



PEARL RIVER
COMMUNITY COLLEGE

Policy and Procedure Manual
2023-2024

**PEARL RIVER COMMUNITY COLLEGE
POLICY AND PROCEDURE MANUAL
2023-2024**

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General Information

Letter from the President

Disclaimer

Board of Trustees

Mission Statement and Strategic Goals

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Letter from the President

TO: All Pearl River Community College Faculty, Staff, and Administration

FROM: Adam Breerwood, President

The Pearl River Community College Policy & Procedure Manual was developed to provide College personnel and others with a useful reference tool when making policy and procedural decisions that will impact employees and students of the College. The policies contained in the Manual were approved by the Board of Trustees and represent a central source of institutional guides for decision making.

In our efforts to help every student succeed, this Manual will be a valuable resource in our work with our students. We have a unique opportunity to impact the lives of many individuals as we work with them and hopefully direct them to success in their educational careers. The policies and procedures contained in the Manual will serve as a roadmap for us to use in our service to our students.

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, pregnancy, or disability. For inquiries regarding the non-discrimination policy or to request accommodations, special assistance, or alternate format publications, contact Tonia Seal, Director of Admissions and Records and ADA/Civil Rights Coordinator, at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1214. For inquiries regarding Title IX, contact Alexandra Kennedy, Title IX Coordinator, at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1546.

Disclaimer

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

The policies contained in this manual have been approved by the Board of Trustees of Pearl River Community College and are subject to change by the Board of Trustees at any time. Procedures attached to the policies have been approved by the Cabinet and the President of the College and are also subject to change at any time. The Policy and Procedure Manual provides guidelines for students, faculty, and staff of the College regardless of location or modality and for the community served by the College. The Manual does not imply any contractual rights. The official copy of the Manual is available online at www.prcc.edu. A print copy that is up-to-date at the time it is printed may be obtained from the Office of Planning and Institutional Research in the Alexander Administration Building on the Poplarville Campus.

**Pearl River Community College
Board of Trustees
2023-2024**

Mr. Anthony Charles “Tony” Waits, Chairman
Mr. M.L. “Sonny” Knight, Secretary

FORREST COUNTY

Mr. Mitchell Brian Freeman, Superintendent of Education
01/2012 – 06/2027
Mr. Michael T. Waits
01/2019 – 12/2023

HANCOCK COUNTY

Mr. Rhett Ladner, Superintendent of Education
08/2022– 06/2027
Mr. Frank Ladner
04/1992 – 12/2026

JEFFERSON DAVIS COUNTY

Mr. Isaac “Ike” Hayes, Superintendent of Education
07/2021 – 06/2026
Mr. Anthony Charles “Tony” Waits
08/2007 – 12/2023

LAMAR COUNTY

Dr. Steve Hampton, Superintendent of Education
09/2020 – 06/2027
Mr. Glenn Dale Purvis, Vice Chairman
03/2007 – 12/2024

MARION COUNTY

Mr. Carl Michael Day, Superintendent of Education
07/2021 – 06/2025
Mr. Donnie Williamson
01/2016 – 12/2023

PEARL RIVER COUNTY

Mr. John Shows, Superintendent of Education
01/2022 - 12/2025
Mr. M.L. “Sonny” Knight
11/1995 – 12/2024
Ms. Paulette Holliday
1/2024-12/2028
Mr. Don Welsh
10/2011 – 12/2025
Mrs. Teenia Perry
04/2018 – 12/2023
Ms. Teresa Stafford
01/2012 – 12/2026

Mission Statement and Strategic Goals

2023-2024

Mission Statement

Pearl River Community College is a public institution committed to providing quality educational and service opportunities for all who seek them.

Strategic Goals

1. To prepare students to complete a degree or certificate program and to be competent in careers for which they have been prepared.
2. To provide quality student services.
3. To provide access to college courses and programs using various instructional methods, including online and dual enrollment/credit courses.
4. To employ qualified faculty and staff, compensate them well, and provide opportunities for their professional development.
5. To provide facilities, technology, and support staff in order to improve student learning, enhance faculty and staff performance, and augment community services.
6. To provide adequate communication among campus personnel and community members regarding the College goals, outcomes, and activities.
7. To recruit and retain students from a diverse population.
8. To provide workforce training programs that meet requirements of business, industry, educational, and public service agencies for basic skills, specific job skills, and technical skills training.

Policy & Procedure Development/Review

JULY 2018

The Policy and Procedure Manual contains information that will be helpful in day-to-day operations. The members of the Policy and Procedure Committee reviewed, revised, and/or wrote policy and procedure statements for this manual during the Spring and Fall of 1993. Since that time, policy and/or procedure revisions have been made, and new policies and procedures have been added. Although a printed copy of the Manual is available in the Office of Planning and Institutional Research and additional copies are available at any time, the most current edition of the Manual can be found online at prcc.edu.

Policy and procedure development will always be an on-going process. The Strategic Planning Policy assures that policies and procedures are reviewed annually. As new policies are developed, the Policy and Procedure Committee submits them to the President and Cabinet for approval. Once the President and Cabinet approve a policy and its procedure, the policy statement is submitted to the Board of Trustees for approval. When the Board of Trustees approves a new policy, the policy becomes effective immediately unless specific requirements otherwise dictate. After the new policy is approved, it is posted on the PRCC Website. It should be noted that the section in the Policy and Procedure Manual indicated as Forms contains College forms that are used in day-to-day operations.

Suggestions for improving the usability of this manual should be directed to a member of the Policy and Procedure Committee.

Accreditation

Southern Association of Colleges and Schools Commission on Colleges

Pearl River Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500 for questions about the accreditation of Pearl River Community College.

The Commission is only to be contacted to learn about the accreditation status of the College, to file a third-party comment at the time of the College's decennial review, or to file a complaint against the College with evidence that appears to support non-compliance with a standard or requirement. All normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Pearl River Community College and not to the Commission's office.

Other Accreditation Organizations

Pearl River Community College is a member of the American Association of Community Colleges and the Mississippi Association of Colleges and Universities.

Additional accreditation and reaffirmation information follows:

In **2016** the accreditation of Pearl River Community College was reaffirmed by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees.

In **2020** the College's Radiologic Technology Program accreditation was reaffirmed by The Joint Review Committee on Education in Radiologic Technology.

In **2020** the College's Medical Laboratory Technology Program accreditation was reaffirmed by the National Accrediting Agency for Clinical Laboratory Sciences, 5600 North River Road, Suite 720, Rosemont, Illinois 60018-5119, (773) 714-8880, Fax -- (773) 714-8886, info@naacls.org, <http://www.naacls.org>.

In **2019**, the Accreditation Commission for Education in Nursing's Board of Commissioners granted continuing accreditation for the Associate Degree Nursing program at Pearl River Community College.

In **2019** the College's Occupational Therapy Assistant Technology Program accreditation was reaffirmed for ten years by the Accreditation Council for Occupational Therapy Education, (ACOTE) of the American Occupational Therapy Association (AOTA <http://www.acoteonline.org>) located at 4720 Montgomery Lane, Suite 200, Bethesda, Maryland 20814-3449; Phone: 301-652-6611 x2042; Email: accred@aota.org.

In **2019** the College's Associate Degree Nursing Program earned continuing accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326. The program receives annual approval from the Mississippi Board of Trustees of State Institutions of Higher Learning (MS IHL), 3825 Ridgewood Road, Jackson, Mississippi 39211.

In **2019** the College's Physical Therapist Assistant Technology Program accreditation was reaffirmed by the Commission on Accreditation of Physical Therapy Education.

In **2019** the College's Surgical Technology Program accreditation was reaffirmed by CAAHEP. The PRCC Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Commission on Accreditation of Allied Health Education Programs, 9355 - 13th St. N, #7709, Seminole, FL, 33775, Phone: (727) 210-2350; www.caahep.org; www.arcstsa.org.

In **2017** the College's Practical Nursing Program accreditation was reaffirmed by the Mississippi State Board for Community and Junior Colleges.

In **2017** the College's Dental Hygiene Technology Program and in 2016 the Dental Assisting Technology Program accreditations were reaffirmed by the Commission on Dental Accreditation. American Dental Association, 211 East Chicago Avenue, Chicago, Illinois 60611, www.ada.org.

In **2013** the College's Respiratory Care Technology Program, Associate in Applied Science Degree at the Forrest County Campus in Hattiesburg, Mississippi, accreditation was reaffirmed by the Commission on Accreditation for Respiratory Care (www.coacrc.com).

Admissions Committee is chaired by the Director of Admissions and Records, ADA/Civil Rights Coordinator. Its members are faculty and staff appointed by the President.

The purpose of the Admissions Committee is to evaluate and review admission applications that have been submitted by prospective students who have special circumstances which must be considered and approved prior to admission. The Admissions Committee will determine if the applicant's attendance at Pearl River Community College will be mutually beneficial to the applicant and the institution.

Meeting Schedule: A minimum of twice a year or as called by the Chair.

Admissions Committee

Advisement Committee is chaired by the Director of Advisement. Its members are the Vice President for Hancock Campus, Department Chairs, Deans, Academic Advisors/Counselors, Director of College Libraries, and others as appointed by the President.

The purpose of the Advisement Committee is to provide support and direction for advisement services coordinated through the Center for Academic Engagement.

Meeting Schedule: Once each semester or as scheduled by chair.

Advisement Committee

1. Whitney Chambers, Director of Advisement, Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Leah Blossman, Chair of Department of Science, Mathematics, and Business (Poplarville/Instructor of Mathematics)
4. Karen Bond, Director of Dual Enrollment
5. Chris Christen, Chair of Department of Health and Science (Forrest County Campus)/Instructor of Biology
6. Rodney Clark, Chair of the Department of Drafting and Design Technology and Instructor of Drafting and Design Technology
7. David Collum, Dean of Career and Technical Instruction (FCC)
8. Candice Entrekin, Year 1 ADN Coordinator
9. Susie Hall, School Nurse
10. Deana Holifield, Chair of Department of Humanities and Social Sciences (Poplarville) and Instructor of English
11. Trevor Hunt, Chair of Department of Fine Arts and Communication/Director of Brownstone Performing Arts Center/Instructor of Music
12. Sonya Jordan, Chair of Department of Family and Consumer Sciences
13. Michele Mitchell, Director of eLearning
14. Yolanda Rankin, Year 2 ADN Coordinator
15. Tara Rouse, Chair of Department of Health, Physical Education, and Recreation and Director of Wellness Center
16. Jacki Runnels, Department Chair (Forrest County Campus)/Instructor of Mathematics
17. Tracy Smith, Director of College Libraries
18. Hannah Torchia, Academic Advisor
19. Lauren Mayeaux, Department Chair/Instructor of Business Technology
20. Greg Underwood, Dean of Academic Instruction (Forrest County Campus)
28. Rosalyn Vaughn, Counselor (Forrest County Campus)
29. Jason Walters, Chair of Department of Manufacturing Technology

Athletic Advisory Council is chaired by a person appointed by the President. Its members are the Vice President for Hancock Campus, faculty members, staff members, the Student Athlete Advisory Committee President, and others as appointed by the President.

The purpose of the Athletic Advisory Council is to provide assistance in an advisory capacity to the intercollegiate athletic program as it relates to the overall philosophy and objectives of the College and to increase the College personnel's awareness of the athletic program's objectives and written policies.

Meeting Schedule: Meetings scheduled as needed.

Athletic Advisory Council

1. Jeff Long, Vice President for Poplarville Campus and Student Services, Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Regina Davenport, Instructor of Business and Real Estate Law
4. Brad Ladner, Instructor of Construction Equipment Operation
5. Eric Leatherwood, Instructor of English
6. Robin Nix, Instructor of Spanish and English
7. Student Athlete Advisory Committee President

Calendar Committee is chaired by the Senior Vice President for Instruction/Provost. Its members are the Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP), Vice President for Forrest County Campus, Vice President for Hancock Campus, Director of Admissions and Records, ADA /Civil Rights Coordinator, Dean of Career and Technical Education Programs, faculty representatives, and staff representatives.

The purpose of the Calendar Committee is to prepare and recommend the official College Calendar. Meeting Schedule: Once every other year or as called by the Chair.

Calendar Committee

1. Martha Lou Smith, Senior Vice President for Instruction/Provost, Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Amanda Brumfield, Internal Process Developer
4. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
5. Trevor Hunt, Chair of Department of Fine Arts and Communication/Director of Brownstone Performing Arts Center/Instructor of Music
6. Maghan James Smith, Executive Assistant to the President
7. Alexandra Kennedy, Assistant Director of Marketing and Communications/Title IX
8. Jeff Long, Vice President for Poplarville Campus and Student Services
9. Tatum Marshall, Administrative Assistant to the Senior Vice President for Instruction/Provost
10. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP)
11. Tonia Moody Seal, Director of Admissions and Records, ADA/Civil Rights Coordinator
12. Amy Townsend, Dean of Career & Technical Education Programs (Poplarville Campus)
13. Craig Tynes, Executive Director of Facility Planning and Capital Projects

Catalog Committee is chaired by the Senior Vice President for Instruction/Provost. Its members are the; Director of Financial Aid; Vice President for Forrest County Campus; Dean of Career and Technical Education Programs; Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP); Vice President for Enrollment Management and Business Services; and others as appointed by the President.

The purpose of the Catalog Committee is to provide assistance for reviewing, revising, and evaluating the College catalog.

Meeting Schedule: Meetings scheduled as needed.

Catalog Committee

1. Martha Lou Smith, Senior Vice President for Instruction/Provost, Chair
2. Jaime Missimer, Director of Financial Aid
3. Amanda Brumfield, Internal Process Developer
4. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
5. Candace Harper, Vice President for Enrollment Management and Business Services
6. Maghan James Smith, Executive Assistant to the President
7. Tatum Marshall, Administrative Assistant to the Senior Vice President for Instruction/Provost
8. Alexandra Kennedy, Assistant Director of Marketing and Communications/Title IX
9. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP)
10. Amy Townsend, Dean of Career and Technical Education Programs (Poplarville Campus)

Development Foundation Scholarship Committee is chaired by the Executive Director of Development Foundation/ Alumni Association. Its members are the Dean of Career and Technical Education Programs (Poplarville Campus), Dean of Career and Technical Instruction (FCC), Development Foundation Accountant, Coordinator of Alumni Services, Director of Nursing Education, Coordinator of Student Onboarding, Assistant Director of Financial Aid Compliance, Admissions and Records Specialist, Baptist Student Union Director, and Athletic Department/ Coordinator of Compliance.

The purpose of the Development Foundation Scholarship Committee is to review and select students to receive funding and support provided to the PRCC Development Foundation. The committee will also review policies and related procedures to ensure that the Foundation scholarship process operates effectively and efficiently. Recommended and proposed changes will be presented to the President, who will then submit them to the Cabinet and the Board of Trustees.

Meeting Schedule: Twice each semester or as called by the Chair.

Development Foundation Scholarship Committee:

1. Delana Harris, Executive Director of Development Foundation/Alumni Association, Chair
2. Shana Breerwood, Development Foundation Accountant
3. Mary Alice Chandler, Coordinator of Alumni Services
4. David Collum, Dean of Career and Technical Education Programs (Forrest County Campus)
5. Stan Davis, Baptists Student Union Director
6. Brandi Linares, Director of Nursing Education
7. Eric Meeks, Athletic Department/Coordinator of Compliance
8. Jaime Missimer, Director of Financial Aid
9. Dalton Spiers, Director of Student Accounts and VA Services
10. Kari Eve Valence, Director of Marketing and Recruitment

Disability Services Advisory Committee is chaired by the Director of Admissions and Records/Civil Rights Coordinator. Its members are faculty, staff, and a student representative appointed by the President.

The purpose of the Disability Services Advisory Committee is to provide: 1) guidance and support related to professional judgment decisions of designated ADA/504 coordinators; 2) guidance and support for all policies and procedures related to disability accommodations provided to PRCC students including documentation standards, grievance procedures, the accommodation process, and the location of accessible facilities and services. The goal is the implementation of policies and procedures by the administration that accurately reflect PRCC's philosophical approach to providing disability services and to ensure that disability related accommodations are provided to students in compliance with federal statutes (Americans with Disabilities Act/ADA and Section 504 of the Rehabilitation Act of 1973).

Meeting Schedule: Once each semester or as called by the Chair.

Disability Services Advisory Committee

1. Tonia Moody Seal, Director of Admissions and Records, ADA/Civil Rights Coordinator, Chair
2. Dalton Spiers, Director of Student Accounts and VA Services
3. Jaime Missimer, Director of Financial Aid
4. Michelle Wilson-Stokes, Dean of Student Services and Special Populations Coordinator
5. Robert Vincent, Director of Physical Plant
6. Student Representative

Dramatics Committee is chaired by a faculty member appointed by the President. Its members are faculty members appointed by the President.

The purpose of the Dramatics Committee is to plan, coordinate, implement, and evaluate the dramatic and fine arts events scheduled by the College.

Meeting Schedule: Once each semester or as called by the Chair.

Dramatics Committee

1. Trevor Hunt, Chair of Department of Fine Arts and Communication/Director of Brownstone Performing Arts Center/Instructor of Music, Chair
2. Mike Bass, Director of Bands/Instructor of Music
3. Andrew Gilstrap, Assistant Director of Bands/Instructor of Music/Technical Director of Brownstone Performing Arts Center
4. Jerry Pickering, Assistant Director of Bands/Instructor of Music
5. Corey Squires, Instructor of Theatre
6. LaDona Tyson, Instructor of Music, Director of Choral Groups and Assistant Director of Brownstone Performing Arts Center

eLearning Committee is chaired by the Director of eLearning. Its members are appointed by the President.

The purpose of the eLearning Committee is to provide guidance and assistance in regard to the goals related to the various aspects of distance education and the selection and implementation of instructional technology applications for the College.

Meeting Schedule: Once each semester or as called by the Chair.

eLearning Committee

1. Michele Mitchell, Director of eLearning, Chair
2. Kira Arthurs, Instructor of Sociology (Poplarville Campus and Hancock Campus)
3. Patricia Cone, Instructor of Speech
4. Christine Davis, Instructional Design Coordinator
5. Matt Logan, Chief Information Officer
6. Robert Maynard, Instructor of Biology and Faculty Representative of the PRCC Faculty and Staff Association (Poplarville Campus and Hancock Campus)
7. Caycee Simon, Full-Time Nutrition Online Instructor
8. Amy Smith, Instructor of Business Technology (Forrest County Campus)
9. Justin Williamson, Instructor of English (Poplarville Campus)
10. Michelle Wilson-Stokes, Dean of Student Services and Special Populations Coordinator (Forrest County Campus)

Environmental Health and Safety Committee is chaired by the Vice President for Poplarville Campus and Student Services. Its members are the Vice President for Enrollment Management and Business Services, Executive Director of Facility Planning and Capital Projects, Vice President for Forrest County Campus, Allied Health, and Nursing Programs, Executive Assistant to the President, and School Nurse.

The purpose of the Environmental Health and Safety Committee is to ensure that adequate programs are provided for the protection of the health and safety of students, faculty, and staff and for compliance with appropriate codes and regulations.

Meeting Schedule: Meetings scheduled as needed.

Environmental Health and Safety Committee

1. Jeff Long, Vice President for Poplarville Campus and Student Services
2. Candace Harper, Vice President for Enrollment Management and Business Services
3. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
4. Susie Hall, School Nurse
5. Maghan James Smith, Executive Assistant to the President
6. Craig Tynes, Executive Director of Facility Planning and Capital Projects

Fiscal Management Committee is chaired by the Chief Financial Officer. Its members are the Vice President for Enrollment Management and Business Services, President, Vice President for Forrest County Campus, Allied Health, and Nursing Programs, Vice President for Planning and Institutional Research/ Dean of the Dr. William Lewis Honors Institute (POP), and Senior Vice President for Instruction/Provost.

The purpose of the Fiscal Management Committee is to provide assistance in the Fiscal Management of the College and to submit budget requests for respective divisions.

Meeting Schedule: Once each semester or as called by the Chair.

Fiscal Management Committee

1. Bettye Clark, Chief Financial Officer
2. Candace Harper, Vice President for Enrollment Management and Business Services
3. Adam Breerwood, President
4. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
5. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP)
6. Martha Lou Smith, Senior Vice President for Instruction/Provost

General Education Committee is chaired by a faculty member appointed by the President. Its members are appointed by the President.

The purpose of the General Education Committee is to lead the faculty in determining general education competencies expected of all degree-seeking students, to oversee annual assessments of student achievement of these competencies, to participate in preparing periodic program reviews of general education, and to see to the implementation of recommendations for improvement that result from annual assessments and periodic program reviews.

Meeting Schedule: As called by the Chair.

General Education Committee

1. Lonnie Burchell, Coordinator of Biology/Instructor of Biology, Chair
2. Kira Arthurs, Instructor of Sociology (Poplarville Campus and Hancock Campus)
3. Charles Cavalier, Instructor of Computer Science
4. Jamie Dickson, Assistant Director of Wellness Center and Instructor of HPR
5. Doug Donohue, Instructor of Mathematics (Forrest County Campus)
6. Tyrone McLaurin, Instructor of Barbering
7. Melinda Miller, Instructor of Biology and Secretary/Treasurer of PRCC Faculty and Staff Association (Poplarville Campus and Hancock Campus)
8. David Collum, Dean of Career and Technical Instruction (FCC)
9. Eric Leatherwood, Instructor of English (POP)

Graduation Committee is chaired by a faculty or staff member. Its members are faculty and staff appointed by the President.

The purpose of the Graduation Committee is to plan, coordinate, implement, and evaluate graduation ceremonies for the College.

Meeting Schedule: Once a year or as called by the Chair.

Graduation Committee

1. Martha Lou Smith, Senior Vice President for Instruction/Provost, Chair
2. Karen Bond, Director of Dual Enrollment
3. Amanda Brumfield, Internal Process Developer
4. Candace Harper, Vice President for Enrollment Management and Business Services
5. Trevor Hunt, Chair of Department of Fine Arts and Communication/Director of Brownstone Performing Arts Center/Instructor of Music
6. Gene Keith, Chief of Campus Police, Poplarville
7. Alvin Pittman, Assistant Director of Public Safety for Forrest County Operations
8. Butch Raby, Director of Public Safety
9. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute
10. Tracy Smith, Director of College Libraries
11. Robert Vincent, Director of Physical Plant

Homecoming Committee is chaired by the Executive Director of Development Foundation and Alumni Association. Its members are faculty and staff appointed by the President.

The purpose of the Homecoming Committee is to plan, coordinate, implement, and evaluate Homecoming activities.
Meeting Schedule: Once a year or as called by the Chair.

Homecoming Committee

1. Delana Harris, Executive Director of Development Foundation and Alumni Association, Chair
2. Meghan Merritt, Instructor of Marketing Management Technology
3. Raymunda Barnes, Assistant Vice President for Hancock Center
4. Jana Causey, Vice President for Forrest County Center, Allied Health, and Nursing Programs
5. Student Government Association President (Forrest County Campus)
6. Marie Bowden, Custodian Supervisor
7. Shana Breerwood, Accountant Development Foundation and Alumni Association
8. Jason Francis, Coordinator of Student Activities
9. Jerry Pickering, Instructor of Music/Assistant Band Director
10. Mike Bass, Director of Bands and Instructor of Music
11. Maghan James Smith, Executive Assistant to the President
12. Jeff Long, Vice President for Poplarville Campus and Student Services
13. Carla Crider, Administrative Assistant to the Vice President for Poplarville Campus & Student Services/Advisor
14. Butch Raby, Director of Public Safety
15. Student Government Association President (Poplarville Campus)
16. Mary Alice Chandler, Coordinator of Alumni Services and Foundation Administrative Assistant
17. Robert Vincent, Director of Physical Plant, Director of Physical Plant
18. LaDona Tyson, Instructor of Music, Director of Choral Groups and Assistant Director of Brownstone Performing Arts Center
19. Jerome, Aladdin Services
20. Sarah Smith, Cheerleading Coach
21. Alexx Kennedy, Assistant Director of Marketing & Communications/Title IX Coordinator
22. Kari Eve Valance, Director of Marketing and Recruitment
23. Patrick Ochs, Director of Athletics
24. Matt Logan, Chief Information Officer Enterprise Application Services
25. Trevor Hunt, Chair of Department of Fine Arts and Communication/Director of Brownstone Performing Arts Center/
Instructor of Music

Institutional Review Board is chaired by the Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP). Its members are the Grants Accountant, Director of Institutional Research/Director of Professional and Community Development, Vice President for Hancock Campus, Dean of Academic Instruction, and a community representative.

The purpose of the Institutional Review Board is to review survey proposals in order to ensure that each one is in compliance with the federal policy regarding the protection of human subjects.

Meeting Schedule: As called by the Chair.

Institutional Review Board

1. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP), Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Melanie Davis, Director of Institutional Research/Director of Professional and Community Development
4. John Grant, Community Representative
5. Amanda Parker, Online Biology Instructor
6. Dalton Spiers, Director of Student Accounts and VA Services
7. Julie Ray, Grants Accountant/Inventory Control Manager
8. Amy Townsend, Dean of Career and Technical Education Programs, Poplarville Campus

Instructional Council is chaired by the Senior Vice President for Instruction/Provost. Its members are the Vice President for Forrest County Campus, Allied Health, and Nursing Programs; Dean of Career and Technical Education Programs; Director of College Libraries; Director of Nursing Education; faculty representatives; and others as appointed by the President.

The purpose of the Instructional Council is to provide guidance for the instructional programs of the College and to evaluate and to approve changes in the curriculum.

Meeting Schedule: Once each semester or as called by the Chair.

Instructional Council

1. Martha Lou Smith, Senior Vice President for Instruction/Provost, Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Rodney Clark, Chair of Department of Drafting and Design Technology/Instructor of Drafting and Design Technology
4. Karen Bond, Director of Dual Enrollment
5. Lonnie Burchell, Instructor of Biology
6. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
7. Kelsie Dove, Instructor of English
8. Deana Holifield, Chair of Department of Humanities and Social Sciences (Poplarville and Hancock) and Instructor of English
9. Trevor Hunt, Chair of Department of Fine Arts and Communication/Director of Brownstone Performing Arts Center/Instructor of Music
10. Brandi Linares, Director of Nursing Education
11. Jaime Missimer, Director of Financial Aid
12. Christina Sumrall Miller, Online Public Speaking Instructor
13. Keri Sanford, Instructor of Medical Laboratory Technology, Department Chair
14. Amy Smith, Instructor of Business Technology (Forrest County Campus)
15. Tracy Smith, Director of College Libraries
16. Amy Townsend, Dean of Career and Technical Education (Poplarville)
17. Greg Underwood, Dean of Academic Instruction (Forrest County Campus)

Instructional Support Services Committee is chaired by the Director of College Libraries. Its members are the Senior Vice President for Instruction/Provost, Forrest County Campus Librarian, Director of Institutional Research & Effectiveness/ Director of Professional and Community Development, faculty representatives, and others as appointed by the President.

The purpose of the Instructional Support Services Committee is to provide assistance to the Library and other areas of the College that provide support for the instructional area.

Meeting Schedule: Once each semester or as called by the Chair.

Instructional Support Services Committee

1. Tracy Smith, Director of College Libraries, Chair
2. Janet Armour, Librarian/Testing Proctor (Hancock Campus)
3. Melanie Davis, Director of Institutional Research & Effectiveness/Director of Professional and Community Development
4. Candace Harper, Vice President for Enrollment Management and Business Services
5. Melinda Miller, Instructor of Biology and Secretary/Treasurer of PRCC Faculty and Staff Association (Poplarville Campus and Hancock Campus)
6. Sharon Nightengale, Instructor of Associate Degree Nursing
7. Amy Smith, Instructor of Business Technology (Forrest County Campus)
8. Martha Lou Smith, Senior Vice President for Instruction/Provost
9. Anna M. Standberry - Forrest County Campus
10. Justin Williamson, Instructor of English

IT Governance Committee is chaired by the Senior Vice President for Instruction/Provost. Its members are appointed by the President.

The purpose of the IT Governance Committee is to provide assistance to the Chief Information Officer in the area of technology advancement.

Meeting Schedule: Once a semester or as called by the Chair.

IT Governance Committee

1. Martha Lou Smith, Senior Vice President for Instruction/Provost, Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
4. Matt Logan, Chief Information Officer
5. Michele Mitchell, Director of eLearning
6. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP)
7. Craig Tynes, Executive Director of Facility Planning and Capital Projects

Marketing Committee is chaired by the Director of Marketing and Communications. Its members are faculty and staff appointed by the President.

The purpose of the Marketing Committee is to discuss the strategic marketing and public relations plans for the College.

Meeting Schedule: Once a year or as needed to develop promotional plans regarding events, programs, and branding.

Marketing Committee

1. Kari Eve Valence, Director of Marketing and Recruitment, Chair
2. Candace Harper, Vice President for Enrollment Management and Business Services
3. Katie Ball, Instructor of Marketing Management Technology
4. Corey Guerra, Graphic Designer
5. Matthew Gordon, Instructor of Art
6. McKinsy Harris, Recruitment and Marketing Specialist
7. Trevor Hunt, Chair of Department of Fine Arts and Communication/Director of Brownstone Performing Arts Center/Instructor of Music
8. Alexandra Kennedy, Assistant Director of Marketing and Communications/Title IX
9. Jennifer Laborde, Associate Degree Nursing Skills Lab Manager
10. Laura O'Neill, Marketing Specialist

Physical Plant/Maintenance Committee is chaired by the Director of the Physical Plant. Its members are the Vice President for Forrest County Campus and Executive Assistant to the President.

The purpose of the Physical Plant/Maintenance Committee is to provide assistance for the upkeep of physical facilities and equipment.

Meeting Schedule: Once each semester or as called by the Chair.

Physical Plant/Maintenance Committee

1. Craig Tynes, Executive Director of Facility Planning and Capital Projects, Chair
2. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
3. Maghan James Smith, Executive Assistant to the President

Planning and Effectiveness Committee is chaired by the Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP). Its members are the Director of Institutional Research/ Director of Professional and Community Development, Vice President for Hancock Campus, faculty representatives, and others as appointed by the President.

The purpose of the Planning and Effectiveness Committee is to provide assistance in facilitating a program of institutional effectiveness and outcomes assessment for the College.

Meeting Schedule: Once a semester or as called by the Chair.

Planning and Effectiveness Committee

1. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP), Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Mike Bass, Director of Bands and Instructor of Music
4. Karen Bond, Director of Dual Enrollment
5. Lonnie Burchell, Coordinator of Biology/Instructor of Biology
6. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
7. April Collum, Practical Nursing Coordinator
8. David Collum, Dean of Career and Technical Instruction (FCC)
9. Melanie Davis, Director of Institutional Research and Effectiveness /Director of Professional and Community Development
10. Katherine Griggs, Institutional Effectiveness Coordinator
11. Jonathan Morris, Instructor of Mathematics
12. Tara Rouse, Chair of Department of Health, Physical Education, and Recreation and Director of Wellness Center
13. Terri Ruckel, On-Line English Instructor
14. Michelle Wilson-Stokes, Dean of Student Services and Special Populations Coordinator (Forrest County Campus)

Policy and Procedure Committee is chaired by the Vice President for Planning and Institutional Research/ Dean of the Dr. William Lewis Honors Institute (POP). Its members are the Vice President for Forrest County Campus, Allied Health, and Nursing Programs, Vice President for Enrollment Management and Business Services, Dean of Career and Technical Education Programs, the Student Government Association President, faculty representatives, staff members, and others as appointed by the President.

The purpose of the Policy and Procedure Committee is to provide planning that will enable the College to meet the needs of those served by the College. As part of this planning process, the Committee will recommend policies and related procedures for the governance of the College to the President, who will then submit them to the Cabinet and the Board of Trustees.

Meeting Schedule: Twice each semester or as called by the Chair.

Policy and Procedure Committee

1. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (Poplarville), Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Lonnie Burchell, Coordinator of Biology/Instructor of Biology
4. Melissa Bryant, District Wide Practical Nursing Department Chair and Instructor of Practical Nursing (Forrest County Campus)
5. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
6. Whitney Chambers, Director of Advisement
7. Glenn Dale, Instructor of Chemistry and Coordinator of Chemistry
8. Melanie Davis, Director of Institutional Research & Effectiveness/Director of Professional and Community Development
9. Candace Harper, Vice President for Enrollment Management and Business Services
10. Student Government Association President
11. Jeff Long, Vice President for Poplarville Campus and Student Services
12. Maghan James Smith, Executive Assistant to the President
13. Michele Mitchell, Director of eLearning
14. Yolanda Rankin, Associate Degree Nursing – Year 2 Coordinator
15. Jacki Runnels, Department Chair (Forrest County Campus), Instructor of Mathematics
16. Martha Lou Smith, Senior Vice President for Instruction/Provost
17. Greg Underwood, Dean of Academic Instruction (Forrest County Campus)

Professional Development Committee is chaired by the Director of Institutional Research/Director of Professional and Community Development. Its members are the Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP), Vice President for Hancock Campus, faculty representatives, staff members, and others as appointed by the President.

The purpose of the Professional Development Committee is to propose and plan activities for the development of the faculty and staff.

Meeting Schedule: Once each semester or as called by the Chair.

Professional Development Committee

1. Melanie Davis, Director of Institutional Research/Director of Professional and Community Development, Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Karen Bond, Director of Dual Enrollment
4. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
5. Tim Dedeaux, Assistant Director of Institutional Research/Office of Student Success Data Analyst
6. Cheryl Frierson, Workforce Project Manager/Coordinator of Workforce Compliance
7. Trevor Hunt, Chair of Department of Fine Arts and Communication/Director of Brownstone Performing Arts Center/Instructor of Music
8. Katherine Griggs, Institutional Effectiveness Coordinator
9. Lisa Mapp, Operational Assistant
10. Kathleen Martin, Administrative Assistant to the Director of Institutional Effectiveness
11. Tiffany McCardle, Administrative Assistant Secretary to Director of Institutional Research
12. Tyrone McLaurin, Instructor of Barbering
13. Michele Mitchell, Director of eLearning
14. Erick Moffett, Instructor of Chemistry and Biology
15. Johnathon Morris, Instructor of Mathematics and PRCC Faculty and Staff Association (Poplarville Campus and Hancock Campus) President
16. Julie Ray, Grants Accountant/Inventory Control Manager
17. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP)
18. Amy Townsend, Dean of Career and Technical Education (Poplarville Campus and Hancock Campus)

Recruitment Committee is chaired by the Director of Recruitment (Poplarville Campus). Its members are faculty and staff appointed by the President.

The purpose of the Recruitment Committee is to provide feedback to the Director of Recruitment, ensuring potential students become current students at PRCC.

Meeting Schedule: Once each semester or as called by the Chair.

Recruitment Committee

1. Kari Eve Valence, Director of Marketing and Recruitment, Chair
2. Rebecca Brown, Dean of Workforce and Community Development
3. Candace Harper, Vice President for Enrollment Management and Business Services
4. McKinsy Harris, Recruitment & Marketing Specialist
5. Trevor Hunt, Chair of Department of Fine Arts and Communication/Director of Brownstone Performing Arts Center/Instructor of Music
6. Maghan James Smith, Executive Assistant to the President
7. Alexandra Kennedy, Assistant Director, Recruitment and Marketing and Communications/Title IX
8. Michelle Mitchell, eLearning Coordinator
9. Patrick Ochs, Athletic Director
10. David Collum Dean of Career and Technical Instruction (FCC)
11. Tonia Moody Seal, Director of Admissions and Records, ADA/Civil Rights Coordinator
12. Ruby Smith, Director of Adult Education, (District Wide)
13. Amy Townsend, Dean of Career and Technical Education (Poplarville Campus and Hancock Campus)
14. LaDona Tyson, Director of Choral Groups and Assistant Director of Brownstone Performing Arts Center
15. Michelle Wilson-Stokes, Dean of Student Services and Special Populations Coordinator (Forrest County Campus)

Retention of Students Committee is chaired by the Director of Admissions and Records, ADA/ Civil Rights Coordinator. Its members are faculty and staff appointed by the President.

The purpose of the Retention of Students Committee is to provide assistance in the retention of students.
Meeting Schedule: Once each semester or as called by the Chair.

Retention of Students Committee

1. Tonia Moody Seal, Director Admissions and Records, ADA/Civil Rights Coordinator, Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Whitney Chambers, Director of Advisement
4. David Collum, Dean of Career and Technical Instruction (FCC)
5. Dalton Spiers, Director of Student Accounts and VA Services
6. Amy Townsend, Dean of Career and Technical Education (Poplarville Campus)
7. Michelle Wilson-Stokes, Dean of Student Services and Special Populations Coordinator (Forrest County Campus)

River Rewards Committee is chaired by the Director of Institutional Research/Director of Professional and Community Development. Its members are the Vice President for Forrest County Campus, Vice President for Hancock Campus, Vice President for Enrollment Management and Business Services, and faculty and staff representatives.

The purpose of the River Rewards Committee is to recognize and reward faculty and staff for being involved in college activities and events which support Pearl River Community College students.

Meeting Schedule: Once a semester or as called by the Chair.

River Rewards Committee

1. Melanie Davis, Director of Institutional Research/Director of Professional and Community Development, Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
4. Candace Harper, Vice President for Enrollment Management and Business Services
5. Delana Harris, Executive Director of Development Foundation /Alumni Association
6. Maghan James Smith, Executive Assistant to the President
7. Tara Rouse, Chair of Department of Health, Physical Education, and Recreation and Director of Wellness Center
8. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP)

Student Activities Committee is chaired by the Vice President for Poplarville Campus and Student Services. Its members are faculty and staff appointed by the President.

The purpose of the Student Activities Committee is to plan, coordinate, implement, and evaluate student activities and intramural activities.

Meeting Schedule: Once each semester or as called by the Chair.

Student Activities Committee

1. Jeff Long, Vice President for Poplarville Campus and Student Services, Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Jamie Dickson, Assistant Director of Wellness Center and Instructor of HPR
4. Jason Francis, Coordinator of Student Activities
5. Candace Harper, Vice President for Enrollment Management and Business Services
6. Alexandra Kennedy, Assistant Director of Marketing and Communications/Title IX
7. Henrik Madsen, Head Women's Soccer Coach and Wellness Center Assistant
8. Tara Rouse, Director of the Wellness Center and Chair of Department of Health, Physical Education, and Recreation
9. Martha Lou Smith, Senior Vice President for Instruction/Provost
10. Shannon Smith, Secretary/Receptionist HPR
11. Nichole Watkins, Instructor of Biology/Anatomy and Physiology (Forrest County Campus)
12. Camelle Williams, Coordinator of Residence Life Housing
13. Student Government Association Representative

Student Services Committee is chaired by the Vice President for Poplarville Campus and Student Services. Its members are the Vice President for Hancock Campus, Vice President for Enrollment Management and Business Services, Director of Financial Aid, faculty representative(s), and others as appointed by the President. Members also include the President, Vice President and Secretary of the Student Government Association.

The purpose of the Student Services Committee is to provide assistance in planning and evaluating activities to enrich and improve student life.

Meeting Schedule: Once each semester or as called by the Chair.

Student Services Committee

1. Jeff Long, Vice President for Poplarville Campus and Student Services, Chair
2. Student Government Association Vice President
3. Raymunda Barnes, Vice President for Hancock Campus
4. Jaime Missimer, Director of Financial Aid
5. Jason Francis, Coordinator of Student Activities
6. Candace Harper, Vice President for Enrollment Management and Business Services
7. Student Government Association Secretary
8. Butch Raby, Director of Public Safety
9. Student Government Association President
10. Ryan Ruckel, Dean of the Dr. William Lewis Honors Institute (Forrest County Campus), Instructor of Humanities and Social Sciences
11. Michelle Wilson-Stokes, Dean of Student Services and Special Populations Coordinator (Forrest County Campus)

Substantive Review Committee is chaired by the Vice President for Planning and Institutional Research/ Dean of the Dr. William Lewis Honors Institute (POP). Its members are the Vice President for Hancock Campus; Director of Dual Enrollment; Vice President for Forrest County Campus, Allied Health and Nursing Programs; Dean of Career and Technical Instruction (Forrest County Campus); Director of Financial Aid, and Dean of Career and Technical Education (Poplarville Campus).

The purpose of the Substantive Review Committee is to review any changes in the SACSCOC Substantive Change for Accredited Institutions policy, communicate this information to College personnel, and ensure that the College is in full compliance with this policy.

Meeting Schedule: As called by the Chair.

Substantive Review Committee

1. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP), Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Karen Bond, Director of Dual Enrollment
4. Jana Causey, Vice President for Forrest County Campus, Allied Health, and Nursing Programs
5. David Collum, Dean of Career and Technical Instruction (Forrest County Campus)
6. Jaime Missimer, Director of Financial Aid
7. Amy Townsend, Dean of Career and Technical Education (Poplarville Campus)

Wildcat Wellness and Recreation Committee is chaired by the Department Chair of Health, Physical Education, and Recreation and Director of Wellness Center. Its members are appointed by the President.

The purpose of the Wildcat Wellness and Recreation Committee is to plan, coordinate, implement, and evaluate the components needed in the Wellness Center.

Meeting Schedule: Once each semester or as called by the Chair.

Wildcat Wellness and Recreation Committee

1. Tara Rouse, Chair of Department of Health, Physical Education, and Recreation and Director of the Wellness Center, Chair
2. Raymunda Barnes, Vice President for Hancock Campus
3. Anna Busby, Instructor of Associate Degree Nursing
4. Henrik Madsen, Head Women's Soccer Coach and Wellness Center Assistant
5. Chris Christen, Chair of Department of Health and Science and Instructor of Biology (Forrest County Center)
6. Melanie Davis, Director of Institutional Research and Effectiveness/Director of Professional and Community Development
7. Jamie Dickson, Assistant Director of Wellness Center and Instructor of HPR
8. Jason Francis, Coordinator of Student Activities
9. Susie Hall, School Nurse
10. Candace Harper, Vice President for Enrollment Management and Business Services
11. Maghan James Smith, Executive Assistant to the President
12. Brandi Linares, Director of Nursing Education
13. Amanda Parker, Online Biology Instructor
14. Butch Raby, Director of Public Safety
15. Jennifer Seal, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP)
16. Tonia Moody Seal, Director of Admissions and Records, ADA/Civil Rights Coordinator
17. Shannon Smith, Administrative Assistant/Receptionist HPR/Wellness Center
18. Dawn Vosbein, Community Representative

Workforce Education Committee is chaired by the Dean of Workforce, Economic Development, and Adult Education. Its members are the Assistant Dean for Workforce and Economic Development, Assistant Dean for Adult Education and Youth Services, Youth Spark Director, Deans for Career and Technical Education (2), Workforce Project Managers (4), Manufacturing Business Developer, Workforce Information Specialist, WIN Case Manager, Career Step Coach, and Grants Accountant.

The purpose of the Workforce Education Committee is to determine ways and means of improving workforce training.

Meeting Schedule: Once each semester or as called by the Chair.

