

# STUDENT HANDBOOK



**J.F. INGRAM STATE TECHNICAL COLLEGE**

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## NOTES

## Program Review

ISTC 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 listed in this catalog are current at the time of publication. The published quarterly schedule of classes is intended as a supplement to the information listed in this catalog and shall be referred to for program and course updates.

## Key to Program Descriptions

Programs of study are described by the following terms:

- Degree refers to the Associate in Applied Technology (AAT) degree.
- Certificate of Completion is awarded after successful completion of all requirements of a vocational/technical program.
- Specialized Training Certificate is awarded upon completion of at least 9 credit hours, but no more than 29 credit hours.
- Elective Courses refers to additional courses recommended by the Educational Planning Committee. Recommended courses will be based on individual student needs and could include courses outside the student's area of concentration.

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## INTRODUCTION

The Student Handbook describes the rights and responsibilities of students at J.F. Ingram State Technical College (ISTC). It is the responsibility of each student to read this Student Handbook in order to be informed of all facts relating to his/her enrollment at the College.

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
- Financial aid
- Rules and regulations
- School calendar

## DISCLAIMER

This manual is designed to assist the employees of J.F. Ingram State Technical College in carrying out their respective duties in an effective manner.

In the event that the Alabama Community College System (ACCS) Board of Trustees shall adopt any policy or regulation which shall be in conflict with, or 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, J.F. Ingram State Technical College ("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 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.

## General Education Degree Requirements For Associate of Applied Technology Degree (AAT)

All students enrolled in Associate of Applied Technology (AAT) degree programs are required to complete general college education core courses, as indicated below, totaling a minimum of 18 semester hours (the maximum is 24). Specific courses will be recommended during academic advising based on the degree program under consideration.

Minimum General Education for AAT Degree Program		(Credit Hours)
Area I	Oral and Written Communication	6
Area II	Humanities and Fine Arts	3
Area III	Mathematics, Natural Sciences, and Computer Science	9
	a. Mathematics	
	b. Mathematics, Natural Science, or Computer Sciences	
Area IV	History, Social, and Behavioral Sciences	3
Area V	Occupational or Technical Specialty*	51
	Minimum Total	= 72

Area V shall be known as the Technical Specialty and shall contain adequate emphasis on content standards and credit hours to assure competency in a technical occupation. No remedial or developmental courses maybe accepted as meeting these or any other associate degree requirements. The elective choices may vary among the instructional sites. Elective courses for the AAT degree will include courses taken outside the student's area of specialization.

Students in an occupational program may earn a certificate. Specific requirements for each technical program are outlined in the catalog (see Educational Options).

\*The total number of general education hours required in Areas I-IV shall not be less than twenty-five percent (25%) of the program.

## Graduation

ISTC recognizes students who have completed their program of study with a commencement ceremony that is held annually. All students are encouraged to complete their courses and eligibility requirements in order to participate in the graduation exercise. All graduation expenses are covered by ISTC.

## Schedule Changes

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

- Obtain a schedule change form from Student Services or at the appropriate instructional site.
- Complete the form and have it signed by your advisor and/or instructor, as appropriate.

After the official schedule change period, students who drop a course should do so by completing a schedule change form in Student Services. Prior to mid-term, a Grade of "W" will be assigned. After mid-term, a grade of "WP" (Withdrawn Passing), or "WF" (Withdrawn Failing) will be assigned dependent upon whether the student is passing or failing at the time he/she drops.

## Message from the President



Welcome to J.F. Ingram State Technical College!

Congratulations for making a wise choice to invest in your future. ISTC holds a unique place among two-year colleges in the Alabama Community College System, serving a student population comprised exclusively of incarcerated individuals. ISTC provides technical training in 17 career fields, GED preparation and testing, and job placement assistance to men and women from five correctional facilities. ISTC has also been the

provider of educational services at the Alabama Therapeutic Education Facility in Columbiana since 2008.

A 2013 study by the RAND Corporation shows that incarcerated individuals who participate in high-quality correctional education like those provided by J.F. Ingram State Technical College are 43 percent less likely to return to prison within three years. ISTC graduates not only learn technical and soft skills, they experience – some for the first time – the satisfaction of accomplishing a personal goal while preparing for success in the workplace.

