time of publication. The published semester schedule of classes is intended as a supplement to the information listed in this Student Handbook and shall be referred to for program and course updates.