Workforce Education Committee

1. Rebecca Brown, Dean of Workforce, Economic Development, and Adult Education, Chair
2. Michael Yarbrough, Assistant Dean for Workforce and Economic Development
3. Ruby Smith, Assistant Dean for Adult Education and Youth Services
4. Elisha Booth, Youth Spark Director
5. Dr. Amy Townsend, CTE Dean for Poplarville and Hancock Campuses
6. Dr. David Collum, CTE for Forrest County Campus and Allied Health
7. Deloris Butler, Workforce Project Manager
8. Troy Teadt, Workforce Project Manager
9. Rebekah Jackson, Workforce Project Manager
10. Tasha May, Workforce Project Manager
11. Trey Smith, Manufacturing Business Developer
12. Stephanie Clark, Workforce Information Specialist
13. Michelle Coleman, WIN Case Manager
14. Melissa Hopkins, Career Step Coach
15. Julie Ray, Grants Accountant

Academic Calendar

Fall 2023

First Day of Fall 2023 Semester – See Interactive schedule for term start and end dates.....	July 31, 2023
Faculty Return.....	August 7, 2023
Professional Development.....	August 7-9, 2023
Registration at All Locations.....	August 10-11, 2023
Full Term Day and Night Full Term Classes Begin.....	August 14, 2023
Labor Day (Night classes DO meet).....	September 4, 2023
Progress Grades Due.....	October 6, 2023
Fall Break.....	October 13, 2023
Registration for Spring 2024 Classes.....	October 30, 2023
Night Class Final Exams.....	November 13-16, 2023
Last Day of TR Full Term Classes.....	November 16, 2023
Thanksgiving Week.....	November 20-24, 2023
Last Day of MW Full Term Classes.....	November 27, 2023
Day Class Final Exams.....	November 28-December 1, 2023
Final Grades Due by 9:00 am.....	December 4, 2023
Christmas Holidays begin at 4:00 pm.....	December 8, 2023
All Grades Due for Fall 2023 Semester.....	December 15, 2023
Last Day of Fall 2023 Semester.....	December 15, 2023

Spring 2024

Staff Returns.....	January 2, 2024
First Day of Spring 2024 Semester – See Interactive schedule for term start and end dates.....	January 2, 2024
Full Term Day and Night Full Term Classes Begin.....	January 8, 2024
ML King Day (Night Classes DO Meet).....	January 15, 2024
Mardi Gras (Night Classes DO Meet).....	February 12-13, 2024
Progress Grades Due.....	March 8, 2024
Spring Break.....	March 11-15, 2024
Good Friday.....	March 29, 2024
Begin Summer 2024 & Fall 2024 Registration.....	April 1, 2024
Night Class Final Exams.....	April 15-18, 2024
Last Day of TR Classes.....	April 25, 2024
Last Day for MW Classes.....	April 29, 2024
Full Term Day Class Final Exams.....	April 30-May 3, 2024
Final Grades Due by 9:00 a.m.....	May 6, 2024
Graduation.....	May 10, 2024
All Grades for Spring 2024 Semester Due.....	May 17, 2024
Last Day of Spring 2024 Semester.....	May 17, 2024

Summer 2024

First Day of Summer 2024 Semester – See Interactive schedule for term start and end dates.....	May 20, 2024
Memorial Day Holiday (Night classes DO meet).....	May 27, 2024
First Term Summer Day Classes Begin.....	June 3, 2024
First Term Summer Day Class Finals.....	June 25, 2024
Second Term Summer Day Classes Begin.....	June 26, 2024
Summer Break (Night Classes DO meet).....	July 1-5, 2024
Second Term Summer Day Class Finals.....	July 25, 2024
Summer 2024 Grades Due by 9 am.....	July 26, 2024
Last Day of the Summer 2024 Semester.....	July 26, 2024

PEARL RIVER COMMUNITY COLLEGE

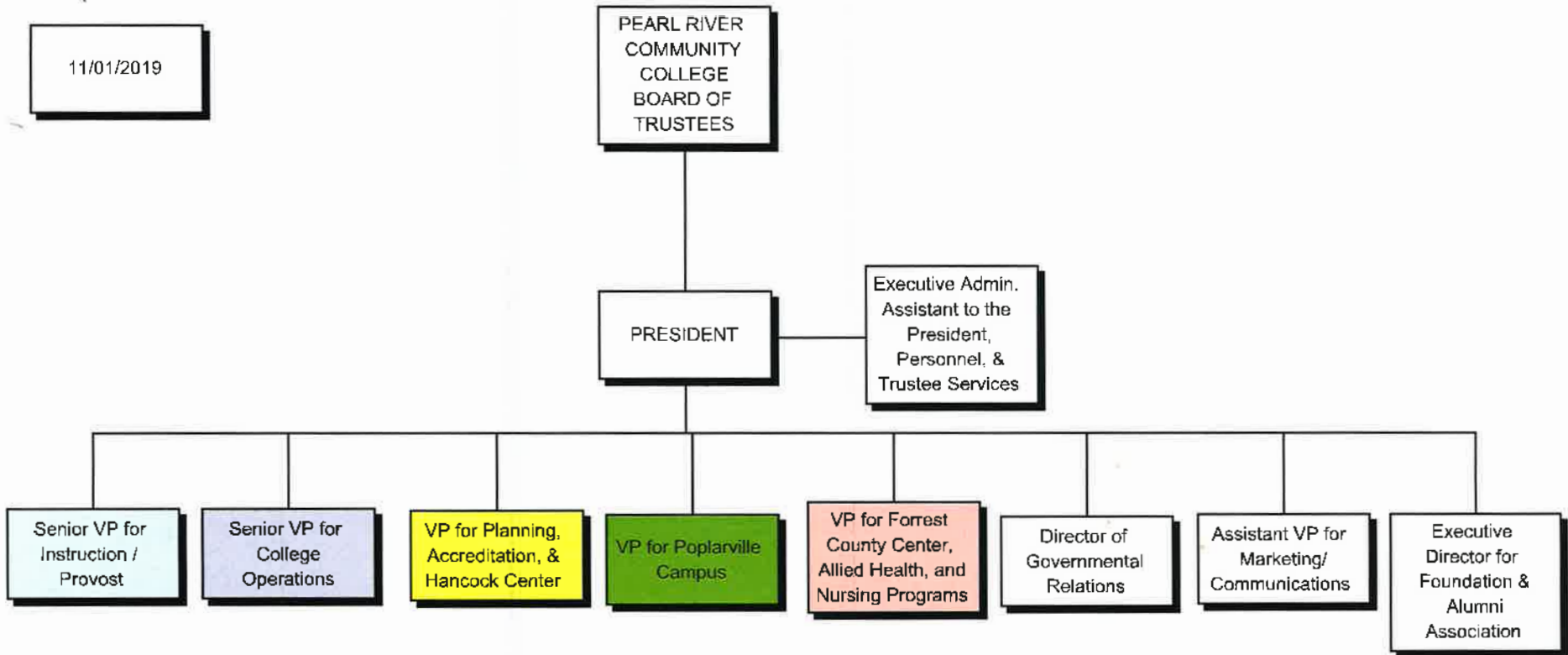
*Proposed Organizational Chart Effective
January 2020*

Presented by:

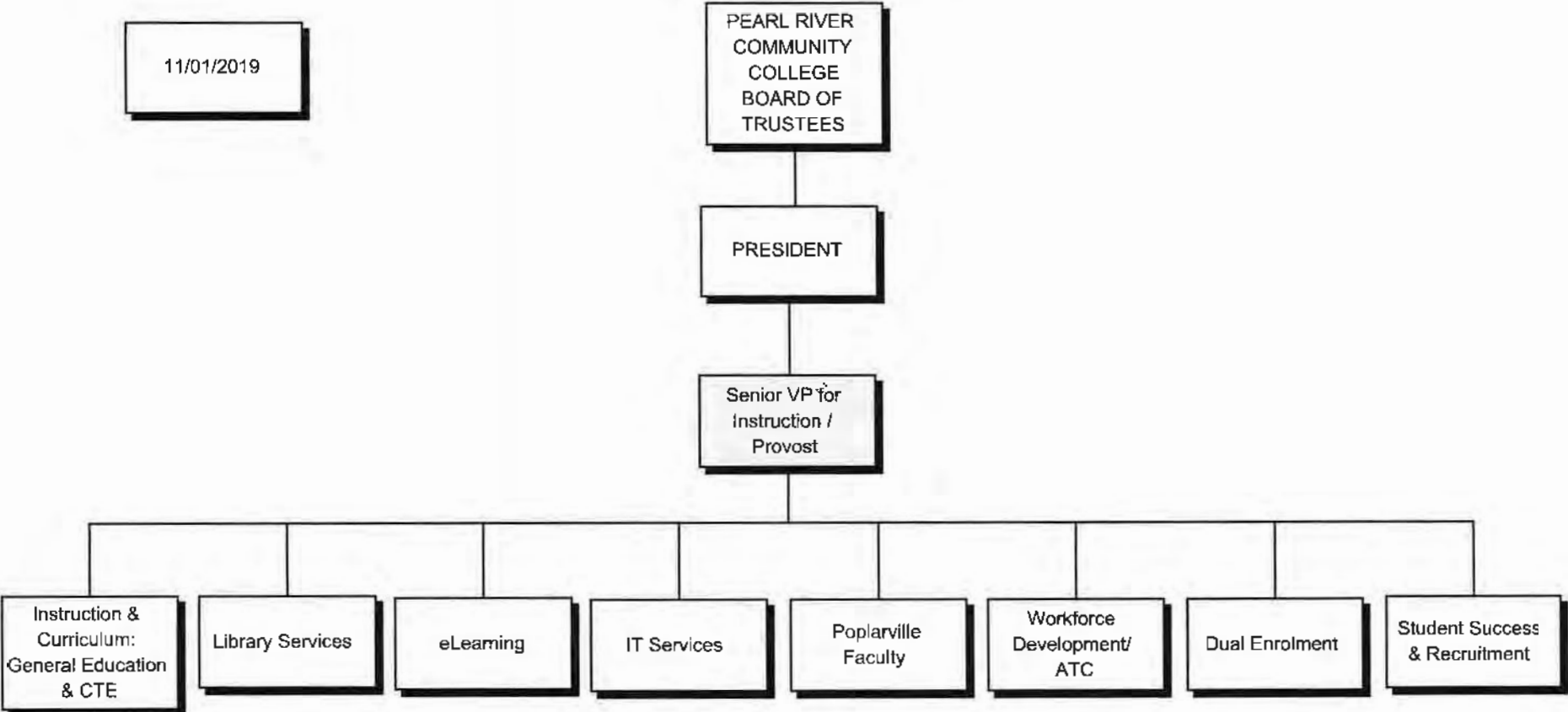
Adam Breerwood, President

November 12, 2019

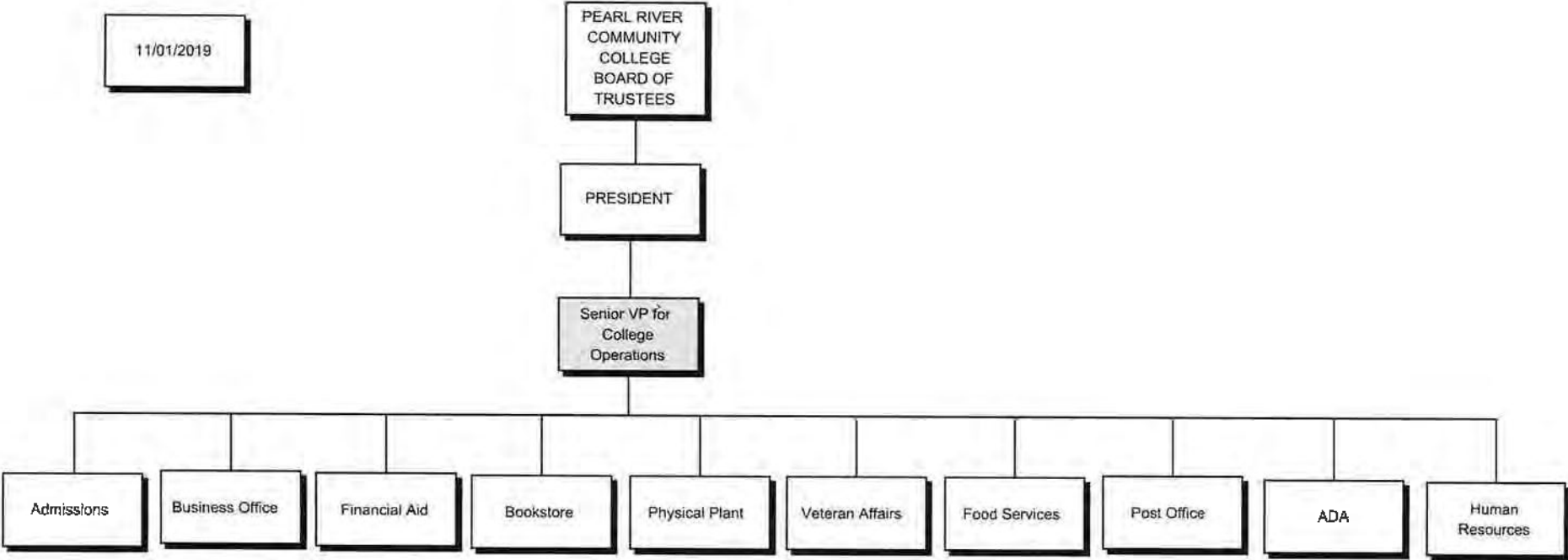
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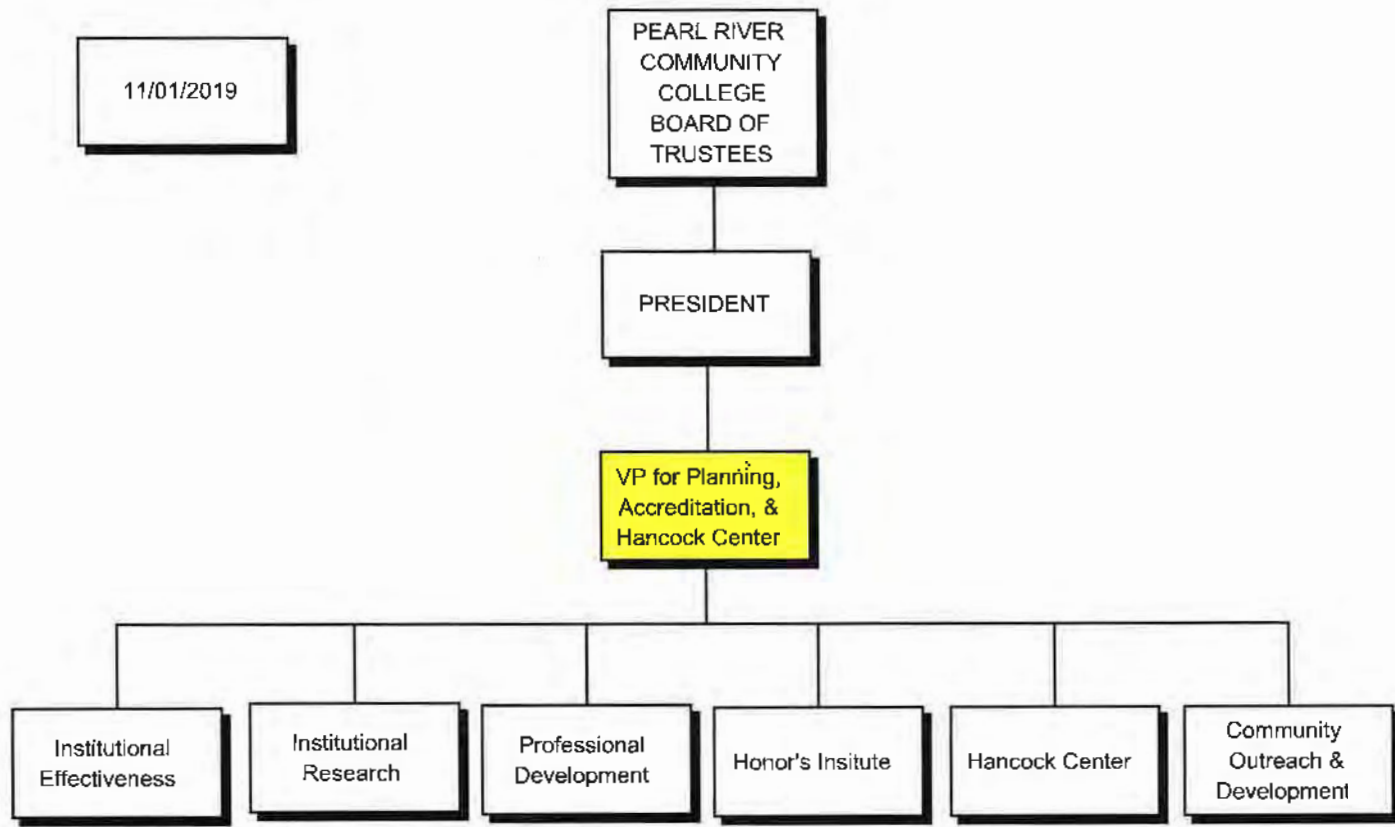


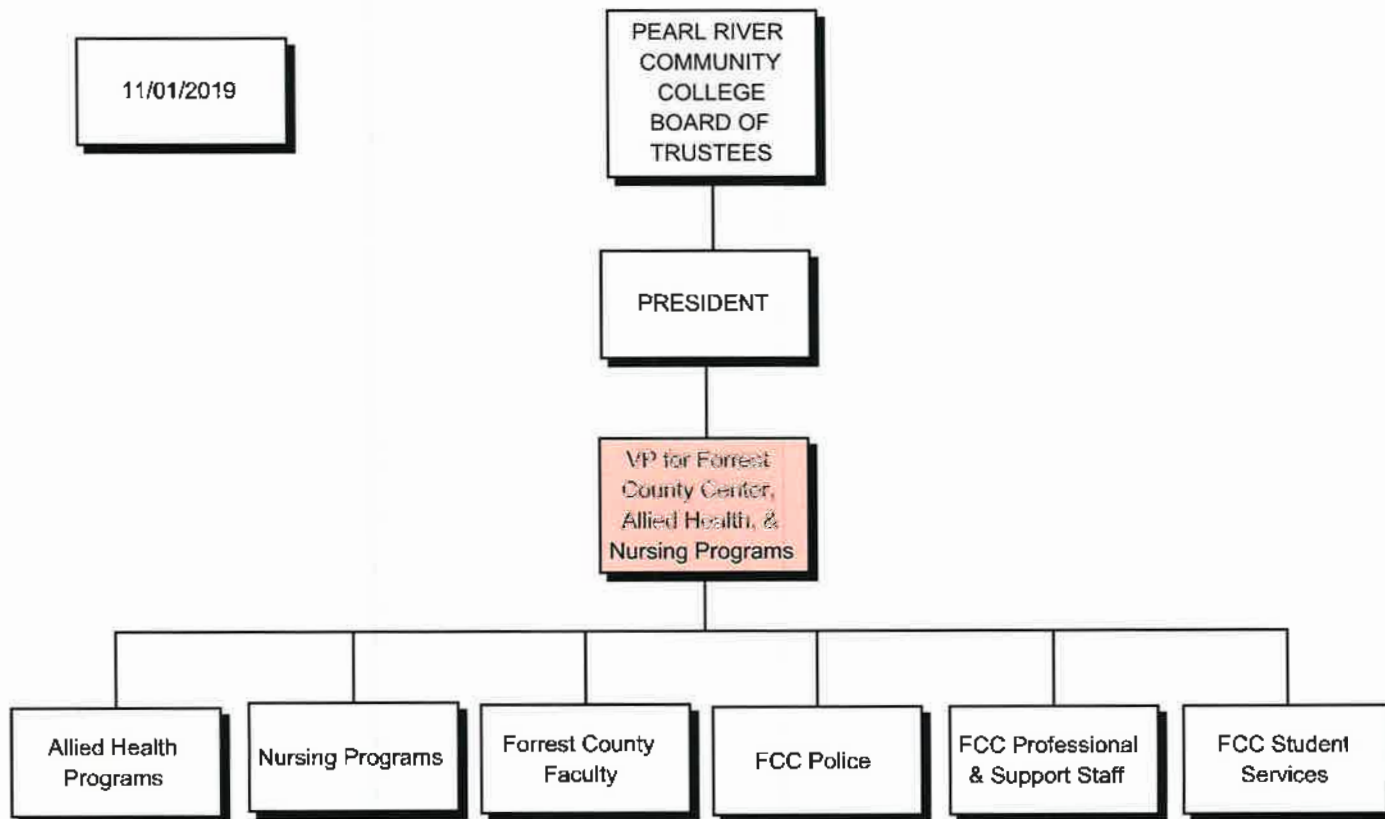
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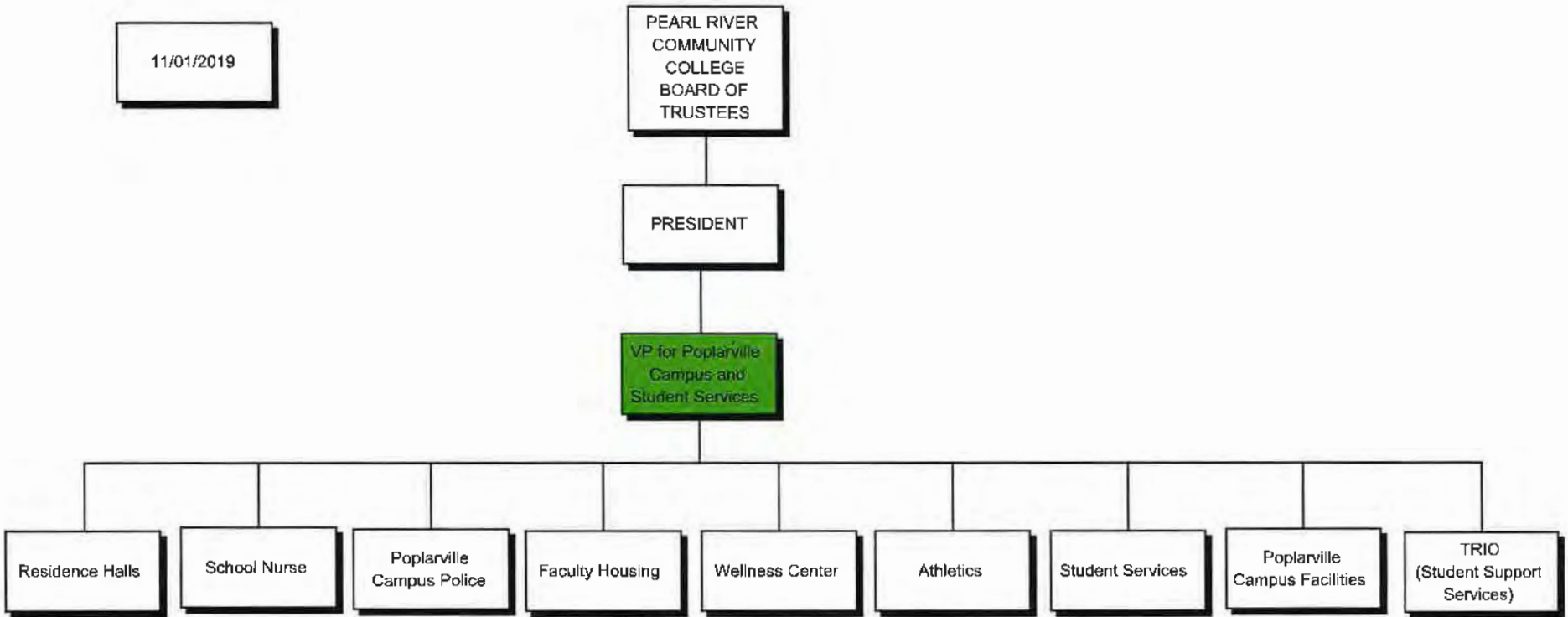
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Administrative

<u>TITLE</u>	<u>ADOPTION DATE</u>	<u>LAST REVISION</u>
Absence of Policy	June 9, 1981	October 15, 2003
Administrative Office Hours	March 14, 1978	December 7, 1993
Admission to Athletic Events	December 7, 1993	October 15, 2003
Advisory Committees/Councils	August 9, 1994	November 14, 2023
Calendar	October 11, 1977	November 12, 2014
Communicable Diseases	December 7, 1993	November 12, 2014
Complaints and Grievances (Other than Employees)	August 9, 1994	October 15, 2003
Compliance with State and Federal Laws	December 7, 1993	May 10, 2006
Computer Security	July 8, 1997	June 13, 2023
Dismissal of Board Members	January 1, 2005	January 11, 2005
Drug-Free Workplace	May 1, 1989	November 14, 2023
Emergency/Safety Plan	November 8, 1977	October 15, 2003
Employee Conflict of Interest	June 14, 2022	
Externally Funded Programs	August 8, 1995	February 15, 2013
Foundation Relations to Public Institutions	December 7, 1993	
Freedom of Expression	June 13, 2023	
Governing Regulations of the Board of Trustees	January 1, 1985	October 15, 2003 February 15, 2013
Institutional Research	December 7, 1993	
Intellectual Property	June 8, 2004	
Intercollegiate Athletics	March 5, 1996	
Media Releases	April 13, 1982	December 7, 1993
Non-Discrimination Policy	May 10, 2016	
Policy Approval	November 9, 1976	December 7, 1993
Recruiting	December 7, 1993	June 18, 2014
Safety of Records	November 8, 1994	
Sexual Misconduct	May 10, 2016	
Social Media	May 10, 1977	December 7, 1993
Solicitation	December 7, 1993	October 15, 2003

Strategic Planning	December 7, 1993	October 15, 2003
Substantive Change	May 8, 2012	June 18, 2014
Survey Administration	June 13, 2023	
Survey of College Operations	November 8, 1994	
Use of Federal Funds for Partisan Political Activity	September 9, 1997	
Use of Human Subjects in Research Projects	January 13, 2009	February 15, 2012

Absence of Policy

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 9, 1981

Revision Number: 2

Revision Date: Wednesday, October 15, 2003

Reference: Administrative

Policy:

In cases where action must be taken within the college system where the Board of Trustees has provided no guidelines for administrative action, the President will have the power to act, with the decision subject to review by the Board of Trustees at a regular meeting. It will be the duty of the President to inform the Board of Trustees promptly of such action and to determine if there is a need for a policy.

Procedure:

The President will make a decision where there are no policy guidelines for administrative action. The President will request that the Policy and Procedure Committee develop a proposed policy establishing guidelines on that particular area.

In the event that the catalogues, handbooks, and other official publications of the College contradict the adopted policies of the Board, the most recently adopted policy will supersede all other publications and rulings.

Because policy is in a continuing state of review and revision, it will be the responsibility of the various administrators and faculty members to review and revise, if necessary, all policies and procedures annually, to propose changes as they occur or are deemed necessary, and to furnish information needed for revision of publications as directed by the administrative officers at responsible sites.

A proposed policy will be approved by the Policy and Procedure Committee, the Cabinet, the President, and the Board of Trustees of the College before it becomes a policy of the College.

Administrative Office Hours

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, March 14, 1978

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Administrative

Policy:

The President will establish regular office hours for administrative offices.

Procedure:

The Administrative Offices will be open from 8:00 a.m. until 4:00 p.m., Monday through Friday. The hours of operation during the Summer Term may be adjusted through recommendation of the President and approval by the Board of Trustees.

Admission to Athletic Events

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 1

Revision Date: Wednesday, October 15, 2003

Reference: Administrative

Policy:

The Pearl River College Board of Trustees authorizes the President to issue passes for or provide for entry into athletic events.

Procedure:

The President of the College will be authorized to issue passes for or provide for entry into any athletic events to state, county, and city officials of the Pearl River College District, retired employees of Pearl River College and other benefactors for the purpose of developing good public relations for the College. These passes may be distributed to superintendents, principals, counselors, and coaches of the secondary schools in the Pearl River College District.

College identification cards will be considered passes for all athletic events at the College. These passes will be used only by the faculty or staff member, including their spouse and their school-age children.

Coaches of Pearl River College may issue invitations for athletic events to prospective players and their mother, father, or legal guardian.

Advisory Committees/Councils

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 9, 1994

Revision Number: 1

Revision Date: Tuesday, November 14, 2023

Reference: Administrative

Policy:

Advisory Committees/Councils are established for each Career Technical Program.

Procedure:

The principal purpose of advisory committees/councils is to promote greater cooperation between the College and the private sector. These committees/councils are made up mostly of private sector members who have volunteered their time, talent, and knowledge to help strengthen the quality of education provided by the College. The committees/councils will assist in the development and oversight of activities of the instructional programs of the College and/or any other activity that provides for the College to assist in economic development and related benefits to the people in the counties it serves.

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, pregnancy, or disability. For inquiries regarding the non-discrimination policy or to request accommodations, special assistance, or alternate format publications, contact Tonia Seal, Director of Admissions and Records and ADA/Civil Rights Coordinator, at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1214. For inquiries regarding Title IX, contact Alexandra Kennedy, Title IX Coordinator, at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1546.

Calendar

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, October 11, 1977

Revision Number: 3

Revision Date: Wednesday, November 12, 2014

Reference: Administrative, Student Affairs

Policy:

A calendar of scheduled activities will be maintained at Pearl River Community College.

Procedure:

A master calendar listing all scheduled activities for the College will be maintained in the Office of the Vice President for Poplarville Campus and Student Services. A calendar of activities limited to the Forrest County Campus will be maintained in the Office of the Vice President for Forrest County Campus, Allied Health, and Nursing Programs. A calendar of activities limited to the Hancock Campus will be maintained in the Office of the Vice President for Hancock Campus.

A.School Calendar

A committee composed of the Senior Vice President for Instruction/Provost, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP), Vice President for Forrest County Campus, Vice President for Hancock Campus, Director of Admissions and Records, ADA /Civil Rights Coordinator, Dean of Career and Technical Education Programs, faculty representatives, and staff representatives will develop a school calendar for the academic year for submission to the President and Board of Trustees for approval.

B.Activities Calendar

A committee composed of the Vice President for Poplarville Campus and Student Services, Vice President for Instruction/Provost, SGA representative, faculty representatives, and staff representatives will develop an activities calendar listing major scheduled activities for the academic year.

Communicable Diseases

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 2

Revision Date: Wednesday, November 12, 2014

Reference: Administrative, Student Affairs, Personnel

Policy:

The College will comply with all Federal and State Laws applicable to employees, students and job applicants with communicable diseases.

Procedure:

PRCC's decision involving persons with communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the disease to others, the symptoms, special circumstances of each person who has a communicable disease, and a careful weighing of the identified risks and available alternatives for responding to an employee or student with a communicable disease.

The purpose of this policy is to establish procedures to be followed in the event an employee/student has or contracts a communicable disease. Communicable diseases include, but not limited to, measles, influenza, viral hepatitis A (infectious Hepatitis A), viral hepatitis B (serum Hepatitis B), human immune-deficiency virus (HIV infection), AIDS, AIDS related complex (ARC), severe acute respiratory syndrome (SARS), tuberculosis, or any other common disease in accordance with information received through the Centers for Disease Control and Prevention (CDC).

The College will not discriminate against any job applicant, employee, or student based on the individual having a communicable disease. PRCC is committed to providing a working and educational environment free of health hazards to its employees and students. Employees and students shall not be denied access to the workplace or educational environment based solely on the grounds that they have a communicable disease. The College reserves the right to exclude a person with a communicable disease from the facility, programs, and functions if it is medically determined that such a restriction is necessary for the welfare of the affected person or the welfare of others within our facility, programs, and functions.

The College will make educational materials regarding communicable diseases available for students and employees.

Complaints and Grievances

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 9, 1994

Revision Number: 2

Revision Date: Wednesday, October 15, 2003

Reference: Administrative

Policy

Pearl River Community College Board of Trustees welcomes constructive criticism based on a sincere desire to improve the quality of the College.

Procedure:

The Board of Trustees will respond as outlined in the three step procedure designated below to signed complaints or grievances. Anonymous complaints, grievances, or threats to Board members or college personnel will not be answered. Complaints and grievances should be filed and resolved as close to the perceived point of origin as possible.

1. A Trustee who receives a signed complaint or grievance from a person who identifies himself should present it to the President who will refer it to the appropriate administrator. This person will investigate the complaint, grievance, or expressed concern in order to resolve the concern.
2. If the complaint, grievance, or concern cannot be resolved at the Department level, it will be referred to the next administrative level.
3. If the complaint, grievance, or concern cannot be resolved at that level, it will be reported to the President. If the President cannot resolve the complaint, grievance, or concern, it will be referred to the Grievance Committee of the Board. The Grievance Committee will prepare a recommendation for consideration by the full Board.

Compliance with State and Federal Laws

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 3

Revision Date: Wednesday, May 10, 2006

Reference: Administrative, Student Affairs

Policy:

Pearl River Community College will comply with state and federal laws

Procedure:

Equal Opportunity

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, pregnancy or disability. For inquiries regarding the non-discrimination policy or to request accommodations, special assistance, or alternate format publications, contact Tonia Seal, Director of Admissions and Records and ADA/Civil Rights Coordinator, at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1214. For inquiries regarding Title IX, contact Alexandra Kennedy, Title IX Coordinator, at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1546.

This policy applies to all aspects of admissions, enrollment, and employment, including but not limited to enrollment, recruitment, hiring, placement, rate of pay, promotion, transfer, demotion, and termination.

The College is in compliance and agreement with the provisions set forth in Title VI, Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1991.

Public Participation at Board Meetings

All regular and special meetings of the Board of Trustees will be open to the public. In order that the Board may hear the viewpoints of the citizens throughout the community college district and also conduct its business in an orderly and efficient manner, the following procedure will be in effect for members of the public wishing to make formal presentations before the Board.

1. Members of the public wishing to make formal presentations before the Board should make arrangements with the President or designee five (5) working days in advance of the board meeting so that such presentations may be scheduled on the agenda.
2. At all regular meetings, there will be up to five (5) minutes scheduled for any brief comments or questions from the public. Speakers may offer criticisms of the college's operations and programs, but during a meeting, the Board of Trustees will not hear personal complaints against any person connected with the college. Comments at special meetings of the Board can only deal with the express purpose for which the meeting was called.
3. Any person who willfully disturbs any session of the meeting will be in violation of the law, Mississippi Code Section 37-11-23.

4. Those who speak are urged to limit their remarks to a maximum of three (3) minutes. Groups will be urged to designate a spokesman.
5. The Board president will be responsible for calling on all speakers, who will identify themselves for maintaining order, and for adhering to the set time limit. Questions will be answered immediately by the Board president or referred to staff members present for reply. Those questions which require timely examination will be referred to the President of the college for consideration and later response.

Public Records

All requests to inspect and/or receive copies of "Public Records", (as defined in Senate Bill 2448 of the 1983 regular session of the Mississippi Legislature) held by the Pearl River Community College will be made in writing to the President, Pearl River Community College, clearly indicating the specific record requested and the name and address of the individual and/or organization requesting the record.

Forms for requesting access to records may be obtained from the Office of the President, Pearl River Community College.

Pearl River Community College will respond in one of the following ways:

1. The record will be made available during normal business hours.
2. A copy of the record will be submitted within fourteen working days from the date the request was received provided that any applicable charges are paid in full prior to the request being granted. Delays in receiving the required charges may result in an extension of the fourteen-day time limit.
3. A written denial will be furnished. Copies of any denials of requests will be on file for at least three years.

Computer Security

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, July 8, 1997

Revision Number: 2

Revision Date: Tuesday, June 13, 2023

Reference: Administrative

Policy:

Pearl River Community College will provide personnel with access to computers, computer systems, and computer networks. Each user must agree to the guidelines and rules prior to receiving access.

Procedure:

1. Personnel will be required to acknowledge adherence to the Computer Security Policy upon login, recognizing that they have read, understood, and agreed to abide by the procedures that have been established by Pearl River Community College.
2. Personnel utilizing the computer system and network must accept the responsibilities and obligations for ethical use that are mandated by Pearl River Community College, state government policies, and laws.
3. Use of Pearl River Community College's computer system and network will be subject to monitoring for security and management purposes. Users must be aware of this monitoring and management and agree to this practice.
4. Individual users are responsible for the security of their workstations and the data they store.
5. Users must accept responsibility for personal logins, passwords, and user IDs. These must be kept confidential. Each employee is responsible for all transactions occurring during the use of his or her login and password. Users should not share credentials with anyone, even employees or student workers.

Guidelines for Password Selection:

- DON'T use your login name in any form.
- DON'T use your first, middle, or last name in any form (backwards, scrambled, etc.).
- DON'T use your spouse's or child's name.
- DON'T use other information that can be easily obtained about you (license #, social security #, telephone make of your automobile, the name of the street you live on, your pet's name, etc.)
- DON'T use a password that contains all digits or all letters--mix numbers and letters.

- DON'T use a word contained in English or foreign language dictionaries, spelling lists, or other lists of words.
 - DON'T use a password shorter than six characters.
 - DO use a password with mixed-case alphabets, digits and/or punctuation.
 - DO use a password that is easy to remember so you won't have to write it down.
 - DO use a password that you can type quickly without having to look at the keyboard.
 - TIP: Choose a line or two from a song or poem and use the first letter of each word.
 - TIP: Alternate between one consonant and one or two vowels, up to 12 characters. This provides nonsense words which are usually pronounceable, and thus easily remembered.
 - Change your password periodically. This makes sure that an intruder who has guessed a password will eventually lose access, as well as invalidating any list of passwords they may have obtained.
6. If any user suspects that his or her login and password have been used by another person, immediately notify the Pearl River Community College Department of Information Technology. Information Technology employees will investigate the problem and decide what course to follow.
 7. The computer network system can be used for official college business only, not for personal gain or commercial purposes.
 8. Users will not attempt to modify the computer systems in any unauthorized manner.
 9. Copying of copyrighted software or other materials may be a violation of the copyright laws and is not permitted. Users who violate copyright laws are acting outside the scope of their employment and will be held personally responsible and liable for these violations. Pearl River Community College accepts no responsibility for such activities.
 10. Files that are owned by someone else should not be accessed without the owner's permission; viewing or using files belonging to someone else is an invasion of the owner's privacy. Breaking into accounts or bypassing security is not permitted.
 11. If it is determined that a user is in violation of the guidelines, he/she may be subject to restrictions, banned from use of the network, and/or disciplinary action.
 12. Access to Pearl River Community College administrative computer systems is for official use only. This includes but is not limited to BANNER, SIRSI, Canvas, Wildcat Web Online Portal and PRCC e-mail.
 13. Use of College-issued two factor authentication is required by employees to maintain optimum security for College computer systems and networks.
 14. Employees will have access to student information and other administrative systems. The

confidentiality of these records is governed by the federal Family Education Rights and Privacy Act of 1974 (aka, Buckley Amendment, FERPA). All information is confidential, and students have the right to expect that academic records are being properly supervised. Requests for disclosure of information should be directed to the appropriate college official.

15. Security infractions with an e-mail account should be reported to the Department of Information Technology immediately.
16. Employee e-mail accounts will be removed upon termination of employment with the College.
17. It is the responsibility of all e-mail account holders to abide by the Pearl River Community College Computer Security Policy.
18. E-mail is public domain. Employee email should not be utilized for private conversation.
19. No modems will be allowed in individual computers. Regular site checks will be conducted in order to assure compliance with this policy. Any user found in violation of this policy will be disconnected from the campus network.
20. Adherence to these rules and regulations is critical for computer utilization services and information security.

Dismissal of Board Members

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Saturday, January 1, 2005

Revision Number: 1

Revision Date: Tuesday, January 11, 2005

Reference: Administrative

Policy:

BOARD OF TRUSTEES RESOLUTION and POLICY FOR DISMISSAL OF BOARD MEMBERS

Dismissal of Board members for cause:

WHEREAS, Section 4 of the Governing Board in the SACSCOC Principles of Accreditation states:

The governing board has appropriate and fair processes for the dismissal of a board member.

AND, WHEREAS, members are appointed to the Pearl River Community College Board of Trustees in the following manner for the six counties within the college district:

Pearl River County: 5 board appointees from the County Board of Supervisors and the Superintendent of the county public school system;

Hancock County: 1 board appointee from the County Board of Supervisors and the Superintendent of the county public school system;

Lamar County: 1 board appointee from the County Board of Supervisors and the Superintendent of the county public school system;

Forrest County: 1 board appointee from the County Board of Supervisors and the Superintendent of the county public school system;

Jefferson Davis County: 1 board appointee from the County Board of Supervisors and the Superintendent of the county public school system;

Marion County: 1 board appointee from the County Board of Supervisors and the Superintendent of the county public school system;

AND, WHEREAS, the college is unable to find a Mississippi Statutory Code provision which addresses the removal of a college trustee;

AND, WHEREAS, the Pearl River Community College Board of Trustees has the intent to comply with Section 4 of the Governing Board of the SACSCOC Principles of Accreditation;

NOW, THEREFORE, BE IT RESOLVED that the Pearl River Community College Board of Trustees, being in a regular session on Tuesday, January 11, 2005, with a quorum present, do hereby adopt this policy for the dismissal of a board member for cause.

Procedure:

Any board member may be dismissed for any of the following reasons:

1. missing five (5) consecutive regular board meetings, either in-person or via Webex
2. is convicted of a felony
3. is convicted of two or more misdemeanors
4. other cause for which the board finds to be just cause

A Board member may be recommended for dismissal in accordance with the following due process:

- A. Filing of Complaint: A proceeding to recommend dismissal of a board member shall be commenced if:
 1. a complaint is filed against the board member with the College President or Board Chair by another board member;
 2. a complaint is filed against the board member with the College President or Board Chair by a member of the college community(employees); OR
 3. a complaint is filed against the board member with the College President or Board Chair by a member of the general public from within the service area of the college
- B. Notice of Complaint: Notice of the complaint against a board member shall be communicated to the board member against whom the complaint has been made by the Board Chair. Such notice shall be in writing and shall advise the board member of his/her opportunity to answer such complaint.
- C. Opportunity to be heard: The board member against whom a complaint has been made shall have 5 working days to notify the College President or the Board Chair of his/her desire to be heard regarding the complaint. Likewise, the complaining party shall receive notice of the fact that the board member has been advised of a date & time for such hearing. Both parties shall be held responsible for presenting facts to support their position.
- D. Appointment of Board Committee: Upon receiving a written complaint which has been made in accordance with Section "A" above, and upon receiving a notice of the desire to be heard, the Board Chair shall appoint a Board Committee of no less than 5 members and no more than 7 members to hear the issues regarding the complaint.
- E. Committee Recommendation: When the board committee has heard the evidence regarding the complaint, that body shall render a report and recommendation, based upon its finding of facts, to the full Board of Trustees.
- F. Board of Trustees Decision: When the report and recommendation of the committee has been heard regarding the complaint, the board shall deliberate and discuss the issues and render a decision regarding whether the board member shall be recommended for dismissal from the Board. At the discretion of the

Board, a brief (10 minutes) statement may be made to the full Board by the board member against whom a charge has been made.

A decision to recommend dismissal shall be made only by a two thirds vote of the full board. The decision of the Board to recommend dismissal shall be communicated to the body responsible for appointment of the board member.

- G. Subject to Statutory Laws of Mississippi: This policy shall be subject to the laws of the State of Mississippi, and any provision of this policy that is found to be in violation of said state law shall be null and void.

Drug-Free Workplace

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Monday, May 1, 1989

Revision Number: 4

Revision Date: Tuesday, November 14, 2023

Reference: Administrative, Personnel

Policy:

The College will adhere to the Drug-Free Workplace Act of 1988, as revised by the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226).

Procedure:

The College is required to notify all employees that the unlawful manufacture, distribution, dispersion, possession or use of a controlled substance as defined by law is prohibited in the workplace.

The legalization of marijuana under state law does not change the College's policy or its obligations under federal law as a federal contractor and recipient of federal funds. The manufacture, possession, use, distribution, sale, or purchase of marijuana is prohibited on Pearl River Community College premises and constitutes a violation of this policy. This includes marijuana prescribed under the State of Mississippi's Medical Marijuana Law. Working under the influence of marijuana is likewise prohibited and violates this policy.

Duties and Responsibilities of the College

Through published and circulated statements, the College notifies employees that compliance with this policy is a condition of employment and unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and action will be taken against employees for violation of such provision. The College also certifies that it will continue to make a good faith effort to continue to maintain a drug free workplace.

Duties and Responsibilities of the Employee

Each employee of Pearl River Community College must sign a statement acknowledging that the employee received a copy of the College's Drug-Free Workplace Policy and is aware of the actions that will be taken against the employee for violation of the stated policy.

Each employee is herein notified that as a condition of employment with Pearl River Community College, he or she will abide by the terms of the policy statement and will notify his or her administrator, as well as the personnel office, of any criminal drug statute arrest or conviction for a violation occurring in the workplace within 24 hours after such arrest or conviction.

Federal Enforcement Regulations

If an employee directly involved with a federal Grant Program is convicted of any criminal drug statute violation occurring in the workplace, Pearl River Community College will notify the granting agency within ten (10) days after receiving notice of such conviction. Within thirty (30) days of receiving notice, with respect to any employee involved with a

Federal Grant Program who is convicted of a drug statute violation occurring in the workplace, Pearl River Community College will take appropriate personnel action against such an employee up to and including termination.

Penalty

Anyone who violates this policy is subject to termination, suspension, non-renewal of contract, arrest, and/or removal from college premises.

Emergency/Safety Plan

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 8, 1977

Revision Number: 2

Revision Date: Wednesday, October 15, 2003

Reference: Administrative, Student Affairs

Policy:

Pearl River Community College is concerned about the safety of all students, faculty and staff. In order to address this concern, an [emergency/safety plan](#) has been developed.

Procedure:

Necessary Procedures for the [emergency/safety plan](#) will be printed and posted so that all students, faculty, and staff will be knowledgeable of proper safety precautions.

Employee Conflict of Interest

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 14, 2022

Reference: Administrative

Policy:

Pearl River Community College employees have a legal and ethical responsibility to maintain compliance with laws regarding employee conflicts of interest. Guidelines are given to determine when a conflict of interest may exist, along with avenues for additional information, and the consequences of violating state ethics laws.

Procedure:

Pearl River Community College employees have a legal and ethical responsibility to maintain College and personal compliance with State ethics and other laws regarding employee conflicts of interest.

Under State ethics law, it is a breach of ethical standards (wrong) for an employee to use his position at the College to obtain any sort of financial gain for himself or a family member other than the employee's compensation. A conflict of interest would include, but is not limited to an employee's participation directly or indirectly in procurement when:

- (a) The employee or any immediate member of the employee's family has a financial interest pertaining to the procurement;
- (b) A business organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement;
- (c) Any other person, business, or organization is involved in the procurement with which an employee or any member of an employee's immediate family is negotiating or has an arrangement concerning prospective employment.

Under some circumstances, an employee's spouse may benefit from a contract with the College if the employee does not have direct or indirect control over the contract.

For further information, please consult the Mississippi Code of 1972, Annotated, Sections 25-4- 101 et seq., and Section 1200 of the Policies and Bylaws of the Board of Trustees for Institutions of Higher Learning. To assure compliance, a link to the Pearl River Community College Conflict of Interest Policy has been added to all College payment documents, as well as the purchase requisition (PR) and purchase order (PO). If you are involved in authorizing a request for, or setting up a vendor, processing a PR or PO, or submitting a HR form or a Request for Payment form, consider whether a conflict of interest might exist. If you are in doubt, please contact Procurement Services, Human Resources, Internal Audit, or the General Counsel's office for clarification.

Do not hesitate to ask for additional information or a ruling if there is any doubt regarding the relationship of an employee or an employee's family member to the payee or payment recipient. At times it may seem logical or even make good business sense to allow for a compromise to this policy; but even a procurement that seems to serve the College's interest may nevertheless be illegal. If a transaction violates state ethics laws, full restitution of all funds involved may be required, and an employee who violates state ethics laws may also be subject to disciplinary action, up to and including termination, as well as criminal prosecution by the State of Mississippi.

Externally Funded Programs

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 8, 1995

Revision Number: 4

Revision Date: Friday, February 15, 2013

Reference: Administrative

Policy:

Externally funded grants and contracts are accepted by the College when they conform to the stated purposes of the College, provide an appropriate balance between the externally funded program activity and instruction, and are institutionally controlled.

Procedure:

Externally funded program participants (faculty/professional staff) have the freedom to investigate and report results.

The College solicits and accepts external funds for the purpose of providing supplement to the College's regular operating budget for service, development, and institutional research opportunities.

Externally funded grants and contract programs must meet all federal and state mandates and laws.

Externally funded grant proposals and contract requests for funding must be approved by the administrator(s) of the division(s) under which program activities will occur, Vice President for Enrollment Management and Business Services, Vice President for Planning and Institutional Research, other appropriate Vice Presidents, and the President.

The President's Office is the official external funding clearing house and resource for the College. The Office acts as the liaison between external agencies, the program, and the College.

All requests to pursue funding, internal approvals, notification/declination of funding and agency correspondence are processed by the President's Office. Program records, reports, and/or audit documents are processed, forwarded, and maintained in the Office of the Vice President for Enrollment Management and Business Services and the Office of Planning and Institutional Research. Appropriate and timely reports are submitted to the Board of Trustees, President, and the Vice President for Planning and Institutional Research.

All federal programs, multi-disciplinary projects, and cooperative programs with other educational institutions or private sector entities are coordinated and administered by the Office of the President.

Release Time

The College's usual manner of providing for faculty involvement in research, institutes, or projects is in terms of release time from other faculty obligations. Faculty members or administrators arrange release time with their department chair and appropriate Vice President, with the final approval by the President for an appropriate amount of time commensurate with the level of effort required for successful completion of the proposed research project or sponsored program.

1. Time and Effort Release Time amounts are arranged and agreed upon in advance by formal form submitted and/or contract.
2. Time and Effort or Release Time/Percentage of Time Sheets are maintained on a monthly basis and are on file in the program office and submitted to the Vice President for Enrollment Management and Business Services.

The College allows faculty or administrators, upon approval by the appropriate Vice President, to be compensated for the summer or sponsored research or program provided such compensation is within the guidelines of the funding agency and upon approval of the Vice President for Enrollment Management and Business Services and the College President.

Patent and Copyright

The College does not actively pursue invention or publication. The Board, therefore, affirms the principle that research or creation conducted by the institution or its personnel under its supervision is dedicated to the furtherance of learning and knowledge and to the public welfare. However, the Board of Trustees considers that, since the institution under its control is a publicly supported college, the obligation of the institution is to the public. Consequently, in order to protect the interest of individuals, the equity and/or benefits earned through the support of research or programs by public funds and the public welfare, the Board hereby authorizes the institution to participate in such equity or benefits. The Board further requires all employees to disclose their invention or creation to the Office of the President as soon as possible after the creation or invention has been reduced to practice. It is also the Board of Trustees intent to protect the individual as well as the public.

Human Subjects Protection and Animal Care

The President will convene the Institutional Review Board, if needed, to ensure that adequate safeguards are established to protect any individual or animal which may be at risk as a consequence of participation as a subject in research, development, demonstration, or other program activities. The Vice President for Planning and Institutional Research will serve as the Chair of the Institutional Review Board which will ensure that proposals submitted for federal funds are in compliance with the federal policy regarding the protection of human subjects. All investigations, experiments, or demonstrations involving human subjects, regardless of the source of funds, must have approval from this committee BEFORE the activity is undertaken.

Records and Fiscal Compliance

Externally funded programs and activities must comply with federal, state, and institutional accounting rules and practices. All funds of externally funded programs are maintained in a separate restricted account and are subject to state and federal audit on an annual basis. Agencies are granted access to records of their agency's funded programs upon request unless otherwise stipulated in the official funded proposal. Externally funded grants and contracts program and fiscal records are maintained for at least five years after funding secession. Records of projects that are closing are submitted to the Office of the Vice President for Enrollment Management and Business Services for archiving. Fiscal records are maintained by the Office of the Vice President for Enrollment Management and Business Services.

Indirect Costs are those College expenses associated with the conduct of its sponsored programs which by their accounting nature cannot be readily associated with a direct line item cost on a project by project basis. These costs do not differ from direct costs as real expenses to the College. It is not the practice of the College to negotiate for a rate for indirect costs. The College uses the fixed rate amount of ten (10) percent of direct costs or the agency mandated rate limit. The College allocates recovered funds to the College's general fund.

Freedom of Expression

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 13, 2023

Reference: Administrative

Policy:

Pearl River Community College recognizes the right for freedom of speech and peaceful assembly for students, faculty, staff, and community. The College supports such rights, so long as such activities do not interfere with the daily activities on campus. Pearl River Community College recognizes its duty to provide a conducive and safe learning environment for its students, faculty, and staff.

Procedure:

1. Students, faculty, and staff have the right to express free speech in common areas and sidewalks on campus, so long as such expression does not interfere with the daily activities of the campus, including traffic by foot or vehicle.
2. Non-affiliated speakers and requests for peaceful demonstrations must apply for approval through the office of the appropriate Campus Vice President. Such requests for demonstrations may be approved with restrictions to time, place, and manner. Any request for non-affiliated speakers and/or demonstrations must be made at least 48 hours prior to the requested time and date.
3. Any disruption to campus daily activities will not be permitted. Any incitement of violence or lawlessness, including the disruption of classes or scheduled events will not be tolerated, and will be considered disruptive behavior. Such actions will be subject to college policies and procedures regarding specific violations.
4. Guidelines for peaceful assembly and free speech:
 - A. Groups or individuals cannot attract a crowd larger than can be safely accommodated in an approved area
 - B. Groups or individuals cannot impede foot or vehicular traffic on campus
 - C. Groups or individuals cannot disrupt the daily activities inside or outside buildings on campus, but not limited to, classroom instruction.
 - D. Groups or individuals cannot block entrances and exits to buildings
 - E. Groups or individuals cannot represent any type of threat to Public Safety, subject to the discretion of the Director of Public Safety and the Campus Vice President
 - F. Groups or individuals cannot use noise amplifiers
 - G. Any use of campus property (land/areas) is temporary, restricted by time, place, and manner guidelines
 - H. Groups or individuals cannot affix any signage to any temporary or fixed structure, nor can signs or flags be planted or placed in the ground or anywhere extending beyond the control of the individual.
 - I. Groups or individuals cannot alter or deface any building, sidewalk, or structure on campus in any manner
 - J. Groups or individuals cannot utilize any props that may be deemed a safety hazard for the campus
5. Pearl River Community College reserves the right to deny approval for requests, based on the following:
 - A. The Campus Vice President, along with the Director for Public Safety and Campus Police, has reasonable basis to determine the speaker, based on previous events or otherwise, poses a threat to

disrupt learning on campus, poses a threat for the safety of students, faculty, and staff, or poses an imminent threat to incite violence or lawlessness on campus.

B. The Campus Vice President, along with the Director of Public Safety and Campus Police, has reasonable basis to conclude that the assembly or demonstration poses a safety threat to those in attendance.

6. Any violation of the Freedom of Expression Policy is prohibited and will result in immediate stoppage of assembly, and appropriate steps will be taken to return the campus to a peaceful and safe environment.