The vision of ISTC is to lead the nation in providing high quality correctional educational programs, promoting activities to reduce recidivism, increasing public safety, and sustaining fiscal accountability for the citizenry of Alabama.

It is our hope and goal that, upon completion of your education, you will leave us fully prepared to return to your family and community with technical skills for high wage - high demand job opportunities.

A handwritten signature in black ink that reads "Annette Funderburk". The signature is written in a cursive, flowing style.

Mrs. Annette Funderburk, President

## Institutional Information

### Equal Opportunity/Equal Access in Education and Employment

In accordance with the official policy of the Alabama Community College System (ACCS), the ACCS Board of Trustees, and other applicable federal regulations, ISTC is committed to equal opportunity in employment and education. No person shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, age, or sexual orientation, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

It is the policy of ISTC to comply with all applicable provisions of Title VI of the Civil Rights Acts of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; and all regulations, guidelines, and standards lawfully adopted under the statutes. These statutes prohibit discrimination on the basis of race, color, national origin, handicap, sex, age, or sexual orientation.

With respect to due process, any student or any employee or specific class of persons who believe they have been subjected to discrimination prohibited by any of these statutes may, in person or by personal representation, file a written complaint with the Dean of Students:

J.F.Ingram StateTechnical  
College

ATTENTION: Dean of Students  
P.O. Box 220350  
Deatsville, AL 36022

## 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 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.

### 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 "native" 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, at the conclusion of the semester in which the student is admitted on ACADEMIC PROBATION has attempted a total of 12 or more credit hours at the college, the ISTC GPA is 1.5 or above, the student's status is CLEAR.

## Continued from Standards of Academic Progress

When the GPA of a student who is on ACADEMIC WARNING remains below the required GPA for the total number of credit hours attempted at the College, and the semester GPA is below 2.0, the student is placed on ACADEMIC PROBATION. When the GPA is at or above the GPA required for the number of credit hours attempted at the College, the student's status is CLEAR.

The student who is suspended for one semester may appeal. If, after the appeal, the student is readmitted without serving the one-semester suspension, the transcript will read SUSPENDED-ONE SEMESTER, READMITTED UPON APPEAL. The student who is readmitted upon appeal reenters the institution on ACADEMIC PROBATION.

A student who is placed on ACADEMIC PROBATION after being suspended who has not achieved CLEAR academic status; whose GPA remains below the required level for the total number of hours attempted at the College; and whose semester GPA is below 2.0, will be suspended for one calendar year. The transcript will read SUSPENDED-ONE YEAR/READMITTED UPON APPEAL. The student who is readmitted upon appeal re-enters the College on ACADEMIC PROBATION.

### 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.

## Purpose of this Handbook

This handbook is to assist new students in becoming acquainted with ISTC. It is designed to orient all students to the College's functions, organizations, policies, and regulations. Each student should keep this handbook as a reference for questions that may arise during the year.

## Compliance with Title IX

The following policy is issued for the guidance of all students and personnel: No person shall be denied employment, be excluded from participation in, be denied the benefits of, or subjected to discrimination in any program or activity, on the basis of sex, race, religion, belief, national origin, ethnic group, or sexual orientation.

## American With Disabilities Act of 1990 Statement

It is the policy and practice at ISTC to comply fully with the Americans with Disabilities Act of 1990 to ensure equal opportunity in education and in employment for all qualified persons with disabilities. The College will make every reasonable attempt to provide accommodations in the form of special materials or services to both students and employees.

## Compliance with Section 504

ISTC complies with Section 504 of the 1973 Rehabilitation Act by recognizing and complying with the following: No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from Federal Assistance. For information concerning the College's grievance procedure, contact:

Dean of Students  
P. O. Box 220350  
Deatsville, AL 36022  
Telephone: (334) 285-5177

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

## Mission Statement

J.F. Ingram State Technical College provides comprehensive educational services to incarcerated adults to reduce recidivism and return responsible citizens to society.