Foundation Relations to Public Institutions

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Reference: Administrative

Policy:

Pearl River Community College will abide by all state and federal regulations pertaining to tax-exempt educational foundations.

Procedure:

The Pearl River Community College Development Foundation Inc. is a separate tax-exempt non-profit 501 (c) (3) corporation governed by its own board of directors. An annual audit is conducted by an independent accounting firm in accordance with generally accepted auditing standards.

The Development Foundation is a clearing house for all private funds to Pearl River Community College and is responsible for coordinating all fundraising endeavors and solicitation efforts whether through written, personal, or telephone contact.

Contributions to the Foundation may be made of gifts such as cash or securities, gifts in trust with reservation of income to donors, or a transfer of property (such as real estate). The private sector gifts might also include matching gifts, insurance policies, and gifts-in-kind. Gifts are tax deductible as provided by law.

Donations can be made to the Foundation as either unrestricted or restricted. Unrestricted donations are used to fund priority goals on campus while restricted donations are used as designated by the donor(s). A donation for a scholarship can be given out on a current basis, referred to as an "in/out scholarship", or it can be used to fund an endowed scholarship with a minimum principal of \$10,000 contributed either by the accumulation of \$1,000 per year minimum or the entire balance initially. Gift levels are determined by the amount of donations and range from \$10-\$10,000+.

Unrestricted donations are used to fund priority goals on campus as recommended by the Pearl River Community College Administration and approved by the Pearl River Development Foundation Board of Directors as follows:

- Student Scholarships
- Teaching Enhancement Grants
- Student Loan Program
- Faculty/Staff Excellence Awards
- General Endowment Fund

At the time a donation is received, a receipt is printed and mailed with an acknowledgment letter to the donor. Purchases are made through a purchase order/withdrawal form system and checks are issued with two authorizing signatures. Deposits are made daily and all monies are placed in interest bearing accounts.

All donations whether cash, securities, property, equipment, deferred gifts, and/or gifts-in-kind should be accepted through the Pearl River Community College Development Foundation, Inc.

Governing Regulations of the Board of Trustees

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, January 1, 1985

Revision Number: 4

Revision Date: Wednesday, October 15, 2003

Reference: Administrative

Policy:

The Board of Trustees of Pearl River Community College will be organized and governed according to State Law, Chapter 29, Section 37-29-1 through Section 37-29-275, Mississippi Code of 1972 as amended.

Procedure:

The following items I through VII are the governing regulations as established and confirmed by the local Board of Trustees for maintaining order and conducting the business of the Board.

- I. Source of Authority(State Law)
Chapter 29, Section 37-29-1 through Section 37-29-275, Mississippi Code of 1972, as amended.
- I. Organization of the Board
 - A. Principles of Organization
 1. The members of the Board of Trustees are individuals only. They have legal authority only when the Board is in formal session and when a quorum is present.
 2. The control over the College by the Board of Trustees is not by individual members but through the majority votes of the Board whereby rules, regulations, policies and other pertinent matters are adopted when the Board is in lawful session.
 - B. Membership
 1. The membership of the Board of Trustees is sixteen (16): six (6) from the home site county of Pearl River and two (2) from each of the other five counties of Forrest, Hancock, Jefferson Davis, Lamar and Marion.
 2. The Superintendent of Education of each county is a member of the Board by virtue of said office according to State statute unless he chooses not to serve as provided in SS 37-29-65, subsection (2). Such decision not to serve will be in writing and entered on the minutes.
 3. Each member other than the county superintendents of education will be appointed by the Board of Supervisors of the county for a period of five (5) years. The appointments are staggered so there are two (2) appointments each year.

C. Officers

Officers of the Board will be Chairperson, Vice-Chairperson and Secretary, who will be elected from the Board of Trustees by its membership. The Secretary will (by custom) be the Superintendent of Education from Pearl River County. The terms of the office of Chairperson and Vice-Chairperson will be for a period of two (2) years; however, they will be eligible for re-election by the Board. The secretary will be elected for a period of four (4) years. The elections will be held at the first regular meeting of each even numbered year. The President of the College will be the Executive Officer of the Board, and he/she will serve on appointment by, and at the pleasure of, the Board. If, for any reason, the Chairperson is unable to serve his/her full term, the Vice-Chairperson will become the Chairperson and a new vice-chairperson will be elected by the Board by a majority vote. If, for any reason, the Vice-Chairperson is unable to serve his/her full term, a new vice-chairperson will be elected by the Board by a majority vote.

D. Meetings

1. The Board will meet monthly on the second Tuesday of each month at 1:00 p.m. in the West Dining Room of Crosby Hall and on such other dates and at such other places as fixed by the Chairperson.
2. All meetings will be open to the public except when the Board is in executive session, which will require a majority vote of the members of the Board present.
3. Nine (9) members will constitute a quorum for any meeting. However, the election or discharge of the President of the College will require a majority vote of the entire Board.
4. When necessary, a called special meeting of the Board will be made by the Chairperson, or a called special meeting will be scheduled when requested in writing by at least nine (9) members of the Board. The special meeting will be held within five (5) days after the request has been received by the Chairperson.

E. Committees

1. Appointment
 - a. The Board may establish such standing committees and such ad hoc committees as it deems necessary to secure, promote and protect the institution's welfare.
 - b. The Chairperson will appoint the members of all committees.
2. Ad Hoc Committees
 - a. All ad hoc committees will terminate upon the completion of their mission.
3. Standing Committees
 - a. In order to facilitate the business conducted by the Board, a Building and Grounds Committee will be appointed. The Building Committee will be composed of six (6) members appointed by the Chairperson of the Board of Trustees.

- b. The other standing committee will be the Budget and Personnel Committee. It will be composed of ten (10) members appointed by the Chairperson of the Board of Trustees.
- 4. Limitation of Authority of Committees
 - a. If the Board in meeting authorizes a committee to act on a matter referred to it, the Chairperson of the committee will report to the full Board at its next regular meeting advising it of the action taken.
 - b. This committee action will be reported as a recommendation for consideration and action by the Board.
- 5. President
 - a. The President of the College will serve ex officio without voting privileges on all committees.
 - b. The President will, in cooperation with the committee Chairperson, notify all committee members of the time and place of all meetings.

F. Per Diem

- 6. Each community college trustee may be paid out of community college funds a per diem of the amount allowed by State law (currently forty dollars, \$40.00) per meeting of said board and, in addition, the sum of fifty cents (50¢) per mile in coming to and returning from said meeting, calculated upon the customary and normally traveled route from the home of such trustee to the campus of the community college.
- 7. Such allowance of per diem and mileage will not, however, be allowed for more than the number of meetings allowed by state law for any fiscal year and will only be paid for meetings actually attended by such trustees.

III. Duties and Powers of the Officers of the Board of Trustees

A. The Chairperson of the Board will

- 1. preside at all meetings of the Board;
- 2. appoint special committees as authorized by the Board unless members of such committees are specifically named in the motion authorizing such committees;
- 3. vote on all matters he/she desires;
- 4. sign all necessary legal instruments approved by the Board, when not delegated to the President, including minutes of the meeting; an
- 5. call special meetings of the Board.

B. The Vice-Chairperson of the Board will

1. preside in the absence of the Chairperson and have all of the executive powers of the Chairperson when serving in the absence of the Chairperson, and
2. in regular session when the Chairperson is present, participate as a regular board member.

C. The Secretary of the Board will

1. preside in the absence of the Chairperson and Vice-Chairperson with full authority to conduct regular scheduled meetings;
2. be responsible for maintaining an accurate record of the minutes of the Board;
3. prepare any required reports; and
4. sign necessary legal documents and papers which have been approved by the Board of Trustees.

D. Order of Business

- | | |
|--------------------------|------------------------------------|
| 1. Call to Order | 7. New Business |
| 2. Invocation | 8. Approval of Financial Documents |
| 3. Pledge of Allegiance | 9. Public Participation |
| 4. Approval of Minutes | 10. Executive Session |
| 5. Agenda of the Meeting | 11. Adjournment |
| 6. Unfinished Business | |

IV. General Policies

- A. The chief function of the Board of Trustees will be that of adopting policies governing the College. These policies will be carefully defined and recorded in the official Policy and Procedure Manual, which will be maintained by, and filed in, the President's Office and will be available on the College website.
- B. All business transacted and decisions made by this Board of Trustees will be a matter of public record.
- C. The majority action of the Board on a given issue will become the policy of the entire Board until such time as the question is again raised at a board meeting for further consideration and changed by a majority vote.
- D. Issues where decisions cannot be immediately reached may be postponed by a majority vote of the Board or referred to a committee for consideration and recommendations.

V. The Responsibility and Authority of the Board of Trustees in Delegating Authority

- A. The Board delegates to the President the responsibility to inform the Board members of matters regarding the College at regular scheduled meetings through written reports relative to finances, facilities and instructional work of the College.
- B. The Board delegates to the President and the Chief Financial Officer the responsibility of preparing the annual budget and presenting it to the Board for approval at the regularly scheduled meeting in June of each fiscal year.
- C. The Board delegates to the President, as general manager of the fiscal and administrative affairs of the college, the responsibility of recommending professional personnel to the Board for employment appointment or dismissal but retains the responsibility of either accepting or rejecting the recommendations of the President. The Board delegates full authority to the President to select, direct and discharge any and all support staff employees.
- D. The Board will vote on questions of policy to be considered as recommended by the President of the College.
- E. The Board will vote on the recommendation of the President in all matters of policy concerning appointment or dismissal of instructors, salary schedules, instructors or pupil personnel regulations and curriculum, and the Board will approve annually a salary schedule for all instructors.

VI. President of Pearl River Community College..... Selection and Definition of Authority and Responsibility

The President will be the authorized representative of the College, having duties and authorities as provided by Mississippi State laws and those delegated duties and authorities as specified by the Board of Trustees.

- A. The election of the President of the College will be in accordance with the laws of the State of Mississippi through the Board selection process by the rules and regulations made thereunder by the Board, incorporated into the contract authorized by the Board of Trustees, said contract not to exceed four years as set by State law.
- B. Duties of the President of the College are:
 - 1. the President will serve as the Chief Executive Officer of the College with authority to manage and direct all affairs of the College under policies and regulations established by the Board of Trustees and Mississippi State laws governing community colleges;
 - 2. the President will furnish creative leadership to the Board of Trustees and all employees of the College;
 - 3. the President will administer and enforce all adopted policies and regulations of the College;
 - 4. the President will recommend all professional personnel to the Board for appointment or dismissal for final approval of same by the Board; the President will have full authority to

select, direct and discharge any and all support staff employees, and said authority will be in accordance with the State law and in accord to budget allocation; the President will annually present a list of all professional employees that are recommended for re-employment for each fiscal year at the regular June Board meeting; and, the President will present a salary schedule (within the annual budget) at the regular June Board meeting to correspond with the list of all fiscal year re-employment recommendations;

5. the President will maintain safety and proper care and use of all school property, so far as the means at his disposal will permit;
6. the President will attend all Board meetings;
7. the President will develop an agenda for regular Board meetings on the advice and counsel of the Chairperson of the Board;
8. the President will handle, through channels, the transportation facilities of the College;
9. the President and the Chief Financial Officer will prepare the annual budget for the approval and adoption by the Board of Trustees at the regularly scheduled meeting in June of each fiscal year;
10. the President will prepare, with the counsel of the appropriate Vice President(s), a report on the program studies, curricula, and courses of study for the Board's consideration;
11. the President will direct the admission and classification of students in conformity to accreditation requirements;
12. the President will act as purchasing agent for the Board of Trustees purchasing supplies, materials and services authorized by the annual budget in accordance with State laws and adopted policies of the Board or have his designated representatives to do so; and
13. the President will notify the Chancery Clerk of each county of the expiration of the terms of Board members.
14. the President will have administrative oversight for the athletic program.
15. the President has ultimate responsibility for the College's fund-raising activities.

VII. Amendments

This policy governing regulations, as well as individual policies, may be amended at any regular meeting by three-fourths vote of the entire Board, provided the notice of the proposed changes has been given at the last meeting and made a part of the minutes of said meeting, or provided that a written notice of the proposed changes has been provided to each board member through the Office of the President of the College at least ten (10) days before said meeting.

Institutional Research

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 3

Revision Date: Friday, February 15, 2013

Reference: Administrative

Policy:

Pearl River Community College may conduct or participate in research for institutional effectiveness.

Procedure:

Institutional research is for establishment or improvement of instructional programs or college services for the students or the college community. The Office of Planning and Institutional Research will coordinate research activities with appropriate college committees and personnel. For purposes of research projects which involve human subjects, investigators are to follow the procedure discussed in the Use of Human Subjects in Research Projects policy. Other projects are subject to policies governed by other areas of the College.

Intellectual Property

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 8, 2004

Reference: Administrative

Policy:

Pearl River Community College has rights to intellectual property created at College expense.

Procedure:

Pearl River Community College reserves rights of ownership of all intellectual property including, but not limited to, curricular materials, books, web pages, electronic publications, and programs written or otherwise created by a student, instructor, or staff member while using College materials or equipment and while working during time that is compensated by the College.

Intercollegiate Athletics

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, March 5, 1996

Reference: Administrative

Policy:

Pearl River Community College complies with accepted National Junior/Community Colleges Athletic Association and Mississippi Association of Community/Junior Colleges rules and regulations pertaining to ethical behavior relative to all phases of recruitment and participation of athletes.

Procedure:

Deliberate violation of any law, regulation, rule, by-law, policy or constitutional provision of the State of Mississippi, the Board of Trustees, the NJCAA or MACJC or any other governing authority may result in suspension without pay and/or termination of contract. In addition, Pearl River Community College specifically reserves the right to assign, transfer, reassign, or otherwise change the contractual terms for assigned athletic personnel.

Media Releases

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, April 13, 1982

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Administrative, Educational Programs

Policy:

The Director of Marketing and Recruitment has the responsibility to review and approve all college media releases and college publications of print and non-print items.

Procedure:

The Director of Marketing and Recruitment under the guidelines set by the President is the College representative responsible for all media releases of the College of a print and non-print nature. College employees and students should notify the Director of Marketing and Recruitment of any newsworthy information for release to the news media by submitting the [Communications and Marketing Request](#).

Non-Discrimination Policy

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 2016

Reference: Administrative

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, pregnancy, or disability. For inquiries regarding the non-discrimination policy or to request accommodations, special assistance, or alternate format publications, contact Tonia Seal, Director of Admissions and Records and ADA/Civil Rights Coordinator at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1214. For inquiries regarding Title IX, contact Alexandra Kennedy, Title IX Coordinator, at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1546.

Policy Approval

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 9, 1976

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Administrative

Policy:

All policies will be presented to the Board of Trustees for approval.

Procedure:

1. All policies will be recommended to the Board of Trustees by the President of the College.
2. The Policy and Procedure Committee will develop policy and procedure and present policy and procedure items to the President and the Cabinet for approval. The President will submit all new and revised policy items to the Board of Trustees for approval.
3. Appropriate procedure and effective date to implement each approved policy will be developed within three months after official adoption of said policy.
4. Copies of all officially approved policies and procedures will be placed in the Policy and Procedure Manual and made available to all faculty and staff.

Recruiting

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 2

Revision Date: Wednesday, June 18, 2014

Reference: Administrative, Educational Programs

Policy:

Pearl River Community College will enforce and abide by the Mississippi Community College Board handbook in regard to recruiting.

Procedure:

Pearl River Community College does not invite participation from outside of this community college district in activities that would serve the purpose of recruitment. Pearl River Community College personnel will not contact groups or individuals from outside the College's respective district for the purpose of influencing students to attend this college. With the exception of athletics, the College is directed as follows:

1. Pearl River Community College will not conduct or participate in recruitment events or other activities in another community/junior college district. This includes recruiting by mail. In reference to mail, the College has the right to reply to any request from prospective students when they request information by mail. However, Pearl River Community College will not acquire mailing lists for students outside our recruiting district for general mass mailing or other means of solicitation.
2. Only invitations issued for regional or statewide career fairs, health fairs, or related activities associated with and/or sponsored by the university system and/or agencies of the state may be accepted. Invitations will not be accepted for out-of-district high school visits, band performances, performing groups, athletic events, or any other such activity that is not sponsored by the Mississippi Community College Board. Exceptions for these types of recruiting activities, and regional/statewide events must have the written approval of the president in whose district the event or activity is to occur. Appeals of this policy are made directly to the Executive Director of the Mississippi Community College Board (MCCB) and from the Executive Director to the executive committee of the MCCB; and from that appeal level to the MCCB 15-member presidential body. The decision of that body shall be final.

Safety of Records

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 8, 1994

Reference: Administrative

Policy:

Pearl River Community College will insure the safety of administrative and student records.

Procedure:

Student records prior to 1981 are on microfilm and are stored locally in a fireproof safe. Student records starting in 1981 to the present are stored in administrative system and the following steps are used to backup these records.

Backups of the enterprise systems which includes both student records as well as administrative records are performed nightly and stored across both on-premises appliances as well as a cloud storage vault that provides a secured unified platform for data resilience.

Social Media

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 2016

Reference: Administrative

Policy:

The Director of Marketing and Recruitment or other individual(s) designated by the President shall review and approve all social media sites.

Procedure:

Pearl River Community College (PRCC) maintains a presence through some of the most popular social media networks and other online services such as, but not limited to, Facebook, Twitter, Instagram, Pinterest, Flickr, LinkedIn and YouTube. Social media platforms may be created to inform and connect PRCC students and employees with the sites and other online communities. Questions or complaints regarding PRCC Social Media can be directed to media@prcc.edu.

Should an employee or a student group want to create and maintain a social media network that will be affiliated with the College, the Marketing and Recruitment Department should be notified. The Marketing and Recruitment Department may be reached by e-mail at media@prcc.edu or by phone at 601-403-1000. The College does not take responsibility for pages developed by others. Pages representing PRCC inactive after one year are subject to removal from the prospective social media network by the Marketing and Recruitment Department. Disclaimer: While PRCC welcomes all responses, comments will be monitored and may be deleted if the comments contain profanity, hate speech, spam, advertisements or political speech/endorsements.

Persons contributing to the Pearl River Community College sites will follow the established employee and student guidelines located in the [PRCC Faculty Handbook](#) and the [PRCC Student Handbook](#). The Pearl River Community College-affiliated pages or sites oversight is the responsibility of the Marketing and Recruitment Department. The Marketing and Recruitment Department periodically reviews pages to ensure that the College policies are followed and that pages are being produced in accordance with the best interest of the College.

The Marketing and Recruitment Department is the primary administrator for the College's main pages on the official social media sites. If an employee wants to contribute information or to make a suggestion for the College's pages, he/she should contact the Director of Marketing and Recruitment. It is further understood that each PRCC office will have their own internal approval processes to adhere to the guidelines enumerated in the [PRCC Faculty Handbook](#) and the [PRCC Student Handbook](#). Employees and students are cautioned that they should have no expectation of privacy while using college equipment or facilities for any purpose, including blogging, commenting or posting on social media.

Solicitation

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 1977

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Administrative

Policy:

Pearl River Community College will restrict and regulate all commercial activities on college property.

Procedure:

Agents, solicitors, or salespersons will not interfere with the instructional programs at Pearl River Community College. All contacts by the above must be made with the appropriate Campus Vice President or designee with permission being given by this office before solicitation will be permitted.

The name of Pearl River Community College will not be used for commercial or promotional purposes without approval of the President of this institution.

No person will be allowed to interview students on any Pearl River Community College campus or center except with the approval of the appropriate Campus Vice President.

Strategic Planning

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 3

Revision Date: Wednesday, October 15, 2003

Reference: Administrative

Policy:

Pearl River Community College will utilize an institutional Strategic Plan as a general process to develop and maintain college goals, purpose, and direction.

Procedure:

This ongoing plan which provides the structure to assess institutional effectiveness is reviewed at least annually and revised as needed. The process used in its development is institution-wide and based on research, planning, and evaluation. The results of this plan are demonstrated by continuous improvements being made college-wide and by accomplishing the mission of the College.

The Strategic Plan committee structure is as follows:

Section I

The President's Cabinet is chaired by the President. Its members are the Senior Vice President for Instruction/Provost, Vice President for Planning and Institutional Research/Dean or Honors Institute (Poplarville), Vice President for Hancock Campus, Vice President for Forrest County Campus, Allied Health and Nursing Programs, Vice President for Poplarville Campus and Student Services, Executive Director of Development Foundation/Alumni Services, Vice President for Enrollment Management and Business Services, Executive Director of Facility Planning and Capital Projects, and Chief Information Officer.

Section II

Planning and Effectiveness Committee is chaired by the Vice President for Planning and Institutional Research/Dean of the Dr William Lewis Honors Institute (POP). Its members are the Director of Institutional Research/Director of Professional and Community Development, Vice President for Hancock Campus, faculty representatives, and others as appointed by the President.

Section III

Policy and Procedure Committee is chaired by the Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP). Its members are the Vice President for Forrest County Campus, Vice President for Enrollment Management and Business Services, Dean of Career and Technical Education Programs, the Student Government Association President, faculty representatives, staff members, and others as appointed by the President.

Section IV

Fiscal Management Committee is chaired by the Vice President for Enrollment Management and Business Services. Its members are the President, Vice President for Forrest County Campus, Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP), and Senior Vice President for Instruction/Provost.

Section V

Instructional Council is chaired by the Senior Vice President for Instruction/Provost. Its members are the Vice President for Forrest County Campus, Dean of Career and Technical Education Program, Director of College Libraries, Director of Nursing Education, faculty representatives, and others as appointed by the President.

Section VI

Professional Development Committee is chaired by the Director of Institutional Research/Director of Professional and Community Development. Its members are the Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP), Vice President for Hancock Campus, faculty representatives, staff members, and others as appointed by the President.

Section VII

Student Services Committee is chaired by the Vice President for Poplarville Campus and Student Services. Its members are the Vice President for Hancock Campus, Vice President for Enrollment Management and Business Services, Director of Financial Aid, faculty representative(s), and others as appointed by the President. Members also include the President, Vice President, and Secretary of the Student Government Association.

Section VIII

Workforce Education Committee is chaired by the Dean of Workforce, Economic Development, and Adult Education (District-Wide). Its members are the Assistant Dean for Workforce and Economic Development, Assistant Dean for Adult Education and Youth Services, Youth Spark Director, Deans for Career and Technical Education (2), Workforce Project Managers (4), Manufacturing Business Developer, Workforce Information Specialist, WIN Case Manager, Career Step Coach, and Grants Accountant.

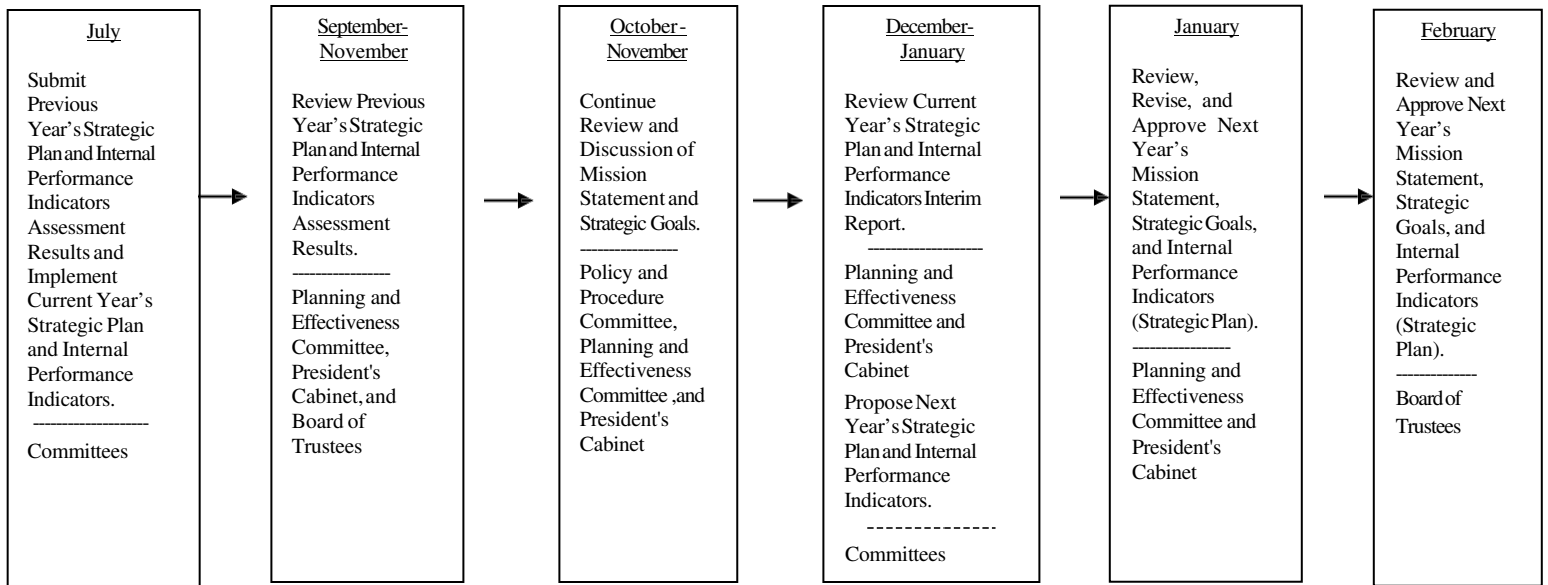
REVIEW, REVISION, AND EVALUATION PROCESS

Annual steps in the review, revision, and evaluation process are as follows:

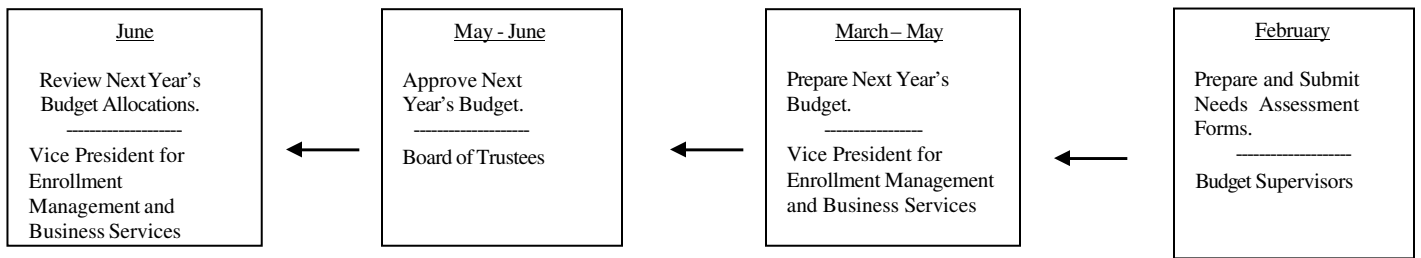
1. In December/January, the Planning and Effectiveness Committee and the President's Cabinet review the current year's Strategic Plan (Mission Statement and Strategic Goals) and Internal Performance Indicators Interim Report.
2. In December/January, committee chairs involved with strategic planning review and propose next year's Strategic Plan and Internal Performance Indicators.
3. In January, the Planning and Effectiveness Committee reviews and evaluates the proposed Strategic Plan and Internal Performance Indicators for the next year and prepares recommendations.
4. In January, the President's Cabinet reviews and evaluates recommendations from the Planning and Effectiveness Committee and submits recommendations to the Board of Trustees.
5. In February, the revised Strategic Plan and Internal Performance Indicators document for next year is completed, and the Board of Trustees is requested to take formal action.
6. In February, the budget requests based on the Strategic Plan and Internal Performance Indicators are submitted to the Vice President for Enrollment Management and Business Services.
7. In June, the Vice President for Enrollment Management and Business Services and respective administrators review budget allocations as assigned to Strategic Goals and Internal Performance Indicators.
8. At the end of the Fiscal Year, June 30, persons responsible for reporting accomplishments of the Strategic Plan and Internal Performance Indicators update the Interim Report with accomplishments from December to June.
9. Early in the Fall Semester, the Planning and Effectiveness Committee, the President's Cabinet, and the Board of Trustees review the Strategic Plan and Internal Performance Indicators assessment results from the previous.

PEARL RIVER COMMUNITY COLLEGE ANNUAL PLANNING AND EVALUATION CYCLE

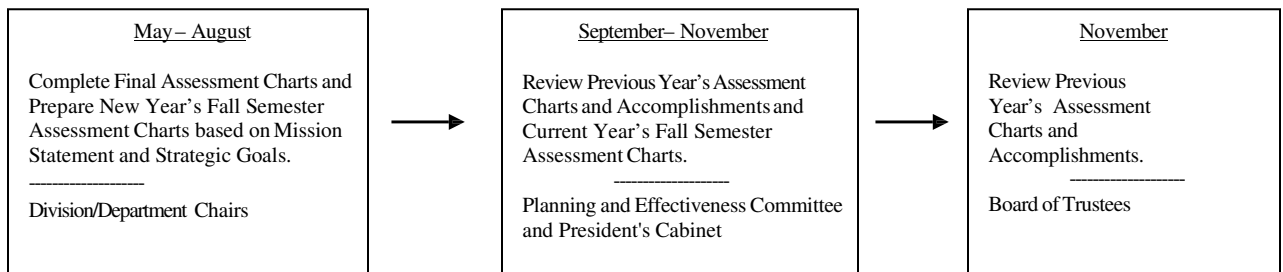
MISSION STATEMENT, STRATEGIC GOALS, AND INTERNAL PERFORMANCE INDICATORS (STRATEGIC PLAN)



BUDGET REVIEW PROCESS



DIVISION AND DEPARTMENT INSTITUTIONAL EFFECTIVENESS ASSESSMENT CHARTS



Substantive Change

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 8, 2012

Revision Number: 1

Revision Date: Wednesday, June 18, 2014

Reference: Administrative

Policy:

As a member of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Pearl River Community College (PRCC) is committed to continuing its accreditation by ensuring that it meets its mission of “providing quality educational and service opportunities for all who seek them” in accordance with all policies and procedures required by the SACSCOC, including the requirement to notify the SACSCOC of substantive changes, and, when required, to seek approval prior to the initiation of changes.

Procedure:

Substantive change is a significant modification or expansion of the nature and scope of an accredited institution and includes, among others, the following:

- Any change in the established mission or objectives of the institution.
- Any change in legal status, form of control, or ownership of the institution.
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated.
- A change from clock hours to credit hours.
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program.
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50 percent of an educational program.
- Closing a program, off-campus site, branch campus, or institution.
- Entering into a collaborative academic arrangement such as a dual degree program or a joint degree program with another institution.

Note: The following link (<http://sacscoc.org/SubstantiveChange.asp>) will provide a more complete list of possible substantive changes with applicable time frames.

Questions and proposed recommendations regarding changes which may be classified as substantive are referred to the Vice President for Planning and Institutional Research who serves as both the SACSCOC Liaison and the Chair of the Substantive Review Committee. The Committee, which includes representatives

from the Poplarville Campus, the Forrest County Campus, and the Hancock Campus, meets as often as needed, but at least once each semester, in order to review any changes in the SACSCOC Substantive Change for Accredited Institutions policy and to review related items to ensure that the College is in full compliance with the SACSCOC Substantive Change policy.

If the Substantive Review Committee finds that a change is substantive in nature, the Chair of the Committee notifies the College President. If there is uncertainty regarding the change, the Chair/SACSCOC Liaison will gather additional input from SACSCOC personnel as needed. The College President is responsible for notifying the Commission on Colleges of any substantive changes, including accreditation status changes within PRCC programs.

Once the Substantive Review Committee determines that the proposed change is substantive, the request is directed to the next appropriate level. If the change is found to be general (a change in the established mission or objectives of the College, a change in the legal status of the College, the establishment of a branch campus, etc.) in nature, the Chair/SACSCOC Liaison and other appropriate personnel will then provide the necessary paperwork to the College President so that information is provided to the SACSCOC in a timely manner, often at least six months prior to implementation of the proposed change. Once all appropriate approvals have been received, the College President sends the recommendation for change to the Board of Trustees for final approval before implementation of the change.

If the Substantive Review Committee finds that a change involves the addition of an instructional course or program which represents a significant departure either in content or method of delivery from the past or involves another significant change as in the closing of a program, entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution, etc., the change is presented to the Instructional Council where the request is reviewed. If the Council approves the request, the required form is sent to the appropriate personnel for approval. If a change is found to be substantive in nature, the Vice President for Planning and Institutional Research/SACSCOC Liaison and other appropriate personnel will provide the President of the College with necessary information so that all paperwork required by SACSCOC can be completed and submitted in a timely manner. Once approval has been received from SACSCOC, the Vice President for Planning and Institutional Research/SACSCOC Liaison completes the Curriculum Proposal form and sends it to the Director of Admissions and Records who requests approval as needed from the Department of Education. As with all significant changes, once the appropriate approvals have been received, the College President sends the recommendation for change to the Board of Trustees for final approval before implementation of the change.

During the process of review, if SACSCOC requires the College to write a prospectus or provide additional information/documentation, the Substantive Review Committee along with other personnel designated by the President, will be responsible for ensuring that the President is provided with this information so that it can be submitted to SACSCOC in a timely manner. The Committee members will also organize any on-site substantive change committee visits. Documentation regarding all substantive changes will be maintained in the Office of the Vice President for Planning and Institutional Research.

Both the members of the PRCC community and the public can review this policy, as well as all others, in the printed version of the Policy and Procedure Manual and on the PRCC web site. As with all college policies, this policy can be reviewed and revised as needed.

Survey Administration

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 13, 2023

Reference: Administrative

Policy:

Surveys of campus constituents are widely recognized as an important means for collecting information to maintain, improve, and assure educational quality; to enhance institutional effectiveness; and/or to improve student success. All surveys at Pearl River Community College must be conducted in an ethical and responsible manner. All surveys will be reviewed, coordinated, and distributed by the Office of Institutional Research to ensure that surveys are designed and conducted through best practices in research methodology.

Procedure:

Persons interested in conducting a survey at Pearl River Community College should contact the Office of Institutional Research to submit a survey request (<https://prcc.edu/about/office-of-planning-and-institutional-research/survey-request-form/>). The Office of Institutional Research will assist with:

- Coordination of the timing of surveys
- Promotion of best practices in survey design
- Protection of the rights of survey participants

This applies, but is not limited to:

- Any survey administered to the student body
- Departmental or instructor surveys utilized for assessment
- Surveys intended for obtaining input from faculty/staff

Surveys utilized for research purposes will be referred to the PRCC Institutional Review Board (<https://prcc.edu/wp-content/uploads/2022/06/petition-institutional-reviewboard.pdf>).

Survey of College Operations

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 8, 1994

Reference: Administrative

Policy:

The College will provide an opportunity for the College community to comment on College operations.

Procedure:

1. The College will survey students, faculty, staff, and administrators annually.
2. The College will develop a survey instrument to ascertain the opinion of students, faculty, staff, and administrators regarding College operations. This survey will give an indication of strengths and point out concerns that need to be addressed.

Title IX and Sexual Misconduct

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Thursday, December 11, 2014
Revision Number: 2
Revision Date: Tuesday, August 11, 2020
Reference: Administrative

Policy:

Pearl River Community College prohibits sexual misconduct in any form, including sexual and gender-based harassment, sexual assault, sexual exploitation, stalking, and intimate partner violence. This policy describes prohibited sexual conduct, establishes procedures for responding to reports of sexual misconduct, and provides information on the resources available to the campus community.

Pearl River Community College is committed to fostering and maintaining a safe and healthy academic, work, and living environment in which no member of the College community is discriminated against on the basis of sex, gender or gender identity, and sexual orientation in any College program or activity. Sexual misconduct is a form of sex discrimination and is inconsistent with the standards and ideals of our community. This policy is designed to ensure a safe and non-discriminatory academic, work, and living environment and to meet state and federal requirements under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and relevant sections of the Violence Against Women Reauthorization Act.

Who Needs to Know This Policy

All members of the College community. This includes students, faculty, staff, vendors, independent contractors, and visitors.

Reporting

The Title IX Coordinator is responsible for Title IX implementation and compliance with this policy with respect to sexual discrimination and sexual misconduct. The Title IX Coordinator is responsible for coordinating and overseeing the College's response to, and investigation of all complaints involving possible sex discrimination and sexual misconduct, including sexual harassment, sexual assault, stalking, and intimate partner violence. For more information or to report sex or gender discrimination and sexual misconduct, contact the Title IX Office using the following information:

Title IX Coordinator

Alexandra Kennedy
Poplarville Campus, Crosby Hall, 2nd Floor
101 Highway 11 North; Poplarville, MS 39470
Telephone: 601.403.1456 or akennedy@prcc.edu

A Title IX representative is also available to consult with Forrest County Campus/Woodall Center and Hancock Campus students and employees at the following addresses:

Forrest County Campus/Woodall Center-Hattiesburg
Campus Deputy Title IX Coordinator-Rosalynn Vaughn
Telephone: 601.403.1813 or rvaughn@prcc.edu
Office of Student Services-Building 3
5448 US 49; Hattiesburg, MS 39401

Hancock Campus
Deputy Title IX Coordinator-Sylvia Martinez
Telephone: 228.252.7006 or smartinez@prcc.edu
454 Highway 90, Suite D; Waveland, MS 39576

The College will make this policy readily available to all members of the College community. In addition, the College provides periodic education to students and employees regarding this policy through the following offices:

Title IX Office
Crosby Hall, 2nd Floor
101 Highway 11 North; Poplarville, MS 39470
Phone: 601.403.1546

PRCC Police Department (Poplarville Campus)
101 Highway 11 North; Poplarville, MS 39470
Phone: 601.403.1300

PRCC Police Department (Hattiesburg Campus)
5448 US 49; Hattiesburg, MS 39401
Phone: 601.554.5513

PRCC Police Department (Waveland Campus)
454 Highway 90, Suite D; Waveland, MS 39576

Office of Human Resources
Ted J. Alexander Administration Building, 2nd Floor
101 Highway 11 North; Poplarville, MS 39470
Phone: 601.403.1452

Office of Student Services
Ted J. Alexander Administration Building, 2nd Floor
101 Highway 11 North; Poplarville, MS 39470
Phone: 601.403.1132

Jurisdiction

This policy applies to sexual misconduct that is committed by students, faculty, staff, or third parties, whenever the misconduct occurs:

1. On-College property:
This includes geographic confines of the College, including land, institutional roads and buildings, its leased premises, common areas at leased premises, the property, facilities and leased premises of organizations affiliated with the College, such as College housing; or
2. Off-College property, if the conduct:
 1. Occurs during College-sponsored events (e.g. field trips, social functions, including student organizations events, College-related travel, student recruitment activities, and service learning/internship experiences).
 2. May have the effect of creating a hostile environment or posing a threat to the College community.

Sexual Misconduct

As used in this policy, sexual misconduct is a broad, non-legal, umbrella term used to refer to a wide range of non-consensual and unwelcomed behaviors of a sexual nature. Sexual misconduct varies in its nature and severity. Sexual misconduct includes, but is not limited to: sexual harassment, sex/gender discrimination, sexual assault, sexual exploitation, stalking, and intimate partner violence. Sexual misconduct can occur between strangers, acquaintances, or persons who know each other well, including between people who are or have been involved in an intimate/sexual

relationship. It can be committed by anyone, regardless of sex or gender, and can occur between people of the same or different sex or gender. This policy prohibits all forms of sexual misconduct. Below is a description and examples of the wide range of behaviors that fall under the term "sexual misconduct."

Sexual misconduct offenses prohibited include, but are not limited to:

- Sexual harassment
- Gender-based harassment
- Sexual assault (non-consensual sexual intercourse and non-consensual intentional sexual contact)
- Sexual exploitation
- Stalking
- Intimate partner violence

1. Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature, including unwelcome sexual advances, request for sexual favors, and other verbal, nonverbal, graphic, or physical conduct of a sexual nature when:

- a. Such conduct is sufficiently severe, persistent or pervasive, and objectively offensive to a reasonable person that it interferes with, denies or limits a person's ability to participate in or benefit from the College education or work programs or activities (hostile environment); or
- b. Is based on power differentials. This exists when submission to or rejection of such conduct is made either explicitly or implicitly a condition of a person's academic standing or employment or is used as the basis for academic or work evaluation, grades, advancement, or other employment decisions (quid pro quo).
- c. Retaliatory harassment is defined as any adverse action taken against a person participating in a protected activity (e.g. Title IX process) because of the person's participation in that protected activity. Retaliation can occur against the alleged victim by the accused or by the accused's friends or acquaintances. Retaliation can also be directed toward third parties (e.g. witnesses) because of their participation in the process or because of their support for an involved party.
- d. Some examples of prohibited sexual harassment include:
 - i. Repeated sexual requests toward a person who has indicated the behavior is unwelcome.
 - ii. Lewd or sexually suggestive comments, gestures, jokes, or innuendos.
 - iii. Commenting about or inappropriately touching a person's body.
 - iv. Repeatedly telling "dirty" jokes in class or in the office.
 - v. Professors insisting that students have sex with them for a good grade.
 - vi. Explicit sexual pictures are displayed in a staff member's office or on the exterior of a residence hall door.
 - vii. An instructor request that students share their sexual history and fantasies in class discussions, yet the conversation is not in any way germane to the subject matter of the class. The instructor probes for explicit details, and requires that students respond, though they are clearly uncomfortable.
- e. Whether sexual harassment is sufficiently severe, persistent or pervasive to violate the College's Sexual Misconduct Policy may depend on multiple factors. Not all inappropriate or unwanted sexual conduct is sexual harassment. Whether the unwanted sexual conduct rises to the level of creating a hostile environment will be determined using both a subjective and objective standard. However, a person should not be discouraged from reporting unwelcome sexual conduct simply because they are not certain whether it is severe, persistent, or pervasive, or objectively offensive enough to constitute a policy violation. That is a determination for the College's Title IX Coordinator to make. A person reporting sexual harassment will never be disciplined or retaliated against for any report made in good faith.

2. Gender-Based Harassment

Gender-based harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression. This may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature. Such conduct must be sufficiently severe, persistent, or pervasive, and objectively offensive that it interferes with or limits a person's ability to participate in or benefit from the College's academic or work programs. For example, gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic for their sex, or for failing to conform to stereotypical notions of masculinity or femininity. In order to constitute harassment, the

conduct must be such that it has the effect of unreasonably interfering with the student's academic performance or creating an intimidating, hostile, demeaning, or offensive academic or living environment.

3. Sexual Assault

Sexual assault includes sexual penetration or intercourse or any other intentional physical contact of a sexual nature that occurs without consent. Sexual assault also includes attempted physical sexual contact without consent, as well as attempts to induce sexual activity via direct threats of physical violence, even where no physical contact ultimately occurs. Under the College's Sexual Misconduct Policy, sexual assault offenses prohibited include:

- a. Non-consensual sexual intercourse (or attempts to commit same):
Any sexual intercourse, however slight, by any person upon another without consent and/or by force includes oral, anal, and vaginal penetration, to any degree, with any object or body part (i.e. penis, finger, tongue). Intercourse includes vaginal penetration by a penis, tongue, finger, or object; anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.
- b. Non-consensual intentional sexual contact (or attempts to commit same):
Any intentional sexual touching with any object, however slight, by any person upon another, without consent and/or by force includes intentional contact with the breasts, buttocks, groin, genitals, or touching another with any of these body parts, or making another touch the offender or themselves with or on any of these body parts.

4. Sexual Exploitation

Sexual exploitation occurs when a person takes sexual advantage of another person for personal benefit or to benefit another person other than the one being exploited, but does not involve actual or attempted physical contact. Some examples of sexual exploitation include, but are not limited to:

- Recording images, video, or audio of another person engaged in sexual activity or in a state of undress without that person's consent, even if the sexual activity itself is consensual
- Sharing or forwarding photographs, video, or audio of another person engaged in sexual activity or in a state of undress—or threatening to distribute the same—without the person's knowledge and consent
- Invasion of sexual privacy. Viewing another person engaged in sexual activity or in nudity in a location where that person would have a reasonable expectation of privacy, without that person's consent and for the purpose of gratifying sexual desire
- Allowing others to observe consensual sex without obtaining consent of all parties
- Knowingly transmitting a sexually transmitted infection/disease or HIV to another person
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation
- Exposing one's genitals to another person without their consent
- Prostituting another person
- Administering alcohol or drugs to another person for the purpose of making that person vulnerable to non-consensual sexual activity

5. Stalking

Stalking is defined as a course of conduct involving more than one instance of unwanted attention, harassment, unwanted physical or verbal contact, use of threatening words and/or conduct, or any other course of conduct directed at an individual that could cause a reasonable person to fear for their safety, including physical, emotional, or psychological harm or distress. Stalking violates Title IX when it is undertaken, at least in part, based on sex or gender.

Some examples of stalking include, but are not limited to:

- Physically following or pursuing a person against their wishes
- Following the person to work, class, home, or other places where they frequently visit
- Vandalizing a person's property
- Photographing a person without their consent; and other threatening, intimidating, or intrusive behavior
- Sending repeated, unwanted messages electronically (cyberstalking), by mail, a mutual friend, or by other means, even after the person it is directed to request that the unwanted attention and communication stop

6. Intimate Partner Violence

Intimate partner violence or relationship violence is defined as actual or threatened physical violence, intimidation, or

other forms of physical or sexual abuse that would cause a reasonable person to fear harm to self or others. Under this policy, the term "intimate partner" refers to marriage, domestic partnership, dating relationship, casual, or serious romantic involvement, whether the relationship is current or not.

Some examples of intimate partner violence include, but are not limited to:

- Hitting, kicking, punching, strangling, or other violence
- Property damage
- Threat of violence to one's self, one's partner, family members, friends, pets, or personal property of the partner

Related Terms: Consent, Force or Coercion, and Incapacitation

1. Consent

Consent is defined as a clear, informed, and voluntary agreement/exchange between participants to engage in sexual activity. Consent can be communicated by words or actions as long as those words or actions are unambiguous and create mutually understandable permission regarding the scope of sexual contact or activity. Although consent can be communicated with actions, verbal communication is the most reliable form of asking for and gauging consent.

Therefore, persons are encouraged to seek consent via verbal communication.

- a. Consent is ongoing and can be withdrawn at any time by words and/or actions that clearly demonstrate the person no longer voluntarily agrees to participate. Consent is active, not passive. Silence does not imply consent. The absence of resistance does not imply that consent was freely given. In addition, past consent to sexual activity with another person does not imply future consent with that same person or same sexual activity. Lastly, in order to give consent, the person must be of legal age.
- b. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent.

2. Force

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcome resistance.

3. Coercion

Coercion is unreasonable pressure for sexual activity. When someone makes it clear that they do not want to participate in sexual activity, that they want to stop participating, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

4. Incapacitation

There is no consent if a person is mentally or physically incapacitated due to drug or alcohol consumption, voluntarily or involuntarily, or if the person is unconscious, asleep, or otherwise unaware that sexual interaction/activity is happening. It also includes instances in which a person lacks the required understanding due to medical conditions, cognitive disabilities, or other disabilities.

- a. Persons who are incapacitated cannot make rational and reasonable decisions because they lack the capacity to give knowing consent. They cannot understand the fact, nature, or extent of the sexual activity/interaction.
- b. Engaging in sexual activity with someone who one should know to be—or based on the circumstances should reasonably have known to be—mentally or physically incapacitated by alcohol/drug use, unconsciousness, or cognitive disability, constitutes a violation of this policy.
- c. Possession, use, and/or distribution of date rape drugs, such as Rohypnol, Ketamine, GHB, Burundanga etc. is prohibited, and administering any of these drugs to another is also a violation of this policy.
- d. Some signs of incapacitation may include, but are not limited to:
 - Shaky equilibrium (e.g. stumbling, falling down)
 - Slurred speech
 - The inability to speak or communicate verbally
 - Lack of awareness of circumstances/surroundings
 - Bloodshot eyes
 - Vomiting
 - Outrageous/ unusual behavior or unconsciousness

Confidentiality

Pearl River Community College is committed to creating an environment that encourages campus community members to come forward if they have experienced any form of sexual misconduct. The College will work to safeguard the identities and privacy of those who seek help or who report sexual misconduct. However, it is important to understand the limits of confidentiality. Different people, depending on their positions at the College, have different obligations with regard to confidentiality. Generally, confidentiality applies when an individual seeks services from local rape crisis centers. For a more detailed description on confidentiality, refer to [PRCC's Procedures for The Resolution of Allegations of Sexual Misconduct](#).

Campus and Community Resources

A variety of support and counseling resources are available to those individuals who have experienced sexual misconduct. This information is provided at on the website at <http://www.prcc.edu/campus-police/titleix>.

Retaliation

Retaliation is defined as any adverse action or threat taken against an individual for filing a complaint of sexual misconduct, serving as a witness, or for participating in the investigation or resolution process. The College strictly prohibits retaliation. This includes any form of intimidation, threats, harassment, or any other conduct that would discourage a reasonable person from participating in protected activity, such as reporting sexual misconduct, seeking services, or receiving interim measures and accommodations. Retaliating against a person for participating in protected activity is a basis for disciplinary action, regardless of the outcome of the underlying complaint. Complaints of retaliation should be reported immediately to the Title IX Coordinator.