## Vision Statement

The vision of J.F. Ingram State Technical College is to lead the nation in providing correctional educational programs through professional services and personnel, promoting activities to reduce recidivism, increasing public safety, and sustaining fiscal accountability for the citizenry of Alabama.

## Goals

Ongoing goals of the college are as follows:

1. Seek first to understand, respond second
2. Are patient with one another
3. Cooperate and collaborate...key to our success
4. Are open and receive feedback...honestly and respectfully
5. Give and receive feedback...honestly and respectfully
6. Communicate professionally...verbally and non-verbally
7. Strive to be fair and consistent in our expectations and actions
8. Share our time, resources, and service in and outside of the College
9. Resolve conflict at the lowest possible level whenever possible...look for common ground
10. Work hard, do the right thing, and treat others decently

## Standards of Academic Progress

### Standards of Progress Policy

These grade point average (GPA) levels are required for students 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

1. 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.
2. 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.



## 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) completion of a minimum semester course load of 12 semester credit hours of college-level work.

### 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.

## Attendance Policy

After five consecutive absences, a Student Services representative will contact that student's correctional 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.

## 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 as 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. Dr. Hank Dasinger served as the third President of J.F. Ingram State Technical College. The College offers vocational training in a wide range of career fields on five instructional sites. In addition, there are six 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.

What We Believe

We believe in the inherent worth of people. That each individual deserves to be treated with respect and with dignity.

We believe that human beings have great capacity to change. That change is made easier when individuals are given opportunity and the tools needed to overcome obstacles.

We believe that rocks in our path can be stumbled upon, picked up and thrown, or used to build a strong foundation to move forward...we believe in building and moving forward.

We believe that people can choose...choose an attitude that is productive, choose to work hard, chose to do the right thing, and choose to treat others decently.

We believe providing access to quality education, life skills, and vocational training enables a person to learn, adapt to change, and contribute meaningfully to the community and to our State.

We believe we can make a difference as a community of teachers, role models, mentors, and advocates.

We believe in building bridges...from where our students are, to where they need to be to be successful in life...whether at work, at play, with family, or in the greater community.

We believe, as Nelson Mandela said, that “Education is the most powerful weapon which you can use to change the world.”

We believe that lives can be transformed, that all can become productive citizens.

These things we believe...

That’s Ingram!

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 for no credit. Must be declared prior to the end of the registration period.
  - W Withdrawn: Must be prior to midterm, otherwise WP or WF must be assigned. Credit hours will not be averaged into the grade point average.
- WP or WF must be assigned after mid-term. Credit hours will not be averaged into the grade point average.
- WP Withdrawal Passing: Credit hours will not be averaged into the grade point average.
  - WF Withdrawal Failing: Credit hours will 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 assigned as such by the college.

## 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. Students enrolled in a degree program may not enroll with another institution without prior recommendation of their degree program instructor and prior approval of their facility degree monitor (a student service/administration representative).

Programs of Study	Award	Normal Length of Study	Facility Availability
Automotive Body Repair	Certificate	60 credit hrs.	DS
Automotive Mechanics	Certificate	60 credit hrs.	M/T
Barbering	Certificate	51 credit hrs.	D/DS/M
Cabinet Making	Certificate	60 credit hrs.	M
Carpentry	Certificate	48 credit hrs.	M
Horticulture	STC	27 credit hrs.	M
Cosmetology	Certificate	60 credit hrs.	T
Diesel Mechanics	Certificate	60 credit hrs.	DS
Electrical Technology	Certificate	42 credit hrs.	D/DS
Automotive Service Writer	STC	36 credit hrs.	T
Industrial Maintenance	STC	45 credit hrs.	M
HVAC	AAT/Certificate	69/60 credit hrs.	M/DS
Logistics	Certificate	48 credit hrs.	T/DS
Masonry	Certificate	60 credit hrs.	DS
Office Information System	AAT/Certificate	69/54 credit hrs.	T
Plumbing	Certificate	60 credit hrs.	D/DS
Welding	Certificate	60 credit hrs.	DS/M/T

### KEY

Instructional Sites: M=Main, DS=Draper/Staton, D=Donaldson, T=Tutwiler

STC= Specialized Training Certificate

AAT= Associate in Applied Technology

## Sexual Harassment Policy

J.F. Ingram State Technical College is committed to maintaining an academic and working environment free of discrimination. Sexual harassment of any ISTC student by any member of the college community will not be tolerated. Details of the ISTC sexual harassment policy may be obtained from the Dean of Students or any Student Services personnel.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is explicitly or implicitly made a term condition of the individual's academic work;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating a hostile or offensive academic environment.