False Complaints

The College also prohibits an individual from knowingly filing a false complaint or making misrepresentations of sexual misconduct. Filing a deliberately false complaint or providing false information in bad faith is grounds for disciplinary action. A complaint/report is made in bad faith when the individual filing the complaint actually knew it was false. A complaint was not made in bad faith merely because the evidence does not ultimately support a policy violation. If a false complaint has been made, official disciplinary action against the individual who deliberately filed the false complaint does not constitute as retaliation.

Frequently asked Questions

Q. I want to report sexual misconduct to the College. Who should I contact?

A. The College strongly encourages persons who have experienced sexual misconduct to report the incident to the College's Title IX Coordinator. These reporting procedures are outlined in [PRCC's Procedures for The Resolution of Allegations of Sexual Misconduct](#) and on the Title IX website (<http://www.prcc.edu/campus-police/titleix>). The Title IX Coordinator oversees investigations and disciplinary proceedings for sexual misconduct cases, as well as the interim accommodations and assistance for those who report such misconduct. The easiest way to submit a formal report is to file a complaint by visiting the aforementioned website or to contact the Title IX Coordinator or a Deputy Title IX Coordinator directly.

Q. Is there a time limit for reporting a form of sexual misconduct?

A. There is no time limit for reporting or filing a complaint, but the College encourages prompt reporting to improve our ability to respond promptly and effectively to end harassment, prevent it from reoccurring, and address any effects. If the accused individual (Responding Party) is no longer a student or employee, the College may not be able to take disciplinary action against them, but the College will still meet its Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects, when appropriate. PRCC will also connect the alleged victim to any available and helpful resources.

Q. Do I also have to report sexual misconduct to the College's Police Department?

A. You are not required to report to both the Title IX office and Campus Police Department. However, you have the right to report to the Campus Police Department and/or file criminal charges and a Title IX complaint simultaneously. If you decide to file criminal charges, the Title IX Coordinator will assist you with notifying campus or local police.

Q. What happens if I disclose to my Head Resident or my Instructor?

A. All College employees, unless designated as a confidential resource, are responsible employees. If a responsible employee becomes aware of an incident of sexual misconduct, this individual is required to report all relevant details to the Title IX Coordinator. For more information on responsible employees, refer to [PRCC's Procedures for the Resolution of Allegations of Sexual Misconduct](#).

Q. Will a report automatically trigger a Title IX investigation?

A. A person may report sexual misconduct to the Title IX Office while requesting confidentiality or that no investigation or disciplinary action against the accused individual be taken. In these cases, the Title IX Coordinator must weigh the request against the College's obligation to provide a safe, non-discriminatory, and harassment free environment for the College community, including the reporting party. The Title IX Coordinator considers a range of factors when weighing a reporting party's request for confidentiality or that no investigation and/or discipline be pursued.

Q. How should I preserve any evidence of a sexual assault?

A. For your safety and well-being, you are encouraged to seek immediate medical attention after a sexual assault. In addition, preserving evidence is extremely important if you decide to report to the College or authorities. To better preserve evidence, you should avoid bathing, showering, brushing your teeth, urinating, or changing clothes after a sexual assault. However, if you must change clothes, place the clothes you were wearing in a paper bag and bring the bag with you when you seek medical attention. Even if you have already showered after the incident, you should still seek medical attention as some evidence may still be recoverable. Other items considered evidence include, text messages, emails, and pictures etc.

Q. If I was drinking before or during my sexual assault, will I be disciplined?

A. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time a sexual misconduct incident occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report incidents of sexual misconduct to campus officials. A bystander reporting in good faith or an alleged victim reporting sexual misconduct to College officials or law enforcement will not be subject to campus conduct action for violations of alcohol and/or drug policies occurring at or near the time of the sexual misconduct.

Q. What are my rights if I have been accused of violating the College's Sexual Misconduct Policy?

A. All parties involved in a Title IX process will be treated equitably. If you are the responding party in a Title IX case, you have the right:

1. To be treated with respect by the Title IX Coordinator, investigators, and other College officials.
2. To participate or NOT participate in the Title IX investigation process.
3. To access campus support resources.
4. To an advisor to guide you through the investigation process.
5. To have a support person of your choice present during all meetings and Title IX proceedings.
6. To present information and/or witnesses on your behalf during the investigation process.
7. To receive notice of the policies you have been charged with violating.
8. To be informed of the finding, rationale, and sanction of the complaint in writing.
9. Equal opportunity to appeal the findings and sanction.
10. To a prompt, equitable, and thorough hearing.

PRCC Procedures for the Resolution of Allegations of Sexual Misconduct

Who Needs to Know This Procedure

All members of the College community. This includes students, faculty, staff, vendors, independent contractors, and visitors.

Definitions

Duty to Report- Applies to all employees, who are obligated to report all incidents in violation of the College's Sexual Misconduct Policy, either personally observed or disclosed, to the Title IX Coordinator.

Employee – Any person employed by Pearl River Community College including staff, faculty, and administrative personnel.

Formal Resolution- Resolution of a complaint by the Sexual Misconduct Investigative Team (SMIT).

Informal Resolution- Resolution of a complaint by the Title IX Coordinator or designee.

Process Advisor- An individual assigned to advise the Reporting and Responding Parties during the formal investigative hearing. Process advisors serve in an advisory capacity only and do not participate in the formal investigative hearing.

Reporting Party- An individual who alleges a violation of the College's Sexual Misconduct Policy.

Responding Party- An individual who is alleged to have violated the College's Sexual Misconduct Policy.

Responsible Employees- All PRCC employees are responsible employees and have a duty to report. Responsible employees must promptly report incidents of sexual misconduct if they become aware or suspect an incident occurring (within 24 hours/next business day), and **must** include personally identifying information and all related details pertaining to the incident when making a report.

Support Person- An individual selected by a Reporting Party or a Responding Party to accompany them and offer support throughout the Title IX process.

Student – A person enrolled at the College, either full-time or part-time, or a person seeking admission to or accepted to the College for admission.

Third Party- This includes vendors, visitors, and workers who are contracted/employed by the College.

Procedure

TITLE IX COORDINATOR

The President has appointed a Title IX Coordinator for the College, who is identified previously and listed on the Sexual Misconduct website <http://www.prcc.edu/campus-police/titleix>. Title IX Coordinator duties and responsibilities include, but are not limited to:

1. Oversight of policies and procedures that apply to complaints or reports of sexual misconduct and sex discrimination including sexual assault, sexual abuse, sexual harassment, rape, and other forms of nonconsensual sexual conduct including the offenses of intimate partner violence, and stalking by **employees, students, or third parties**;
2. Informing victims of alleged sexual misconduct of the right to file a formal complaint or to seek informal resolution and the process for each;
3. Informing those accused of sexual misconduct of the right to file a response to a formal complaint or to participate in informal resolution, if offered, and the process for each;
4. Appointment of Deputy Title IX Coordinators as needed to assist in Title IX responsibilities;
5. Designation and appointment of employees to serve as members of the SMIT;

6. Supervision of the training and functional operation of SMIT members, which includes their investigation of sexual misconduct complaints and reports;
7. Providing and/or facilitating such training for the College community as is required to comply with the mandates of the College's Sexual Misconduct Policy, and federal and state law;
8. Making initial assessments of all sexual misconduct claims to determine if there is reasonable cause to believe there has been a violation of the College's Sexual Misconduct Policy to invoke the processes of this Procedure;
9. Facilitation of informal resolution proceedings in appropriate circumstances; and
10. Facilitate periodic campus climate checks to assess the effectiveness of efforts to ensure that the College is free from sexual misconduct.

SEXUAL MISCONDUCT INVESTIGATIVE TEAM (SMIT)

The Sexual Misconduct Investigative Team consists of employees of the College who represent the various segments of the College, including staff, faculty and campuses. Members shall receive specific training related to their responsibilities as investigators of complaints or reports of sexual misconduct and shall be assigned to investigations on a rotating basis by the Title IX Coordinator.

REPORTING SEXUAL MISCONDUCT/AMNESTY

1. Complaints may be made in writing by completing the Sexual Misconduct Complaint Form. This form is available on the College's sexual misconduct website <http://www.prcc.edu/campus-police/titleix>. Reports can also be made directly to the Title IX Coordinator.
2. An alleged victim does not have to decide whether or not to request any specific action by the College at the time the report is made, nor is there a time limit on reporting. The College is committed to supporting the rights of a person reporting an allegation of sexual misconduct to make an informed choice among options and services available.
3. While an investigation may begin on the basis of an oral complaint or report, the alleged victim is strongly encouraged to file a written complaint. Alleged victims are urged to submit a written and signed complaint setting out the details of the conduct which is the subject of the complaint, including the alleged victim's name, and contact information; the name of the person directly responsible for the alleged violation; a detailed description of the conduct or event that is the basis of the alleged violation; the date(s) and location(s) of the occurrence(s); the names of any witness(es) to the occurrence(s); the resolution sought; and any documents or information that are relevant to the complaint.
4. Persons who have been victims of either sexual assault or sexual violence are encouraged to immediately contact the Campus Police Department in Poplarville at 601-403-1300 or by dialing 911 and seeking immediate medical attention even if they do not wish to pursue criminal charges or otherwise pursue a complaint against their attacker. Contact the Forrest County Campus Police Department at 601-554-5513 or Hancock Campus Police at 228-252-7001.
5. **Anonymous Reporting:** Although the College encourages an alleged victim to talk with someone directly, the College does provide an anonymous report form on the College's sexual misconduct website <http://www.prcc.edu/campus-police/titleix>. However, the College's ability to respond effectively may be limited by the level of information provided and/or the anonymity of the complaint. All anonymous reports will be referred to the Title IX Coordinator and/or Campus Police Department.

AMNESTY

The health and safety of every College community member at Pearl River Community College is of the utmost importance. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time a sexual misconduct incident occurs may be hesitant to report such incident due to fear of potential

consequences for their own conduct. The College strongly encourages students to report incidents of sexual misconduct to campus officials. A bystander reporting in good faith or an alleged victim reporting sexual misconduct to College officials or law enforcement will not be subject to campus conduct action for violations of alcohol and/or drug policies occurring at or near the time of the sexual misconduct.

CONFIDENTIALITY AND PRIVACY CONSIDERATIONS

1. **Confidential Resources:** The College encourages every student or employee who has experienced sex discrimination, sexual assault, sexual harassment, or other forms of sexual misconduct to talk with someone and report the incident. This facilitates an appropriate College response and ensures that the person receives care and support. Recognizing that it may be difficult for a person to come forward after such an event, the purpose of this section is to provide information about reporting options, so individuals may make an informed decision about where to turn for support and assistance.
2. Employees' ability to maintain confidentiality at this College differs based on their role and responsibilities on campus:
 - a. **Confidential Resources:** Some employees are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."
 - b. **Responsible Employees:** Employees not designated as confidential resources are required to report **all** the details of an incident (including the identities of both the alleged victim and alleged accused) to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the College—and generally obligates the College to investigate the incident and take appropriate steps to address the situation.
3. **Confidential Reporting:**

Some College employees are confidential resources. These individuals are not required to report incidents of sexual misconduct to the College. If a Reporting Party would like the incident to be kept confidential, the Reporting Party may speak with the following confidential resources:

 - a. On-campus health service provider (Susie Hall kshall@prcc.edu)
 - b. Off-campus (non-employees)
 - Licensed professional counselors
 - Local rape crisis counselors
 - Domestic violence resources
 - Local or state assistance agencies
 - Clergy/Chaplains
4. While employees not designated as responsible employees may maintain a person's request for confidentiality, in special circumstances, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement when a communication reveals the contemplation of a crime or harmful act, or intent to commit suicide, and the requirement to testify if subpoenaed in a criminal case. *See* Miss. Code Ann. § 73-30-17.
5. **Responsible Employees:**

Unless designated as a confidential resource, all other College employees, both faculty and professional staff, are responsible employees. A "responsible employee" is a College employee who is required to share all known details (names, dates, times, locations, witnesses etc.) of incidents or suspected incidents of sexual misconduct and gender-based discrimination with the Title IX Coordinator. When an alleged victim tells a responsible employee about an incident of sexual misconduct, the College will take immediate and appropriate steps to investigate what happened to resolve the matter promptly and equitably, and prevent its recurrence. Examples of responsible employees include all:

 - Administrators
 - Faculty
 - Supervisory Staff

- Residential Life Staff
 - Any PRCC employee whom an individual could reasonably believe has the duty to report incidents of sexual misconduct
6. Before an alleged victim reveals any information to a responsible employee, the employee should ensure that an alleged victim understands the employee's reporting obligations – and, if an alleged victim wants to maintain confidentiality, direct them to confidential resources. If an alleged victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should inform them that the College will consider the request, but cannot guarantee that the College will be able to honor it.
 7. Reporting to a responsible employee still affords privacy to the reporter/alleged victim, and only those College officials who need to know will be told. A responsible employee should not share information with law enforcement without an alleged victim's consent or unless an alleged victim has also reported the alleged incident to law enforcement.
 8. Although a report to a responsible employee triggers an inquiry or investigation, the alleged victim making the report, hereafter referred to as the Reporting Party, is not required to participate in the investigation process in order for the College to continue its investigation.
 9. Campus Security Authorities
Under the Clery Act, colleges are required to maintain statistics of serious crimes reported on and near campus, including incidents reported under this Policy. The College is required under this Act to appoint Campus Security Authorities (CSAs) for reporting purposes. Accordingly, CSAs are responsible employees and must complete a CSA report, upon receiving notice of an incident of sexual misconduct. CSAs may have additional responsibilities under the Clery Act.
 10. Timely Warnings and Emergency Notifications
Parties reporting sexual misconduct should be aware that under the Clery Act, the College must issue timely warnings and emergency notifications for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the College community on any campus location. The College will ensure an alleged victim's name and other identifying information is not disclosed, while still providing enough information for College community members to make safety decisions in light of the potential danger. As appropriate, timely warnings and/or emergency notifications may be targeted at only a segment or segments of the campus community that is at risk.
An immediate notification for a confirmed emergency or dangerous situation may not be issued if doing so will compromise efforts to: assist an alleged victim, contain the emergency, respond to the emergency, or otherwise mitigate the emergency.

REQUESTING CONFIDENTIALITY: HOW THE COLLEGE WILL WEIGH THE REQUEST AND RESPOND

1. A Reporting Party may report an incident of sexual assault, sex discrimination, sexual harassment, or other forms of sexual misconduct to a responsible employee while requesting confidentiality or that no investigation be conducted or disciplinary action taken. In that case, the College must weigh the request against its obligation to provide a safe, non-discriminatory environment for the College community, including the Reporting Party.
2. If the Reporting Party requests confidentiality, the College will take immediate action as necessary to protect and assist the Reporting Party. While confidentiality will be maintained to the extent permitted in the course of the investigation, no disciplinary actions can be taken against the accused individual, hereinafter referred to as the Responding Party, unless the person bringing the complaint consents to be identified to the accused individual. Title IX protections for the Reporting Party and equitable due process for the accused individual will be paramount throughout the investigative process.

3. When weighing a Reporting Party's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors. The presence of one or more of these factors could lead the College to investigate and, if appropriate, pursue disciplinary action and/or contact law enforcement. If none of these factors are present, the College will likely respect the Reporting Party's request for confidentiality. These range of factors include the following:
 - The increased risk that the Responding Party will commit additional acts of sexual or other violence, such as:
 - Whether there have been other sexual violence complaints about the same individual
 - Whether the individual has a history of arrests or records from a prior school indicating a history of violence
 - Whether the individual threatened further sexual violence or other violence against the Reporting Party or others
 - Whether the sexual violence was committed by multiple perpetrators
 - Whether the sexual violence was perpetrated with a weapon
 - Whether the Reporting Party is a minor
 - Whether the College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and
 - Whether the Reporting Party's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group
4. If the College honors the request for confidentiality, the Reporting Party should understand that the College's ability to meaningfully investigate the incident and pursue disciplinary action against the Responding Party may be limited.
5. If the College determines that it cannot maintain a Reporting Party's confidentiality, the College will inform the individual prior to starting an investigation and will, to the extent possible, only share information with persons responsible for handling the College's response to the report of sexual misconduct.
6. Whether a report is confidential or not, when a Reporting Party reports an allegation of sexual misconduct, the College will remain ever mindful of the well-being of the Reporting Party. The College will respond to any allegation from the Reporting Party of retaliation. The College will also support the Reporting Party and take any needed action to protect and assist them consistent with the Reporting Party's wishes. A variety of interim measures are available to the Reporting Party and outlined in this procedure. The Title IX Coordinator is available to assist the Reporting Party in determining what measures are helpful or needed and will manage the implementation of such interim measures.
7. **Privacy Considerations:** In the event that the Title IX Coordinator determines confidentiality cannot be guaranteed, the College is committed to protecting the privacy of all individuals involved in a report of sexual assault, sex discrimination, sexual harassment, or other forms of sexual misconduct. Information related to a report to the College of such misconduct will be kept private by the College unless disclosure is required by law. Thus, it will be shared only with those persons with a legitimate interest in order to assist in the investigation and/or in the resolution of the complaint. Under no circumstances will the College release the name of the Reporting Party to the general public without the Reporting Party's expressed consent.

IMMEDIATE ACTIONS BY COLLEGE

1. The Title IX Coordinator, Director of Human Resources, Vice President for Poplarville Campus and Student Services, and the Campus Police Department, working in coordination with other necessary College administrators, may take immediate interim actions prior to resolution of an allegation. In addition, depending on a Reporting Party's allegations or circumstances of a case these interim measures may also be necessary to protect the safety of the College community. These measures may change over time and the College will make every effort to avoid depriving any student of their education. Such actions are designed to enable students or employees with complaints, and witnesses, to continue studies

or duties of employment, and to ensure the integrity of an investigation. The Title IX Coordinator will communicate regularly with the parties to ensure interim measures remain necessary and effective.

These actions may include:

- Interim suspension of a Responding Party student or employee
 - Emotional support/counseling services
 - No-contact/No Trespass/Proximity orders
 - Escorts to ensure safe movement on campus
 - Modifying class or work schedules as necessary
 - Making alternative housing, workplace, or transportation arrangements
 - Addressing other academic or workplace concerns (e.g., assignments, grades, leaves of absence, and withdrawal)
 - Involving law enforcement to assist in maintaining order or safety
 - Any other appropriate action warranted by the circumstances
2. Violations of these protective actions will constitute related offenses which may lead to additional disciplinary action.

RESOURCES AND SERVICES

Campus and community services are available, even if College or criminal reports are not made. The College strongly encourages anyone who believes they have been the victim of sexual misconduct to seek assistance and care through confidential crisis intervention, healthcare, and counseling. Individuals should keep in mind that medical examinations are time-sensitive and are critical in preserving evidence of sexual assault so options can be considered at a later time. For a list of available services, visit the sexual misconduct site at <http://www.pccc.edu/campus-police/titleix>.

TIMELINE FOR PROCESS

1. Generally, complaints of sexual misconduct will be investigated and fully decided within sixty (60) business days (i.e. days when the College is open) of the date the Title IX Coordinator is notified of the complaint, unless there are extenuating circumstances such as uncooperative witnesses, break periods, and periods when the College is closed.
2. The College has an obligation to investigate complaints or reports of sexual misconduct regardless of whether or not law enforcement is conducting a separate criminal investigation. However, the Title IX Coordinator will comply with law enforcement requests for cooperation. This may require the Title IX Coordinator to temporarily suspend the fact-finding aspect of the Title IX investigation while law enforcement is in the process of gathering evidence. The College will promptly resume its investigation as soon as the Title IX Coordinator is notified by the law enforcement agency that it has completed the evidence gathering process, which typically takes between three (3) to ten (10) calendar days, although the delay in the College's investigation may be longer in certain instances.

PRELIMINARY INVESTIGATION

Upon receiving a complaint or report of sexual misconduct, the Title IX Coordinator will make an initial assessment of the complaint to determine if there is reasonable cause to believe the College's Sexual Misconduct Policy was violated. If the Title IX Coordinator determines there is reasonable cause, the Title IX Coordinator will proceed with a formal investigation or an informal resolution.

1. The preliminary investigation will be initiated, conducted, and completed generally within five (5) business days from the date the complaint or report is received by the Title IX Coordinator.
2. If the Title IX Coordinator finds (a) there is no reasonable cause to believe that the facts in the complaint or the report constitute a violation of the College's sexual misconduct policy; or (b) the complaint fails to allege facts that suggest

sexual misconduct; or (c) the appropriate resolution or remedy has already been achieved, the Coordinator shall close the investigation and notify the Reporting Party of the findings and that the matter is closed within two (2) business days.

3. If the Title IX Coordinator determines there is reasonable cause to believe a violation of the College's Sexual Misconduct Policy has occurred, a formal investigation or an attempt at informal resolution will be initiated within two (2) business days.

FIRST MEETING WITH REPORTING AND RESPONDING PARTIES

1. After receiving a report of sexual misconduct, the Title IX Coordinator will notify the Reporting Party to arrange a meeting in person. After meeting with the Reporting Party, and determining there is reasonable cause to believe a violation of the Sexual Misconduct Policy has occurred, the Title IX Coordinator will provide written notice to the Responding Party of the allegations and arrange a meeting in person to review the complaint. Both parties will be informed of their option to have a support person accompany them to any meeting or interview related to the Title IX resolution process. During the first meeting the Title IX Coordinator will:
 - o Discuss the nature of the complaint;
 - o Inform both parties of their rights;
 - o Explain the prohibition against retaliation;
 - o Explain the process for informal resolution;
 - o Explain the process for investigating complaints and appeal rights;
 - o Explain the availability of interim measures and campus resources;
 - o Provide a copy of the College's policy and procedures;
 - o Discuss evidence/documentation and the importance of maintaining any evidence for investigation; and
 - o Discuss support persons and advisors throughout the resolution process.
2. After reviewing the complaint and meeting with the Title IX Coordinator, the Responding Party may choose to end the complaint resolution process by accepting responsibility for the conduct alleged in the complaint. If the Responding Party accepts full responsibility for the conduct alleged in the complaint, the Responding Party will sign a *Waiver of Rights Form*. By signing this form, the Responding Party waives their right to a formal investigative hearing. The Title IX Coordinator will forward the complaint to the appropriate sanctioning official. If the Responding Party disputes any part of the allegations outlined in the complaint, the matter will proceed to a formal investigative hearing. At any point in the process, the Responding Party may accept responsibility for the conduct alleged in the complaint. In such cases, the appropriate Sanctioning Official will impose sanctions for violations of the Sexual Misconduct Policy.

INFORMAL RESOLUTION OF SEXUAL MISCONDUCT COMPLAINTS

1. Employees, students, or third-party workers on campus who believe they have experienced sexual misconduct may have the option of proceeding using an informal resolution process.
2. The informal resolution process/mediation is not an option for cases of sexual assault, violent behavior of any kind, and those cases involving a student complaining of sexual harassment against an employee in a position of authority over the student. In cases involving allegations of sexual assault or violence, the informal process/mediation is not appropriate even on a voluntary basis by the Reporting Party. The formal resolution process is an available option for sexual misconduct or sex discrimination of any nature.
3. A Reporting Party who chooses to proceed informally should notify and inform the Title IX Coordinator of a decision to proceed informally, when filing a report of sexual misconduct (or as soon as possible after making the report).
 - a. Resolution at the informal level will be facilitated by the Title IX Coordinator, or a designee, and will include a written, signed agreement in which the parties involved agree to the resolution including any outcome imposed.

Typically, an informal resolution will be completed and resolved within five (5) to ten (10) business days. Either party may stop participation in the informal resolution process and may request a formal investigation at any time prior to the execution of the written, signed informal resolution agreement. Examples of informal resolution outcomes include, but are not limited to: a behavioral contract between parties, referrals to counseling programs, conducting educational training, and mediation.

- b. To the extent the parties are able to achieve a satisfactory resolution of the complaint through the informal resolution process, the complaint will be considered resolved. Since both parties will have agreed to the resolution, there is no appeal allowed after an informal resolution.
- c. In those cases in which a mutually satisfactory informal resolution cannot be achieved or in those cases in which a party did not comply with the mandates of the informal resolution, the formal resolution process will commence.

PARTICIPATION OF SUPPORT PERSONS AND PROCESS ADVISORS

1. Reporting and Responding Parties are entitled to a support person of their choosing to accompany them at every stage in the Title IX resolution process. The support person may be a friend, mentor, family member, attorney, or any other supporter the Reporting Party and Responding Party chooses who is both eligible and available. Persons who will be called as witnesses may not serve as support persons. Reporting and Responding Parties are not required to use the same Support Person throughout, and may make a change at any time during the resolution process. In addition, the College will make provisions to allow a support person who cannot attend a scheduled meeting to attend by telephone, video, and/or virtual meeting technologies as may be convenient and available.
2. All support persons, regardless of their profession, are subject to the same campus rules. Support persons may not question witnesses, offer arguments, interfere, or present on behalf of the Reporting Party and Responding Party in meetings or during investigative hearings. Support persons may confer quietly with the Reporting Party or Responding Party as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their support person should request breaks or step out of meetings to allow for private conversation.
3. Support persons who step out of their role in any Title IX proceeding will receive a warning. If they continue to disrupt or otherwise fail to respect the limits of their support person role, they will be asked to leave the proceeding. When a support person is removed from a Title IX meeting or hearing, that proceeding will generally continue without the support person present. Subsequently, the Title IX Coordinator will determine whether the support person may be reinstated, may be replaced by a different support person, or whether the party will forfeit the right to a support person for the remainder of the process.
4. The College can share records or documentation with Support Persons if Reporting and Responding Parties complete the consent form authorizing such sharing. Support persons are expected to maintain privacy of all shared documents, and will sign a confidentiality agreement stating so. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any support person who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.
5. Reporting and Responding Parties must provide the Title IX Coordinator with the names of their support person at least two (2) business days before the date of their first meeting with the SMIT panel. The parties must provide subsequent timely notice to the Title IX Coordinator if they change support persons at any time. No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with campus officials.
6. The College also maintains a pool of trained (non-attorney) process advisors who are assigned to the parties. The Title IX Coordinator assigns an advisor to each party who can assist parties throughout the investigative process. This advisor does not participate in the formal hearing. Process advisors help Reporting and Responding Parties prepare for meetings,

and are expected to advise ethically, with integrity and in good faith. A Reporting and Responding Party may elect to change process advisors at any time during the process.

FORMAL INVESTIGATIVE HEARING

1. Upon a determination by the Title IX Coordinator that there is reasonable cause to believe there has been a violation of the College's Sexual Misconduct Policy and that an informal resolution is not achievable or appropriate, a formal investigation (also known as a formal investigative hearing) will be initiated generally within ten (10) business days. The Title IX Coordinator will also set the target date for the completion of the investigation and notify the Reporting and Responding Parties that the investigation is proceeding.
2. Within three (3) business days after meeting with the Reporting Party the Title IX Coordinator shall prepare and send a *Notice of Investigation* to the Responding Party, which will include a brief description of the alleged misconduct, location and date of the alleged incident, a copy of the Reporting Party's statement, the specific Sexual Misconduct Policy provisions alleged to have been violated, a brief description of the investigative process, and information regarding pertinent dates and timeframes relative to the investigation.

When an employee is the Responding Party, a notice of a formal complaint filed will be sent, for notification purposes only, to the employee's immediate supervisor and the appropriate Vice President. When a student is the Responding Party, notification of such will be sent to the Vice President for Poplarville Campus and Student Services. The same parties will be notified of the outcome of the formal complaint once the investigative process has ended.

3. The Title IX Coordinator shall select three (3) members of the Sexual Misconduct Investigative Team (SMIT) to investigate the complaint via a formal investigative hearing. All investigative hearings will be thorough, reliable and impartial. SMIT panelists will conduct interviews with all relevant parties and witnesses, and obtain available evidence and identify sources of expert information, if necessary. The goal of the investigative hearing is to provide an equitable resolution via an equitable process, respecting the civil and legal rights of all parties.
4. During the investigative hearing, the three-member SMIT panel will do the following:
 - o Interview the Reporting Party and Responding Party separately (the Reporting Party and the Responding Party are allowed to provide a written statement to the SMIT Panel).
 - o Provide both parties with an opportunity to respond to questions.
 - o Provide both parties with an opportunity to present information, including offering names of witnesses or other persons with relevant information.
 - o Interview those persons identified by both parties, and any other individuals who may have relevant knowledge of the alleged incident.
 - o Collect documentation and information from the Reporting Party, Responding Party, and witnesses.
 - o Request access to premises, records, and documents (electronic or otherwise) if it is deemed relevant to the complaint.
 - o May seek clarification from persons participating in the investigation regarding the incident or their statement.
5. During the investigation, the SMIT panel and/or the Title IX Coordinator will provide regular/weekly updates to both the Reporting Party and the Responding Party, as appropriate.
6. The formal investigative hearing will be completed expeditiously, normally within 10-14 business days of the completion of the preliminary inquiry by the Title IX Coordinator. Investigations may take longer when, for example, initial reports fail to provide direct first-hand information or in complex situations. Upon completion of the investigation, the SMIT panel shall share a summary of the evidence gathered to both the Reporting and Responding Party for review. This step provides both parties with an opportunity to state a written rebuttal or provide additional information. Both parties will receive five (5) business days to review and respond to their own statement and summary of evidence. If

necessary, the SMIT panel will prepare a revised summary of evidence based on the parties' responses to the initial summary, within five (5) business days. The SMIT panel will then reach a finding by majority vote, based upon a preponderance of the evidence (a more likely than not standard), regarding whether or not a violation of the College's Sexual Misconduct Policy occurred. The SMIT panel will prepare a written **final** report within ten (10) business days after receiving feedback from both parties or completion of an additional investigation, summarizing the findings of the investigation. This final report will then be forwarded to the Title IX Coordinator.

7. If there is a finding of no violation of the College Sexual Misconduct Policy, the Title IX Coordinator will give written notice of the findings and each party's respective appeal rights to the Reporting Party, Responding Party, and appropriate College Administrators within three (3) business days of receiving the SMIT panel's finding.
8. If there is a finding of violation of the College's Sexual Misconduct Policy, the Title IX investigation process ends, and the sanctioning process will begin within three (3) business days of the SMIT panel's finding. The parties may submit an impact statement describing the impact of the incident/case on them. These statements are given to the Sanctioning Official.
9. **Pending Complaints:** The College reserves the right to conduct and complete an investigation and any subsequent proceedings regardless of the participation of the Reporting Party or the Responding Party. If a student or employee accused of a violation of the College's Sexual Misconduct Policy separates from the College while a complaint is pending, the investigation and any subsequent proceedings will proceed to conclusion even in the student's or employee's absence. If the Responding Party is found to have violated the Sexual Misconduct Policy, as a condition of readmission, in addition to any other conditions, that person must satisfy all sanctions imposed upon them in their absence. If a College employee is found to have violated the Sexual Misconduct Policy, as a condition of re-employment, in addition to any other conditions, that person must satisfy all sanctions imposed upon them in their absence. The Title IX Coordinator will act to promptly and effectively remedy the effects of the conduct upon the Reporting Party and the campus community.

SANCTIONING OFFICIAL

When a formal investigation determines that a violation of the College's Sexual Misconduct Policy has, more likely than not, occurred, the Title IX Coordinator will refer the matter to the appropriate sanctioning official to determine the sanctions.

1. For sanctions involving a student as the Responding Party, the Sanctioning Official shall be the Vice President for Poplarville Campus and Student Services or a designee.
2. For sanctions involving staff, third party vendor, or visitor as Responding Party, the Sanctioning Official shall be the Senior Vice President for Poplarville Campus and Student Services or designee with assistance from the Director of Human Resources.
3. For sanctions involving a faculty member, the Sanctioning Official shall be the Senior Vice President for Instruction/Provost or designee with assistance from the Director of Human Resources.

IMPOSITION OF SANCTIONS

Disciplinary sanctions are imposed by the appropriate sanctioning official when a College community member is found in violation of the College's Sexual Misconduct Policy. Sanctions for sexual misconduct will be determined on a case by case basis. The Title IX Coordinator reviews proposed sanctions before they are imposed to ensure that they, along with the College's interim measures taken in response to the sexual misconduct, are reasonably calculated to end the sexual misconduct, prevent its recurrence, and remedy the effects on the Reporting Party and/or the College community. The sanctioning official reserves the right to broaden or lessen any range of recommended sanction(s) in the case of serious circumstances or egregious behavior. The sanctioning official will consider a range of factors when imposing sanction(s). This

range includes:

- The nature and severity of the prohibited conduct
- Previous disciplinary history of the respondent
- The practice established by previous sanctions
- Whether force or a weapon was used
- The involvement of multiple perpetrators
- Pre-meditated use of alcohol/drugs to facilitate the violation

1. Any one or more of the sanctions listed below may be imposed when a Responding Party violates the College's Sexual Misconduct Policy. Possible sanctions include, but are not limited to:

- **Community/Mandated Service:** Responding Party is required to work in the community and/or campus community for a designated time period.
- **Educational Interventions:** Responding party is required to write a letter of apology, reflective paper, participate in a course, workshop etc.
- **Warning/Probation:** Sanctioning Official provides a written warning to Responding Party that further violation will result in harsher sanctions.
- **Restitution:** Responding Party is required to cover the Reporting Party's cost of damage or loss of property/services.
- **Campus Ban/Loss of Privileges:** Responding Party is not allowed to enter certain campus buildings/locations or participate in activities/programs for a designated time period.
- **No Contact Order:** Responding Party is prohibited from contacting, either directly or indirectly, with the Reporting Party for a specified period of time. Contact includes, but is not limited to, email, social media, instant messaging, text messaging, phone calls, voicemail, direct visits, or through friends acting on behalf of the Responding Party.
- **Suspension:** Responding Party is temporarily dismissed from the College for a designated time period. All rights and privileges as a student or employee are suspended during this time period.
- **Expulsion/Employment Termination:** Responding Party is dismissed from the College. All rights and privileges as a student or employee are terminated.

2. After reviewing the written report of the SMIT panel's findings, and the parties' impact statements, the sanctioning official(s) shall, in consultation with the Title IX Coordinator, within five (5) business days of receiving the panel's report, decide upon the appropriate sanction(s). Once an appropriate sanction has been determined, the sanctioning official and Title IX Coordinator will notify the Reporting Party and Responding Party within two (2) business days.

This letter will include the following:

1. That the outcome of the formal investigation indicates a finding of violation of the College's Sexual Misconduct Policy;
2. That the sanction has been imposed;
3. The nature of the sanction; and
4. The right to appeal the outcome of the finding of violation of the College's Sexual Misconduct Policy and the sanction imposed.
5. Any disclosures to persons other than the parties deemed necessary shall be in accordance with all applicable federal and state laws, including (Family Educational Rights and Privacy Act (FERPA) with regard to students.
6. Any sanction imposed may be suspended pending appeal or during an employee's resort to administrative grievance procedures, in the discretion of the sanctioning official(s).

NOTICE

Whenever notice to the parties is required by this policy, it shall be rendered in writing, to the Reporting Party's and Responding Party's last known address and served in accordance with the following, at the discretion of the Sanctioning Official:

- In person;
- By email, and/or
- By regular U.S. Mail, postage prepaid.

APPEALS

1. A party aggrieved by a decision of the SMIT, or of the sanctions imposed may file a Petition for Appeal within five (5) business days of notification of the final outcome.
2. The appeal must be sent to the Title IX Coordinator in writing and state clearly the grounds which would justify consideration. General dissatisfaction with the outcome of the proceeding is not a basis for appeal. The written appeal must address one of the following criteria:
 - a. An error in procedure, which prejudiced the process to the extent the participant, was denied a fundamentally fair hearing as a result of the error. Only significant procedural errors that may have affected the decision of the Investigative Hearing Panel or which relate to the sanction imposed will be considered.
 - b. New evidence that was previously unknown and is available during the appeal process that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included with the notice of appeal.
 - c. Clearly demonstrated bias by an investigator or sanctioning official.

An appeal which does not clearly raise one of these three criteria will be dismissed without further consideration.

3. After receiving a Petition for Appeal, the Title IX Coordinator shall inform the non-appealing party of the appeal and give that party an opportunity to respond within five (5) business days. The Title IX Coordinator shall also inform the appropriate sanctioning official of the appeal.
4. After receipt of the Petition for Appeal and any response, the Title IX Coordinator shall immediately notify the College Appeals Committee.
5. The College Appeals Committee shall review the appeal and any response to determine if the appeal meets any of the limited grounds and is timely. Appeals decisions are to be deferential to the original investigatory and sanctioning processes, making changes to the finding only if there is clear error and to the sanction only if there is a compelling justification to do so. The original finding and sanction will stand if the appeal is not timely or does not meet one of the above stated grounds. The College Appeals Committee will render a written decision on the appeal to all parties within ten (10) business days from receipt of the appeal. The College Appeals Committee will also provide a copy of the written decision on the appeal to the sanctioning official(s). The College Appeals Committee's decision is final and not appealable.
6. If the College Appeals Committee determines that new evidence should be considered, the Committee will return the complaint to the investigative team to reconsider in light of the new evidence only, and the parties will be notified in writing accordingly. The investigative team shall conduct any supplemental investigation in accordance with the procedures set out above with proper notice and opportunity to be heard conveyed to the parties. The reconsideration of the investigative team is not appealable.

7. If the College Appeals Committee determines that a material procedural error occurred, the Committee may return the complaint to the investigative team with instructions to reconvene to cure the error. In rare cases, where the procedural error cannot be cured by the original panel members (as in cases of bias), the College Appeals Committee may order a new investigation on the complaint with a new team of investigators. The results of a reconvened investigation cannot be appealed. The results of a new investigation can be appealed, once, on three applicable grounds for appeals.

FALSE COMPLAINTS

The College prohibits an individual from knowingly filing a false complaint or making a misrepresentation of sexual misconduct. However, a complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct. Acts of knowingly filing false complaints are, by themselves, cause for disciplinary action.

Responding Parties in an allegation made in bad faith can file a complaint with the Title IX office. If a Responding Party believes that a complaint is filed in bad faith (misinformation was knowingly provided, or a false allegation made) a complaint can be filed with the Title IX office. The claim will go through the same review process as complaints of sexual misconduct facilitated by the Title IX Office.

Use of Federal Funds for Partisan Political Activity

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, September 9, 1997

Reference: Administrative

Policy:

Pearl River Community College forbids the use of federal funds for partisan political activity.

Procedure:

The College will abide and comply with the provisions of the Hatch Act (5 U.S.C §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

Use of Human Subjects in Research Projects

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, January 13, 2009

Revision Number: 1

Revision Date: Friday, February 15, 2013

Reference: Administrative

Policy:

It is the policy of Pearl River Community College to comply with all applicable Federal Regulations regarding the use of human subjects in research projects; respect the rights, wellbeing and personal privacy of individuals; assure a favorable climate for the conduct of academic-oriented inquiry; and protect the interests of Pearl River Community College.

Procedure:

This policy regarding the use of human subjects in research activities recognizes the institution's responsibility to comply with applicable Federal Regulations; protect the rights, well-being, and personal privacy of individuals; assure a favorable climate for the conduct of academic-oriented inquiry; and protect the interests of Pearl River Community College (PRCC).

1. **Principal Investigators**

Any principal investigator related to Pearl River Community College (as defined below) who engages in scholarly research involving human subjects, either on- or off-campus, must apply to the Pearl River Community College Institutional Review Board (IRB) for approval of the research. Such approval must be obtained before undertaking the research. Individuals who meet the definition of a "principal investigator" must apply for approval from the Pearl River Community College Institutional Review Board even if their research has been approved by the Institutional Review Board of another institution or organization.

Under this policy, the following individuals are considered to be principal investigators:

- Pearl River Community College faculty and staff,
- Pearl River Community College faculty who are on leave and who are conducting grant-funded research involving human subjects at Pearl River Community College, with grant funds administered by Pearl River Community College, or with Pearl River Community College students.
- Researchers not affiliated with Pearl River Community College who are conducting primary research with human subjects on campus. These unaffiliated researchers include visitors to the campus and off-campus scholars engaged in human subjects research on campus. While at Pearl River Community College, these individuals may, through the courtesy of an on-campus liaison, conduct Board-approved research on human subjects. The Chair of the PRCC IRB should provide the visitor with appropriate institutional forms, including this policy.

2. Institutional Review Board

- a. The purpose of the Institutional Review Board is to conduct initial and continuing reviews of projects that involve the use of human subjects in accordance with the policy.
- b. The Institutional Review Board will be composed of the Vice President for Planning and Institutional Research/Dean of the Dr. William Lewis Honors Institute (POP). Its members are the Grants Accountant, Director of Institutional Research/Director of Professional and Community Development, Vice President for Hancock Campus, Dean of Academic Instruction, and a community representative.
- c. In the event that a conflict of interest arises with a member of the Institutional Review Board related to a project under review, the member will not participate in the review process for that project.
- d. The Institutional Review Board will be guided by and operate in compliance with applicable sections of Title 45, CFR, Part 46, Protection of Human Subjects, January 15, 2009.
- e. The Institutional Review Board will accept petitions for review from principal investigators at any time and will return decisions within twenty (20) working days. Decisions will be in writing. To be eligible for review, petitions will contain the following information:
 - Name of Principal Investigator with e-mail address and telephone number with signature and date.
 - Name of Co-Principal Investigators with e-mail addresses and telephone numbers (if applicable).
 - Purpose of Project (Dissertation, Class Project/Assignment, etc.)
 - Project duration.
 - Project title.
 - Funding Agency and Proposal ID number (if applicable).
 - Statement addressing real or potential conflict of interest.
 - Indication of whether or not the project may be exempt from full Board review.
 - Brief statement of how human subjects are to be involved in the project.
 - Project summary.
 - Copy of the project proposal.

3. Renewal Petitions

Projects eligible for continued funding beyond the duration of the initial project award are subject to

renewal application review. Projects for which the scope of work or activities that involve human subjects change substantially during the project are also subject to renewal application review.

4. **Minimum Risk Proposals - Expedited Review**

Research activities which involve no more than minimal risk and which only involve human subjects as outlined below may be reviewed and approved by the Institutional Review Board through its expedited review procedure. Under this procedure, the Institutional Review Board review may be carried out by the Chair of the Board, or, in the Chair's absence, by a member of the Board designated by the Chair. In reviewing research under this procedure, the reviewer may not disapprove the research. A research activity can only be disapproved after review by the full Board.

The following activities shall be eligible for expedited review:

- . Minor changes in previously authorized research during the period for which approval is authorized.
 - a. Research involving survey or interview procedures where all of the following conditions occur:
 - Responses are recorded in such a manner that human subjects cannot be identified, directly or through identifiers linked to the subjects.
 - The subject's responses, if they become known outside of the research, would not place the subject at risk of civil or criminal liability or be damaging to the subject's financial standing or employability.
 - The research does not deal with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol, and is not likely to cause the subject undue stress, fatigue, or any other psychological reactions.
 - The research proposal makes adequate provision for obtaining the informed and voluntary participation of subjects.

If, in the reviewer's judgment, the proposal goes beyond the criteria for expedited review, it shall be subject to full Board review and approval. The Chair shall provide to the Institutional Review Board summaries of research proposals approved through expedited review procedures and copies of review disposition letters to investigators.

All other cases require a full Board review.

5. **Grant-Funded Research**

No grant-funded research activity involving human subjects shall be undertaken unless the Institutional Review Board has reviewed and approved such activity. This review shall determine whether the activity/research design will adequately protect the rights and welfare of such subjects.

6. **Other Types of Projects**

Although exempt from the PRCC IRB review, the following types of projects are subject to policies governed by other areas of the College: data gathered for the purposes of fundraising; market research for the purposes of admissions recruiting; recruiting efforts for faculty or staff; and statistical data collected for the management of institutional affairs, including surveys of students, prospective students, and alumni. Please note that a project that does not clearly fall into one of these categories should be brought to the IRB Chair for a determination of whether it is exempt. The determination as to whether a project is exempt from Board review cannot be made by the principal investigator(s) themselves.

PEARL RIVER COMMUNITY COLLEGE
Petition to Institutional Review Board
(To download the form, please [click here.](#))

New Application

Renewal Application

Name of Principal Investigator: _____

Telephone Number: _____ Email address: _____

Name of Co-Investigator: _____

Telephone Number: _____ Email address: _____

Name of Co-Investigator: _____

Telephone Number: _____ Email address: _____

Purpose of Project (Dissertation, Class Project/Assignment, etc.): _____

Project Duration – From: _____ To: _____

Project Title: _____

Funding Agency and Proposal ID Number (if any): _____

Conflict of Interest: Investigators do or do not have a real or potential conflict of interest.

Does this project meet condition (a) or (b) outlined below that will make it exempt from full Board review?

Yes No

- a. Minor changes in previously authorized research during the period for which approval is authorized.
b. Research involving survey or interview procedures where all of the following conditions (Common Rule Section 101 subsection b) occur:

- Responses are recorded in such a manner that human subjects cannot be identified, directly or through identifiers linked to the subjects.
- The subject's responses, if they become known outside of the research, would not place the subject at risk of civil or criminal liability or be damaging to the subject's financial standing or employability.
- The research does not deal with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol, and is not likely to cause the subject undue stress, fatigue, or any other psychological reactions.
- The research proposal makes adequate provision for obtaining the informed and voluntary participation of subjects.

Include a brief statement of how human subjects are involved in the project:

Project Summary attached? Yes No
Project Proposal attached? - Yes - No

I understand and agree to the following: Study findings must be shared with the Pearl River Community College (PRCC) Institutional Review Board. Copies of the report may be shared with both internal and external personnel associated with the College who have an interest in the topic and results. In addition, permission of the PRCC Institutional Review Board is required prior to publication of results of such study. Approval is at the sole discretion of

the Board.

Principal Investigator Signature: _____ Date: _____
Print Name: _____

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Educational Programs

<u>TITLE</u>	<u>ADOPTION DATE</u>	<u>LAST REVISION</u>
Academic and Professional Preparation of Faculty	December 7, 1993	June 8, 2010
Academic Misconduct	March 5, 1996	November 14, 2023
Admission	October 12, 1976	October 21, 2016
Advanced Placement Credit	November 4, 1985	June 13, 2023
Attendance	April 13, 1976	June 18, 2014
Compliance with Accreditation Policies and Procedures	March 2, 1999	May 10, 2006
Credit by Examination	December 7, 1993	June 13, 2023
Developmental Courses	December 7, 1993	November 12, 2014
Graduation, Degrees and Certificates	December 7, 1993	December 7, 1993
Hepatitis B. Virus Vaccination/Immunization Library and Learning Resources	August 11, 1992	January 3, 2003
Registration	August 13, 2002	May 14, 2003
Semester Hour Credit	August 13, 2002	June 18, 2014
Student Course Loads	March 19, 2013	November 12, 2014
Textbooks	June 12, 2001	October 21, 2016
Transfer of Credit	February 12, 1985	April 27, 2016
Withdrawal from a Class or from the College	May 10, 2005	December 9, 2015
	June 8, 1976	

Academic and Professional Preparation of Faculty

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 1

Revision Date: Tuesday, June 8, 2010

Reference: Educational Programs, Personnel

Policy:

The College will employ professionally prepared faculty.

Procedure:

1. Faculty teaching credit courses leading toward the associate in arts degree will have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree or hold the minimum of a master's degree with a major in the teaching discipline.
2. It is recommended that faculty teaching courses in professional, occupational and technical areas designed for college transfer must have completed at least 18 graduate hours in the teaching discipline and hold at least a master's degree, or hold the minimum of the master's degree with a major in the teaching discipline.
3. Faculty teaching credit courses in professional, occupational, and technical areas that are components of associate degree programs not usually resulting in college transfer, or in the continuation of students at senior institutions must possess appropriate academic preparation coupled with work experience.
4. The minimum academic degree for faculty teaching in professional, occupational and technical areas must be at the same level at which the faculty member is teaching.
5. Adjunct and part-time instructors will be required to meet the same requirements for academic preparation as the regular full-time faculty and will be evaluated according to the same procedure as full-time instructors.
6. Adjunct faculty will be required to complete trainings regarding the college's LMS, attendance, grades, course syllabi, and other related areas.
7. Exceptions to these requirements must be documented in the Faculty Roster by the Vice President for Instruction/Provost. Supporting documentation will be placed in the instructor's file.
8. All students and faculty have access to academic support services regardless of location.

Academic Misconduct

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, March 5, 1996

Revision Number: 1

Revision Date: Tuesday, November 14, 2023

Reference: Educational Programs, Student Affairs

Policy:

Pearl River Community College prohibits academic misconduct.

Procedure:

Academic misconduct is a serious offense because it diminishes the quality of academic scholarship; defrauds society, the institution, faculty, and other students; and undermines the efforts of those who eventually depend upon the knowledge and integrity of our faculty and staff. Academic policies apply equally to students and faculty at all locations.