Any student alleging sexual harassment may report the incident to the Center Director. If alleged sexual harassment is reported to a Center Director who does not take immediate action on the complaint, the student should then report the incident to the Dean of Students. If attempts to resolve the problem informally fail, then the Dean of Students or his/her designee will inform the complainant of the proper procedure for filing a formal complaint.

## 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

ISTC and its employees will fully support DOC policies and efforts to monitor, control, and prevent 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 include 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.

STC 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..*

### School Calendar

ISTC is in session at least 216 days per year. Days not in session includes the following:

1. Labor Day
2. Veteran's Day
3. Thanksgiving (2 days)
4. Christmas holidays (days vary)
5. New Year's Day
6. King/Lee birthdays
7. Spring Break (days vary)
8. Memorial Day
9. Summer Break
10. Independence Day

## Programs of Study

### Specialized Training Certificate (Short-Term)

Certificates may be awarded to students who attain entry-level job skills and who complete a program of study that is less than 30 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.

### Certificate Programs (Long-Term)

A Certificate of Completion is awarded to students who complete all requirements in programs that do not offer an associate degree. These programs are no more than 60 credit hours, terminal, and designed to provide the necessary skills to enable students to secure and hold a job. Credits earned by students at ISTC are transferable to other institutions of higher education subject to the review and approval of the receiving institution.

### Associate in Applied Technology Degree Programs

An Associate in Applied Technology (AAT) degree is awarded in approved programs. These are terminal programs that provide students with knowledge and skills necessary for employment in their field of study. Credits earned by students at ISTC are transferable to other institutions of higher education subject to the review and approval of the receiving institution.

### Credit Hours

ISTC awards college credit using "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.

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.

#### V. 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](http://www.accs.cc)). Students may submit completed and signed complaint forms and then either 1) scan it and email to [complaints@accs.edu](mailto: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

- A. The Division of Academic and Student Affairs will investigate the complaint within 30 days of receipt.
- B. 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.
- C. 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.
- D. If corrective action is needed, the institution will have 30 days to comply or develop a plan to comply with the corrective action.
- E. 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 Student Services)

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](http://www.council.org)

## 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 Center 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 a student.

### 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 handbook will be brought to the immediate attention of the Dean of Students. For assistance in this area, contact a Student Services representative.

### Due Process for Student Academic Dismissal/Grievance Cases

Students are guaranteed due process in all cases involving formal academic dismissal/grievances. ISTC assures each student that no action will be taken on grounds which are not supported by academic policy procedures. For assistance in this area, contact the Office of Student Services.

## Student Services

The 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 is dedicated to providing comprehensive services for prospective students, for currently enrolled students, and for those 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 on-going personal counseling suitable to student needs and referral service for students whose needs require attention outside the scope of the College;
3. To provide academic advisement to prospective and currently enrolled students;
4. To provide an orientation program to aid 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;
5. To provide students with career awareness services to assist them in developing, evaluating, and implementing career plans;
6. To assist students by providing information relevant to employment opportunities;
7. To maintain student academic records and personal data in a safe, efficient manner through the use of appropriate information management systems;
8. To meet the needs of individual students by providing special services;
9. To provide financial assistance to students who would not normally take advantage of postsecondary education due to the lack of resources; and
10. To provide comprehensive technical college programs to meet the needs of the correctional communities in central Alabama.

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

#### IV. 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 Coordinator 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 Coordinator will submit a report stating the facts as determined by the Coordinator. If either party requests a hearing, one will be scheduled unless the Coordinator 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. Generally speaking, 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

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, unbiased 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’s representative shall not be an attorney or use an attorney unless the complaint is assisted by and attorney or other personal representative.