Academic misconduct is unethical conduct in the context of a class that may compromise the integrity of PRCC. All work submitted in a course must be the student's own work. Academic misconduct includes, but is not limited to, deceptive acts such as the following:

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one's identity during a test;
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials;
7. Plagiarize, which is copying material, either exactly or in essence, and not providing appropriate documentation, including for Artificial Intelligence (AI) tools;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers;
11. Misuse of Artificial Intelligence (AI) tools to complete assignments, to plagiarize, to paraphrase, or to submit false information;
12. Submitting fraudulent or falsified documents to obtain excused absences, or other academic benefits.

Refer to the course syllabus for specific course policies regarding academic misconduct. As with other violations of student conduct, academic misconduct may result in disciplinary action on a case-dependent basis, up to and including dismissal from the college.

Admission

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, October 12, 1976

Revision Number: 12

Revision Date: Friday, October 21, 2016

Reference: Educational Programs

Policy:

Educational opportunities are provided for students attending Pearl River Community College. Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, pregnancy, or disability. For inquiries regarding the non-discrimination policy or to request accommodations, special assistance, or alternate format publications, contact Tonia Seal, Director of Admissions and Records and ADA/Civil Rights Coordinator, at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1214. For inquiries regarding Title IX, contact Alexandra Kennedy, Title IX Coordinator, at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1546.

Procedure:

In order to be fully admitted as an academic, technical or career student (including on-campus, off-campus, and online students) the following documents must be submitted:

1. PRCC Application for Admission
2. Official transcript from an accredited high school indicating graduation date and regular high school diploma or GED/HiSet test transcript indicating passing
3. Official transcript from last college attended: additional transcripts from regionally accredited colleges for any transfer credits needed for PRCC graduation.
4. ACT scores for General Education or Technical students. Students who have not taken the American College Test (ACT) may take an approved placement test in place of ACT.

Until these items are received, the student will be provisionally accepted unless he or she meets one of the following conditions to be admitted as a non-degree seeking student:

- a. The requirement to enroll in dual enrollment/dual credit career or technical classes; or
- b. The requirements to enroll in an approved PRCC career pathway program that integrates Adult Basic Education (ABE) with skill training (career or technical).

Application procedures and requirements for specific allied health, career, technical and nursing programs are separate from the standard admission procedure. The requirements and procedures for these programs are stated in the Pearl River Catalog. The official version of the Pearl River Catalog is available on the College website at www.prcc.edu.

The Board of Trustees desires to provide educational opportunities for all those interested in attending Pearl River Community College. The College, through the Admissions Committee, reserves the right to cancel the admission or registration of an individual whose attendance at PRCC would not be mutually beneficial to the individual and to the institution.

Advanced Placement Credit

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Monday, November 4, 1985

Revision Number: 3

Revision Date: Tuesday, June 13, 2023

Reference: Educational Programs

Policy:

The College will award credit on the Advanced Placement Examinations administered by the College Entrance Examination Board.

Procedure:

A student will receive 3 semester hours credit for a score of 3 and 6 semester hours credit for a score of 4 or 5 on Advanced Placement (AP) subject examinations.

1. Advanced Placement credit is posted to the transcript upon acceptance to PRCC. While AP credits counted toward a student's degree completion at Pearl River Community College, the student must earn a minimum of 25% of the credits required for degree completion directly from Pearl River Community College.
2. A grade of "AP" is given for Advanced Placement Credit. No quality points are awarded and the grade does not figure in the student's grade point average (GPA).
3. Students are restricted to 20 semester hours of credit, with no more than 8 semester hours or 2 courses in any one subject area.
4. Test scores must be on file in the Admissions Office.
5. Credit will be awarded only in subjects that are taught at PRCC.
6. Advanced placement credit may apply to graduation at PRCC; however, students who wish to transfer to a senior institution should verify with that institution that AP scores will be honored in transfer.

Attendance

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, April 13, 1976

Revision Number: 9

Revision Date: Wednesday, June 18, 2014

Reference: Educational Programs

Policy:

Pearl River Community College expects regular and punctual attendance of all students.

Procedure:

Absences –

1. Regular semester day and all night classes - Academic and technical students missing a class more than twice the times it meets in a week during a semester will be dismissed from that class due to excessive absences. Students enrolled in a career-technical education lab will be allowed a maximum of six absences during a semester.
2. Summer day classes - Academic and technical students are allowed only two absences during any four week term. Students enrolled in an eight week career-technical education lab are allowed four absences.
3. Weekend classes - A student should not be absent from any part of a weekend class. Only in extreme circumstances may a student be excused by the instructor for missing any portion of a weekend class session.
4. A student participating in a provided online course will be allowed two (2) absences for full-term (15 weeks) online courses and one (1) absence for short-term online courses. Attendance will be monitored weekly by timely submission of assignments, including tests, homework, projects, discussion board entries, etc. A student is expected to complete such assignments by the appropriate due date. Failure to complete such assignments by the due date will be recorded as an absence. Upon the third absence in a full-term course and second absence in a short-term course, the student will be administratively withdrawn from the course barring any extenuating circumstances.
5. Other classes - A student may not be absent more than twice as many times as the number of semester hours of credit conveyed by a course. An absence is defined in this case as missing fifty (50) minutes of a lecture (or equivalent) class, or missing one hundred (100) minutes of a laboratory, shop, activity, or field type of class.
6. An instructor may propose a stricter rule for absences or tardies from a class if approved by the instructor's immediate supervisor and by the next level of administration.
7. The absence rule for any class must be included in the course syllabus provided to all students at the first meeting of the class.

Attendance –

1. To pass a course, a student is required to take all tests scheduled by the instructor and satisfactorily fulfill the performance objectives of each course.
2. If a student has to miss class, on the day the student returns to class, he or she has the responsibility of contacting the instructor in order to schedule any make-up work.
3. A student may make up work missed if valid reasons for missing, such as illness, accident, or other extenuating circumstances are accepted by the instructor. A student has one week after returning to class to schedule make up work unless circumstances indicate that extra time is needed. Regular scheduled tests and examinations missed without a valid reason will be recorded as a grade of zero.
4. Students will be informed of those programs which may have specific attendance requirements mandated by external agencies and/or program guidelines.
5. After a student cuts out of a class he/she cannot be readmitted to that class without permission from the instructor.
 - A. A request for a hearing with the instructor must be made one (1) day after the student has been informed by the instructor that he/she has been dropped from class due to excessive absences.
 - B. Readmission to class will be determined based on reasonable evidence presented to the instructor. Therefore, students requesting a hearing should be prepared to show proof to support their argument for excessive absences, i.e. a doctor's excuse, etc.
6. School business will not be counted as an absence from class. Faculty and staff members responsible for activities requiring students to miss school must receive approval from the appropriate Campus Vice President and provide notification to the students' instructors through the College's Electronic Attendance Monitoring System.
7. A record of class attendance will be kept beginning with the date of the first class meeting.
8. Instructors are required to complete the online "cut-out" forms no later than Thursday at 3:00 p.m. of the following week.
9. Three tardies will count as one absence. A tardy of fifteen minutes or more will be considered an absence. A student leaving any class without official dismissal will be counted absent.
10. An instructor of an online course will record attendance in a manner prescribed by the Office of eLearning. An online student is classified as active, dropped, or withdrawn with the last date of attendance recorded. These categories are defined as follows:
 - A. Active – Contact is being made on a regular basis and student is current in all assignments. However, active can also mean that the student is behind on submitting assignments but is in contact with the instructor and has not exceeded the allowed number of absences.
 - B. Dropped – Student was dropped from the course by the instructor because the student has exceeded the maximum allowed absences.
 - C. Withdrawn – Student dropped the course and documentation submitted by student is confirmed.

The last date of attendance (LDA) for a student whether dropped or withdrawn will be the last date the student submitted work in the course. The student's attendance status is determined by the instructor and supported by the student's participation in coursework.

Compliance with Accreditation Policies and Procedures

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, March 2, 1999

Reference: Educational Programs

Policy:

The Institution and Chair of each individual allied health program is responsible for assuring compliance with national accreditation policies and procedures.

Compliance with accreditation policies and **procedures** is the responsibility of the Institution and Chair of each individual program. Compliance will include all of the following:

1. Timely requisition and submission of all required fees.
2. Timely and accurate submission of all required documentation including, but not limited to:
 - A. reports of graduation rates,
 - B. performance on state licensing examinations,
 - C. employment rates,
 - D. annual and/or biannual reports, and
 - E. self-study reports.
3. Timely notification of substantive changes in the program including, but not limited to:
 - A. change in program leadership,
 - B. change in the administrative structure in which the program is housed,
 - C. significant change in the size of the classes to be admitted,
 - D. major curricular changes, and
 - E. establishment of an expansion program.
4. Timely notification of any change in the institutional accreditation status or legal authority to provide post-secondary education.
5. Completely bringing the program into compliance with accreditation criteria within the required amount of time when determined to be out of compliance.

It is the responsibility of the chairperson to be knowledgeable of the accreditation requirements for his or her program. Any specific requirements not stated above fall under the domain of each program and completion of the requirements is the responsibility of the Institution and Chair of the program.

Credit by Examination

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 2

Revision Date: Tuesday, June 13, 2023

Reference: Educational Programs

Policy:

Pearl River Community College will award credit to students who have satisfactorily completed college level course work by examination.

Procedure:

College Entrance Examination Board (CLEP)

A student who has not earned college-level credit in the subject area may take a CLEP subject-area examination. Credit is awarded to only those students whose scores meet or exceed the national norms. Students are restricted to a maximum of thirty (30) semester hours with not more than six (6) hours of two (2) courses in one subject area.

In order for a student to earn credit for a CLEP Examination, the test score must be on file in the Admissions Office. A letter grade of "P" will be printed on the student's record indicating a passing grade for a CLEP examination. CLEP subject-area examination credit is posted to the transcript upon acceptance to PRCC, unless the examination is completed after acceptance, while the student is enrolled at PRCC.

A listing of courses that will be accepted at Pearl River Community College through the CLEP examinations is listed in the College Catalog.

Credit by Examination

A student may receive credit for a college course upon passing a comprehensive final examination in the subject. The process is initiated with a student making a written request with the appropriate Vice President. The Vice President may consult with an instructor in the subject area to arrange for a meeting with the student to discuss the level of knowledge and the administration of an examination. The student will register for the course and pay \$25 per credit hour. If a student wishes to request credit by examination while enrolled in a regular course of the same subject, the student must make the request before the end of the "drop and add" period of that session. (The fee of \$25 per credit hour still applies.) In special cases, the Vice President may choose to delete the charge and payment related to credit by examination.

A qualified faculty member will be asked to develop, administer, and grade the exam. The grade will be pass or fail and based upon "passing" as being equal to a regular letter grade of "C" or better.

The examination should be graded within two weeks of administering the exam. Upon receiving the grade and completed examination, the Vice President may request a \$50 payment for the faculty member. A copy of the completed examination should be retained by the faculty member for one academic year.

Developmental Courses

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 2

Revision Date: Wednesday, June 18, 2014

Reference: Educational Programs

Policy:

Pearl River Community College offers developmental courses for students with deficiencies in the areas of English and mathematics.

Procedure:

Developmental courses are designed to strengthen the students' basic skills in order that they may become better prepared to succeed in other college courses.

Courses:

Intermediate Algebra (MAT 1234)

Class Meetings:

4 Lecture Hours per Week

1. Effective Fall 2010, credit toward graduation is not awarded for developmental courses.
2. Grading: Beginning in Fall 1993, students enrolled in developmental courses must earn a grade of "C" or higher in order to enroll in the next higher level course. Students not earning a grade of "C" or higher must repeat the course the following regular semester.
3. Students whose ACT subscores indicate their need to enroll in one or more developmental courses must schedule these courses immediately. This requirement may not be delayed until a further semester without the approval of the Vice President for Instruction/Provost or the Dean of Career and Technical Education or Campus Directors.
4. Students enrolled in one or more developmental courses must be advised and follow the prescribed plan of courses in order to ensure graduation in a timely manner.

DEVELOPMENTAL COURSE PLACEMENT

The following American College Test (ACT) scale scores on the English and Mathematics subtests determine developmental course placement:

ACT SCALE SCORE

College Algebra (MAT 1313)	ACT Mathematics score of 19 or above
College Algebra (MAT 1314)	ACT Mathematics score of 17-18
Intermediate Algebra (MAT 1234)	ACT Mathematics score of 16 or below
English Composition I (ENG 1113)	ACT English score of 17 or above
English Composition I (ENG 1114)	ACT English score of 16 or below

A grade of "C" or better is required for academic students to pass ENG and MAT class(es).

NOTE

1. If a student has taken the ACT more than once, the highest subtest scores for Mathematics and Reading are used.
2. When registering, students are permitted to take the Compass at his or her expense. If the Compass scores indicate the student can be placed in a college-level course, then the student may bypass the developmental courses. (There is a fee for each section of the Compass).

Graduation, Degrees, and Certificates

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 5

Revision Date: Wednesday, November 12, 2014

Reference: Educational Programs

Policy:

The College will award a degree or certificate when students have met specific requirements.

Procedure:

Associate in Arts

The Associate in Arts Degree is awarded to students who meet either of the following requirements:

1. Complete a minimum of 60 semester hours to include the 34-36 semester hour basic core curriculum and the 24-26 semester hours of transferable electives (a maximum of four activity hours may be applied toward graduation); and, attain an overall grade point average of 2.0 or higher.
2. Complete the first two years of a baccalaureate program of study found in any accredited four year college or university catalog which has become effective since the student began college studies; and, attain an overall grade point average of 2.0 or higher. For all Mississippi public four-year institutions, this information can be located in the Mississippi Articulation and Transfer Tool (MATT).

In order to receive an Associate Degree a minimum of twenty-five percent (25%) of the hours applied toward the degree must be completed at Pearl River Community College.

Computer proficiency is required of all students who receive an Associate in Arts degree. This proficiency may be demonstrated in any of the following ways: passing an academic computer science course, passing a computer proficiency test, completing an online course with a grade of B or better, or completing a non- developmental mathematics course that requires the use of instructional software. The Senior Vice President for Instruction/Provost may consider declaring a student computer proficient based on documentation of appropriate employment experience.

Associate in Applied Science Degree

The Associate in Applied Science Degree is awarded to a student who completes the prescribed technical course of study in his or her chosen field as outlined in the college catalog and attains an overall grade point average of 2.1 or higher.

Technical Certificate, Career Certificate, and/or Certificate of Completion

These Certificates are awarded to any student who completes the prescribed career course of study in his or her chosen field as outlined in the College Catalog and attains an overall grade point average of 2.0 or higher.

****NOTE** - In order to participate in commencement exercises and receive a diploma, a candidate for graduation must file an application for graduation online at prcc.edu.

Hepatitis B. Virus Vaccination/Immunization

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 11, 1992

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Educational Programs

Policy:

Pearl River Community College Board of Trustees requires that all faculty and students involved in health-related programs obtain a vaccination against Hepatitis B Virus.

Procedure:

Based on the American Association of Colleges of Nursing document entitled "Policy and Guidelines for Addressing Human Immunodeficiency Virus and Hepatitis B Virus Infection in the Nursing Education Community, February 1992," the Pearl River Community College Board of Trustees hereby adopts this policy to control the rapid increase of blood borne diseases to protect the best interest of the school, students, faculty, and patients in the health care settings in which PRCC participates by requiring Associate Degree Nursing faculty and Associate Degree Nursing students to undergo protective procedures, as defined in specific forms (dated for identification) to be signed by each faculty member, student, in this regard. Said forms are attached hereto as part of this policy. Further, this policy shall be reviewed annually, prior to each Fall semester, or periodically as the need may arise, by a nursing faculty committee, for confirmation that the provisions of said form remain in effect or that said provisions need to be revised.

Faculty members who might be exposed to blood in the clinical supervision of students are required to undergo HBV vaccination at the College's expense, unless shown to be immune or medically at risk from the vaccine, or to sign a declination form indicating refusal or accept the offered vaccination as per the Occupational Safety and Health Administrations' December 1991, safety standard for health care workers exposure to blood borne pathogens. [56 Federal Register 65175 (12/06/91)]

Students are required to present documentation of a completed series of HBV immunizations either upon admission to the nursing program or within six (6) months of admission to the nursing program unless shown to be immune or medically at risk. Students not providing documentation of HBV vaccination, immunity, or medical risk, must sign declination form and wavier of liability for Pearl River Community College. Students are responsible for the cost of the vaccinations.

Library and Testing Centers

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 13, 2002

Revision Number: 1

Revision Date: Friday, January 3, 2003

Reference: Educational Programs

Policy:

Pearl River Community College supports the Garvin H. Johnston Library (including Testing Centers) at the main campus in Poplarville with branches at the Forrest County Campus in Hattiesburg and at the Hancock Campus in Waveland.

Procedure:

The purpose of the College Libraries is to support and enhance the curriculum of the college and meet the educational needs and interests of the college community.

In striving to accomplish this, the following goals have been set:

1. To select, acquire, and organize print and non-print materials that will meet the needs of faculty, staff, and students in an atmosphere that encourages learning.
2. To provide comprehensive, current collections of diverse materials and formats purchased in compliance with sound selection guidelines.
3. To provide appropriate technology in order to enhance learning, instruction, and information retrieval.
4. To adequately staff the libraries and testing facilities with qualified individuals and to serve users in a professional manner.
5. To maintain and develop library and testing services that meet the educational needs and interest of the college community.
6. To provide resources to all PRCC learners.
7. To serve as an extension of the classroom by providing an orientation program that teaches effective use of the Library and encourages the use of all materials.
8. To provide a secure, quality testing environment that supports all areas of the institution.
9. To cooperate with other institutions, libraries, and agencies in the sharing of resources throughout the state.

Registration

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 13, 2002

Revision Number: 1

Revision Date: Wednesday, May 14, 2003

Reference: Educational Programs

Policy:

Students who have completed all admissions requirements may register for courses.

Procedure:

Students may register for classes in a variety of ways, including:

1. Preregistration. New students can make an appointment with an advisor to register for classes.
2. Regular Registration. Dates are set aside immediately preceding each semester when a student may meet with an advisor, select a course of study, and enter a class schedule.
3. Returning students who have obtained a Personal Identification Number (PIN) and have consulted with an advisor may register for courses using the Banner Web Registration System. Registration is complete only upon payment of fees. Web registration is available only to returning students who wish to enroll in traditional courses.
4. Students may register for online classes by making an appointment with an eLearning Support Specialist by accessing <https://prcc.edu/academics/elearning/>.

Semester Hour Credit

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, March 19, 2013

Revision Number: 1

Revision Date: Wednesday, June 18, 2014

Reference: Educational Programs

Policy:

Pearl River Community College will follow sound and acceptable practices when awarding credit for coursework regardless of format or delivery method. Where prescribed by the Mississippi Community College Board, those policies defining a credit hour will be followed.

Procedure:

Pearl River Community College will award one semester hour of credit for 750 minutes of lecture and one semester hour of credit for 1500 minutes of laboratory. This is student and teacher contact time. A lecture hour credit also carries the expectation that a student will spend approximately twice the amount of time in preparation as in formalized instruction. It excludes time for class changes and complies with MCCB Policy Code Number 9.2, page 3.

While not specifically addressed in MCCB policy, it is accepted practice to award one hour of credit for 2250 minutes of clinical instruction.

Online courses, as well as courses with other delivery methods, have course content, methods of assessment, and course outcomes that are equivalent to courses using traditional methods. The same credit will therefore be awarded for those courses as for traditional face-to-face delivery methods.

Student Course Loads

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 12, 2001

Revision Number: 3

Revision Date: Wednesday, November 12, 2014

Reference: Educational Programs

Policy:

Pearl River Community College may place restrictions on student course loads.

Procedure:

1. The full-time course load for a student seeking an Associate in Arts or Associate in Applied Science degree is 15 semester hours.
2. A student who is seeking a degree may register for 22 or more semester hours only with the approval of an instructional Vice President or person designated by the Vice President.
3. A student in a certificate or technical degree program requiring the student to enroll in 22 or more semester hours may do so with the approval of the director of the program.
4. A full-time student must maintain a minimum course load of 12 semester hours, of which at least 9 must be other than activity courses. That is, a student must be enrolled in at least 9 semester hours that are either developmental courses or courses that may be applied toward an associate degree. (No more than 4 semester hours of activity courses may be applied toward an associate degree.)
5. A student may enroll in online courses, traditional courses, or any combination of online courses and traditional courses in order to be classified as a full-time student. A minimum of fifteen (15) hours of traditional on campus courses must be maintained in order to reside in campus housing.
6. Effective January 1, 2015, all PRCC students who reside in college housing or receive any form of Institutional or Development Foundation scholarship must be enrolled in 15 credit hours per semester. A waiver may be granted by an instructional Vice President if the student has applied for graduation and can demonstrate that 15 hours are not necessary for graduation.
Athletic eligibility for students enrolled in online courses shall be defined as follows: All athletes must be enrolled full time and in attendance within fifteen (15) calendar days from the beginning date of a particular term to be eligible to participate. To be considered full time, an athlete must be enrolled in 15 semester hours. Athletes taking online are considered full time if registered for at least nine (9) semester hours on site at the certifying institution and six (6) or more hours with the certifying institution acting as the host institution for courses taught by other MACJC member colleges.

Textbooks

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, February 12, 1985

Revision Number: 5

Revision Date: Friday, October 21, 2016

Reference: Educational Programs

Policy:

Pearl River Community College shall offer textbooks, e-books, school supplies, and merchandise for sale.

Procedure:

Wildcat Den: The PRCC Wildcat Den offers a complete selection of school supplies. Students with an excess credit balance on their student account may be allowed to charge purchases; certain restrictions may apply. Students with a credit balance of federal, state, scholarship funds or other non-refundable types of financial aid may charge to their account during the fall and spring terms; certain restrictions may apply.

The Wildcat Den merchandise shop is located between the Brownstone Center and White Coliseum on the Poplarville Campus. The Wildcat Den Distribution Center, where textbooks and kits are purchased, is located to the right of the football field house. The Forrest County Campus Wildcat Den is located in Building 5.

Online Bookstore: Students may now order their required textbooks online at <http://bookstore.prcc.edu/> with the use of financial aid or a major credit card. Students may go to the Wildcat Den website to find a complete listing of textbooks required by course/term.

Course Books: The PRCC Wildcat Den adopted a course fee program for 70% of its courses. The course fee is attached to each course and covers the cost of all digital materials for that course. This fee includes an exclusive, pin-less Digital Package which includes an interactive e-book integrated into the student's Learning Management System (LMS-Canvas) that provides students the ability to highlight, annotate, bookmark, print, and access on many different devices. It also includes any additional resources, labs, videos, PowerPoints, interactive digital homework modules, quizzes, and digital resources the publisher is providing. The Wildcat Den works closely with the publishers each year to ensure that PRCC is the sole deliverer of the custom Digital Package at the most cost-effective price for PRCC students. For those courses not using the course fee model, the Wildcat Den will offer new textbooks for purchase and used textbooks for purchase when available. The Wildcat Den will conduct a Book Buy Back at the end of each semester.

Online Textbooks: If an e-book is not being used and a textbook is required, students enrolled in online courses can purchase their textbooks from the PRCC Wildcat Den. Students may choose to order textbooks via the PRCC Online Bookstore and have them shipped directly to them. All online textbook orders must be prepaid at the time students place their order. Financial aid and major credit cards are accepted. Students may also come to campus to make textbook purchases. Students enrolled in online courses that originate from another community college may place a special order for textbooks not stocked by the PRCC Wildcat Den. Students can do so by sending an email to prccwildcatden@prcc.edu. Students must bring a copy of their verified "Student Profile" into the Wildcat Den when purchasing the textbook or fax a copy with orders being placed. All orders for online textbooks from other community colleges or direct from the publisher must be placed 7-10 business days prior to the start of online classes or risk a delay in receiving their order in a timely manner. The Wildcat Den cannot be held responsible for orders that are delayed due to back orders or lost in shipping, etc., or when placed later than 10 days prior to the start of classes.

Students, at their discretion, may use their federal, state, and institutional and outside financial aid proceeds to charge what they need in the bookstore. By signing the receipt, students authorize the Wildcat Den Bookstore to charge those purchases against their remaining financial aid balance. Charges may include books, supplies, food, drinks, and merchandise (exclusions apply).

Transfer of Credit

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 2005

Revision Number: 2

Revision Date: Wednesday, April 27, 2016

Reference: Educational Programs

Policy:

Pearl River Community College may accept transfer credit from another college or university. Credit may also be granted based on the results of Advanced Placement examinations, College Level Examination Programs (CLEP) examinations, and on military experience.

Procedure:

A course that has been passed by a student at another postsecondary institution that is fully accredited by a regional accrediting association will normally be accepted by the College for transfer credit to apply toward an associate degree or certificate. Whenever possible, a transfer course is equated to an equivalent Pearl River Community College course. If there is not an equivalent course, elective credit may be granted. A course from a postsecondary institution that is not fully accredited by a regional accrediting association may be considered for transfer credit when approval is recommended by the Senior Vice President for Instruction/Provost. The transfer of a technical or career course and its applicability toward a specific degree or certificate is subject to the approval of the faculty and administration of the department offering the degree or certificate program. A course that is developmental or remedial in nature may be considered for the purpose of meeting a prerequisite for enrollment in a Pearl River course, but will not be accepted as transfer credit to apply toward any degree or certificate. As a two-year institution offering freshman and sophomore classes, Pearl River Community College is only allowed to accept transfer courses that are freshman and sophomore classes.

Veterans who are attending college after a period of active duty in the armed forces may request undergraduate credit according to the following rules:

1. For four months of active duty, a veteran may be exempted from the physical education requirement for graduation and may be awarded two hours of credit for HPR 1111 and HPR 1121 or HPR 1112.
2. For six months of active duty, a veteran may be exempted from the physical education requirement for graduation and may be awarded five hours of credit for HPR 1213, HPR 1111 and HPR 1121, or HPR 1112.
3. For a year or more of active duty, a veteran may be exempted from the physical education requirement for graduation and may be awarded seven hours of credit for HPR 1213, HPR 1111 and HPR 1121, HPR 1112, or HPR 1122.

Credit may be awarded for successful completion of College Level Examination Program (CLEP) examinations and of challenge examinations administered by College faculty. The procedures for these programs are described under the Credit by Examination Policy.

Withdrawal from a Class or from the College

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 8, 1976

Revision Number: 3

Revision Date: Wednesday, December 9, 2015

Reference: Educational Programs

Policy:

A student may withdraw from a class or from the College.

Procedure:

Withdrawal from a Class:

1. During the registration period, a student who wishes to withdraw from a class may complete the process through registration in RiverGuide or seek the assistance of an advisor. After the last day of registration, a student should complete the Single Course Withdrawal request in their Student Dashboard through RiverGuide. This will notify the student's instructor of the request to withdraw and the instructor will contact the student and, if necessary, process the withdrawal in the gradebook.
2. No grade will be given if a student withdraws from a class during the drop/add period. After the drop/add period, a student may withdraw with a grade of "W" at any time prior to the last scheduled day of class. Students taking online classes should refer to the eLearning calendar for withdrawal deadlines.

Withdrawal from the College:

1. A student who wishes to withdraw from all classes taken at the College should complete the request in their Student Dashboard through RiverGuide. As part of the withdrawal request, the student will be provided with all necessary information about withdrawing and attempts will be made to contact the student to confirm the withdrawal. All offices involved with the withdrawal process will be notified of the withdrawal to allow for swift processing. Once all processing is complete, the Business Services Office will be notified and the final bill and/or refund will be calculated.

Financial Resources

<u>TITLE</u>	<u>ADOPTIONDATE</u>	<u>LASTREVISION</u>
Budget	May 11, 1976	March 12, 2004
Gifts, Entertainment, and Food	June 14, 2022	
Inventory Requirements	January 11, 1994	June 14, 2022
Investments	January 11, 1994	
Purchasing	December 7, 1993	June 14, 2022

Budget

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 11, 1976

Revision Number: 3

Revision Date: Friday, March 12, 2004

Reference: Financial Resources

Policy:

The President will submit a projected annual budget to the Board of Trustees in accordance with state laws and regulations.

Procedure:

1. The President and Vice President for Enrollment Management and Business Services are responsible for preparing and presenting the annual budget to the Board for approval at the regularly scheduled meeting in June of each fiscal year. The College will follow budgeting procedure as contained in the zero based budgeting concept. Each line item of the College budget will be presumed to be zero until sufficient documentation is presented to justify all expenditures and revenues.
2. The Vice President for Enrollment Management and Business Services will be responsible for developing the budgeted revenues of the College. The College's Mission Statement and Strategic Goals will serve as the basis for the budget, and the budget will be developed in complete detail utilizing all information from all sources of known and projected information.
3. The heads of administrative units will review very carefully all budgets and expenditures in relation to the Mission Statement and Strategic Goals from the current year. The source of this information is the monthly report now received reflecting adjusted budgets and actual expenditures. For example, personnel in each department of the college should be reviewed to insure the necessity of the positions. The criteria for necessity will include student load for faculty, number of students served for clerical positions, etc. Each category of budgeted expenditures will be given sufficient scrutiny to provide for adequate justification. The process will allow input from all department heads and employees. The procedure for presentation of budget requests from these individuals will be determined by the administrators.
4. The budget development process will begin no later than February 1 prior to the beginning of the next fiscal year. Completed division requests, including Needs Assessment Forms, must be submitted to the Vice President for Enrollment Management and Business Services or President no later than March 1. The Vice President for Enrollment Management and Business Services and/or President will meet with each administrator during the month of March for the purpose of clarifications, if necessary, or other explanation as deemed necessary.
5. The President and Vice President for Enrollment Management and Business Services will review requests, as submitted, to begin the match process to available revenues. Hearings with administrators will be held to further the process. For example, it may be necessary for additional information to be provided for justification purposes. Also, further pleas for inclusion can be presented at this time.

6. The President and Vice President for Enrollment Management and Business Services will prepare an initial draft budget followed by the final version to be presented to the Board of Trustees for approval.
7. The final, approved version of the budget, as applicable to each division, will be provided to each administrator as soon as possible after the June board meeting.

Gifts, Entertainment, and Food

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 14, 2022

Reference: Financial Resources

Policy:

College policy is to refrain from paying for gifts with College funds. The Business Services Office is not authorized to pay for gifts charged on the College credit card or otherwise, regardless of the source of funds. Gifts should be purchased with private funds, either personal or from the College Development Foundation.

Procedure:

Categories and descriptions of allowable entertainment expenditures

Guests, Prospective Employees, and Others

It is the policy of the College to invite appropriate prospective faculty or staff, including spouses, to visit the campus. Travel and all other reasonable and necessary expenses are reimbursed. When entertainment occurs on a reasonable basis associated with a recruitment visit, it is recognized as a proper expenditure. The faculty and staff involved in this type of entertainment should be essential to the interview process. When the prospective candidate's spouse accompanies him/her and it is deemed necessary to have the spouse of a College faculty or staff member present, entertainment expenditures for the spouse may also be reimbursed.

In certain cases, it is recognized that entertainment of official College guests is essential. Administrative officials, deans, department heads, or senior faculty members should usually undertake this entertainment. Examples of official guests include, visiting lecturers, visitors from foreign countries, representatives of research organizations, visitors from other colleges, individuals interested in college programs and development of new programs (both paid and non-paid consultants), and business and community leaders within the Pearl River Community College district, and the State at large who are on campus for specific business on behalf of the College. The relationship between the visitor and the college faculty or staff members attending the function or their areas of responsibility must be clearly indicated.

In the case of conferences, workshops, meetings, and seminars conducted by the college and supported by income from registration fees, allowable entertainment expenses will be reimbursed. "Covered by Program Income" should be notated on the Request for Payment form. Conferences, workshops, meetings, seminars, retreats, etc., that are not supported by fees may be organized around college groups in combination with outside persons or groups limited to college personnel. Meal or refreshment expenses associated with these groups will require assurance, through appropriate documentation, that the function is essential to the operation of the college and that provision of meals/refreshments must be incidental to the function rather than the primary purpose of the function. Meals held subsequent to a business function are not allowable uses of college funds.

Retirement Receptions

College funds may be used, at the discretion of the appropriate department head, to purchase refreshments for employee retirements. All college employees must be invited to attend. College funds can also be used for campus-wide notification of the event. College funds cannot be used to purchase gifts for retiring employees.

Official College Functions

Official College functions are functions and receptions which are held by the President for employees, students, alumni, and friends of the College Official Student Functions

- Official college/school functions and receptions for students and their families in conjunction with academic achievements or recruiting shall be reimbursed as entertainment. Such occasions include, but are not limited to, graduation, Honors Day, and Homecoming.
- End-of-the-Academic-Year awards banquets or receptions given by college student groups whose emphasis is directed toward benefiting the general student population. Such groups include student governing boards, College Programs, etc.
- The College recognizes that student-housing residents have needs beyond those of commuter students. To support their needs, the Office of Residence and Student Life provide funds aimed at the development of the whole student. Entertainment expenses for residence hall functions addressing this goal are allowable, providing that Housing explains the relationship between the expenses and the criteria established for the development of the whole student.

Categories and descriptions of entertainment expenditures that cannot be reimbursed-

- Departmental social functions in celebration of an event or a holiday, or to promote fellowship among constituents are not reimbursable. Examples include introduction of new staff and Christmas parties.
- Entertainment expenditures are prohibited for alcoholic beverages, bartenders, golf green fees, boat rentals, private club dues, or civic group functions.
- Flowers, fruit baskets, or other related items for individuals.
- Expressions of sympathy.

This list is not exclusive, but is meant to suggest the types of expenditures that may be prohibited. To prevent potential reimbursement problems, the department might wish to consult with the Business Services Office before making an expenditure not addressed in these guidelines to determine if the expenditure is within the College's fiscal policies.

General items that cannot be purchased using any funds controlled or maintained by the Pearl River Community College-

College funds may NOT be used for the following types of expenses:

- Alcoholic beverages, set-ups, bartender, and/or corkage fee
- Flowers as gifts or expressions of condolence

- Gifts or tokens of appreciation. The College policy is to refrain from paying for gifts with College funds. The Business Services Office is not authorized to pay for gifts charged on the Credit Card or otherwise, regardless of the source of funds. Gifts should always be purchased with private funds, either personal or from the College Development Foundation

- Unallowable Entertainment

- Entertainment of College employees except as allowed by the College Entertainment Policy. An example would be Christmas parties.

- Food or refreshments for individual office staff meetings or breaks where lunch breaks are allowed.

Define allowable food (meal and refreshment) purchases charged to College funds.

College funds cannot be used to purchase food items except under certain circumstances and with proper justification and required documentation. Employees should complete a meals and entertainment request form and have it approved by his/her supervisor prior to the expenditure. The authorized form should be submitted with itemized receipts and voucher for reimbursement to the employee's supervisor and subsequently to the Business Services Office.

Allowable Food Purchases: As noted in the Allowable Entertainment Expenditures Policy, College funds can be used to purchase food for the following:

- Official College functions
- Official student functions
- Official College guests, prospective employees, and others
- Retirement receptions
- Conferences, workshops, meetings, and seminars

Please review the Allowable Entertainment Expenditures Policy for additional specific requirements.

In addition, College employees may be reimbursed for the cost of group meals while carrying out their employment duties. A group meal is defined as a meal for one or more College employees and one or more individuals that are not College employees. The request for reimbursement for group meals should include an itemized receipt for the cost of the meals. The memorandum should indicate the names of the persons in attendance, the nature of the meeting, and a sign-in sheet for all attendees. The average cost should not exceed \$25.00 per person. A Meals and Entertainment Form should be completed and approved by the appropriate Vice President prior to the expenditure.

Group meals should be approved by the appropriate Vice President prior to the meal. Meals that exceed the \$25.00 per person limit must be approved by the President.

A business meeting involving only faculty and staff of Pearl River Community College may include a meal if the expense is in lieu of a break, is approved by the Vice President of that department prior to the meeting and does not exceed daily maximum in-state meal allowance per person for the meal that is being provided. Meals must be a necessity of carrying out the business of college and cannot be for employee appreciation/celebration.

An appreciation meal is a personal expense. A Meals and Entertainment Form should be completed and approved by the appropriate Vice President prior to the expenditure.

Student banquets that are considered allowable entertainment in accordance with this policy and approved by the appropriate Vice President can be reimbursed/catered according to the daily maximum in-state meal allowance per person for the meal that is being provided. A Meals and Entertainment Form should be completed and approved by the appropriate Vice President prior to the expenditure.

Prohibited Food Purchases:

- Alcoholic beverages, set-ups, bartender and/or corkage fees
- Food or refreshments for individual office staff meetings or breaks where lunch breaks are allowed.
- Departmental social functions in celebration of an event or a holiday, or to promote fellowship among constituents, such as introduction of new staff and Christmas parties
- Fruit baskets or other related items for individuals
- Entertainment of College employees except as allowed by the Allowable Entertainment Expenditures Policy

See the Inappropriate Use of Funds – Spending Policy and the Unallowable Entertainment Expenditures.

Proper justification and required documentation must be submitted with credit card document, request for payment, purchase requisition or purchase order:

- List of names of the individuals in attendance including a statement regarding the non-College individual(s) and a clear explanation of the purpose for the expenditure and how it relates to the Mission of the College
- Original itemized receipt or invoice for the cost of the meals
- Pearl River Community College Cafeteria Purchases: If charged to a College account, the purchase must qualify as an allowable food purchase as described above. Required documentation noted above should be attached to the departmental copy of the invoice and maintained on file in the department for 7 years.
- If the average cost per person exceeds \$25.00, excluding tip, the reimbursement must be approved by the appropriate Vice President or department chair.
- Any other specific requirements noted in the Allowable Entertainment Expenditures Policy.

Other Information:

- Tips: The tip shall not exceed 20% of the pre-tax amount unless mandated by the restaurant.

This policy is not exclusive, but is meant to suggest the types of expenditures that may or may not be prohibited. To prevent potential reimbursement problems, the department may consult with the Business Services Office before making an expenditure not addressed in this policy to determine if the expenditure is within the College's fiscal policies.

Inventory Requirements

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 1

Revised: Tuesday, June 14, 2022

Reference: Financial Resources

Policy:

Inventory control of Pearl River Community College property will be maintained according to State requirements.

Procedure:

All equipment purchased for use in classrooms or for support activities is controlled by the individual department responsible for daily use.

1. Primary inventory:

Primary inventory includes all equipment purchases of \$1,000.00 or more (and all exception items – see list below) that are required to be numbered and included on the property inventory list of any department. It is the responsibility of the Business Services Office to attach labels to all primary inventory items. It is the responsibility of the department chairperson or his/her designee to assist the Business Services Office in identifying and labeling these items. The College label shall remain on the equipment until it has been decommissioned by the Business Services Office. Removal of a College label is prohibited unless authorized by the Business Services Office.

2. Inventory Database:

Items requiring an inventory tag, as described above, will be entered in the computer program designed to track this information. Information to be entered will include, but is not limited to, the description, quantity, funding source and department location.

Upon request, a listing by department can be produced to be used for verification and reconciliation.

3. Inventory Audit Frequency:

An inventory list by department will be generated biennially (every two years) after the close of the fiscal year. Each department is responsible for verifying that all equipment assigned is accounted for and signed by the Department Chair. A copy of this list is submitted to the Inventory Accountant for review. Any updates (transfers or deletions) are reviewed and if approved, entered in the computer program designed to track this information. In addition to the biennial inventory audit, unannounced 10% audits may be conducted at the discretion of the Inventory Accountant.

4. Consequences for failure to produce all items listed on inventory:

Section 29-9-17, Mississippi Code of 1972, Annotated, states if any officer or employee of any state agency shall refuse or fail to make any inventory available in the manner prescribed by the State Auditor, the State Auditor shall proceed to make, or cause to be made, the inventory, and the expense thereof shall be personally borne by said officer or employee, and he/she shall be responsible on his/her official bond for the payment of the expense. In the event that an examination conducted pursuant to this section finds items included on an agency's inventory, which are missing, and otherwise unaccounted for, the State Auditor has the authority to proceed under the provisions of Section 7-7-211, Mississippi Code of 1972, Annotated to recover the value of the missing items. The demand shall be made against the head of the agency, the agency's Business Services Officer and/or the appropriate officer or employee, if identified.

Section 29-9-21, Mississippi Code of 1972, Annotated, provides for more accurate, detailed and readily available inventory information on all state property, said records to be maintained on machine equipment in the office of the auditor of public accounts. It shall be the duty of the Auditor to maintain his/her records complete and current and make such reports to the Governor and the legislature whenever required, or when the said Auditor, in his/her discretion, finds it necessary to make other and additional reports. As a result of this directive, the fixed assets reporting system was developed for the use by the state agencies and universities in order to provide statewide property information.

5. Transfer of Property – State:

Property may be transferred to any institution, department or agency of the State of Mississippi, or any political subdivision or local governing authority of the State. An Inventory Control Form must be initiated. All transfers of property must be channeled through the College Business Services Office. Transfers of equipment to Public Schools are to be transferred to the School District not to individual schools. The school district fixed asset manager must be aware of the transfers. Any electronic storage device that is capable of retaining data must be destroyed (beyond repair) to prevent data transference. The only exception to this destruction is that a designee from IT can securely wipe the device prior to repurposing or release.

6. Transfer of Property – Department:

When there is a transfer of property between departments within the College, the employee responsible for the property shall initiate an Inventory Control Form Transfer.

This transfer notice will identify the granting employee, effective date of transfer, description of equipment, university property number, serial number (if applicable), the gaining employee, and the new location of the transferred property and will be signed by both the granting and gaining employee. Each employee or designee will retain a copy of the transfer notice, and the original will be forwarded to the Business Services Office so that the transfer may be completed. Any electronic storage device that is capable of retaining data must be destroyed (beyond repair) to prevent data transference. The only exception to this destruction is that a designee from IT can securely wipe the device prior to repurposing or release.

7. Lost or Stolen Property:

Any department chairperson or designee who discovers that an item of equipment is stolen or lost should immediately notify the College Police Department by telephone. A police investigator will be dispatched to the department to complete a theft report and will leave a copy with the department. The department is responsible for forwarding this report along with the Inventory Control Form and a Lost or Stolen Property Affidavit Form to remove the item from inventory to the Business Services Office.

8. Damaged Equipment:

Equipment that is damaged due to normal use should be reported as such and removed from inventory using an Inventory Control Form. An explanation of how the item was damaged should be attached to the Inventory Control Form and signed by the department head and appropriate Vice President. When possible, pictures showing the damage should also be attached.

9. Disposal of College Equipment:

An Inventory Control Form must be completed and signed by the responsible employee and the department head, appropriate Vice President, or chair. Prior to submitting an Inventory Control Form, it is the department's responsibility to certify that the property is:

1. College owned,
2. Not accountable to a current grant or contract. After disposal, the Business Services Office will remove the asset from the College's inventory. Electronic equipment is disposed of through a certified recycler which has been approved by the State of Mississippi in accordance with SB 2754 (now Section 49-2-101 et seq. of the Miss. Code Annotated). Any electronic storage device transferred to salvage that is capable of retaining data must be destroyed (beyond repair) to prevent data transference. The only exception to this destruction is that a designee from IT can securely wipe the device prior to repurposing or release.

10. Sale or Trade of Property:

Property may be sold by public auction, sealed bids, or private treaty negotiated sale.

Property that is no longer utilized by the College or which is obsolete or inoperable and still has a residual value may be traded in to acquire new equipment. Any electronic storage device that is capable of retaining data must be removed, destroyed beyond repair or securely wiped prior to release to any outside entity to prevent data transference. The only exception to this destruction is that a designee from IT can securely wipe the device prior to repurposing or release. The employee responsible for the item being sold or traded must notify the Business Services Office and complete an Inventory Control Form prior to removal/sale of the item(s) from inventory.

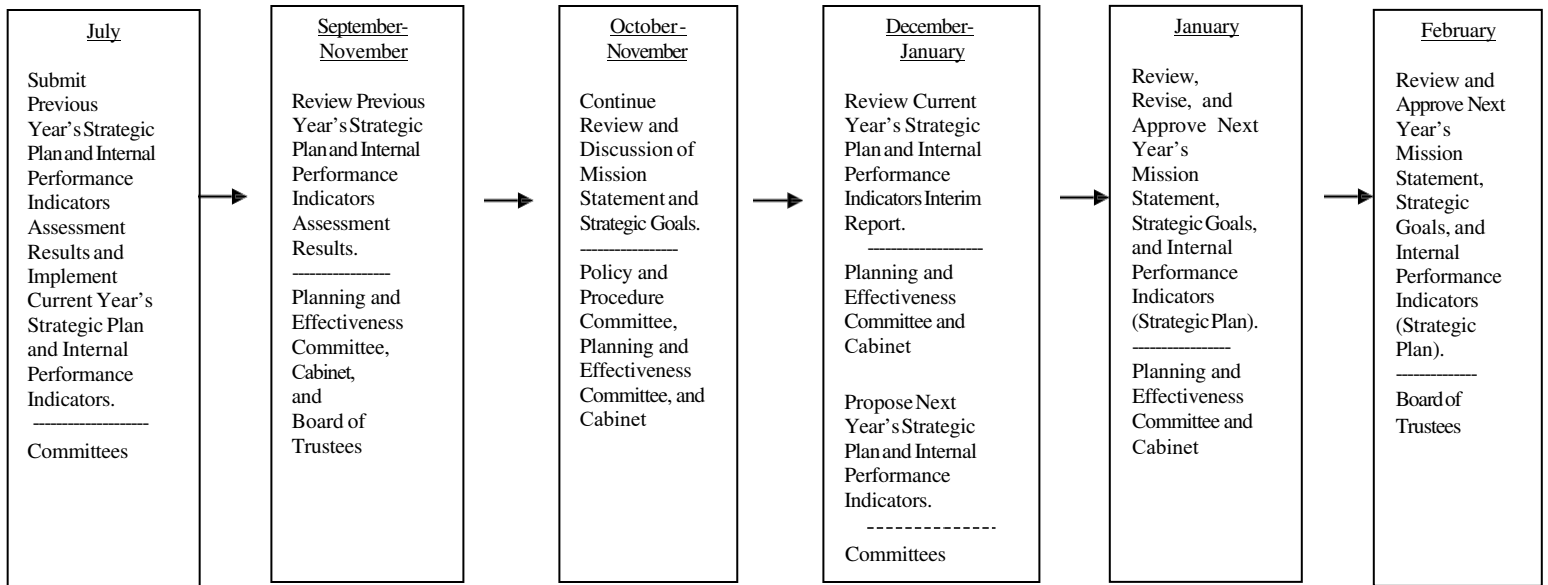
All information from the sale of an item must be submitted to the Business Services Office.

List of items to be added regardless of price:

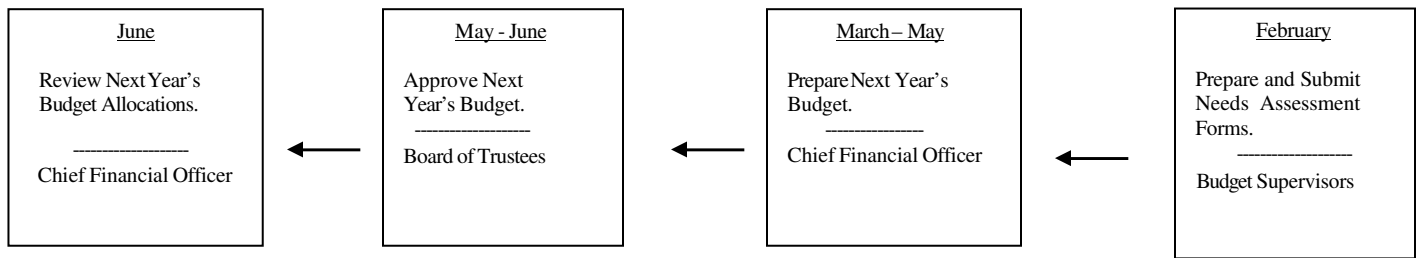
- Weapons
- Cameras and camera equipment (greater than or equal to \$250)
- Two-way radio equipment
- Televisions (greater than or equal to \$250)
- Lawn maintenance equipment
- Cellular telephones
- Computer and computer equipment (greater than or equal to \$250)
- Chain saws
- Air compressors
- Welding Machines
- Generators
- Motorized vehicles

**PEARL RIVER COMMUNITY COLLEGE
ANNUAL PLANNING AND EVALUATION CYCLE**

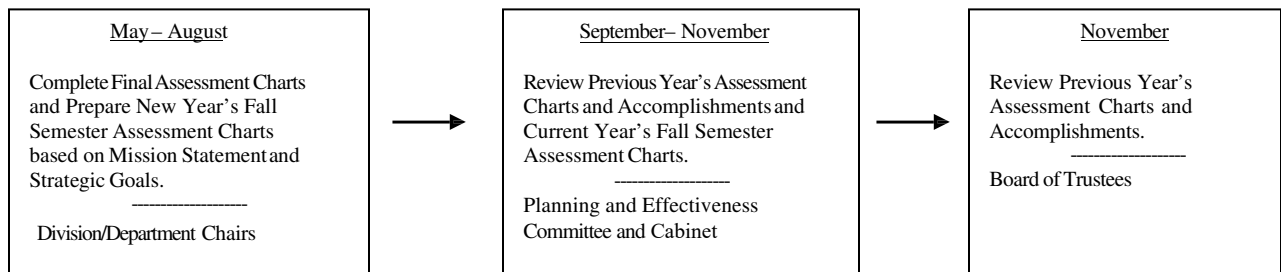
MISSION STATEMENT, STRATEGIC GOALS, AND INTERNAL PERFORMANCE INDICATORS (STRATEGIC PLAN)



BUDGET REVIEW PROCESS



DIVISION AND DEPARTMENT INSTITUTIONAL EFFECTIVENESS ASSESSMENT CHARTS



Investments

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, January 11, 1994

Reference: Financial Resources

Policy:

The Board of Trustees of Pearl River Community College desires to invest any and all excess funds of the College to earn the maximum amount of interest possible while preserving the safety and integrity of those funds.