The hearing shall be recorded either by a court reporter, or an 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:

J.F. Ingram State Technical College (ISTC) has an open admissions policy for all incarcerated men and women who are in its geographical jurisdiction as prescribed by the Alabama State Board of Education. 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 particular 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 Center and via the ISTC website in electronic format. Requests for information should be sent to the following address:

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

## Admissions Requirements

### Long Certificate and Short-Term Certificate Programs

1. An applicant must be at least 16 years of age
2. Recommendation by correctional facility job board
3. Complete and sign an ISTC admissions application
4. Achieve the required score on the ACCUPLACER or Test of Adult Basic Education (TABE)
5. Although a high school diploma or the General Education Development diploma (GED) is preferred, non-graduates may be enrolled in some occupational courses under the Ability to Benefit Criteria
6. Provide one (1) primary form of identification

### Associate Degree Programs

1. Applicant must be at least 16 years of age
2. Applicant must hold a diploma issued by a regionally and/or state accredited high school or have successfully completed the General Education Development Diploma (GED). An official transcript is required.
3. Complete and sign an ISTC admissions application
4. Provide one (1) primary form of identification
5. Achieve a satisfactory score on the Test of Adult Basic Education (TABE) assessment
6. Recommendation by correctional facility job board

## Admission by Ability to Benefit

All students seeking admission under this section must be assessed using the state-approved ACCUPLACER and/or 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 semester or more must meet the current requirements for entry into career technical programs.

## Transfer of Credits

Credits earned by students at ISTC are transferable to other institutions of higher education subject to the review and approval of the receiving institution.

## Registration Process

Pre-registration is initiated three weeks prior to official registration for all new and returning students who were registered the previous semester. Registration is generally a three-day process for all new students. On-site registration takes place at each instructional site. Schedules are printed and distributed to each student. Students who missed the pre-admissions and pre-registration deadline have the opportunity to complete the admissions and registration processes during on-site registration.

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 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 statutes, 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).

## III. INVESTIGATION, HEARING, AND FINDINGS

### Investigation Procedures

The Grievance Coordinator, Personally and/or with the assistance of such other person (s) as the President may designate, 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 re-search the applicable statutes, regulations, and policies, if any, to make a determination as to whether or not there is probable cause to believe that any statute, 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 coordinator 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 coordinator shall have as to the resolution of the grievance.

If there is any dispute between the parties as to factual allegations, the coordinator shall schedule a hearing which shall be scheduled 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 coordinator will submit a report stating the facts as discerned by the coordinator. If either party requests a hearing, one will be scheduled unless the coordinator 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



J.F. Ingram State Technical College recognizes that in order to efficiently and effectively carry out 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 authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted:

#### I. INITIAL STEPS TO RESOLVE A COMPLAINT

##### A. Students

Any student of Ingram State Technical College who wishes to make a complaint concerning the college shall report that complaint in writing to the Dean of Student Services. If, after discussion between the student, the instructor, and the Dean, or his/her 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 and other appropriate 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 instead 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.

#### II. 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 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 statutes, 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).

Students at ISTC have the right to the assurance that general education records compiled and maintained by a unit within the system, will be recorded accurately and retained in confidence.

Each student at ISTC has the right to inspect his/her academic records maintained by any office or offices of the College, the Registrar's Office and academic departments. The right of inspection also applies to individual records that may be maintained by the Student Services personnel and academic advisors.

All records are confidential and are available only upon the written consent of the student. Certain documents submitted by or for the student will not be sent to other institutions. A student directory may be published each semester and distributed to only appropriate officials. A student may request that such information on him/her not be released. Appropriate College officials have access to student records only when required in the performance of their assigned duties.

Students wishing to inspect their records should contact the Student Services Office maintaining the record. Additional information regarding the Student Record Policy (ISTC Policy #809) may be provided by the Office of the Registrar.

Records will be released to comply with a judicial order or lawfully issued subpoena. However, every reasonable effort will be made to notify the student in advance of compliance.

Whenever a student questions the accuracy or content of information in a particular record, the student shall have an opportunity to challenge the content of his/her record as follows:

1. Review the record with the Registrar or Dean of Students.
2. Upon written request by either the student or the appropriate official, the Dean of Students shall review any unresolved issues.
3. 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 students, he/she shall have the opportunity to have the Registrar or appropriate official correct or delete such material. A student may insert into the record a written explanation of the content thereof. The Student Record Policy is in compliance with state and federal laws granting students the right of access to academic, disciplinary and counseling records.

## Guidance and Counseling

Initial orientation is provided to all students upon enrollment in the college. Additionally, students entering ISTC are tested using the TABE battery to determine their individual needs, abilities, and academic levels, to aid in academic and vocational placement, and to provide a benchmark for measuring their progress. Counseling by Student Services personnel in educational, vocational, and personal matters is available to all students.

## Student Tuition

Tuition, fees, and special costs are waived for only one program completion per student. If a student enrolls in a second program, the following tuition, fees, and refund policy will apply.

### Tuition and Fees

Tuition: \$135.00 per credit hour\*

#### FEES (per credit hour)

Technology Fee—\$9.00

Facility Renewal Fee—\$9.00

Bond Reserve Fee—\$1.00

Material/Supplies Fee—\$17.00

### Tuition Refund Policy

Refund of tuition will be made according to the following schedule for students who withdraw:

Before the first day of class	100%
During the first week of class	75%
During the second week of class	50%
During the third week of class	25%

\*No refund will be made for students withdrawing after the third week of classes

*An administrative fee not to exceed five (5) percent of tuition and other institutional charges or \$100, whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the third.*

*\*Tuition and fees are subject to increase as approved by the Alabama State*

## Student Code of Conduct (continued from previous page)

15. Unsatisfactory work performance.
16. Unauthorized interference with the use of or access to an ISTC facility.
17. Unauthorized communication between male and female students and/or inmates.
18. Illegal use or possession of any alcoholic beverage, inhalant, or controlled substance.
19. 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 DOC policy, or violate any federal, state, or local law or ordinance.



## Student Code of Conduct

Students enrolled at J.F. Ingram State Technical College 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:

1. 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.
2. Stealing, extortion, or any other form of taking another's property without consent.
3. Insubordination toward any ISTC employee or representative, including but not limited to, being argumentative, belligerent, disruptive, disobedient, or rude.
4. Refusing to work when instructed to do so by a proper authority of ISTC.
5. 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.
6. Fighting or threatening harm to any person.
7. Any form of academic dishonesty including cheating, plagiarism, or furnishing false information to ISTC.
8. Forgery, alteration, or misuse of any ISTC document, record, or form.
9. Failure to fully perform assigned tasks.
10. Lewd, indecent, obscene or unduly offensive behavior or expression. 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.
11. Leaving or absent from a work area without permission.
12. Unauthorized or reckless driving of any ISTC vehicle.
13. Unauthorized, reckless, or dangerous use of any piece of ISTC equipment, any explosive device, or any hazardous or caustic chemical or substance.
14. Unauthorized use or abusive use of any ISTC tool, equipment, supplies, or vehicle.

## Tuition Payment for Second Program Completion

It is the policy of ISTC that students, who are required to pay tuition, must have the financial status of CLEAR no later than seven (7) days after drop and add. If the status of the student is not CLEAR, the student will be withdrawn from the college.

## Financial Aid

Students enrolled in an identified Pell-eligible program and receive up to \$6,895 annually, up to six years. This allows students the opportunity to use Pell funds to attain both a two-year and/or four-year degree.

### Program Requirements

1. Students must meet all Admission requirements,
2. Students must complete a FAFSA application,
3. Maintain Satisfactory Academic Progress
4. Second Chance Pell Students are not eligible for a refund.

For more information regarding financial aid, please see the following:

Director of Financial Aid  
P.O. Box 220350  
Deatsville, AL 36025  
(334) 514-4040

## Verification of Financial Aid Eligibility

Federal regulations require that certain information be verified. Students cannot be certified as eligible for financial aid until the verification process has been completed and appropriate errors have been corrected.