1. The President and Vice President for Enrollment Management and Business Services are authorized to invest any and all excess funds of the College to meet the goal established by the Board subject to the following guidelines.
2. Excess funds are invested in safe, secure instruments to ensure that no unnecessary risks exist.
 - A. All checking accounts are interest bearing. The only exceptions are in those instances where such earnings are prohibited by the regulations of the entity originally providing those funds.
 - B. The Vice President for Enrollment Management and Business Services, with the authority hereby granted by the Board and President, ensures that all excess funds not needed for normal operations during the next three months are removed from interest bearing checking accounts and invested in other securities to produce a higher rate of interest, if possible. These funds are invested in Bank certificates of deposit in multiples not to exceed the amount of insurance provided by the FDIC. Care is taken, however, to ensure that the total deposits (checking and investments) do not exceed the additional collateral provided as required by law. Verbal quotes are secured and a record kept prior to placing the funds. The length of these type investments should not exceed ninety days.
 - C. Excess funds expected to be available for more than ninety days or special funds known to be available for investment for a specific period of time are invested in either bank certificates of deposit or treasury notes insured by the federal treasury system. Written quotes are secured prior to investment from those financial institutions maintaining offices in the Community College District. Under no circumstances are these funds invested in mutual funds or other such high risk investments. Investments under this category are brought to the Board for information and ratification.
 - D. Under no circumstances are excess funds placed in Financial Institutions in which a Board member, the President, or the Vice President for Enrollment Management and Business Services has an ownership interest or management position of the nature that could lead the general public to believe that the investment was made for any reason other than the highest rate of interest available.

These guidelines and restrictions are reviewed annually by the Board. Expected dollars to be earned from investments are budgeted annually as a part of the normal budget process and actual results are compared to determine the financial success of the policy.

Purchasing

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 5

Revised: Tuesday, June 14, 2022

Reference: Financial Resources

Policy:

Purchasing regulations will be followed by all college employees.

Procedure:

1. All purchases of materials, supplies and equipment with a cost of \$5,000 or less will originate with the faculty or staff member desiring to make the purchase.
2. A purchase requisition form will be completed by the originator and must contain the quantity, description and cost of the item(s) to be purchased. The general ledger account number to be charged should be noted.
3. The signed requisition form will be submitted to the immediate supervisor for review and approval.
4. If approved, the administrator will also sign the requisition and forward it to the Business Services Office.
5. The Chief Financial Officer or designee will code and enter the requisition into the computer system for the purpose of confirming available funds, and for the creation of the purchase order. If funds are not available, the requisition will be rejected as NSF, and the requisition will be returned to the originator for assistance. If funds are available, the general ledger account will be encumbered for the amount of the requisition.
6. The Business Services Office has the primary responsibility of producing the purchase orders as needed.
7. Upon producing the purchase order, an electronic copy of the purchase order is emailed to the originator. Once the merchandise is received, the originator will return the email to the Business Services Office confirming receipt of the merchandise. This confirmation will serve as authorization for the Business Services Office to process and pay the related invoice for the merchandise.
8. The original purchase order is created and printed within the Business Services Office on a single-part form containing all required information as well as a system-generated signature of approval by the institution's purchasing agent. The form is emailed to the requisitioner.
9. A purchase order report is generated by the computer system and made available to the Warehouse Comptroller/Shipping and Receiving Clerk.
10. A file copy of the purchase orders is generated and provided to the Staff Accountant, who will later match the copies to incoming invoices for processing.

11. The Staff Accountant supervises the entry of the approved invoices into the computer system. The previous encumbrance is then removed and the general ledger account is charged with the actual cost of the purchase.

12. Accounts Payable checks are generated weekly to pay approved invoices.

13. Purchases that do not involve an expenditure of more than \$5,000, exclusive of freight or shipping charges, may be made without advertising or otherwise requesting competitive bids. See Mississippi Code 31-7-13 for further details.

14. Purchases that involve an expenditure of more than \$5,000 but not more than \$75,000, exclusive of freight and shipping charges, may be made from the lowest and best bidder without publishing or posting advertisements for bids provided that at least two competitive written bids have been obtained. See Mississippi Code 31-7-13 for further details.

15. Purchases that involve an expenditure of more than \$75,000, exclusive of freight and shipping charges, may be made from the lowest and best bidder after advertising for competitive sealed bids once each week for two consecutive weeks in a regular newspaper published in the county. See Mississippi Code 31-7-13 for further details. The Vice President for Enrollment Management and Business Services will present the bids to the Board of Trustees for final approval. Any bid accepted other than the lowest bid will have justification written into the minutes of the Board meeting.

16. Purchases made as "Confirmation Only," (i.e. purchase order is obtained after placing and/or receiving materials) may be used only in an emergency situation. Such emergency purchases will be presented to the Board of Trustees for their information only. Written justification must be attached to the requisition. Abuse of this procedure may result in the suspension of purchasing privileges.

17. The purchase of computer hardware and/or software is to be coordinated with the Chief Information Officer.

18. Due to the nature of their work, the Maintenance Department and the Transportation Department are allowed to make emergency purchases less than \$150 per day, per vendor, with the use of the departmental short form requisition.

19. The intent of this Procurement Card (Credit Card) is to allow employees to make small purchases of commodities, repairs, or services easier and more economical. A credit card should only be used for the following reasons:

- A vendor does not accept purchase orders
- Approved out-of-state-travel and in-state travel that involves students
- An emergency (unforeseen circumstance that must be addressed immediately for reasons of safety or to prevent the disruption of regular services of the college).

The maximum amount of a single purchase transaction on a procurement card shall be \$5,000. Prior to receiving a credit card, the employee shall sign a statement verifying that he/she has read these minimum requirements and any additional policies established by the college, and that it is understood he/she will be personally liable for any purchase that is made which is not in compliance with these procedures.

In addition to being responsible for any such charges, the employee may lose the privilege of using the credit card.

- Any purchases made using a credit card will adhere to all applicable purchasing procedures, including submitting an approved requisition prior to the transaction.
- When purchasing commodities, employees must submit documentation with the requisition that the vendor does not accept purchase orders.
- Vendors should be notified that the purchase is being made in the name of a government entity which is exempt from state and local taxes.
- Credit cards should be returned to the Business Services Office within 24 hours after a purchase is made or returning from travel or the next business day (if applicable).
- A detailed sales receipt or an order description that includes an itemized list of all items purchased is to be turned into the Business Services Office with the credit card. This list should have the purchaser's printed name and signature.
- Employees should notify the Business Services Office that all items are received (no back orders allowed).
- The Business Services Office will review monthly statements and applicable documents to assure that only proper purchases have been made and that the statement accurately reflects the charges indicated on the receipts, logs, and dispute documents. The Business Services Office shall verify all statements and submit for payment.
- The Business Services Office shall maintain a file with the statements and all applicable receipts and dispute documents.
- For any missing documents or receipts, employees will be required to complete a notarized Missing Document Affidavit.

20. Grant Funded purchases will adhere to the stricter regulation: PRCC policy or grant policy.

Instruction

<u>TITLE</u>	<u>ADOPTION DATE</u>	<u>LAST REVISION</u>
Academic Freedom	December 7, 1993	July 11, 1995
Class Size	November 14, 1978	December 7, 1993
Community Resources	December 7, 1993	October 9, 2013
Curriculum Development	May 11, 1978	February 15, 2013
Grade Appeal	January 31, 2002	October 11, 2006
Grade Books	December 7, 1993	
Grading	June 14, 1977	November 12, 2014
Probation and Suspension	February 8, 1983	December 7, 1993
Program Changes	April 11, 1978	December 7, 1993
Student Access to Faculty	May 13, 2003	
Substitute Instructor	February 8, 1983	December 7, 1993
Taping Lectures	April 13, 1982	December 7, 1993
Work Load	June 14, 1977	April 26, 2021

Academic Freedom

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 1

Revision Date: Tuesday, July 11, 1995

Reference: Instruction

Policy:

The College faculty and students are free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of a given discipline.

Procedure:

1. An instructor is entitled to full freedom in research and in publication of the results, subject to the adequate performance of other assigned academic duties, but research for monetary return should be based upon an understanding with the authorities of the institution.
2. An instructor is entitled to freedom in the classroom discussing course context but should be careful to avoid emphasis on topics that have no relation to course context.
3. An instructor is a citizen, a member of a learned profession, and an officer of an educational institution. When writing or speaking as a citizen, there should be freedom from institutional censorship or discipline, but the instructor's special position in the community imposes special obligations. As a person of learning and an educational officer, the instructor should remember that the public may judge the profession and the institution by what is said. Hence, instructors should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to avoid appearing as an institutional spokesperson.

Class Size

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 14, 1978

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Instruction

Policy:

Class size will be regulated at Pearl River Community College to enhance instruction.

Procedure:

The maximum number of students to be enrolled in each class will be determined by the appropriate Vice President or by another officially designated person.

Community Resources

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 2

Revision Date: Wednesday, October 9, 2013

Reference: Instruction

Policy:

Community resources may be utilized in the instructional program.

Procedure:

Instructors planning to utilize community resources for their programs should contact the appropriate instructional administrator or approved designee. Community resources are certainly encouraged as part of the instructional program as The College seeks diversity and involvement with the local communities in offering the best instructional program possible for each course.

1. Educational trips planned by a faculty member must be approved by the faculty member's immediate supervisor and the next level of administration by completing an "[Authorization for Travel, Advance Funds, or Transportation](#)" form.
2. If transportation is needed, the completed form must be submitted to the President's Office at least ten (10) working days in advance of the travel.
3. After receiving approval from the appropriate Campus Vice President, the instructor will provide notification to the students' instructors through the College's Electronic Attendance Monitoring System.
4. When a guest speaker is invited to a class, a completed "[Request for Resource Person to Visit Class](#)" form should be submitted.

Curriculum Development

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Thursday, May 11, 1978

Revision Number: 4

Revision Date: Friday, February 15, 2013

Reference: Instruction

Policy:

The curriculum will be based on the needs of the College district and will comply with national, state, and local accrediting requirements.

Procedure:

Curriculum development and changes originate at the department level. Recommendations for new courses may come from instructors, administrators, or interested groups. Proposals for new courses or changes should be submitted on a completed [Curriculum Proposal form](#) to the Chair of the Instructional Council.

The Instructional Council will meet to review the current curriculum and make recommendations for additions, deletions, or revisions in the College curriculum. Recommendations are then forwarded as designated on the form.

The appropriate instructional administrator will take the necessary action for placing approved curriculum into effect. This includes placing written information in the appropriate publications.

Pearl River Community College hosts a variety of online courses each semester. PRCC may host college approved courses offered by the Mississippi Virtual Community College (MSVCC). However, approval to place any course on the PRCC schedule for a particular semester shall be determined by the Dean of eLearning and by the Senior Vice President for Instruction/Provost. A listing of current course offerings is posted on the PRCC web site. A complete listing of online courses offered through the MSVCC can be accessed at <https://sbcjweb.sbcjc.cc.ms.us/ET/selfservice/>.

Grade Appeal

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Thursday, January 31, 2002

Revision Number: 2

Revision Date: Wednesday, October 11, 2006

Reference: Instruction

Policy:

A student may appeal the final grade received for a course.

Procedure:

A student who is not satisfied with the final grade received for a course should first consult with the instructor of the course. If this consultation does not resolve the situation, the student should then consult the chair of the instructional department offering the course. If the department chair is unable to resolve the situation, the student should submit a written appeal to the appropriate administrator. This appeal must be received no later than 4:00 p.m. of the last day of regular classes of the next regular semester (fall or spring).

- A written appeal of a grade received in any course taken at the Forrest County Campus should be submitted to the Vice President for Forrest County Campus or designee.
- A written appeal of any grade received in a course at the Poplarville Campus should be submitted to the Vice President for Poplarville Campus and Student Services or designee.
- A written appeal of any grade received in a course at the Hancock Campus should be submitted to the Vice President for Hancock Campus or designee.
- A written appeal of any academic course grade received in a class offered at a non-campus site should be submitted to the Senior Vice President for Instruction/Provost or designee.
- A written appeal of any career / technical course grade offered at a non-campus site should be submitted to the Dean of Career and Technical Education Programs or designee.
- Students enrolled in an online course provided by Pearl River Community College through the Mississippi Virtual Community College (MSVCC) should submit their grade appeal to the Dean of eLearning. If the situation is not resolved by the Director of eLearning the student may submit an appeal to the Senior Vice President for Instruction/Provost.

The decision on the grade reached by the appropriate Vice President will be final. No further appeal of a course grade is provided by the College.

Grade Books

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Reference: Instruction

Policy:

The grade book is the document used to record student grades and attendance.

Procedure:

The following information will be recorded in the grade book:

1. The name of the instructor, the school session, the courses taught with their corresponding numbers, months, days and periods so that the exact dates of absences, cut-outs, withdrawals and LDA (Last Date of Attendance) may be identified.
2. The student's name and PRCC Student ID number and all grades which are assigned will be recorded and identified as to daily tests, homework, outside readings, term papers, hour tests, the average for each eight weeks, and final exam, etc.
3. Grade books will be turned in electronically to the appropriate administrator for storing.

Grading

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 14, 1977

Revision Number: 8

Revision Date: Wednesday, November 12, 2014

Reference: Instruction

Policy:

A college approved grading scale will be followed by all instructors.

Procedure:

The following grade scale will be used for all credit classes provided by the College.

A (90-100, Excellent); B (80-89, Good); C (70-79, Average); D (60-69, Poor); F (below 60, Failure); W (Withdrawn); P (Passed); AP (AP Credit); Z (CLEP); AU (Audit); I (Incomplete).

1. For three or more credit hour classes during the fall and spring semesters, a minimum of one major grade (hour test, major report, etc.) and four minor grades will be given prior to the progress grade determination. A minimum of one major grade and four minor grades will be given between the progress grade period and the final examination. For two or fewer credit hour classes, a minimum of one major grade (hour test, major report, etc.) and three minor grades will be given prior to the progress grade determination. A minimum of one major grade and three minor grades will be given between the progress grade period and the final examination.
2. For credit classes during the summer semester a minimum of two major grades and six minor grades are required. Each instructor will provide progress grade information to students.
3. The semester average will be determined as follows:
Minor Grades (15-35%)
Major Grades (30-60%)
Final Exam (25-35%)
4. A final examination will be administered in each class during the designated exam period and in accordance with an approved exam schedule. The exam will be comprehensive in nature for the content covered throughout the semester.
5. All class grades are to be recorded in a grade book and submitted electronically at the end of each semester for review and filing.
6. A student who is dismissed from class because of excessive absences will receive a grade of W regardless of the grade average on the date of dismissal.
7. A student who is dismissed from class as a result of disciplinary action may receive a grade of F.

8. An instructor may assign an I (Incomplete) in the rare circumstance in which a student has not completed the requirements for a course as a result of an accident, illness, or other approved reason. An incomplete grade is to be awarded only if the student and instructor have communicated prior to the submission of semester grades. If the requirements for the course are not completed, and the grade for the course is not assigned before the end of the next Fall or Spring semester, the grade of I will be changed to F, unless otherwise provided for or approved by the appropriate Vice President. (A student who takes the final examination for a course may not be assigned a grade of I.)
9. Each instructor must include specific grading information in the course syllabus as to how the final grade for the students will be determined and this information will be distributed to students at the beginning of the course.
10. Students receiving Veterans Administration educational benefits under the P.L. 90-77 must make a 2.0 grade point average on all hours attempted each semester after the last day to drop a course to remain in good standing with the Veterans Administration.
11. Students shall not be involved in activities of grading or duplicating tests for instructors.
12. All online courses will require at least two proctored tests during the fall and spring semesters and one proctored test during the summer semester and mini-terms at a designated site. All community and junior colleges in Mississippi have designated testing centers to administer exams. A professional staff person at the testing site will be responsible for confirming proper identification and administering exams. To schedule an online course exam, the student will access Proctoring located in each online course in Canvas. Virtual proctoring may be an option, and the student must request access from the online instructor.
13. An online student who is dismissed from class as a result of disciplinary action may be prevented from taking online classes in the future.

Probation and Suspension

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, February 8, 1983

Revision Number: 2

Revision Date: Tuesday, December 7, 1993

Reference: Instruction

Policy:

Pearl River Community College will have a written probation/suspension procedure for all institutional and financial aid programs based on a minimum standard of progress.

Procedure:

The faculty, administration, and Board of Trustees desires for each student enrolling in Pearl River Community College to be successful in reaching his or her academic goals. With that in mind, the probation and suspension procedure encourages students to do their very best. If a student fails to meet the academic/financial aid requirements, based on a cumulative grade point average one semester, he or she will be placed on academic/financial aid probation. If the student should fail to remove the deficiency the next semester, he or she will be placed on academic/financial aid suspension and be required to sit out of school one semester. When re-enrolling in school after being on academic/financial aid suspension, the student will be on academic/financial aid probation for that term and must remove the deficiency during that term.

The academic/financial aid probation and suspension procedure is as follows:

Total Hours Attempted for Quality Points	Cumulative Grade Point Average
0 - 24 hours	1.50 GPA
25 - 36 hours	1.75 GPA
37 - and above	2.00 GPA

Program Changes

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, April 11, 1978

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Instruction

Policy:

A student may obtain a degree or certificate by completing curriculum requirements published in the PRCC Catalog within a specified period of time.

Procedure:

1. In general, a student may obtain a degree or certificate by completing curriculum requirements published in the PRCC Catalog at any time during the student's previous enrollment, subject to a ten-year limitation.
2. For major areas which are subject to emerging technologies and in cases where previously specified courses are no longer offered; the College reserves the right to require additional or substitute course work.
3. A student wishing to apply for graduation under requirements published in a previous Catalog should first consult the appropriate counselor or department chair/lead instructor. The counselor/department chair will direct any recommendations to the appropriate administrator.
4. It is the responsibility of the student to provide an original copy of the relevant Catalog for reference during all consultations.

Student Access to Faculty

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 13, 2003

Reference: Instruction

Policy:

All instructors will be accessible to students.

Procedure:

1. A work schedule must be posted in a prominent place near the office door of each full-time and part-time instructor. A minimum of one hour during each day that the instructor teaches will be clearly identified so that students know that the instructor is normally available during that time for help and advisement. A statement that the instructor is available at other times by appointment must also be clearly displayed on this posted schedule.
2. Each instructor will inform students in the course syllabus of ways, other than in person, in which students may contact the instructor. These may include, but are not limited to, an email address, a postal address, an office telephone number, and, if the instructor chooses, a home or cellular telephone number. Providing such alternative means of contacting the instructor is particularly important for instructors of online classes, night classes, weekend classes, and other classes that meet in a manner other than the traditional two or three times a week in a classroom. An email address is required for instructors of online courses. Instructors of online courses must make this information easily available to distance learning students by posting it, and any other information that may help the student contact the instructor, on the Learning Management System, Canvas.

Substitute Instructor

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, February 8, 1983

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Instruction

Policy:

A substitute instructor will be provided if the regular instructor is absent for a specific number of days due to illness.

Procedure:

1. An instructor who must be out of school for more than five (5) consecutive days due to illness should notify his or her immediate supervisor. The College may then employ a substitute instructor.
2. Instructors within the instructor's department should be given an opportunity to teach the extra classes for pay.
3. Each instructor should have his or her course syllabus prepared so that a substitute instructor can follow the planned objectives of the course.

Taping Lectures

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, April 13, 1982

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Instruction

Policy:

Students at Pearl River Community College may tape lectures, excluding clinical or related discussions.

Procedure:

Students who wish to tape lectures of a class or classes should notify the instructor of their intention of taping the lecture. The taping of the lecture should not disrupt the class activities. Clinical activities or clinical related discussions will not be taped.

Work Load

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 14, 1977

Revision Number: 9

Revision Date: Thursday, June 14, 2022

Reference: Instruction

Policy:

Pearl River Community College Faculty are expected to perform the duties enumerated in approved job descriptions, to fulfill responsibilities in accordance with the policies and procedures established by the PRCC Board of Trustees and outlined in the PRCC Policy and Procedure Manual, and to comply with both state and federal policies.

Procedure:

Pearl River Community College seeks faculty who strive for excellence and are committed to student learning. Faculty should demonstrate passion and skill in effective teaching and learning facilitation.

Such faculty are competent in their disciplines, are innovative in their approaches to teaching, and are committed to personal growth and ongoing assessment and evaluation of teaching. They demonstrate a commitment to upholding the PRCC Mission and working effectively with diverse populations. They are committed to effective communication with others and to fostering an atmosphere of collegiality. PRCC Faculty demonstrate and promote high ethical standards and academic honesty.

Full-time Instructors

A full-time instructor is required to work a 30 hour work week during Fall and Spring semesters. A full-time instructor will meet assigned classes and a minimum of five office hours per week for student appointments. Summer loads vary depending upon need and contracts.

Employment shall be defined by acceptance of an annual employment letter.

Part-time Instructors

A part-time instructor is required to work a specified contracted percent of the 30 hour work week during Fall and Spring semesters. A part-time instructor will meet assigned class(es) and the required percent of contract, based on a 30 hour work week.

Each instructor, whether full-time or part-time, will post a schedule of classes and office hours near the door of his or her office at the beginning of each semester. This schedule must be approved by the instructor's immediate supervisor and by the appropriate college administrator(s). A copy of the schedule will be filed with the instructor's immediate supervisor.

Employment shall be defined by acceptance of an annual employment letter.

Adjunct Instructors

An adjunct instructor is required to accomplish the purposes, functions, and tasks of the established descriptions for the position. Adjunct instructors are limited to two courses. Additional adjunct faculty loads are approved by the appropriate college administrator(s) and the Senior Vice President for Instruction/Provost.

STANDARD TEACHING LOADS:

The standard teaching load for an instructor during Fall and Spring semesters shall be as follows:

SUBJECTS or AREAS	MAXIMUM COURSE PREPARATIONS	CONTACT HOURS	CREDIT HOURS
Science	4	17	13*
Other Academic	3		15*
Full-Time Online	3		18
Full-Time Online Science	4		20
Technical and Associate Degree Nursing		20	
Career		30	
Professional Staff/Non Instructional	2		

*For on-campus science instructors, a regular load that is comprised of both lectures and labs should total 13 credit hours. This total is fewer than the 15 credit hours taught by other academic instructors because of the lab contact hour requirement. These instructors may teach a maximum of 21 credit hours each fall semester and each spring semester with the additional credit hours being compensated through overload. This is equivalent to two lectures and two labs and could be online or on-campus.

On-campus science instructors who teach only lectures would be required to teach 15 credit hours for a full-time load.

Summer classes are offered on an as-needed basis.

The maximum of non-science academic overload classes shall be two. CTE overload classes shall be approved by the appropriate college administrator(s) and approved by the Senior Vice President for Instruction/Provost. CTE overload compensation will be related to the number of students enrolled within the instructor's program. For full-time online instructors, the maximum overload class limit is one.

Any increase in the required full-time faculty load and/or preparations as defined in the chart above must be agreed upon, in writing, by the instructor and approved by the appropriate Dean, Vice President, and Senior Vice President for Instruction/Provost.

DEFINITION OF TERMS:

Full-Time Faculty: An instructor or other member of the professional staff who has been hired by action of the Board of Trustees of Pearl River Community College. Note that temporary faculty, whether part-time or full-time, have not been hired by action of the Board of Trustees.

Adjunct Instructor: Any instructor who is neither a full-time nor part-time faculty member.

Contact Hours: For a lecture, a contact hour is identical to the credit hour; for a lab, contact hours are twice the credit hours; for a clinical, contact hours are thrice the credit hours.

Credit Hours: A credit hour is the amount of credit awarded to a student for satisfactorily completing the specified contact hours required by the course. One semester hour of credit for 750 minutes of lecture and one semester hour of credit for 1500 minutes of laboratory.

Number of Course Preparations: The number of different courses taught by an instructor. (On-campus science lecture and labs are considered separate preparations.)

Number of Online Course Preparations: Class preparation in an online class consists of building a new online course (in its entirety) prior to the start date for class. The preparation includes an overview, learning materials, assignments, assessments, and summaries for each module. Previously built courses utilized for additional sections or semesters are not considered additional course preparations. Online class management is considered class facilitation and not class preparation.

Office Hours: The hours that have been specified when a faculty member is available for student consultation.
Extra-Curricular Assignments: Activities outside of teaching assignments that are in support of college functions.

Standard Teaching Load:
The total number of hours an instructor is assigned each academic term.

Personnel

<u>TITLE</u>	<u>ADOPTION DATE</u>	<u>REVISION DATE</u>
Absence of Faculty	February 12, 1985	December 7, 1993
Benefits	December 7, 1993	May 9, 1994
College Committees	November 11, 1976	May 10, 2006
College Credit Awarded for Teaching	February 12, 1985	December 7, 1993
College Employee Housing	October 12, 1976	April 14, 2009
Complaints and Grievances (Employees)	May 11, 1976	November 12, 2014
Consensual Relationships	May 10, 2005	
Criminal Background Investigation	May 8, 2007	
Employee Leave	December 7, 1993	April 15, 2015
Employment Letter	July 11, 2023	
Employment Plan	November 1984	December 9, 2015
Evaluation Process	November 11, 1980	October 9, 2013
Externally Funded Personnel	December 7, 1993	December 15, 2004
Faculty Salary Schedules	November 13, 1984	January 9, 1996
FMLA Leave Expansion and Emergency Paid Sick Leave Policy	April 14, 2020	
	December 7, 1993	May 9, 1994
Job Performance Responsibilities	November 8, 1977	October 9, 2013
Motor Vehicles on Campus	May 13, 1979	May 9, 1994
Non-Institutional Employment	December 7, 1993	October 9, 2013
Orientation of New Personnel	August 9, 1977	October 1, 2002
Personnel Records	August 9, 1977	December 7, 1993
Political Candidacy	June 8, 1976	October 15, 2003
Professional Development	May 8, 1979	December 7, 1993
Recognition of Retiring Employees	April 9, 1985	April 13, 2004
Reduction of Personnel	May 10, 1977	April 13, 2004
Re-Employment of Faculty and Staff	February 12, 1985	
Termination or Resignation of Employment	February 13, 1979	June 14, 2022
Travel		

Absence of Faculty

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, February 12, 1985

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Personnel

Policy:

The President is responsible for ensuring that scheduled classes and activities are conducted to meet federal and state requirements, and accrediting guidelines.

Procedure:

Emergency:

In the event that a faculty member has an emergency and is unable to meet an assigned function of the College, the faculty member should make every attempt to notify the immediate supervisor or the appropriate administrator prior to the scheduled activity.

Planned Absence:

The instructor, with the approval of the department chair, will take steps to ensure that appropriate instruction will be provided.

Benefits

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 1

Revision Date: Monday, May 9, 1994

Reference: Personnel

Policy:

The College will provide employee benefits.

Procedure:

Health Insurance

College employees electing to participate in the health insurance plan provided by the College will receive single employee coverage with a deductible. Family coverage and different deductibles are available for an additional fee.

Social Security

The Business Office will deduct social security funds as required by law from each employee's paycheck, weekly or monthly, and provide the matching funds required.

Public Employees Retirement System (PERS)

The Business Office will deduct state retirement system funds as required by law from each employee's paycheck, weekly or monthly, and provide the matching funds required.

Cafeteria Plan

The College will make available to employees the benefit of sheltering certain medical and life insurance premiums, child-care and non-reimbursed medical expenses from state and federal taxes.

Deferred Compensation Plan

The College will make available to employees the benefit of saving a percentage of their income under the state approved deferred compensation plan.

Other Benefits

The College through payroll deduction will withhold and remit insurance premiums or other requested deductions if at least ten (10) employees are participating in the plan or activity. If the number of participants drops below ten (10) but remains above five (5), the service will be continued. If the number of participants drops below five (5), all participants will be notified prior to the next fiscal year that the service will be discontinued.

The College will make available to employees the option of direct deposit for monthly payroll checks.

Faculty/Staff Tuition Scholarships

Scholarship benefits will be given to currently employed personnel of the College who meet the established requirements for regular admission. The employee must submit a completed Tuition Waiver Application to the Office of Financial Aid prior to registering for any course work. (This form may be acquired from the Office of Financial Aid.)

Spouse/Dependents of currently employed personnel who meet the established requirements for regular admission to the College will also be given a scholarship. The applicant must submit a completed Tuition Waiver Application to the Office of Financial Aid prior to registering for any course work. (This form may be acquired from the Office of Financial Aid.)

A dependent child is defined as one who 1) lives with the parents, 2) is claimed as a dependent for tax purposes, and 3) has never married. An appeal may be made to the financial aid committee if the student does not meet all of the established eligibility criteria.

Also, the dependent status of a student may be reviewed during an academic year, if changes occur that affect a student's classification as a dependent child.

The scholarship is intended for dependents of full-time employees of the College, and the value of the scholarship is the amount of tuition established by the College. If an employee is on a less than full-time contract with the College, the scholarship is adjusted accordingly (i.e., a dependent or spouse of a faculty employee on a three-fifths time contract basis is eligible for a scholarship equal to three-fifths of the actual tuition assessed by the College).

Admission to Athletic Events

Faculty/Staff and spouse/dependents will be admitted with proper identification to regularly scheduled athletic events. A dependent is defined above under Faculty/Staff Scholarships.

College Committees

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Thursday, November 11, 1976

Revision Number: 3

Revision Date: Wednesday, May 10, 2006

Reference: Personnel

Policy:

The President will ensure that college-wide committees are established and function to meet accrediting standards and operational needs of the College.

Procedure:

While it is the intent of the College administration to make committee assignments as broad-based and equitable as possible, some committee assignments are made necessary by the title or position held by persons within the College organizational structure.

Faculty and staff members are assigned to committees, so as to provide leadership and individual expertise to the committee. Committee assignments will be made on a rotating basis when possible. The persons responsible for assigning committee membership will make every effort to take into consideration the job performance responsibilities, other committee assignments and duties of the person being considered for committee membership.

The Vice President for Planning and Institutional Research will seek recommendations for committee membership from administrators, faculty, and staff and will submit recommendations to the President by May 30. The President will make committee appointments and distribute information to committee chairs prior to July 1.

Pearl River Community College offers equal education and employment opportunities. The College does not discriminate on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, veteran status, pregnancy, or disability. For inquiries regarding the non-discrimination policy or to request accommodations, special assistance, or alternate format publications, contact Tonia Seal, Director of Admissions and Records and ADA/Civil Rights Coordinator, at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1214. For inquiries regarding Title IX, contact Alexandra Kennedy, Title IX Coordinator, at 101 HWY 11 N., Poplarville, MS 39470 or 601-403-1546.

College Credit Awarded for Teaching

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, February 12, 1985

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Personnel

Policy:

Unique and emerging programs of study in professional, occupational, and technical areas may require employment of individuals to serve as faculty who have not completed degrees or courses in their field of expertise. In these exceptional cases, provisions may be made for faculty members to obtain college credit.

Procedure:

Employment may be approved with the understanding that reasonable progress by the individual will be made towards completing a specified degree or certification. Previous work experience and/or qualifications will be documented. With the approval of the appropriate instructional administrator, the instructor may be awarded college credit for a course after teaching the course for four semesters.

College Employee Housing

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, October 12, 1976

Revision Number: 6

Revision Date: Tuesday, April 14, 2009

Reference: Personnel

Policy:

Housing facilities on campus may be available for College employees. Two-bedroom apartments will have a rental charge of \$300 per month and utilities charge of \$100 per month. Three-bedroom apartments will have a rental charge of \$350 per month and utilities charge of \$125 per month. The following procedures may not be changed without the approval of the Board of Trustees.

A deposit of \$600 is required prior to occupancy. Tenants are responsible for any damages to the housing units. Repairs for any damage other than normal wear will be withheld from any deposit refund. Damages in excess of \$600 will be billed to the tenant.

All college housing units are subject to regular inspections.

Procedure:

All applications for College Employee Housing must be submitted to the President. The following criteria will be used in making assignments:

1. An applicant must be under contract or have been offered a contract as a full-time employee of the College and must submit an application for college employee housing to be eligible for employee housing.
2. Ownership in a home may disqualify an applicant for College housing. An applicant who owns a home will have his/her application reviewed by the president of the College to determine the applicant's need for on-campus housing and the benefit to the College in granting housing privileges to the applicant.
3. Seniority is a factor that will be considered in granting permission to live in employee housing.
4. Professional staff will have priority consideration relative to employee housing considerations.
5. Employee housing will be used as transitional or contractual housing and not as a permanent dwelling. Rent values will be reviewed annually and adjusted with the approval of the Board of Trustees.

7. When employee housing is granted, the housing unit is to be occupied only by the applicant and his/her immediate family. Individual employee housing units are not designed for or intended to be used by more than one family.
8. No person shall be permitted to live in College employee housing who has been convicted of a criminal felony.
9. Individual exceptions to the stated criteria for employee housing consideration may be granted by the Board of Trustees based on the recommendation of the College president.

Occupants of College Employee Housing will be responsible to the President or his designee for rules and regulations pertaining to tenants.

I understand that in signing this College Employee Housing Policy I accept and agree to all terms and requirements as stated herein.

(Signature)

(Date)

Complaints and Grievances (Employees)

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 11, 1976

Revision Number: 3

Revision Date: Wednesday, November 12, 2014

Reference: Personnel

Policy:

Pearl River Community College Board of Trustees will ensure due process to all employees in accordance with the law.

Procedure:

Actions affecting the terms and conditions of employment will be subject to a review process. The review process will afford every employee the right to be informed of the reasons for administrative decisions that affect the terms or conditions of employment. This procedure will also be followed relating to disputes involving ownership of intellectual property. Hearings may be conducted at the administrative level and, if requested, by the Board of Trustees. The decision of the Board of Trustees may be appealed by an employee as provided by law.

Any member of the faculty, staff, or administration will be entitled to:

1. Request a hearing at the administration level with a designated committee appointed by the President.
2. Request a public hearing before the Board of Trustees, or a hearing officer appointed by the Board, within seven (7) days, if the committee hearing is unsatisfactory. This hearing must be held within thirty (30) days from the request of the employee. A letter will be sent to the employee to set the time, place and date of such hearing with return receipt requested. The hearing will be conducted under rules of the Board which will include due process of law and fairness for both parties. The Board will cause to be made a complete and accurate record of the proceedings of the hearing which will be transcribed, and a copy will be made available to the employee upon request. A charge may be assessed the employee not in excess of one-half the reporter s fee under Section 9-13 33, Mississippi Code 1972. The President will notify the employee in writing of the decision of the Board within seven (7) days after the date of completion of the hearing.

Any employee aggrieved by the Board s final decision will have the right to appeal such decision, to the appropriate chancery court in the manner provided in Section 11-51-79, Mississippi Code of 1972. An Appeal to the Mississippi Supreme Court in a manner provided by law may be taken from the decision of the chancery court.

3. Be represented by legal counsel, at his/her own expense.

Consensual Relationships

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 2005

Reference: Personnel

Policy:

Pearl River Community College may restrict consensual relationships between employees and students and between employees.

Procedure:

No College employee shall enter into or maintain a consensual romantic or sexual relationship with a student of the College.

No College employee shall enter into or maintain a consensual romantic or sexual relationship with any other employee over whom they exercise direct academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence.

All College employees must preserve the integrity of their relationships with students, and are expected to maintain at all times the highest level of professionalism with students, whether or not any real authority over the students exists. Therefore, situations which may present the appearance of a consensual romantic or sexual relationship between a College employee and any student of the College should be avoided.

Any student or employee who is determined to be in violation of this policy is subject to appropriate disciplinary action, which may include dismissal from the College, in the case of a student, or termination, in the case of an employee. Due process will be followed for any student or employee subjected to disciplinary action.

For purposes of this Policy and Procedure, the following terms are defined:

Employee: An employee is any person employed by Pearl River Community College as a faculty or staff member, whether full-time or part-time. Adjunct instructors are considered, for the purposes of this policy and procedure, to be employees of the College.

Student: A student is any person enrolled full-time or part-time in any instructional program offered by Pearl River Community College.

Consensual relationship: A consensual relationship is a sexual and/or romantic relationship, other than marriage, between two persons who voluntarily enter into such a relationship.

Note: Non-consensual relationships are addressed in the College's Sexual Misconduct Policy.

Criminal Background Investigation

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 8, 2007

Reference: Personnel

Policy:

To protect the welfare and provide for the safety of the students, employees, and institutional resources of Pearl River Community College, the College reserves the right to conduct a criminal background investigation on persons prior to their being recommended for employment. The College also reserves the right to conduct a criminal background investigation on current employees.

Procedure:

All applicants for vacancies first advertised on or after June 1, 2007, may have a criminal background investigation completed prior to receiving an offer of employment. Applicants for positions or jobs of all categories, including faculty and staff, whether they are continuing or temporary positions or jobs, will be advised on the application form that consent to a criminal background investigation is a condition of employment and that all convictions must be included on the application and/or disclosed during the employment process. False statements, including omissions of material fact, will disqualify an applicant from further consideration for employment. An applicant who provides misleading, erroneous, or deceptive information on the application form, resume, credential documents, or in an interview may be eliminated from further consideration for employment or, if already hired, be subject to termination of employment.

It is the responsibility of the Office of Human Resources to initiate the criminal background investigation and to receive the results of the investigation. After review and evaluation of an individual's criminal history a determination will be made as to whether the individual presents a questionable risk for hire, or, if then under contract of employment, for continuation of employment under that contract. This determination may be based on such things as the specific duties of the position, the nature of the offense(s), the circumstances of the offense(s), how long ago the conviction(s) occurred, and perhaps other factors. (Note: A conviction is defined as any finding of guilt by a court, whether as the result of trial or the entry of a plea of guilty or plea of nolo contendere.)

Employee Leave

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 5

Revision Date: Wednesday, April 15, 2015

Reference: Personnel

Policy:

The College will provide major medical leave, personal leave, administrative leave, educational leave, family and medical leave, compensatory time, and military leave for employees.

Procedure:

General Procedures and Definitions:

1. To conform to state statute terminology, the following terms apply:
Sick leave is now titled major medical leave
Personal leave and vacation leave is now titled personal leave
Leave of Absence for Study is now titled educational leave
2. All leave balances of vacation, personal and sick leave shall be converted to personal leave as of July 1, 2003.
3. All employees hired prior to July 1, 2003, shall be given credit for all years of service to Pearl River Community College for use in determining leave accrual rates.

Major Medical Leave

1. Major medical leave will be granted to full-time faculty, staff, and administrators.
2. Part-time regular employees working 20 hours or more per week shall accrue the same major medical leave benefits as full-time employees on a pro rata basis as full-time employees with a comparable length of contract.
3. Major medical leave will be accrued at the end of each month of continuous employment at Pearl River Community College, at a rate equal the annual amounts listed in the following table:

Major Medical Leave Annual Accrual Rates

	12 month employees	11 month employees	10 month employees	9.5 month employees	9 month employees
1 month - 3 years	12 days	6 days	5 days	4.5 days	4 days
37 months - 8 years	10.5 days	4.5 days	4 days	3 days	3 days
97 months - 15 years	9 days	3 days	2.5 days	2 days	2 days
> 15 years	7.5 days	2 days	2 days	1 day	1 day

4. Major medical leave may be used for the illness or injury of an employee or member of the employee's immediate family, **only after the employee has used one (1) day of accrued personal or compensatory** leave for each absence due to illness, or leave without pay if the employee has no accrued personal or compensatory leave. However, major medical leave may be used, without prior use of personal leave, to cover scheduled visits to a doctor's office or a hospital for the continuous treatment of a chronic disease, as certified in advance by a physician.
5. An employee may use up to three (3) days of major medical leave for each occurrence of death in the immediate family. No qualifying time or use of personal leave will be required prior to use of major medical leave for this purpose.
6. There shall be no maximum limit to major medical leave accumulation. All unused major medical leave shall be counted as creditable service for the purpose of the retirement system as provided in Sections 25-11-103 and 25-13-5.
7. A record of each employee's major medical leave is maintained in the Business Office.
8. Adjunct faculty do not accrue major medical leave.
9. A supervisor may require written documentation from the employee as to the nature of the illness for absences of less than four (4) consecutive working days. However, for each absence due to illness of four (4) consecutive working days (combined personal and major medical leave), major medical leave shall be authorized only when certified by an attending physician.
10. Major medical leave may be taken in one hour increments.
11. Major medical leave may be accumulated while on authorized personal, major medical, or compensatory leave; however, an employee may not accumulate major medical leave while on leave without pay.
12. Cases of chronic absence or apparent abuse of major medical leave provisions will be reviewed by the President to determine what disciplinary action, if any, will be taken.
13. Major medical and/or Personal leave may be transferred from one state employee to another in the event of catastrophic illness, according to the stipulations as defined in Code Section 25-3-95.B.
14. Personal leave may be used to supplement major medical leave, however major medical leave may not be used to supplement personal leave.

Personal Leave

1. Personal leave will be granted to full-time faculty, staff, and administrators.
2. Part-time regular employees working 20 hours or more per week shall accrue the same personal leave benefits as full-time employees on a pro rata basis as full-time employees with a comparable length of contract.
3. Personal leave will be accrued at the end of each month of continuous employment at Pearl River Community College, at a rate equal the annual amounts listed in the following table:

Personal Leave Annual Accrual Rates

	12 month employees	11 month employees	10 month employees	9.5 month employees	9 month employees
1 month - 3 years	18 days	11.5 days	10 days	9 days	8.5 days
37 months - 8 years	21 days	14 days	12.5 days	11.5 days	11 days
97 months - 15 years	24 days	17 days	15 days	14 days	13 days
>15 years	27 days	20 days	17.5 days	16.5 days	15 days

4. Personal leave may be used for vacations and personal business with prior approval of the employee's supervisor and shall be used for illness of the employee requiring absences of one day or a part of a day.
5. There shall be no maximum limit to personal leave accumulation.
6. Upon resignation from employment for the purpose of retirement, an employee shall be paid for not more than thirty (30) days of unused accumulated personal leave. This payment shall be made based on the remaining number of days (up to 30) after the employee has banked all applicable unused personal leave as creditable service for the purposes of the retirement system. Such payment shall be made by the College at the employee's daily rate of pay based on their annual primary contract.
7. A record of each employee's personal leave is maintained in the Business Office.
8. Adjunct faculty do not accrue personal leave.
9. Personal leave may be accumulated while on authorized personal, major medical, or compensatory leave; however, an employee may not accumulate personal leave while on leave without pay.
10. Personal Leave may be taken in one hour increments.
11. Upon resignation, up to 15 days of unused personal leave may be used if approved by the employee's supervisor. The total number of days previously taken within that fiscal year will be reviewed when considering whether all 15 days, or a portion thereof, may be approved for severance leave. Item #6 above addresses paid leave granted only upon retirement.

Administrative Leave

Employees may be granted administrative leave with pay; defined as discretionary leave with pay, other than personal leave or major medical leave.

1. Administrative leave with pay may be granted to an employee serving as a witness or juror or party litigant, as verified by the Clerk of the Court.
2. The President may grant administrative leave when considered to be in the best interest of the institution as per Board policy. Administrative leave will be granted without charge to any accumulated leave balances in the event of extreme weather conditions, disasters or other emergencies.

Educational Leave

A professional employee may request a leave of absence for study.

1. Any administrator, faculty member, or professional staff member, who has been employed by the College for three (3) years or more, may submit a written request to the appropriate Vice President for a leave of absence for study. The Vice President will then forward the employee request along with a completed "PRCC Personnel Information Form" to the President and the Board of Trustees.
2. The request should be submitted one semester prior to the beginning of the requested leave of absence.
3. The request should include the beginning date and the ending date of the requested leave of absence.
4. If the request is for part-time leave of absence, it should include the specific number of days of the week or hours of the day needed for study.
5. A leave of absence may be granted either with a reduction in salary and work load or with all salary suspended until the employee returns from the leave of absence.
6. Contingent upon the availability of a qualified temporary replacement, the President will present the request to the Board of Trustees at the next regular monthly meeting.
7. The Vice President will notify the employee of the Board of Trustees decision.
8. No more than five percent (5%) the combined faculty, professional staff and administration may be granted a leave of absence at one time.

Family and Medical Leave

As provided in the Federal Family and Medical Leave Act of 1993, all full-time employees (50% or more) are entitled to Family and Medical Leave. Up to twelve weeks of leave during a fiscal year will be granted to any employee who is eligible for fringe benefits and has worked twelve months prior to requesting the leave. Leave will be granted for one or more of the following:

- Birth or adoption of a child. Leave must be within twelve months of the event.
- Care of a spouse, child, or parent who has a serious health condition.

- Serious health condition of employee.
1. Leave may be on an intermittent or reduced schedule basis for (2) and (3) listed above but only if needed for medical reasons.
 2. If husband and wife are both employed at PRCC, each is entitled to one twelve (12) week period per fiscal year.
 3. The employee requesting family and medical leave must provide a certificate from a physician indicating a serious health condition for the employee's own health or that of a family member. The certification should include:
 - A. The date on which the serious health condition began and the probable duration of the condition.
 - B. Appropriate medical facts concerning the condition.
 - C. A statement, if appropriate, that the employee is needed to care for a spouse, child, or parent; or that the employee is unable to perform job duties
 4. A certification of birth or legal adoption may be required for child care leave.
 5. Employees may use accrued major medical and personal leave with pay and/or leave without pay for any part or the twelve week period.
 6. Major medical leave for the serious health condition of the employee may be extended beyond the twelve week period.
 7. The College will continue to provide medical insurance (if employee elected to take such coverage) for the employee during the leave period. The employee will continue to be responsible for dependent coverage during this time. Any employee who fails to return to work for a minimum of thirty (30) working days after the end of the leave period will be liable to reimburse the College for premiums paid by the College during the leave period.
 8. Employees taking family and medical leave are guaranteed the right to return to their previous or an equivalent position with no loss of benefits at the end of the leave period.
 9. Employees requesting family and medical leave must obtain prior written approval from the employee's supervisor. The document must list the number of weeks of paid and/or unpaid leave being requested.
 10. Any employee who fails to return to work for a minimum of thirty (30) working days after the end of the leave period will be liable to reimburse the College for any paid leave used during the leave period. After reimbursement for paid leave has been received by the College, any remaining unused personal or major medical leave will be counted as creditable service for the purposes of the retirement system.
 11. Additional leave will not accrue while an employee is on unpaid family or medical leave.

Military Leave

Employment Rights Protected by the State of Mississippi – State employees are entitled to leave of absence from their duties for periods not to exceed fifteen (15) days, without loss of pay, time, annual leave or efficiency rating when ordered to military duty.

When duty is for a period in excess of fifteen (15) days, the employee is entitled to leave of absence without loss of time, annual leave or efficiency rating until relieved from duty. Mississippi Code Annotated SS 33-1-21 (1990 Supplement).

The computation of the fifteen (15) days of military leave each calendar year required by SS 33-1-21 includes only those days the employee would have been performing his duties had he not been ordered to active duty. Therefore, holidays and weekends, which are not scheduled workdays, will not be counted or computed against the fifteen (15) days of military leave for a given calendar year. Military leave is granted over and above an employee's personal and/or sick leave. An employee may take personal leave in addition to military leave when ordered to military duty. Medical leave may not be taken.

Part-time employees are entitled to fifteen (15) days military leave each calendar year without loss of pay, time, annual leave or efficiency rating. However, if the part-time employee is under no obligation to work or has no scheduled working hours for the period of time he or she is performing authorized military duty, the employer is not obligated to pay.

Upon release from service, Mississippi Code Annotated Sections 33-1-19 to 21, entitles the employee, who is still qualified to perform the duties required of his or her previous position, to re-employment in the same or like position, with the same status, pay and seniority. The employee is given ninety (90) days to apply for reemployment. Any person reemployed may not be discharged without cause within one (1) year after restoration.* Re-employment protections are not available to an employee dishonorably discharged from service.