## Financial Aid Course Load Requirement

Financial Aid Payment is prorated based on student enrollment status and program of study. Please see the clock hour program conversion tables (available in the financial aid office) if you are in a certificate program. For all degree programs 12 credit hours is considered full-time.

## Financial Aid Payment Procedures

1. Students are awarded funds based on their enrollment as of the end of the published drop and add period. Students who officially or unofficially withdraw or drop out may have to repay monies. The return to Title IV for un-earned funds will be applied.
2. Students are not eligible for financial aid for classes they never attend.
3. Students who are withdrawn by the College for disciplinary reasons, non-payment of charges, or other similar reasons, are subject to the return of unearned Title IV aid.

Additional information regarding the College's Financial Aid Payment and Refund Policy is published in the Tuition and Fees section.

## Students' Rights and Responsibilities

Students have the responsibility of knowing the requirements for applying for financial aid, college refund and repayment policies, procedures relative to guidelines affecting a financial aid award, and procedures relative to disbursement of financial aid. Please contact the financial aid office if you have any questions.

## 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 Associate in Applied Technology Degree (AAT)  
Student MUST complete the requirements of a specific program as outlined in the catalog.
- OPTION II Certificates  
Students MUST complete all requirements of a specific vocational/technical program outlined in the catalog to receive a certificate of completion or specialized training certificate (short-term). A certificate of employability may be granted upon completion of certain requirements in a specific vocational/technical program. Certificate candidates are not required to complete the general education requirements for AAT.
- OPTION III Non-Degree Academic Transfer  
Students MAY complete the general education requirements and electives from the departmental course offerings.
- OPTION IV Non-Degree Technical Transfer  
Students MAY complete courses in technical programs outlined in the catalog.
- OPTION V Selected Enrichment Courses (personal interest in job enhancement)  
Students MAY select courses from all departmental course offering provided all prerequisites have been met.

## General Principles for Transfer Credit

A course completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. For students admitted on academic probation, the only course in which they have earned a course grade of "C" or better will be accepted for transfer.

Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought. Credit may be extended based on the comprehensive evaluation of demonstrated and documented competencies and previous formal training.

## Student Support Services Program

The purpose of the Student Support Services program is to identify qualified, low-income, first-generation college students or physically handicapped students who are enrolled or are accepted for enrollment by institutions that are recipients of federal grants, and to provide support services for such students who are pursuing postsecondary education. Funds from these grants are used to provide services such as instruction, basic life skills, personal and academic counseling, career guidance, and tutoring necessary for success beyond high school. The goal of this program is to increase the retention and graduation rates of these students.

Additional services, such as college career counseling and workshops/seminars with representatives of four-year institutions, are designed to assist currently enrolled students to become qualified for, to secure admission to, and receive financial aid for successful achievement in four-year institutions of higher education.

The Student Support Services program at ISTC is a federally-funded program. Any student or prospective student who is interested in these services should contact an ISTC Student Support Services representative or ask any member of the ISTC faculty for more information.

## Placement Assistance

ISTC provides comprehensive placement assistance to all students. The primary goal of placement assistance is to assist the student in moving from the technical college level to his/her next objective, whether educational or vocational. Career planning is a developmental process, leading to a successful job search and placement. Attention is also placed on assisting the student in choosing a college or university and in meeting their admission requirements.

Instructors and Student Services personnel play an integral part in assisting the Placement Office with these tasks. Optimal placement of the student in employment, further professional preparation, or transfer to a college or university is the prime objective of ISTC's placement services.

Students interested in placement services should contact their advisor or a Student Services representative at any Ingram State Technical College location, or write to the Placement Office, J.F. Ingram State Technical College, P.O. Box 220350, Deatsville, AL 36022.

## Financial Aid Overpayment Policy

In accordance with federal regulations (CFR 668-61), any financial aid overpayment made to a student must be repaid.

For additional information contact:

Director of Financial Aid

P.O. Box 220350

Deatsville, AL 36025

(334) 514-5056