The State Department of Finance and Administration has stated that the employee called for active duty will be given the option of continuing insurance coverage for one year at the employee's own expense. The department has expressed an interest in allowing the employee to continue coverage for longer than one year but has not adopted a change in policy, to date. Thereafter, federal law, pursuant to COBRA provisions, allows the employee to continue coverage for an additional eighteen (18) months. The individual employee must pay full premium for continued coverage while on leave.

Employment Rights Protected by Federal Law – The Vietnam Era Veteran's Readjustment Assistance Act of 1974, codified at 38 USC SS 2021-2026 (1982), provides re-employment protection for guard and reserve soldiers called to active duty and for inductees. State employees are protected by the Act. For an employee who has terminated coverage under the state's insurance plan while on active duty, the state will not, upon re-employment of the employee, impose the pre-existing illness exclusion when the employee is selecting insurance coverage. An employee holding a non-temporary position who satisfactorily completes military service is to be restored either to the same position or one of like seniority, status, and pay. Re-employment protection applies to individuals performing active duty for up to four (4) years and for five (5) years if requested to remain on active duty for the convenience of the government. Re-employment protections are not available to an employee dishonorably discharged.

Individuals called for active duty must apply for re-employment within ninety (90) days after release from active duty. Reservists and military guard members who are ordered to initial active duty for training (IADT) of not less than twelve (12) consecutive weeks must apply for re-employment within thirty-one (31) days after release from such training. The employee may return any time within such 31 or 90 day leave period and may use such time in any manner desired, even to seek employment elsewhere, without fear of waiving the right to re-employment.

Upon re-employment, an employee called to active duty may not be discharged within one (1) year without cause. An employee returning from IADT may not be discharged within six (6) months without cause.*

If a military guard member or reservist is called to perform active duty training (ADT) or inactive duty training (IDT), he must first apply to the employer for a “leave-of-absence” upon request. For ADT or IDT, the employee must report for work the next regularly scheduled work period after travel from the place of military training to the place of employment.

Temporary employees are not entitled to re-employment protection. The courts have construed the word “temporary” quite narrowly. If there is a reasonable expectation on the part of the employee that the employment relationship will be continuous or if preferential rights to be hired for the next working period are recognized, the position may be deemed non-temporary.

Upon return from a military absence, the employee is to return to the position he or she would have occupied if the employee had been employed continuously without the break for military service. This concept is known as the “escalator principle” and is applied to employment benefits such as automatic wage and salary increase, promotions and work scheduling preferences that are based upon seniority. This doctrine does not apply to benefits based on managerial discretion or work performance. Where the exercise of managerial discretion is necessary for promotion or advancement, such as tenure, the returning employee will not obtain such a promotion automatically. Only promotions and advancements based strictly on the passage of time are protected.

Short-term compensation for services rendered are not protected and preserved by the Act. Where vacation is awarded based on the number of weeks actually worked, the employee does not accrue vacation during a leave of absence. The same holds true for medical leave.

Although the state is not required to contribute to the absent employee’s pension, the vesting period under the pension will continue to accrue during the employee’s absence.

If the employee returns from service disabled and not qualified to perform the duties previously required but is qualified to perform the duties of any other position in the employ of such employer, the employee must be offered employment and, if the employer is requested, be employed in such a position as will provide such person like seniority, status and pay or the nearest approximation thereof consistent with the circumstances in such person’s case.*

Members of the military are afforded additional protections while in service by the Soldier’s and Sailor’s Civil Relief Act. This Act provides the service person assistance with the ability to meet financial burdens and the ability to protect legal rights. Of special interest to the College system is the protection afforded servicemen and their dependents from eviction from housing such as faculty housing.

*Where there is a conflict between federal and state law, federal law governs unless state law affords the employee greater protection. Thus, where state law allows the employee ninety (90) days within which to apply for re-employment and federal law allows only thirty one (31) days in some instances, state law will govern. Likewise, where state law forbids the returning employee from being discharged without cause for one year and federal law utilizes a six (6) month period in some instances, state law will govern. Federal law will preempt state law to protect soldiers while in service.

Compensatory Leave

1. Compensatory leave shall be administered according to Mississippi Code Annotated Section 25-3-92. Compensatory leave may be awarded to employees at an accrual rate equal to the amount of time worked. No compensatory leave will be awarded without prior written approval of the President or President's appointee.
2. Compensatory leave may be used for those purposes for which personal leave may be used.
3. Use of compensatory leave shall not exceed twenty (20) days within a fiscal year.
4. All employees covered by the Fair Labor Standards Act will be granted compensatory leave in accordance to the provisions of the act.
5. Unused compensatory leave will not apply to creditable service for retirement purposes.
6. Compensatory leave must be used in one (1) day increments.

Leave Without Pay

1. Leave without pay may be granted to an employee who has taken all accumulated personal and/or major medical leave, as shown by a review of the employee's record, where the President feels that it is in the best interest of the College. Leave without pay may also be granted to an employee who has not exhausted personal or major medical leave if the President determines that a proper work flow can be maintained during such absence.
2. Payment for holidays occurring during the interim of leave without pay shall not be allowed, except those instances where the holiday occurs on the day the employee is due to report back to work.
3. Leave without pay shall not be considered as time for purposes of leave accrual, retirement or other compensable consideration of employment.

Donated Leave

1. Any employee may donate a portion of his or her earned personal leave or major medical leave to another employee who is suffering from a catastrophic injury or illness, as defined in Section 25-3-91 of the Mississippi Code, or to another employee who has a member of his or her immediate family who is suffering from a catastrophic injury or illness, in accordance with the following:
2. The employee donating the leave (the "donor employee") shall designate the employee who is to receive the leave (the "recipient employee") and the amount of earned personal leave and major medical leave that is to be donated, and shall notify the donor employee's supervisor of his or her designation. The donor employee's supervisor then shall notify the recipient employee's supervisor of the amount of leave that has been donated by the donor employee to the recipient employee.
3. The maximum amount of earned personal leave that an employee may donate to any other employee may not exceed a number of days that would leave the donor employee with fewer than seven (7) days of personal leave left, and the maximum amount of earned major medical leave that an employee may donate to any other employee may not exceed fifty percent (50%) of the earned major medical leave of the donor employee. All donated leave shall be in increments of not less than twenty-four (24) hours.

4. An employee must have exhausted all of his or her earned personal leave and major medical leave before he or she will be eligible to receive any leave donated by another employee.
5. Before an employee may receive donated leave, he or she must provide his or her supervisor with a physician's statement that states the beginning date of the catastrophic injury or illness, a description of the injury or illness, and a prognosis for recovery and the anticipated date that the recipient employee will be able to return to work.
6. Beginning on the effective date of Senate Bill No. 2317, 2003 Regular Session, the maximum period of time that an employee may use donated leave without resuming work at his or her place of employment is ninety (90) days, which commences on the first day that the recipient employee uses donated leave. Donated leave that is not used because a recipient employee has used the maximum amount of donated leave authorized under this paragraph shall be returned to the donor employees on a pro rata basis, based on the ratio of the number of days of leave donated by each donor employee to the total number of days of leave donated by all donor employees.
7. No employee can donate leave after tendering notice of separation for any reason or after termination.
8. In order for an employee to be eligible to receive donated leave, the employee must:
 - (i) Have been employed for a total of at least twelve (12) months by the employer on the date on which the leave is donated; and
 - (ii) Have been employed for at least one thousand two hundred fifty (1,250) hours of service with such employer during the previous twelve-month period from the date on which the leave is donated.
9. Donated leave shall not be used in lieu of disability retirement.
10. For the purposes of this subsection, "immediate family" means spouse, parent, stepparent, sibling, child or stepchild.
11. This subsection shall stand repealed from and after July 1, 2005.

Employment Letter

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Thursday, August 1, 1991

Revision Number: 2

Revision Date: Tuesday, July 11, 2023

Reference: Personnel

Policy:

Employees are provided employment letters upon new employment and annual employment letters thereafter at the beginning of the fiscal year.

Procedure:

Regular approved positions

Annual employment letters for regular approved positions are issued by the Department of Human Resources.

Grant positions

Employment letters for grant funded personnel will be distributed to individuals after Board/President approval.

Adjunct instructional personnel

Employment letters for adjunct instructors will be distributed as soon as course enrollment is determined.

If the employment letter is accepted, the signed letter will be returned to the Department of Human Resources by the indicated date on the letter.

Employment Plan

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 13, 1984

Revision Number: 7

Revision Date; Wednesday, December 9, 2015

Reference: Personnel

Policy:

The President of Pearl River Community College will recommend to the Board of Trustees all regular full-time and part-time faculty and professional staff to be employed. Support Staff and adjunct faculty employees will be hired by the President.

Procedure:

Recruitment efforts will be made to attract the best qualified personnel to Pearl River Community College. The process of recruitment will be administered in accordance with all institutional and governmental regulations.

The head of a non-instructional unit of the College, with the approval of administrators above his or her position, including the President of the College, may reassign personnel within the unit before determining what, if any, vacancies exist within the unit. Any vacancy determined to exist will then be filled according to the appropriate procedure described below.

- A. Employment - Support Staff - (an employee in a non-teaching position which does not require a Bachelor's, Master's or Doctor's degree). Support Staff employee vacancies will be advertised internally or internally/externally for one (1) week. The appropriate Vice President or immediate supervisor may appoint a committee to review the applications, schedule interviews for the qualified applicants with the committee, and set a date for tests to be administered, if applicable. A recommendation will then be made to the President of the top applicant for the position. The President may schedule an interview with the top applicant before making the final decision.
- B. Employment - Professional - (Professional employees are faculty members and non-instructional employees whose jobs require a Bachelor's, Master's, or Doctor's degree). Administrative, faculty (except for adjunct faculty), and professional staff vacancies will be announced internally or internally/externally for one (1) week.

The following steps outline the application process:

1. An application form may be secured by contacting the appropriate administrator's office.
2. The application form, an up-to-date transcript, a resume, three letters of reference, and a statement of any other qualifications should be submitted.

3. The applicants will be screened by the screening committee, and selected applicants will be scheduled for interviews after the announcement is closed. Non-selected applicants will be notified in writing of selection status.

The screening committee for faculty members will be recommended by the appropriate Vice President to the President of the College. The committee will have from three to five members and will typically consist of the chair of the department in which the vacancy exists, an instructor of the same or a closely related subject area, and an instructor from an unrelated subject area. The screening committee for professional staff positions other than instructors will be recommended by the administrator of the College unit in which the vacancy exists to the President of the College. The committee will have from three to five members with at least one of the members from outside the College unit in which the vacancy exists.

The screening committee will submit its recommendation to the President of the College along with the files of other applicants who were interviewed. The President may choose to interview any or all applicants and will recommend his or her choice to the Board of Trustees. The Board of Trustees will make the final decision concerning the employment of professional staff members and faculty members other than adjunct instructors.

4. Adjunct instructors will be secured by the administrator directly responsible for the positions to be filled, in consultation with faculty and other administrators. The final responsibility for determining the qualifications of all instructors rests with the appropriate Vice President.
5. Should a present employee wish to be considered for a position that becomes available within the College, the following procedures will apply:
 - a. An employee who wishes to be given first consideration in transfer or promotion must be qualified for the position.
 - b. An employee seeking a change in position must make the request for the change to the President of the College through the appropriate channels.
 - c. After the selection process as described in Section 3 of this procedure has been completed, each employee will be notified of his/her acceptance or rejection.

Evaluation Process

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 11, 1980

Revision Number: 8

Revision Date: Tuesday, September 13, 2022

Reference: Personnel

Policy:

Pearl River Community College will regularly evaluate all personnel.

Procedure:

1. Schedule of Evaluations

- a. Faculty, staff, and administrators employed at Pearl River Community College will be evaluated annually.
- b. All personnel can be evaluated as often as needed if there are concerns regarding their performance, if required by accrediting agencies, or if there are other needs as determined by the supervisor.

2. Evaluation of Faculty

- a. The department chair or other appropriate administrator is responsible for the evaluation of each instructor (Full-time, Part-time, Adjunct, Distance Education, and Dual Enrollment) annually.
- b. The department chair's evaluation may be based on the course syllabus, analysis of test items, classroom records, student evaluations, observation of classroom and/or laboratory instruction, summary of peer evaluation (if available), and satisfactory execution of job description.
- c. Each instructor will be provided with a written assessment of the instructor's overall job performance and with a plan of improvement as needed.

3. Evaluation of Staff

- a. Each staff member will be evaluated by his/her supervisor.
- b. Each staff member will be provided with a written assessment of his/her overall job performance and with a plan of improvement as needed.

4. Evaluation of Administrators and Supervisors

- a. Administrators and supervisors will annually evaluate the personnel under their direction as listed on the organizational chart. All administrators will be evaluated, annually, by the personnel they supervise.
- b. The President will evaluate the personnel under his direction as listed on the organizational chart. The President will be evaluated by the Board of Trustees and by the personnel he supervises.
- c. Each administrator and supervisor will be provided with a written assessment of his/her overall job performance and with a plan of improvement as needed.

Externally Funded Personnel

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 1

Revision Date: Wednesday, December 15, 2004

Reference: Personnel

Policy:

Personnel of certain externally funded programs may be employed on a probationary status.

Procedure:

Supervisors will be responsible for initiating termination if an employee's performance is not acceptable. The employee will be given a written notice from the supervisor if probationary termination is necessary.

A probationary period of ninety (90) days will commence for an employee who transfers on a lateral move from the one position to another or is promoted to a higher classified level position or is placed in a lower classification level.

The College may terminate probationary employees without the usual two weeks notice.

All College policies and conditions of employment, except the grievance procedure, will be applicable during the probationary period.

The President of the College is authorized to extend the ninety (90) day probationary period up to one hundred eighty (180) days upon the recommendation of the appropriate Vice President.

Faculty Salary Schedules

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 13, 1984

Revision Number: 2

Revision Date: Tuesday, January 9, 1996

Reference: Personnel

Policy:

The Board of Trustees will approve faculty salary schedules.

Procedure:

The published salary schedules will have categories to recognize different levels of instructional preparation and experience.

ACADEMIC FACULTY:

At the beginning of a faculty member's employment at PRCC, the individual's salary will be established on a schedule based upon past experience as a teacher and the highest degree and number of graduate hours earned in the teaching field. Credit for experience will only be given based upon past full-time employment. Credit will be granted for each year of full-time teaching experience up to ten years. Special consideration may be granted for unusual experience and the number of transferrable years. Special consideration cases will require an appeal process and waiver approval of the President.

Faculty will advance to the next year pay level with each year of full-time teaching at PRCC.

A faculty member may also advance to the next higher pay level after successfully completing the required number of credits as indicated on the pay schedule. To qualify for the next level, a faculty member must successfully complete graduate level courses in a field or program approved by the appropriate Vice President and President prior to enrollment. All documentation to verify credits earned as well as a letter of request must be submitted to the Vice President prior to the start of a new academic year.

A deviation from the salary schedule may be recommended for College professional employees in instances where market forces have placed a severe and/or critical demand on the institution as a result of having to compete with hospitals and clinics and related entities for available personnel.

This provision will only be utilized in an emergency situation and/or when the accredited status of a program is jeopardized and will not be utilized if an alternative is available to the college. Any such alternative will be recommended to the President by the Vice President. The President will then seek approval by the Board of Trustees.

FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, April 14, 2020

Reference: Personnel

Purpose

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 2, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other reasons for leave outside of this policy.

Expanded FMLA Leave

Employee Eligibility

All employees who have been employed with Pearl River Community College for at least 30 days.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when the school or place of care has been closed, or the regular childcare provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parent is, who is-

(A)) under 18 years of age; or

(B)) 18 years of age or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- a center-based childcare provider
- a group home childcare provider
- a family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence)
- other licensed provider of childcare services for compensation

- a childcare provider that is 18 years of age or older who provides childcare services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece, or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 2, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

Pay During Leave

Leave will be paid at two-thirds of an employee’s regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day, and \$10,000 in total. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employee Status and Benefits During Leave

While an employee is on leave, Pearl River Community College will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, PRCC will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

If the employee contributes to a life insurance or disability plan, PRCC will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums, or PRCC may elect to maintain such benefits during the leave and pay the employee's share of the premium payments. If the employee does not continue these payments, PRCC may discontinue coverage during the leave. If PRCC maintains coverage, PRCC may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Procedure for Requesting Leave

All employees requesting FMLA leave must provide written notice, where possible, of the need for leave to the Director of Human Resources as soon as practicable. Verbal notice will otherwise be accepted until written notice

can be provided. Within five business days after the employee has provided this notice, the Director of Human Resources will complete and provide the employee with any Department of Labor (DOL) required notices.

The notice the employee provides should include a brief statement as to the reason for leave, and if possible, the expected duration.

On a basis that does not discriminate against employees on FMLA leave, Pearl River Community College may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employee Status After Leave

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. Pearl River Community College may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.

Please contact the HR department with any questions.

Emergency Paid Sick Leave

Eligibility

All full- and part-time employees unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is-

(A)) under 18 years of age; or

(B)) 18 years of age or older and incapable of self-care because of a mental or physical

disability. [Note: A definition for “individual” should be provided as soon as more guidance is available.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- The average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type. Or,
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Rate of Pay

Paid emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above;
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their manager and the Director of Human Resources of the need and specific reason for leave under this policy. A form will be provided to all employees in a manner accessible to all. Verbal notification will be accepted until practicable to provide written notice.

Once emergency paid sick leave has begun, the employee and his or her manager must determine reasonable procedures for the employee to report periodically on the employee's status and intent to continue to receive paid sick time.

Carryover

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Resource Information

The Department of Labor has a link to the Employee Rights for the Paid Sick Leave and Expanded Family and Medical Leave under the Families First Coronavirus Response Act (FFCRA).

Please contact the HR department with any questions.

Job Performance Responsibilities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 1

Revision Date: Monday, May 9, 1994

Reference: Personnel

Policy:

Job performance responsibilities will be defined for every College position.

Procedure:

A job description for each position of the College will be on file in the President's Office. A copy of the job description will be given to the employee and a copy will be kept on file by his or her immediate supervisor. Job descriptions will be reviewed annually and updated as deemed necessary.

Employees whose salaries are funded by grants must perform the duties as specified within the grant.

All employees are to serve the College in an efficient and responsible manner. Extensive use of time for matters not pertaining directly to employment is not allowed. Being on time for work and notifying the supervisor in instances of tardiness or absences are expected.

The image of the College is presented by the employees who communicate with an individual, whether student, colleague, or guest. Employees are to uphold standards with the public and co-workers in a courteous, tactful, and cooperative manner.

The College does not have a formal dress code. However, each employee is to dress in a professional manner in the workplace. Each supervisor shall ensure that all employees observe acceptable dress standards.

Selected employees of the College such as food service and police personnel are required to wear uniforms during the performance of their duties.

It is the responsibility of the employee to make arrangements for the care of their children during working hours. The employee is not allowed to care for their children in the workplace.

Motor Vehicles on Campus

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 8, 1977

Revision Number: 2

Revision Date: Wednesday, October 9, 2013

Reference: Personnel

Students and faculty/staff must register all vehicles used on campus with the Campus Police Department.

1. Any student or faculty/staff member who operates any type of motor vehicle on campus will register the vehicle.
2. A fee of twenty dollars (\$40) will be charged to students for a parking permit at registration. To register for a parking permit, please visit www.prcc.edu/campus-police.
3. The parking permit will:
 - A. Be placed permanently to the inside front window on the right side.
 - B. Permit parking of vehicles in the designated places on campus that are not reserved for faculty, visitors restricted (yellow curb), or handicapped.
 - C. Not be transferable
 - D. Be purchased at the Campus Police Department during the school year. The parking permit is valid through May 10th of each academic year.
 - E. Students who do not obtain a parking decal during registration may do so later in the Campus Police Department. This must be done no later than five (5) days after a student registers for school.
4. Fines for illegal parking will be thirty dollars (\$30) per ticket. On the fourth unpaid ticket, vehicle will be suspended from campus.
5. Fines for speeding, reckless driving and other traffic violations may range from twenty dollars (\$20) to two hundred dollars (\$200).
6. Fines are to be contested within seven (7) days of the date of the ticket and must be paid to the Business Office by the end of that given semester.
7. Transcripts will not be forwarded from the College until all indebtedness to the College is alleviated.
8. Unauthorized vehicles, as well as vehicles that are not operable will be removed from campus at owner's expense.
9. The operation of ATV's or golf carts by students or any unauthorized person will not be allowed at any time on the College campus.
10. Loud music and/or excessive noise from any type of vehicle on any PRCC campus will result in a fine of thirty dollars (\$30) and possible suspension of vehicle from campus.
11. All local, state, and federal traffic laws are in effect and will be enforced on the campus at all times.
12. Faculty/staff reserve parking spaces are reserved for personal parking by the faculty/staff members and are painted yellow.
13. Failure to register any vehicle will result in a fine of fifty dollars (\$50) and possible suspension from campus. The second offense is a double fine.
14. Parking spaces on campus are color coded: Yellow (faculty staff), white (students) blue (handicapped) and red (fire lane).

All problems related to the above should be referred to the Director of Public Safety/Campus Police.

Non-Institutional Employment

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Sunday, May 13, 1979

Revision Number: 2

Revision Date: Monday, May 9, 1994

Reference: Personnel

Policy:

Full-time employees of Pearl River Community College who assume additional employment of other duties outside the College are required to give priority to their full-time responsibilities.

Procedure:

1. When non-institutional employment or other duties interfere with the satisfactory execution of the full-time employment, the employee's supervisor(s) will discuss the problem with the employee.
2. If the employee continues to offer less than satisfactory performance in the full-time position, the employee may not be offered a contract for the subsequent school session.

Orientation of New Personnel

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 1

Revision Date: Wednesday, October 9, 2013

Reference: Personnel

Policy:

The College will provide orientation for all new employees.

Procedure:

All new employees will report to the office of their immediate supervisor. The supervisor will conduct an orientation of the campus and introduce the new employee to the online College Policy and Procedure Manual and Student Handbook. The new employee will then proceed to the Business Office to process personnel records. Employment records that must be completed include:

Full Time Employees:

1. Employee Data Sheet
2. Drug-free Work Policy
3. Form I-9
4. New Hire
5. Form W-4--Federal Tax Withholding
6. State Tax Withholding
7. PERS Enrollment Form
8. PERS Beneficiary Nomination
9. Health Insurance
10. State Life Insurance--Twice the employee's annual salary (Min. \$30K; Max \$100K)
11. Dental and Vision Insurance
12. Direct Deposit Authorization Form
13. PERS Form 4B

Numbers 1-8 and 12 must be completed.

Numbers 9-11 are optional. Please sign the waiver if you decline any of these.

Number 13 must be completed only if it applies to the employee.

Additional Information Needed:

Photo copy of social security card

Photo copy of driver's license

Part Time Employees:

1. Employee Data Sheet
2. Drug-free Work Policy
3. Form I-9
4. New Hire
5. Form W-4--Federal Tax Withholding
6. State Tax Withholding
7. Direct Deposit Authorization Form
8. PERS Form 4B

Numbers 1-7 must be completed.

Number 8 must be completed only if it applies to the employee.

Additional Information Needed:

Photo copy of social security card

Photo copy of driver's license

Personnel Records

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 9, 1977

Revision Number: 2

Revision Date: Tuesday, October 1, 2002

Reference: Personnel

Policy:

Files which contain personal and professional data on College employees will be maintained in the appropriate administrative office.

Procedure:

A copy of each faculty member's application for employment, official transcript(s), letters of recommendation, evaluation reports, and other related data will be kept in files in the Office of the Vice President for Instruction/Provost. Personnel records shall be available to other appropriate administrators as needed.

Personal records of administrators and support staff personnel will be maintained by the immediate supervisor. Each college employee may see his or her personnel folder by checking with his or her supervisor.

This information will be protected in accordance with the Privacy of Information Act.

Political Candidacy

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 9, 1977

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Personnel

Policy:

A College employee will have the opportunity to be a candidate for political office.

Procedure:

1. Any College employee who intends to become a candidate for political office will notify the College President in writing two (2) weeks prior to publicly announcing his or her candidacy.
2. Any campaigning for political office by a College employee will take place off campus and on other than designated school time.
3. Any College employee campaigning for political office must make a public declaration that the views expressed are personal and do not necessarily represent the opinions of the College.

Professional Development

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 8, 1976

Revision Number: 4

Revision Date: Wednesday, October 15, 2003

Reference: Personnel

Policy:

Pearl River Community College encourages all employees to participate in professional development activities.

Procedure:

1. The College will coordinate at least one professional development activity a year in which employees may participate.
2. Release time maybe granted to attend classes and/or workshops for renewing of licenses, continuing education, upgrading programs, and participating in professional organizations. Such time may be granted without loss of pay to the employee.
3. All requests will be submitted in writing to the immediate supervisor.
4. If approved by the immediate supervisor, a full-time employee may take one, and only one, course per semester during the work day. This course may be taken only during the employee's lunch hour, which is set by the employee's supervisor.
5. Each department is encouraged to budget travel expenses for members to attend professional meetings and workshops. Any non-budgeted expense incurred by faculty and staff will be a personal expense.
6. Individuals attending professional meetings will be responsible for making travel arrangements.
7. Any exceptions to the above regulations will be addressed in writing to the President of the College.

Recognition of Retiring Employees

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 8, 1979

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Personnel

Policy:

The Board of Trustees will recognize retiring employees for their service to the College.

Procedure:

The College President will present to the Board of Trustees the name of each retiring employee with the date of his or her employment at Pearl River Community College. Retired employees will be recognized during the annual retirement reception if Board approval has been granted.

Reduction of Personnel

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, April 9, 1985

Revision Number: 2

Revision Date: Tuesday, April 13, 2004

Reference: Personnel

Policy:

Pearl River Community College may reduce the number of personnel.

Procedure:

1. Normal attrition will be used when possible.
2. Part-time personnel shall be released first, unless needed to maintain an existing program.
3. Other considerations that may be used in the reduction of personnel, but not necessarily in this order may include:
 - A. Need to maintain an existing program.
 - B. Personnel Evaluation.
 - C. Seniority: Number of years of service to Pearl River Community College. (A year consists of nine (9) months of continuous full-time service in a fiscal year.)
 - D. Educational Degree.

The effectiveness of the personnel being evaluated shall be supported by written assessment completed by the supervisor(s).

Evaluation should include but not be restricted to:

1. Performance in the job as defined by the Job Performance Responsibilities.
2. Classroom evaluation by supervisor(s).
3. Involvement in helping in extra-curricular activities. Past performance, or lack of it, will be taken into consideration.
4. Student evaluation of the teacher and the course.

Re-Employment of Faculty and Staff

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 1977

Revision Number: 3

Revision Date: Tuesday, April 13, 2004

Reference: Personnel

Policy:

All faculty and staff will be considered for re-employment.

Procedure:

Letters seeking the intent of administrators, faculty, and staff concerning re-employment will be sent to administrators, faculty and staff for re-employment by April 1. These letters will be sent from the President's office or his designee.

If it becomes necessary to inform an administrator, faculty, or staff, member that he/she will not be recommended for re-employment, he/she will be advised in writing of this recommendation by May 20 of the current school session. Recommendations for employment to the Board of Trustees will be made no later than the June Board meeting for individuals who are employed during the current school session.

An official contract will be sent to the administrator, faculty, and staff for re-employment as soon as possible after the June Board meeting.

Telework

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 14, 2022

Reference: Personnel

Policy:

Pearl River Community College allows employees to telework in situations in which is mutually beneficial for both the College and its employees.

Definitions

1. Telework – According to the Telework Enhancement Act of 2010, telework is “a work flexibility arrangement under which an employee performs the duties and responsibilities of such employee’s position and other authorized activities from an approved worksite other than the location from which the employee would otherwise work.” Telework duration will be determined by the appropriate Vice President.
2. Continuity of Operations – Continuity of Operations (COOP), as defined in the National Continuity Policy Implementation Plan (NCP/IP) and the National Security Presidential Directive 51/Homeland Security Presidential Directive 20 (NSPD-51/HSPD-20), is an effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.
3. Alternate Work Location – an off-campus site other than the normally assigned place of work where official routine College business is performed on a temporary basis. Employees who are assigned work at an alternate non-campus location for a limited time on a non-routine basis are not considered to be teleworking.

Procedure:

The Pearl River Community College President recognizes that employees who telework from alternative worksites are an invaluable resource during certain circumstances. Telework opportunities are established primarily to meet the PRCC Mission and operational needs. Telework promotes management efficiencies; increases resiliency in severe weather and other emergencies; and can improve the quality of employee work-life. The PRCC Telework Policy creates no employee rights in relation to telework. Telework can only be authorized and approved by the PRCC President or appropriate Vice President. Telework requests will be evaluated based on available information relating to:

Needs of the College;

1. Circumstances surrounding the individual or the office requesting telework;
2. Work shall be of a nature wherein face-to-face interaction is minimal or may be scheduled to permit teleworking;
3. Direction and guidance from higher authorities;
4. The health and safety of personnel;
5. The ability to execute essential functions;
6. Changes in threat advisories;
7. Intelligence reports;
8. The potential or actual effects on communications systems, information systems, office facilities, and other essential equipment; and
9. The expected duration of an emergency situation.

Telework is not:

1. Suitable for all employees and/or positions;
2. An employee right;
3. Intended to serve as a substitute or replacement for a child or adult care. If children or adults in need of primary care are in the alternate work location during employees' work hours, some other individual must be present to provide the care;
4. Intended to be used in place of paid leave.

Guidelines

1. General

Essential functions are a subset of functions that are determined to be critical activities. These essential functions are then used to identify personnel, supporting tasks, and resources. When identifying essential staff, consider the following factors:

- a. The predetermined essential supporting activities and deferrable supporting activities that must be performed, regardless of the operational status of PRCC primary operating facilities.
- b. Employee knowledge and expertise in performing these essential functions; and
- c. Employee ability to telework from home or other remote site during an emergency.

PRCC-issued equipment, such as Wi-Fi- devices and Virtual Private Network (VPN) access, may be assigned depending on the essential function.

PRCC will not assume responsibility for the cost of personal equipment, repair, or service.

PRCC will not assume responsibility for operating costs, home maintenance, or other costs incurred by employees for the use of their homes as telework locations. In telework, employees are expected to furnish their own office space and other supplies.

2. Continuity of Operations (COOP)

Employees who have been designated as essential personnel in the PRCC COOP agree to follow the procedures established for reporting for duty when a COOP is activated.

During any period that PRCC is operating in a COOP status, the continuity plan shall supersede any telework policy agreement.

3. Work Schedule

Work schedules identify the days and times an employee will work while teleworking. Normally, telework schedules parallel those at the traditional place of employment; however, schedules differ to meet the needs of the agency or the employee. Employees are required to submit actual hours worked. Work schedules may also include fixed times for supervisor/employee conversations to ensure ongoing communication.

4. Terms of Employment

The PRCC Telework Policy is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all policies, procedures, practices, and instructions that apply to working at the PRCC worksite. Work products the employee develops or produces while teleworking remain the property of PRCC. While teleworking, work hours, compensation, and leave scheduling must conform to applicable human resource policies. The supervisor must approve requests to use accrued leave in the same manner as when the employee works at the regular PRCC worksite.

5. Telework Assignment, Accountability, and Performance Measurement

Appropriate Vice Presidents are responsible for developing employee telework assignments, performance and communication expectations, and work schedules. PRCC employees will remain cognizant of ongoing PRCC events and will facilitate communication with stakeholders and coworkers to interact with the employee while teleworking. The employee will also keep his or her supervisor informed of progress requiring information of ongoing assignments at the alternate worksite along with any problems encountered while teleworking. The employee will structure his or her time to ensure attendance at required meetings as designated by the supervisor. The supervisor agrees to facilitate communication with the employee, stakeholders, and workgroups.

6. Equipment and Office Supplies

PRCC-owned resources may only be used for PRCC business. The employee is responsible for ensuring that all PRCC items are properly used. The employee agrees to take reasonable steps to protect any PRCC property from theft, damage, or misuse. This includes maintaining data security and record confidentiality to at least the same standard as when working at the regular PRCC worksite. The employee will comply with all licensing agreements for the installation and use of PRCC-owned software, including software installation on multiple computers. The employee will not copy PRCC-owned software in any manner unless such copying is expressly permitted by the licensing agreement. The employee may be responsible for any damage to or loss of PRCC property.

When the employee uses personal equipment, software, data storage supplies, and furniture, the employee is responsible for the maintenance and repair of those items unless other arrangements have been made in advance and in writing with the supervisor. PRCC assumes no responsibility for any damage to, wear, or loss of the employees' personal property.

The employee agrees to return, in good working order, and, in a timely manner, all PRCC-owned items used at the alternate worksite, upon request, or if the telework agreement is discontinued for any reason.

7. Home Work Site

Federal OSHA regulations have a limited scope when applied to telework sites. The teleworker must establish and maintain a dedicated workspace that is quiet, clean, and safe, with adequate lighting and ventilation. The teleworker will not hold business visits or meetings with professional colleagues, stakeholders, or the public at the home worksite.

8. Incidental Costs

Unless otherwise stated in the Telework Policy, all incidental costs, such as residential utility costs or cleaning services, are the responsibility of the teleworker.

9. Inspection

In case of injury, theft, loss, or tort liability related to telework, the teleworker must allow appropriate PRCC personnel to investigate and/or inspect the telework site.

10. Injuries

The employee will be covered by workers' compensation for job-related injuries that occur in the designated workspace, including the teleworker's home, during the defined work period. In the case of an injury occurring during the defined work period, the employee shall immediately report the injury to the supervisor. Workers' compensation will not apply to non-job related injuries that might occur in the home. PRCC does not assume responsibility for injury to any persons other than the teleworker at the approved telework-site. Employees are required to contact his or her supervisor and the Department of Human Resources in the event of an accident or injury while teleworking.

11. Leave

The telework employee must obtain supervisor approval before using leave in accordance with PRCC policy. 12.

Personal Business

Telework employees shall not perform personal business during hours which were agreed upon as work hours.

13. Record Retention

Products, documents, and other records that are used, developed, or revised while teleworking shall be copied or restored to the PRCC computer systems.

14. Travel

The teleworker will not be paid for time or mileage involved in travel between the telework site and the primary worksite.

15. Tax Implications

The telework employee is responsible for addressing and resolving questions pertaining to expense reductions related to telework.

16. PRCC Policies and Procedures

All PRCC policies and procedures shall apply at the telework site, including those governing communications internally and with the public.

17. Additional Considerations

Many homeowners' policies exclude claims arising from the commercial use of homes.

If an employee chooses to use his or her home for commercial purposes, such as a home office, the employee's homeowner's insurance may be jeopardized as a result of this commercial exposure. PRCC encourages teleworking employees to notify their homeowners insurance carrier of their teleworking arrangements and have the carrier issue an endorsement allowing for limited use of the home for commercial purposes.

Any additional cost incurred for the insurance rider or endorsement will be the responsibility of the employee.

Termination or Resignation of Employment

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, February 12, 1985

Revision Number: 4

Revision Date: Tuesday, April 13, 2004

Reference: Personnel

Policy:

Employment maybe ended by termination or resignation.

Procedure:

TERMINATION

The President may terminate any support staff employee. The President may terminate any professional employee subject to the approval of the Board of Trustees. Any employee of the College must clear with the appropriate supervisor(s) or administrators before separation.

1. Support Staff

According to the Mississippi Code No. 37-29-63, the President of the community college will have power with full authority to select, direct, and discharge any and all employees who are not teachers. Each support staff employee is assigned to the supervision of a College administrator according to the organizational chart of the College. The termination of employment of support staff employees will follow these procedures: The support staff employee will be evaluated by his/her immediate supervisor periodically according to the duties and responsibilities outlined in the job performance description. If a support staff employee is advised that the specific improvements are necessary in job performance, he/she will be expected to make these improvements. A copy of the improvements needed will be given to the employee and a copy will be placed in his/her personnel file. If, after a conference with the immediate supervisor, the employee does not make the recommended adjustments, a conference will be scheduled with the College President, the supervisor, and the employee. After reviewing the information regarding the employee's past performance of the job description, the College President may terminate the support staff employee.

2. Professional

According to the Mississippi Code, the President of the community college will have power to recommend to the Board of Trustees all teachers who will be employed, and will have authority to remove or suspend any member of the faculty subject to the approval of the trustees.

The following procedure will be used in the termination of a faculty member: The appropriate administrator(s) will visit each faulty member during classroom activities for evaluation. The faculty member will also be evaluated by student surveys. The evaluation will be based on duties and responsibilities outlined in the faculty member s job description. After evaluation, if a faculty member is advised by the appropriate administrator that specific improvements are needed, then a copy of the needed improvements will be given to the faculty member, and a copy will be placed in his/her personnel file. If the faculty member does not make the recommended adjustments, the faculty member's

contract will not be recommended to the Board of Trustees for renewal for the next year. If it becomes necessary to inform a faculty member of such a decision, he/she will be advised as to their status by May 20 preceding the ensuing school year.

An instructional employee may be dismissed during a contract period, on the approval of the Board of Trustees, should that employee exhibit illegal conduct or willful disobedience to his/her immediate supervisor. Any member of the faculty will be entitled to due process as specified in the Complaints and Grievances Policy.

RESIGNATION

Any employee of the College who has resigned or been terminated (dismissed or fired) must perform the following activities before his/her work is considered complete and the final pay check released:

1. Turn in all keys to immediate supervisor.
2. Turn in to the immediate supervisor an up-to-date inventory of all equipment assigned to him/her.
3. Complete and return all documents and forms requested by the College officials.
4. Provide a forwarding mailing address to the Business Office.
5. File any complaints or grievances in the President's Office.
6. Secure a clearance slip from the immediate supervisor and, if applicable, from the Library and Bookstore and file with the Business Office before final payment is made.
7. Submit a letter of resignation or complete an exit interview with the immediate supervisor.

Travel

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, February 13, 1979

Revision Number: 5

Revised: Tuesday, June 14, 2022

Reference: Personnel

Policy:

Employees of the College will be reimbursed for approved expenses related to job responsibilities.

Employees of Pearl River Community College shall be reimbursed for approved expenses related to job responsibilities where budget funds are available. An employee traveling on official college business is expected to exercise the same care incurring expenses as would a prudent person traveling for personal reasons. Travel for college business should be conducted at a minimum cost for achieving the success of the purpose of the travel.

Procedure

One Week Prior to Travel:

The employee will fill out the Travel Authorization Form at least one week prior to the event.

The Travel Authorization Form is to be signed by the department chair, the appropriate administrator, and the appropriate Vice President.

- Complete the Travel Authorization Form with a breakdown of all estimated travel expenses and designate if any travel advances are requested. Travel advances may be obtained for out-of-state travel. State law prohibits receiving an advance for in-state travel with the exception of officially approved travel involving student groups and organizations.
- Travel related to conferences require a copy of the conference agenda to be attached to the Travel Authorization Form.

After Travel is Complete:

After the event, the employee is to fill out a voucher for reimbursement of expenses and attach copies of bills, receipts, stubs, etc. This is to be signed by the department chair and the appropriate administrator.

- Complete a Travel Voucher Form for reimbursement upon returning that includes all travel expenses incurred including any advanced funds, prior trip expenses, or expenses paid for with the institutional credit card. Secure receipts of all expenditures such as meals, motel rooms, gasoline, airfare, or other expenses. No receipts are necessary for meals except in high-cost areas. Secure travel authorization and any required supporting documentation (agenda, proof of insurance, quotes, etc.) to the travel voucher.

Reimbursements will be processed by the Business Services Office weekly.

Travel Advances

Travel advances must be a minimum of \$100.00 and are only allowable for out-of-state travel or in-state travel that includes students. Travelers are not eligible for an advance once travel status has begun. Advances must be issued prior to the trip.

Travelers may not have more than two outstanding travel advances at one time.

A Travel Voucher Form to resolve the advance funds must be submitted within 10 working days after the end of the month in which travel was completed or the employee's paycheck will be held until the debt to the state is resolved.

Transportation

A College Vehicle or Rental Car Must Be Requested First.

Transportation options for the employee will include either a college vehicle or a rental car supplied by the College in accordance with U. S. General Services Administration (GSA) website.

If for reasons beyond control neither option is available and proof of such request is provided (attached to Travel Authorization Form), the employee will be allowed to use his/her personal vehicle at a reimbursement rate of \$0.58 per mile. If the employee chooses to use his/her own vehicle and a College vehicle or a rental is available the employee will be reimbursed at a rate of \$0.18 per mile. However, if deemed fiscally responsible and authorized by an administrator, an employee can receive a reimbursement rate of \$0.58 when using a personal vehicle. Proof that the employee had insurance on the personal vehicle that was used has to be attached to the travel voucher before funds can be paid.

When travel is by private vehicle, the total travel expenses reimbursed, including meal and lodging costs incurred as a result of driving instead of flying, shall not exceed the cost of the lowest unrestricted air fare, unless a complete written justification signed by the employee's supervisor determines that it is in the best interest of the agency that the employee drive, or that, on comparison of "total driving" and "total flying" expenses, it is less expensive to drive than to fly. If the employee chooses to drive and expenses exceed the cost of the lowest unrestricted air fare, reimbursement will be limited to cost of flying. To determine reimbursable driving expenses the "total cost of driving" must be compared with the "total cost of flying".

Maximum Daily Meal Allowance

The current maximum daily allowances* are as follows:

Breakfast	Lunch	Dinner	Daily Allowance
In-state \$6.00	\$10.00	\$18.00	\$34.00
Out-of-state except high cost \$8.00	\$12.00	\$20.00	\$40.00

High Cost Area Meal Allowance: Out-of-state high cost \$56.00.

High cost meal reimbursements will be made based upon actual meal receipts submitted by the employee not to exceed the allowance for the day for high-cost area. High-cost areas are those cities designated in the Federal Register.

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Receipts

The college will not require receipts for reimbursement of meal expenses, except for Out-of State High-Cost area, while in an official travel status.

With the elimination of the receipt requirement, the College will only reimburse 50% of the daily meal allowance on the days of departure and return.

The College will only reimburse up to the maximum dollars per day, not per meal or time period. (Meals for day trips are not reimbursable.)

Meal Tips Meal tips should be included in the actual cost of the meal unless the inclusion of the tips causes the meals to exceed the maximum daily meal reimbursement. If the daily meal limitations would be exceeded, then the tips can be separated and recorded as other expenses.

All tips reported in this manner should be totaled for the day and not exceed 20% of the maximum daily meal reimbursement or the actual meal expense, whichever is less.

Conference or Banquet Meals

If conference registration fees include certain meals, do not claim the covered meals as an item of expense on the travel voucher.

Prior to Travel Expenses (PTE)

Employees can be reimbursed for public carrier tickets, deposits required by hotels, and conference registrations not paid directly by the college.

PTE can be paid any time prior to the trip. Request for PTE reimbursements should be submitted to the Business Services Office on the Voucher for Reimbursement, along with a copy of the employee's approved Travel Authorization Form.

- Public Carrier – a copy of the itinerary and receipt must be attached.
- Hotel Deposits – a copy of the hotel confirmation and policy requiring a deposit must be attached.
- Conference Registrations – a copy of the conference registration showing proof of payment must be included. When an employee receives a PTE reimbursement for a trip that is subsequently cancelled the employee must immediately notify his/her supervisor and the Business Services Office.

If the trip was cancelled for personal reasons by the employee, the PTE reimbursement must be repaid to the College. If the trip was altered by the employee for personal reasons that increase the travel expenses, the employee will be responsible for those increases.

Public Carrier (Air Fare)

A cost comparison documenting the most economical fare is required. A minimum of two quotes for public carrier (air fare) must be submitted along with the employee's request for reimbursement. Commercial airlines shall be booked at the lowest and best rate.

Taxable Meals

Taxable meals are meal expenses that occur during official travel where overnight stay is not required. State law requires that taxable meals be included in employee earnings and are subject to federal income tax withholding social security, and Medicare taxes. Therefore, taxable meals will not be reimbursed.

Lodging

For in-state travel, employees may request a check by providing confirmation and reservation documentation with the travel authorization, or be reimbursed upon return. Institutional credit cards will only be used to reserve or pay for hotel rooms for out-of-state travel or in-state travel that includes students. The institution will not cover any hotel incidental costs; this may require the employee to provide the hotel with a personal credit card. If an employee stays with a relative or friend, he/she should make a footnote on their travel reimbursement voucher by explaining why there is no hotel/motel receipt.

Group Meals

College employees may be reimbursed for the cost of group meals while carrying out employment duties. A group meal is defined as a meal for one or more College employees and one or more individuals that are not employees of the College (Examples include business/industry professionals, individuals representing college partnerships, etc.). The request for reimbursement for group meals should include an itemized receipt for the cost of the meals. The memorandum should indicate the names of the persons in attendance, the nature of the meeting and a sign-in sheet for all attendees. The average cost should not exceed \$25.00 per person including taxes and tips. A Meals and Entertainment Form should be completed and approved by the appropriate Vice President prior to the expenditure. Meals that exceed the \$25.00 per person limit must be approved by the President.

Group Meals (Faculty/Staff Only)

A business meeting involving only faculty and staff of Pearl River Community College may include a meal if the expense is in lieu of a break, is approved by the Vice President of that department prior to the meeting and does not exceed daily maximum in-state meal allowance per person for the meal that is being provided. Meals must be a necessity of carrying out the business of college and cannot be for employee appreciate/celebration. An appreciation meal is a personal expense. A Meals and Entertainment Form should be completed and approved by the appropriate Vice President prior to the expenditure.

Meals Involving Student Travel

All student events involving travel, whether for a sporting event, competition, conference, or field trip, are permitted to receive meals following the institutional policy for the times of travel. The maximum per-meal allowance for students is \$8.00.

If an employee of the College receives advanced funds to be given to students for meals, the following documentation must be submitted by the employee with their voucher for reimbursement:

- Student Name
- Date of Event
- Amount Received
- Student's original signature acknowledging receipt of funds For meals not involving travel that are hosted on campus:
 - First option – Request the Peal River Community College contracted food services provider to furnish the meals, in house or to-go meals.
 - Second option – If contracted food services cannot accommodate the meals then meal funds can be advanced for the occasion. An approved travel advance must be completed and documentation showing contracted food services was given first right of refusal must be included.
 - Third option – Meals may be catered externally but must not exceed the maximum per meal allowance for students.

If a credit card or check is used to pay for those meals it should include a listing of the students attending the function.

Other Travel Costs

Any expenses \$10.00 or less do not require a receipt for reimbursement. If multiple \$10.00 expenses are claimed on one reimbursement, an explanation of expenses is required.

- Parking – Airport, hotel, lot, valet, etc. In excess of \$10.00, itemized receipt required.
- Tolls – In excess of \$10.00, itemized receipt required.
- Tips – Maid tips, reimbursable up to \$5.00/night. Baggage handling tips
– \$1.00/bag/leg of trip

- Airline baggage fees – Baggage ticket or airline printout required.
- Registration – Receipt required. In-state conference registration that requires its fees to be paid in advance can be invoiced or paid by institutional credit card, if invoicing is not an available payment method.

Missing Documents

- For any missing documents or receipts employees will be required to complete a notarized Missing Document Affidavit and submit with the reimbursement voucher.

*Dollar amounts for meals, mileage, etc. are subject to change in accordance with federal guidelines.

Physical Facilities

<u>TITLE</u>	<u>ADOPTION DATE</u>	<u>LAST REVISION</u>
Care of Equipment	November 13, 1984	December 7, 1993
Maintenance Planning System	December 7, 1993	May 2, 1995
Naming of Buildings	September 11, 2001	
Use of College Facilities	June 8, 1976	June 18, 2014

Care of Equipment

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 13, 1984

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Physical Facilities

Policy:

Equipment will be properly maintained.

Procedure:

Any person in charge of equipment belonging to the college should supervise the use of the equipment to prevent damage or misuse. If the equipment is under a repair/maintenance contract, the person in charge should telephone the proper company and request service. If the equipment is not under a repair/maintenance contract, a purchase order should be properly completed and processed for the service.

Career and Technical faculty members will fill out an equipment control sheet when equipment is moved to another department or sent to be repaired.

Equipment noted as missing should be reported as soon as possible to the immediate supervisor following the procedure established under the policy Inventory Control.

Maintenance Planning System

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 1

Revision Date: Tuesday, May 2, 1995

Reference: Physical Facilities

Policy:

The College will provide for the maintenance of physical facilities.

Procedure:

Major Maintenance

The primary objective of the Maintenance Planning System is to provide a sound basis for allocating resources for defined needs for maintaining the physical facilities of the College. The ultimate purpose of this system is to provide adequate facilities to support all of the goals of the institution.

The Maintenance Plan is developed, revised, and evaluated through the following steps:

1. A thorough survey/needs assessment is completed each year during January-March to revise the plan. Projections are made on a five-year basis. Only projects with estimated costs of \$5,000 or more are included in the Major Maintenance Plan. Projects under \$5,000 are included in the Minor Maintenance Plan. The assessment involves the input of the entire professional staff. Individual instructors may provide input through their respective chairpersons. Survey request forms for the needs assessment are sent to all administrators and chairpersons during the month of February.
2. A complete evaluation of the Major and Minor Maintenance Plans and the revision of the plans are completed by April 1 of each year.
 - A. A complete evaluation needs assessment includes information for each facility in need of major maintenance as follows:
 - a. Maintenance needs
 - b. Cost estimates
 - c. Urgency of the projects
 - d. Job phases
 - e. Revenue sources
 - f. Work to be completed by maintenance department, contractors, or any combination of both

- g. Completion dates and special notes (A recap listing of all projects with tasks arranged in chronological priorities is completed as a part of the revised plan after the needs assessment.)
- B. The evaluation of the Major Maintenance Plan includes:
 - a. A listing of projects completed
 - b. Date the projects were completed
 - c. Project costs
 - d. Revenue sources for the projects
 - e. Projects included in the plan but not initiated or completed with reasons for delay or lack of completion stated.
- 3. The Director of Physical Plant have the primary responsibility for the survey/needs assessment, annual revision of the plan, and the evaluation of the plan.
- 4. The revised Major Maintenance Plan is presented to the Board of Trustees for approval during each June Board meeting. A copy of the evaluation of the plan for the previous year is also given to the Board.

Minor Maintenance

A complete evaluation of the Minor Maintenance Plan and the revision of the plan are completed by April 1 of each year.

- 1. A complete evaluation needs assessment includes information for each facility in need of minor maintenance as follows:
 - A. Maintenance needs
 - B. Cost estimates
 - C. Urgency of the projects
 - D. Revenue sources
 - E. Work to be completed by maintenance department, contractors, or any combination of both
- 2. The evaluation of the Minor Maintenance Plan includes:
 - A. A listing of projects completed
 - B. Date the projects were completed
 - C. Project costs
 - D. Revenue sources for the projects
 - E. Projects included in the plan but not initiated or completed with reasons for delay or lack of completion stated

Naming of Buildings

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, September 11, 2001

Reference: Physical Facilities

Policy:

The naming of buildings should be regarded as the highest of personal honors that can be bestowed upon an individual or upon an entity by the College. Therefore, serious consideration will be given to the naming of buildings using the following criteria:

1. The building may be named after one of the College's supporting counties.
2. If the building is named after an individual, the person shall be a well-known direct associate of the College.
3. Preference should be given to a former trustee, administrator, faculty, founder of the College, or other lay citizen whose direct support and assistance to the College has promoted and advanced the well-being and growth of the College.
4. The person selected should be of high character and widely respected and accepted within the community and the College.
5. As a community based institution, preference will be given to local resident supporters over state or national political leaders.

Procedure:

1. When the naming of a building is to be considered, recommendations will be sought from the Pearl River Community College Alumni Association, Board of Directors of the Development Foundation, and the general public.
2. Recommendations will be received by the Board of Trustees and forwarded to the Buildings and Grounds Committee for study and recommendation.
3. The recommendation of the Buildings and Grounds Committee will be presented to the Board of Trustees for consideration and approval.

Use of College Facilities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 8, 1976

Revision Number: 3

Revision Date: Wednesday, June 18, 2014

Reference: Physical Facilities, Administrative

Policy:

The Board of Trustees may permit the use of College facilities by the public.

Procedure:

The use of all College facilities and grounds must be approved by the appropriate Campus Vice President at least seven (7) days in advance of the event.

1. Application forms are available in the appropriate Campus Vice President's office or on the PRCC website. Before completing forms, please check available dates. These forms must be completed and signed before the booking is confirmed.
2. Payment is to be made at the Business Office for all related fees. Information concerning custodial services is contained on those forms. Two hours of heating or cooling will be furnished by the College prior to the beginning of the event without charge. Request for additional heating or cooling will be charged at the hourly rate. A receipt showing proof of payment must be presented to the appropriate Campus Vice President before booking is confirmed.
3. College activities have first priority in the use of all facilities. In the event that a conflict should develop, the right is reserved to cancel the reservation at least seven (7) days in advance of the scheduled date. Renting organizations may cancel confirmed reservations without penalty up to twenty-four (24) hours in advance of beginning time. Any cost incurred by the College through tardy cancellation notification must be paid by the renter.
4. Tables, chairs, microphones, special lighting, pianos, or other College equipment may be used and are included in the per hour cost. Only a qualified College employee will be allowed to operate the sound and lighting system.
5. Tobacco and alcoholic beverages are prohibited.
6. The renter of College facilities must assume full responsibility for any damages to the property or loss of equipment.
7. The renter of College facilities will be legally responsible for all claims by a person or persons filing claims for any personal injury, property damage or loss on College grounds or in the College building during the period the College facilities are being rented.
8. Pearl River Community College reserves the right to determine the classification of any group or organization using a College facility.

9. Pearl River Community College reserves the right to deny rental permission of use of College facilities if and when deemed necessary.
10. A Certificate of Liability Insurance in the amount of \$1,000,000 naming Pearl River Community College as the certificate holder must be provided by the renter at the time of application.

CHARGES BY CLASSIFICATION FOR USE OF PEARL RIVER COMMUNITY COLLEGE

Charges will be made by the hour for full hours (any fraction of time over ½ hour will constitute a full hour) for the time the facility is open and includes utilities, custodial services, and a supervisory fee. Custodial services are optional. However, the facility must be cleaned to its original condition by the user. The College Director of Physical Plant or his/her designee must be called to inspect the facility no later than 8:00 a.m. the next working day following the event. All facilities will be rented for a minimum of four (4) hours.

Meetings by for-profit or non-profit groups not associated with the College or not associated with meal functions will not be held in the Cafeteria unless prior approval is obtained from the President. All events scheduled for any group in the Cafeteria, or anywhere else on campus, will be placed on the master schedule in the office of the appropriate Campus Vice President and shared with security personnel employed by the College.

Qualifications:

1. Non-Profit Organizations:
 - A. Community interest programs for local citizens at which no admissions are charged.
 - B. Community interest programs for PRCC students at which no admissions are charged.
 - C. Community interest programs for local citizens and/or PRCC students at which admissions are charged will pay a fee of \$10 or more.
2. For-Profit Organizations:

Any program or promotion by any individual or group at which admissions are charged for profit making or through a non-profit organization as a benefit or a fund raising project will be charged at four (4) times the regular rate for non-profit organizations.
3. Use of the Cafeteria will be by agreement with the Cafeteria Manager at rates to be determined by the Manager and confirmed by the College.
4. The Cafeteria Manager will notify the appropriate Campus Vice President of events scheduled for after normal operating hours and weekends.

Student Affairs

<u>TITLE</u>	<u>ADOPTION DATE</u>	<u>LAST REVISION</u>
Academic Guidelines for College Housing	June 10, 1997	May 13, 2014
Active Military Status for Students	September 11, 1990	December 7, 1993
Athletic Drug Testing	August 14, 1990	May 10, 2005
Campus Curfew	July 16, 1991	December 7, 1993
Crisis Intervention	June 14, 1994	October 1, 2002
Dress Code	May 10, 1977	June 13, 2023
Electronic Devices	May 10, 2005	October 9, 2013
Financial Aid	December 7, 1993	June 13, 2023
Firearms and Deadly Weapons	January 17, 1979	December 7, 1993
Grievance Policy	July 12, 2011	
Guest Speakers	May 10, 1977	December 7, 1993
Guests of Students	May 8, 1979	December 7, 1993
Guidance Services	March 14, 1978	October 1, 2022
Honor Rolls	March 14, 1978	January 31, 2002
Personal Distress	June 8, 2004	
Residence Halls	July 11, 1995	June 26, 1997
Satisfactory Academic Progress	November 10, 1992	June 13, 2023
Search and Interrogation of Students	October 11, 1977	December 15, 2004
Social Activities	December 7, 1993	
Student Activities Funds	October 12, 1976	December 7, 1993
Student Computer Security	July 8, 1997	June 13, 2023
Student Conduct	October 14, 1980	October 24, 2016
Student Contests, Conventions, and Campus Activities	May 8, 1979	December 7, 1993
Student Involvement in Decision-Making	December 12, 1978	May 14, 2003
Student Publications	June 8, 1977	December 7, 1993

<u>TITLE</u>	<u>ADOPTION DATE</u>	<u>LAST REVISION</u>
Student Records	November 8, 1994	June 13, 2023
Student Rights and Responsibilities	July 11, 1995	
Students with Disabilities	December 12, 2000	June 13, 2023
Students' Due Process	May 11, 1976	March 1, 2023
Students' Payments and Refunds	June 8, 1976	June 13, 2023
Students' Records Family Educational Rights and Privacy Act of 1974	May 10, 1977	December 7, 1993
Substance Abuse Policy	December 7, 1993	March 1, 2023
Substance Testing for Students in Selected Programs	January 13, 2004	June 13, 2023
Tobacco-Free	March 23, 1990	March 1, 2023
Transportation for Student Activities	May 11, 1976	July 11, 1995
Violence Prevention	June 8, 2004	
Wellness Center	July 8, 1997	June 18, 2014

Academic Guidelines for College Housing

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 10, 1997

Revision Number: 2

Revision Date: Tuesday, May 13, 2014

Reference: Student Affairs

Policy:

Pearl River Community College requires students to meet specific guidelines to reside in college housing.

Procedure:

College Housing: Holden Hall, Moody Hall, Huff Hall, Lamar Hall, Hancock Hall, Pearl River Hall, Marion Hall, and Forrest Hall.

1. Effective January 2015, a student must be enrolled in a minimum of 15 semester hours to live in college housing.
2. A student must maintain satisfactory academic progress as defined below to reside in college housing.

HOURS ATTEMPTED FOR GPA	0-24	25-36	37 & above
MINIMUM CUMULATIVE GPA	1.5	1.75	2.0

3. If a student fails to meet the above requirements, he/she is placed on probation for one semester. If student does not remove deficiency during the probationary semester, he/she will be suspended from residency in college housing for a minimum of one semester or until the deficiency is removed.
4. A student may appeal dismissal from college housing by doing so in writing to the Vice President for Poplarville Campus and Student Services (the appeal must be within 3 days of dismissal with sufficient justification given).
5. A student must be seventeen years of age or older to reside in college housing.

Active Military Status for Students

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, September 11, 1990

Revision Number: 2

Revision Date: Tuesday, December 7, 1993

Reference: Student Affairs

Policy:

Any student of Pearl River Community College who is a member of any component of the armed forces of the United States and who is placed on active duty status will be allowed to withdraw from the College.

Any student who withdraws from the College under this policy will not receive any grades. The student record will show evidence of the withdrawal documentation on file.

Any student who has completed at least 3/4 of the semester and is in good standing with the College, and who needs to only take the final examination to complete the semester, has the option to leave the College pursuant to this policy, without his class standing affected, and without refund of any of the above fees or tuition. However, within the ninety (90) days after release from active duty, the student must make arrangements to take the final examination. The score on the final exam, the work done prior to leaving and the unfinished semester's work will constitute the student's final grade.

Athletic Drug Testing

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, August 14, 1990

Revision Number: 3

Revision Date: Tuesday, May 10, 2005

Reference: Student Affairs

Policy:

Pearl River Community College will have a mandatory drug testing program for all student athletes. For purposes of this policy, a student athlete is any student involved in athletic competition, including cheerleaders, athletic trainers, managers, and other support personnel.

Objectives:

1. To educate the student athlete in the dangers of drug and alcohol use and abuse.
2. To identify through periodic random testing those athletes who may be involved in drug and alcohol usage and the substances being used.
3. To recommend and provide permissible confidential treatment for those individuals with drug related problems, including alcohol.
4. To remove any athletes from the college athletic programs who are unable or unwilling to become and remain drug and alcohol free.

Procedure:

The procedures and guidelines under which the program is operated are:

1. All athletes will be requested to sign a consent form giving the Pearl River Community College Athletic Department permission to test the athlete.
2. The Pearl River Community College Athletic Department will conduct a mandatory drug test paid for by the College prior to the first scheduled athletic event. Testing will be repeated throughout the year on an unannounced random basis. A positive result will require follow-up testing at a medical clinic. The athlete must pay for this test.
3. The test may monitor for evidence of the following controlled substances and their derivatives: amphetamines, anabolic steroids, barbiturates, cocaine (as benzoyl-ecgonine), opiates, phencyclidine, and THC metabolite (marijuana).
4. A drug education presentation will be made to educate all student athletes to the danger of drug and alcohol abuse.

5. The results of the test will be made known to the Vice President for Poplarville Campus and Student Services.
6. The head coach will have a confidential meeting with any athlete testing positive. The following steps will be taken at this time.
 - A. The athlete will be suspended from the team two weeks.
 - B. The athlete will be required to undergo follow-up testing and counseling on the dangers and side effects of drug use.
 1. The follow-up testing will be borne by the athlete.
 2. If there is evidence that the athlete continues to use drugs he/she will be dismissed from the team.
 - C. If said athlete plans to continue participation in athletics, he/she must agree to be tested for the duration of his/her enrollment at Pearl River Community College.

Campus Curfew

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, July 16, 1991

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Student Affairs

Policy:

Pearl River Community College has a campus curfew for students.

Procedure:

The campus will close and a campus curfew will be in effect each morning beginning at 1:00 a.m., and the campus will reopen each morning at 6:00 a.m.

Any student who enters or leaves the campus or the dormitories after 1:00 a.m. will have their student identification card taken by campus police.

The student identification card and a written report will be filed by campus police with the Vice President for Poplarville Campus and Student Services, and the student will be subject to disciplinary sanctions. A second curfew offense may result in dismissal from college housing immediately.

Crisis Intervention

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 14, 1994

Revision Number: 2

Revision Date: Tuesday, October 1, 2002

Reference: Student Affairs, Personnel

Policy:

Pearl River Community College will provide a crisis intervention program.

Procedure:

Professional Standard

1. If, at any time, a person makes statements indicating to you his/her intention to harm himself/herself or others, you are obligated under ethical standards to notify someone experienced in crisis intervention.

Intervention

2. In the event of a crisis, one or more of the following personnel on the Poplarville Campus should be notified: the campus nurse, or the Vice President for Poplarville Campus and Student Services. Personnel to be notified at the Forrest County Campus include the Vice President for the Campus. Personnel to be notified at the Hancock Campus include the Vice President for Hancock Campus.
3. **DO NOT ALLOW THIS PERSON OR STUDENT TO LEAVE YOUR PRESENCE** until a treatment source has been located for the student. If the student has inflicted harm to himself/herself, the campus nurse should also be notified. If you are unable to reach any of the personnel listed above or if the person refuses to stay with you, on the Poplarville campus contact the Vice President for Poplarville Campus and of Student Services immediately and ask them to radio Campus Police to assist you. At the Forrest County Campus contact the Vice President for Forrest County Campus. At the Hancock Campus contact the Vice President for Hancock Campus.

Confidentiality

4. Make every possible effort to preserve the person's confidentiality both during the episode and afterwards. For example, do not release information of any type to teachers or administrators not directly involved in the crisis situation (excluding the Vice President for Poplarville Campus and Student Services) without a signed release of information form from the person.

Debriefing Session

5. All personnel involved in the incident should meet to discuss the management of the student, how the process could be improved, and their own feelings and reactions.

Re-Instatement Policy

6. Prior to returning to school, a meeting should be held among school personnel, parent(s) (if applicable), and the student to discuss the transition back into school.

Procedures for Crisis Intervention

It is recommended that these steps be followed in crisis situations:

1. If the student displays or states homicidal or suicidal behaviors, notify one or more of the following personnel on the Poplarville campus: the campus nurse, or the Vice President for Poplarville Campus and Student Services. Personnel at the Forrest County Campus include the Vice President of the Campus. Personnel at the Hancock Campus include the Vice President of the Campus.
2. Once assistance has arrived, remain on the scene to provide any additional information or support until it is deemed appropriate for you to leave.

The appropriate personnel will begin to assess the situation and then do the following:

1. Provide intervention and stress problem solving to try and de-escalate the student and situation.
2. If person is a minor (under age 21), make an initial effort to notify parents or relatives and involve them in situation.
3. Attempt to obtain a written release of information from the student to enable the appropriate employee to release name and details to relevant people who are or need to be involved in this situation.
4. If the situation is unmanageable, contact Campus Police and refer the student to an appropriate treatment facility. Attempt to contact parent(s) or relative(s).
5. Complete the Critical Incident Report and return it to the Vice President for Poplarville Campus and Student Services, and, when appropriate, the campus nurse.
6. Appropriate personnel should make a follow-up call regarding the student's condition.
7. Inform the appropriate administrators of the situation and the steps taken to resolve the situation as soon after the incident as possible.

Dress Code

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 1977

Revision Number: 2

Revision Date: Tuesday, June 13, 2023

Reference: Student Affairs

Policy:

Pearl River Community College has a dress code for students.

Procedure:

1. Shoes or sandals must be worn at all times.
2. The wearing of any type of clothing in an improper or disruptive manner will not be allowed (indecent exposure, pants below the waistline, no sexually explicit attire considered inappropriate or disruptive, etc.). Students must wear and cover undergarments when in public facilities and areas on campus.
3. Students are not allowed to wear or display any gang symbols.
4. Any dress determined to be inappropriate will not be tolerated. Students who violate this code will be asked to leave the area on campus (including the classroom) and could be issued a college fine.

Electronic Devices

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 2005

Revision Number: 1

Revision Date: Wednesday, October 9, 2013

Reference: Student Affairs

Policy:

Pearl River Community College may restrict the use of electronic devices in instructional settings.

Procedure:

The possession of a cellular or wireless telephone, pager, or any other communication device is prohibited in any setting in which testing of any sort is taking place, whether the device is on or off. This procedure is only changed with permission of the instructor.

Unless permission is given by the instructor, the use of a cellular or wireless telephone, pager, or other communication device is prohibited in all College instructional settings, including classrooms, laboratories, shops, libraries, auditoriums, or any other location where instruction, recitation, performance, or any other educational activity is occurring.

The use of any device equipped with memory capability, such as a computer, calculator, or other device, is subject to restrictions, including being banned completely, by the instructor of a course. These restrictions must be communicated to the student in the course syllabus at the beginning of the course but are subject to change if a reasonable effort is made by the instructor to communicate any change to the student.

A person violating this policy is subject to disciplinary action, which may include confiscation of the device, dismissal from the instructional setting, dismissal from a class in which the violation occurs, or dismissal from the College. Any device confiscated must be returned to the student at the end of the class period or event or transferred to the appropriate Campus Vice President no more than 24 hours after the confiscation.

Due process will be afforded any student disciplined as a result of violation of this policy and procedure.

Financial Aid

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 2

Revision Date: Tuesday, June 13, 2023

Reference: Student Affairs

Policy:

Pearl River Community College students may be eligible for financial aid.

Procedure:

The Pearl River Community College Office of Financial Aid will be available to help all students find sources to help finance their education.

Financial assistance is contingent upon admission to Pearl River Community College as a regular student (all admission requirements have been met). For students eligible for federal Pell grants, the amount received will be determined based on enrolled credit hours (full-time is 12 credit hours for federal aid purposes). Federal student loans require at least half-time enrollment (6 credit hours). Institutional scholarships require full-time enrollment of at least 15 credit hours.

Rules and regulations regarding financial aid programs, eligibility, and satisfactory academic progress can be found on the PRCC website at prcc.edu/financial-aid.

Sources of financial aid include grants, scholarships, loans and employment opportunities. A student cannot receive federal financial aid from more than one institution during the same semester. To explore financial aid options, a student should:

- Submit a FAFSA (Free Application for Federal Student Aid) online at studentaid.gov
- Apply for state financial aid at msfinancialaid.org
- Search the Internet for scholarship opportunities
- Visit the Office of Financial Aid website located at prcc.edu/financial-aid
- Contact the Financial Aid Office directly at:

Office of Financial Aid
Pearl River Community College
101 Highway 11 North
Poplarville, MS 39470
Phone (601) 403-1000 Email:
finaid@prcc.edu

Firearms and Deadly Weapons

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Wednesday, January 17, 1979 Revision

Number: 2

Revision Date: Tuesday, December 7, 1993

Policy:

Pearl River Community College prohibits weapons on campus as defined by State law and college policy.

Procedure:

No one except designated employees and law enforcement personnel should have weapons or ammunition on campus without approval by college officials. The Board prohibits the possession of pistols, ammunition, firearms or weapons (including look-alike and replica weapons) in any form by any person other than duly authorized law enforcement officers on school premises or at school functions regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons.

Any student found in violation of this policy may be dismissed, expelled, or barred from the College, in addition to all other penalties and actions that maybe available, provided the rights of due process are followed.

The only exception to this policy exists where weapons, not meeting the definition of deadly weapons, may be used for educational purposes; this is to be done only with written approval of the Pearl River Community College Director of Public Safety.

Grievance

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, July 12, 2011

Reference: Student Affairs

Policy:

In order to maintain a harmonious relationship between Pearl River Community College and its students, it is the policy of the College to provide for the settlement of problems and differences through orderly grievance procedures. Every student shall have the right to present his or her problem, in accordance with the procedures established, in order to seek redress free from interference, coercion, restraint, discrimination, or reprisal.

Procedure:

A. Pearl River Community College desires to resolve student grievances, complaints and concerns in an expeditious, fair and amicable manner. A student who desires to resolve a grievance may initiate the resolution process by the following steps:

B. Procedural Steps

1. Informal Process

a. The student is advised to discuss the grievance informally with the person who is the source of the grievance. If the grievance is resolved by the parties, the matter is deemed closed. If the grievance is not resolved at this level, the student may request an informal review by the following designated College Administrators or designee. The designated College Administrator is responsible for explaining the grievance procedure to the complainant. To promote a fair and swift resolution of their concerns, students are advised to consult with only those administrators designated by this procedure, unless there are compelling reasons to do otherwise. Below is a list of designated college personnel.

A. Vice President for Poplarville Campus and Student Services

B. Vice President for Forrest County Campus, Allied Health, and Nursing Program
(Forrest County Campus Students)

C. Senior Vice President for Instruction/Provost (Non-Campus General Education
and Non-Campus Career Technical Students)

D. Dean of eLearning (online students)

E. Vice President for Hancock Campus (Hancock Campus Students)

- b. The Administrator may choose to convene the parties involved in an effort to resolve the grievance during the informal process. If the grievance is not resolved at this level the student may initiate the formal grievance procedure.
2. Formal Grievance Procedure

The formal grievance procedure begins when a written complaint is submitted to the College Administrator designated. The written grievance should include the following:

- A. The name of the aggrieved student
- B. The name and position of the party against whom the grievance is filed
- C. The date of filing
- D. A concise statement of the nature of the grievance
- E. The specific redress being sought by the student

The Administrator or designee shall further investigate the complaint, and shall, as necessary, meet with the student and the person who is the source of the grievance. The Administrator or designee must provide a response to the student and the person who is the source of grievance within ten (10) days of the meeting or receipt of the written complaint.

3. Appeals

The student may appeal the decision of the Administrator or designee to the College Appeals Board by written request within three (3) college days. Students may submit their written appeal to the appropriate Vice President office, Vice President for Hancock Campus office, or the Dean of eLearning (online students).

PRCC Appeals Court: This level of the PRCC Judicial System handles all appeals that involve dismissal from school and/or campus housing, cases appealed from Campus Court and written student grievances. The PRCC Appeals Court is comprised of two members of the PRCC student body, two members of the PRCC faculty/staff, and is presided over by the Campus Vice President or his/her designee. The decision of this court is final and will exhaust the Pearl River Community College Student Due Process procedure.

1. The appropriate College Administrator or designee will review the appeal and determine if a hearing is necessary.
2. If a hearing is deemed necessary, the student will receive notice of a hearing date within five (5) college working days of the appeal filing date.
3. The student will receive notice of the hearing findings within five (5) college working days of the hearing date.
4. Details of the hearing procedure are available in the student handbook, the Cat Country Guide.
5. In the event that the student is not satisfied with the outcome of this decision, an appeal may be made to the College President within ten (10) working days. The College President's role in the appeal process will be to determine if police and procedure was followed.

If, after appealing to the College President, the student is not satisfied with the outcome of this decision, the student may file a complaint with the Mississippi Commission on College Accreditation (MCCA) at mississippi.edu/mcca.

Guest Speakers

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 1977

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Student Affairs, Instruction

Policy:

Pearl River Community College may allow guest speakers on campus.

Procedure:

Faculty members or students who wish to invite guest speakers to the College should follow the procedures listed:

1. The speaker's request to speak on the College campus must be cleared by the appropriate Campus Vice President.
2. Request for the speaker must be made 10 days prior to the desired speaking date. The College will in turn confirm the date, location, and time of day the speaking engagement will be. Pearl River Community College will provide a representative of the College to be present at this engagement.
3. Student attendance will be on a voluntary basis, unless the speaker is for the purposes of a class during class time. No excuses will be granted from any class or scheduled activity.
4. Acceptance by Pearl River Community College for anyone to speak on the campus will in no way reflect the views of the speaker or endorsement of the speaker by the College.

Guests of Students

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 8, 1979

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Student Affairs

Policy:

Students may have visitors on campus.

Procedure:

The student is held responsible for his/her guests' behavior at all times.

Students may invite guests to visit on campus. The guests are governed by the same rules and regulations as the student host or hostess.

The host or hostess who has a weekend guest will secure a permit from Campus Police before 3:00 p.m. on the day the guest is expected. The student and guest must also follow the visitation procedure within the residence hall. The student must furnish guest with sheets, towels, etc., and pay for his/her meals.

The visitation procedure for all students or guests **not** assigned to a particular residence hall involves contacting the Head Resident and/or Resident Assistant on duty and leaving a photo identification and personal information with the Head Resident. Students or guests who do not follow this procedure and are found in a residence hall will be charged with trespassing. The guest and host student must report and sign in a visitor to the residence hall personnel.

Guidance Services

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, March 14, 1978

Revision Number: 3

Revision Date: Tuesday, October 1, 2002

Reference: Student Affairs

Policy:

Guidance services are available as part of Pearl River Community College's overall educational program.

Procedure:

Pearl River Community College recognizes the importance of a thorough program of academic advising. While it is ultimately the responsibility of the student to select and follow a program of study which will lead to his or her academic objectives, the College provides a structure of academic advising to assist students. Academic and career-technical counselors are available to assist students with educational, career, and personal concerns. The offices of the counselors/advisors are located in the Office of Student Success in Crosby Hall on the Poplarville Campus. Academic and career-technical counselors assist students at the Forrest County Campus. Special needs students are served by Admissions Director and ADA/Civil Rights Coordinator at the Poplarville Campus and the Forrest County Campus. Counselors are available at the Hancock Campus upon request. Offices are open Monday through Friday from 8:00 a.m. until 4:00 p.m.

A student enrolling in online courses should contact the appropriate advisor. A current list of faculty and staff can be found on the PRCC web site at the following address: <http://www.prcc.edu>. Students should seek out academic advisement prior to registration. Counselors can also be reached by dialing (601) 403-1250 in Poplarville and (601) 554-5500 at the Forrest County Campus.

The contents of the counseling sessions are held in strictest confidence and are not revealed to any person or agency except under the following circumstances:

1. If student (or, if student is a minor, his/her parents) gives written permission to release information.
2. If student is involved with a bona fide medical emergency, information may be given to medical personnel.
3. If research, management audits, financial audits, or program evaluations are conducted, information may be revealed but student will not be identified either directly or indirectly.
4. If an appropriate court order is received by the counselor.
5. If student reports any type of child abuse.
6. If student reveals information, which, in the counselor's judgement, indicates that he/she intends to harm himself/herself or someone else.

Honor Rolls

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, March 14, 1978

Revision Number: 2

Revision Date: Thursday, January 31, 2002

Reference: Student Affairs, Instruction

Policy:

Pearl River Community College will recognize academic excellence.

Procedure:

1. The President's List recognizes full-time students with 4.00 grade point averages during the previous semester. A student is not eligible for the President's List for a semester in which a developmental course is taken.
2. The Dean's List recognizes full-time students with grade point averages of at least 3.40 but less than 4.00. A student is not eligible for the Dean's List for a semester in which a developmental course is taken.
3. Honor rolls will be generated by the Department of Information Technology at the end of each semester. The Vice President for Instruction/Provost will verify the honor rolls of academic students. These honor rolls will then be sent by the Department of Information Technology to the Department of Marketing and Recruitment.

Personal Distress

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 8, 2004

Reference: Student Affairs

Policy:

Pearl River Community College recognizes that certain behaviors are signs of personal distress. These may include but are not limited to references or attempts to commit suicide, eating disorders, and substance abuse. The College is committed to helping students experiencing personal distress by providing support and/or referral through the use of appropriate resources.

Procedure:

Any student who demonstrates such behaviors while enrolled at Pearl River Community College will be required to meet with a member of the Student Services staff and may be required to immediately undergo a psychological or medical assessment and evaluation by qualified personnel. The diagnosis and results of the evaluation(s) will be considered by the appropriate Campus Vice President or his/her designee in determining if, or under what conditions, the student may continue at Pearl River Community College. If it is determined that the student poses a threat to him/herself, he/she may be suspended from the College. The basis for this decision will be out of concern for the safety and welfare of the individual student, as determined in the sole discretion of the appropriate Campus Vice President or his/her designee. As a result, the College may require that the student actively engage in counseling and/or other treatment programs as a condition of enrollment. In such cases, College personnel would request to have access to the treatment providers to understand the student's condition and to determine if progress is being made.

Residence Halls

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, July 11, 1995

Revision Number: 1

Revision Date: Thursday, June 26, 1997

Reference: Student Affairs

Policy:

Pearl River Community College operates student residence facilities.

Procedure:

Rules and regulations governing residence facilities are listed in the Pearl River Community College Student Handbook "[Cat Country Guide](#)" and the residence hall handbook "[Guide to River Livin'.](#)"

Satisfactory Academic Progress

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 10, 1992

Revision Number: 2

Revision Date: Tuesday, June 13, 2023

Reference: Student Affairs, Instruction

Policy:

Pearl River Community College is required under federal regulations to establish minimum standards of Satisfactory Academic Progress (SAP) to determine a student's eligibility to receive federal Title IV student aid for their chosen program of study. To maintain student aid eligibility, a student must progress satisfactorily toward completing a degree or certificate in a chosen academic or career/technical program. The financial assistance offered at PRCC to which these standards apply includes the following federal Title IV programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Direct Subsidized Loan
- Federal Direct Unsubsidized Loan
- Federal Direct Parent PLUS Loan
- Federal Work Study

Procedures:

There are three conditions for maintaining satisfactory academic progress in order to retain Title IV Federal Student Aid. Students must first progress qualitatively by earning the required minimum grade point average. Secondly, students must progress quantitatively by completing the required minimum number of credits each semester or term. Lastly, students must complete their program of study within a reasonable time period as defined by U.S. Department of Education guidelines.

PRCC students must maintain a cumulative grade point average (GPA) based on total hours attempted (including Transfer Credits, Withdrawals, Incompletes, Audits, and repeated courses) as outlined in the chart below:

Cumulative Semester Hours Attempted	1 – 24	25 – 36	37 – above
Minimum Cumulative Grade Point Average	1.5	1.75	2.00

All PRCC students must successfully complete 67% of all credit hours attempted. This is the number of hours successfully completed compared to the number of hours attempted. This quantitative or incremental measurement will be a completion of two-thirds of all cumulative attempted credit hours.

Federal regulations allow a maximum time frame of 150% of the number of credits needed to complete a degree or certificate program in which a student is allowed to receive federal student aid. A student's academic record of courses applied to their program at PRCC, as well as transfer courses accepted into the program from all previously attended accredited institutions, will be evaluated to determine Satisfactory Academic Progress. This time frame applies to all students, even to those students who may not have

previously received federal aid for prior years of study at PRCC or at another institution. A student who attempts 150% of their coursework for their degree or certificate program and who has not yet completed that program is suspended from federal aid eligibility.

At PRCC, most degree programs require completion of a minimum of 60 hours of coursework. Therefore, students must complete the requirements for a certificate or degree program within 90 hours, based on the 150% of the hours required (60 hours X 1.50 = 90). For programs that require fewer or greater than 60 credit hours, the maximum attempted credit hour limit (150%) will be adjusted based on the program's credit hour requirements.

Once a student earns an associate degree or higher, they are not eligible to participate in the federal student aid program without filing an appeal through the Office of Financial Aid. This does not guarantee, however, that the appeal will be approved and that financial aid eligibility will be reinstated. According to federal regulations, once a student has completed all coursework requirements for their degree program at PRCC, they are no longer eligible for federal financial aid, regardless of actual graduation status.

Satisfactory Academic Progress (SAP) Review and Notification

Satisfactory Academic Progress (SAP) is reviewed at the end of each semester to determine compliance with grade point average (GPA), completion rate, and maximum time frame standards. Students who fail to meet SAP standards will be notified via their PRCC email accounts and any personal email accounts reported to the institution on file in the Office of Financial Aid. Students' statuses are also updated for viewing through PRCC's RiverGuide portal. It is the student's responsibility to be familiar with SAP requirements and to monitor his/her progress each semester.

Satisfactory Academic Progress Disciplinary Actions:

Financial Aid Warning

A student at PRCC is automatically placed on warning following one semester of attendance if the minimum cumulative grade point average (GPA) or 67% completion rate required for SAP at PRCC is not met. During this warning period of enrollment, the student remains eligible for federal assistance.

Financial Aid Suspension

A student at PRCC is placed on suspension if the cumulative required minimum grade point average (GPA) or the cumulative 67% completion rate is not met for two consecutive semesters, or when the maximum time frame of 150% for completion of a degree or certificate has been met or exceeded.

Special Note: Financial aid suspension does not prevent students from attending PRCC provided they are not on academic suspension; however, they must be prepared to make payment arrangements for their tuition and fees through the Business Office in accordance with institutional policies.

Reinstatement of Eligibility and Appeal Procedures

Students who lose their eligibility for federal assistance for not meeting Satisfactory Academic Progress requirements have the right to appeal their suspension in accordance with federal regulations and under the policies established by the educational institution they are attending. Students may submit an appeal for not meeting any component of the SAP policy. The student must demonstrate that the student's failure to meet SAP requirements was due to mitigating circumstances, including, but not limited to:

- Illness of or injury to the student
- Illness of or injury to a close family member of the student (spouse, child, parent, grandparent)
- Death of a close relative (spouse, child, parent, grandparent)
- Undue hardship or extreme circumstances that can be fully documented
- Natural or catastrophic disaster resulting in hardship to the student and/or family

- Military Service

Appeals may be submitted via the online form found on the Office of Financial Aid website. A link to the appeal form may also be located on the student's financial aid portal in RiverGuide. Appeals will be reviewed in the Office of Financial Aid at Pearl River Community College on a case by case basis and will be determined based on their individual merit. Appeals should include a detailed explanation of why the student failed to maintain SAP standards and what has changed that will allow the student to meet SAP at the time of the next evaluation. Appeals must be submitted with supporting documents (i.e. notes from physicians, death certificates, divorce decrees, funeral programs, military orders, etc.) to the Office of Financial Aid.

There is no limit to the number of times a student may submit an appeal. Multiple appeals for the same mitigating circumstances are not allowed, as the student must demonstrate that mitigating circumstances have been resolved for the purposes of filing an appeal. The earlier an appeal is submitted, the sooner eligibility for financial aid can be determined. Appeals will have a deadline before the end of each term. Appeals for a term submitted after the end of the term will not be considered. Students who file appeals just prior to, or during registration before an enrollment period, should be prepared to register with personal payment by the tuition payment date.

Financial Aid Probation & Academic Plans

If a student's appeal is approved, federal aid eligibility is restored for one semester only (financial aid probation). Students may be given an academic plan, in which the student must meet certain criteria outlined in the plan by a specific time frame. All academic plans will be reviewed at the end of each term. If the student meets the criteria of the academic plan, federal aid eligibility is continued for the next semester. If the student does not meet the criteria of the academic plan, the student will again be placed on financial aid suspension and may submit another appeal to document circumstances that prevented the student from meeting the terms of the academic plan.

IMPORTANT NOTE: Academic reinstatement to PRCC through the Office of Admissions does not constitute financial aid eligibility reinstatement.

Additional Satisfactory Academic Progress Guidelines:

Academic Amnesty/Restart/Renewal

There is no academic amnesty procedure in place at PRCC through which a student can apply to have credits attempted and grades earned in previous semesters excluded from the calculation of the student's grade point average.

Remedial/Developmental Courses

Remedial/Developmental courses are included in the calculation of the Satisfactory Academic Progress requirements and are treated in the same manner as regular courses since students receive institutional credit and grades for these courses.

Repeated Courses

Repeated courses are counted in the determination of the number of semester hours attempted. Students may receive federal aid for a repeated course they previously passed, only once. Upon the third attempt of a course that has been previously passed, the student will not receive federal aid for that course.

Transfer Courses

Transfer courses accepted into a student's program from previously attended accredited institutions will be considered for both the pace (attempted hours and completion rate) and GPA components of the SAP policy.

Withdrawals

Any semester in which a student withdraws or is administratively withdrawn for any reason will be counted as a semester of attendance for purposes of determining the student's Satisfactory Academic Progress requirements. A withdrawal grade (W) is counted as attempted hours for purposes of determining SAP.

Grade Changes/Addition of Grades

It is the responsibility of the student to notify the Office of Financial Aid should there be grade changes or additions to the student's academic transcript which may affect the student's financial aid eligibility. The Satisfactory Academic Progress procedure is an automated process that is run each semester immediately following the posting of end of semester grades. Any changes to student records following the running of these processes must therefore be reported to the Office of Financial Aid so that the student's record can be pulled for re-examination to determine financial aid eligibility.

Search and Interrogation of Students

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, October 11, 1977

Revision Number: 2

Revision Date: Wednesday, December 15, 2004

Reference: Student Affairs

Policy:

Pearl River Community College reserves the right to search any residence hall room or vehicle or interrogate any person on campus subject to probable cause.

Procedure:

Residence Halls and Vehicles

1. Normal inspection of students' rooms for health, safety, and standards of maintenance will be made by designated college officials and can be made if necessary in the absence of the student.
2. College officials will cooperate with law enforcement officers when a search warrant(s) is presented.
3. Whenever there is reasonable cause, the appropriate Campus Vice President or his/her designee will conduct the necessary search. The student will be present when possible; however, in all cases a witness will be present.

Interrogation

The rights of students regarding search and interrogation will be in accordance with the United States Constitution. The Board of Trustees recognizes that the law must be upheld, and when circumstances require, school officials may search and question students, particularly in cases involving the welfare and safety of people, the protection of property, and the possible violation of law or college rules.

A designated College official, with the assistance of campus police, may search and question students when in their judgment the welfare and safety of the College is in jeopardy.

The student may also be requested by a branch of the PRCC Judicial System to present themselves for interrogation.

Social Activities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Reference: Student Affairs

Policy:

Pearl River Community College encourages campus organizations to sponsor social activities.

Procedure:

In order to avoid conflicts and to insure adequate planning for social activities, the following procedures are outlined:

1. Any organization planning a social activity on the campus or an activity or trip off campus must submit an application to the appropriate Campus Vice President at least one (1) week prior to the activity and have the activity approved and placed on the Master Calendar in the Office of Student Services.
2. The application should state the nature of the activity, the place, the chaperones, and the time the activity begins and ends. The chaperone list must include one of the organization's sponsors. The sponsor is responsible for the total activity including clean-up procedure.
3. No social activities are to be scheduled the last two weeks of each semester.
4. Application forms for the above mentioned activities can be secured online and/or in the Office of Student Services.

Student Activities Funds

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, October 12, 1976

Revision Number: 2

Revision Date: Tuesday, December 7, 1993

Reference: Student Affairs

Policy:

All Pearl River Community College approved clubs/organizations must assume responsibility for their funds.

1. The sponsor of each club or organization will be accountable to the Office of Student Services for any monies that are collected.
2. The sponsor of each club or organization will maintain an accurate financial record of all monies collected.
3. A copy of the financial records of each club or organization will be submitted to the Vice President for Poplarville Campus and Student Services at the end of each school year.

Student Computer Security

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, July 8, 1997

Revision Number: 2

Revision Date: Tuesday, June 13, 2023

Reference: Student Affairs

Policy:

Pearl River Community College will provide students with access to computers, computer systems, and computer networks. Each user must agree to the guidelines and rules prior to receiving this access.

Procedure:

1. Students will be required to acknowledge adherence to the Computer Security Policy upon login, recognizing that they have read, understood, and agreed to abide by the procedures that have been established by Pearl River Community College.
2. Students utilizing the computer system and network must accept the responsibilities and obligations for ethical use that are mandated by Pearl River Community College, state government policies, laws, and other applicable governing policies.
3. Use of Pearl River Community College's computer system and network will be subject to monitoring for security and management purposes. Users must be aware of this monitoring and management and agree to this practice.
4. Users must accept responsibility for logins, passwords, and user IDs—these must be kept confidential. Each user is responsible for all transactions occurring during the use of his or her login and password.
5. If any user suspects that his or her login and password have been used by another person, immediately notify the Pearl River Community College Department of Information Technology. Information Technology employees will investigate the problem and decide what course to follow.
6. The computer network system can be used for official college business only, not for personal gain, commercial purposes, or illegal activity.
7. Use of College-issued two factor authentication is required by employees to maintain optimum security for College computer system and network.
8. Copying of copyrighted software or other materials may be a violation of the copyright laws and is not permitted. Users who violate copyright laws are acting outside the scope of Pearl River Community College and will be held personally responsible and liable for these violations. Pearl River Community College accepts no responsibility for such activities.
9. Files that are owned by someone else should not be accessed without the owner's permission; viewing or using files belonging to someone else is an invasion of the owner's privacy. Breaking into accounts or bypassing security is not permitted.

10. If it is determined that a user is in violation of the guidelines, they may be subject to restrictions, banned from use of the network, and/or disciplinary action.
11. If it is determined that a user is in violation of the guidelines, they may be subject to restrictions, banned from use of the network, and/or disciplinary action.
12. Information describing the use of e-mail and internet software will be provided by Pearl River Community College.
13. Security infractions with an e-mail account should be reported to the Division of Information Technology immediately.
14. Student e-mail accounts will be removed when enrollment status is terminated with the College.
15. It is the responsibility of all e-mail account holders to abide by the Pearl River Community College Computer Security Policy.
16. E-mail is public domain. Student e-mail should not be used for private conversations.
17. Adherence to these rules and regulations is critical for computer utilization services and information security.

Student Conduct

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, October 14, 1980

Revision Number: 3

Revision Date: Friday, October 21, 2016

Reference: Student Affairs

Policy:

Pearl River Community College expects appropriate conduct of students at all times.

Procedure:

The student whose actions are disrupting the pursuit of learning and normal classroom activities will be asked by the instructor to refrain from the disrupting behavior. Discourteous or unseemly conduct to other students, instructors, or staff through verbal or written communication are considered a violation of the Student Conduct Policy. Some examples of misconduct that will not be tolerated include, but are not limited to, disorderly conduct, harassment, verbal abuse, assault, and interference with the educational opportunity of other students. This type of behavior may result in a student being dismissed from the class, course, or the College and could be referred to the Vice President for Poplarville Campus and Student Services, if on the Poplarville Campus, to the Vice President for Forrest County Campus, or to the Vice President for Hancock Campus. The student's due process proceeding will be initiated.

Serious offenses should be reported immediately to the Poplarville Campus Police at (601) 403-1300, the Forrest County Campus Police at (601) 554-5513, the Hancock Campus Police at (228) 467-2761, or local law enforcement authorities if teaching at an off-campus site.

Student Contests, Conventions and Campus Activities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 8, 1979

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Student Affairs

Policy:

Pearl River Community College encourages student participation in contests, conventions, and other organized activities related to the educational program.

Procedure:

The College will provide faculty supervision related to these activities.

It is the procedure of the College to pay the convention expenses for Academic or Career-Technical organization sponsors. This will include lodging, travel (if approved school transportation is not available) and meals. Convention and registration fees of sponsor and participating students will be paid by the College at the discretion of the appropriate administrator. Travel must be approved by the appropriate administrator two weeks prior to the event.

Student Involvement in Decision-Making

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 12, 1978

Revision Number: 2

Revision Date: Wednesday, May 14, 2003

Reference: Student Affairs

Policy:

Pearl River Community College provides students the opportunity to participate in college decision-making.

Procedure:

Students are represented on selected committees. See each committee for further information.

Student Publications

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Wednesday, June 8, 1977

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Student Affairs

Policy:

Pearl River Community College encourages student publications.

Procedure:

The appointed faculty and administration of the College will have the right to review and control any material published in any student publication.

The Director of Marketing and Recruitment has the responsibility to review and control any material published in any student publication under the guidelines set by the President.

Student Records

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, November 8, 1994

Revision Number: 1

Revision Date: Tuesday, June 13, 2023

Reference: Student Affairs

Policy:

Pearl River Community College will maintain student records.

Procedure:

The following information on students will be maintained in the Office of Admissions and Records.

1. College application
2. Transcript(s)
3. Test Scores
4. Incidental information

Paper and electronic records are imaged upon receipt, stored digitally, shredded and disposed of appropriately. Student records are backed up and encrypted nightly. The encrypted backups are then replicated off site to a cloud vault to provide an additional layer of protection.

Discipline records are maintained in the same format as student records.

Student Rights and Responsibilities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, July 11, 1995

Reference: Student Affairs

Policy:

Pearl River Community College students are guaranteed all rights and responsibilities of citizenship under the Constitution of the United States.

Procedure:

Students upon registration assume the responsibility to become familiar with and abide by the policies and procedures of the College.

Students have the responsibility to adhere to all College rules and regulations and acceptable standards of conduct.

Students will be guaranteed the right of due process.

Details and procedures of the Student Conduct Code and Student Rights and Responsibilities are found in the PRCC Handbook "[Cat Country Guide](#)." Additional rights and responsibilities for residence hall students are found in the "[Guide to River Livin](#)" residence hall handbook.

Students with Disabilities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 12, 2000

Revision Number: 3

Revision Date: Tuesday, June 13, 2023

Reference: Student Affairs

Policy:

Pearl River Community College provides reasonable accommodations for students with disabilities in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA).

Procedure:

Pearl River Community College will follow the guidelines as set forth in the “Pearl River Community College Disability Services Guidebook and Procedural Standards.” A copy of this document may be obtained online at: <https://prcc.edu/wp-content/uploads/2022/07/PRCCDisabilityServicesGuidebook.pdf>.

Students' Due Process

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 11, 1976

Revision Number: 3

Revision Date: Wednesday, March 1, 2023

Reference: Student Affairs

Policy:

Pearl River Community College affords due process to all students in accordance with the law.

Procedure:

Due Process in Student Discipline:

All Pearl River Community College (PRCC) students are expected to conform to the ordinary rules of society, the laws of the State of Mississippi, and the Code of Student Conduct as stated in the Student Handbook, the Cat Country Guide. The College reserves the right to apply appropriate sanctions to any and all violations of these standards as necessary. While being familiar with instructional regulations is the responsibility of the student, the College affords the following procedures in order to ensure that every student's rights are protected.

1. When an infraction is committed that requires disciplinary action, the student involved will receive notice that specific action has been taken.
2. Students have the right to appeal any disciplinary action taken against them within three (3) college working days of the incident. Appeals may be submitted to the specific Campus Police Department, the Vice President for Poplarville Campus and Student Services, the Vice President for Forrest County Campus, or the Vice President for Hancock Campus (Waveland). Pearl River Community College online students who want to file an appeal should submit their appeal to the Dean of eLearning. Appeals of students in a general education class offered at a non-campus site should be submitted to the Senior Vice President for Instruction/Provost. Appeals of any career and technical students at a non-campus site should be submitted to the Dean of Workforce, Economic Development, and Adult Education.
3. Depending on the infraction, the appeal will be assigned to the appropriate division of the PRCC Judicial System.
4. The President of Pearl River Community College is charged with the responsibility of maintaining an environment which is conducive to learning. The President has delegated this responsibility of student due process to the Vice Presidents. The appropriate Vice President governs two levels of student due process hearing bodies. These levels include:
 - A. **PRCC Campus Court:** This level of the PRCC Judicial System handles all traffic tickets and college fines that are not drug or violence related. If the appropriate campus's Director of Public Safety is directly involved with the disciplinary sanction this appeal will be heard by the PRCC Appeals Court.

B. PRCC Appeals Court: This level of the PRCC Judicial System handles all appeals that involve dismissal from school and/or campus housing or any case appealed from Campus Court. The PRCC Appeals Court is comprised of two members of the PRCC student body and two members of the PRCC faculty/staff and is presided over by the appropriate Vice President or his/her designee. The decision of this court is final and will exhaust the Pearl River Community College Students' Due Process procedure.

5. The Chair of the appropriate court will receive an appeal and determine if a hearing is necessary.
6. If a hearing is deemed necessary, the student will receive notice of a hearing date within five (5) college working days of the appeal filing date.
7. The student will receive notice of the hearing findings within five (5) college working days of the hearing date.
8. Details of the hearing procedure are available in the student handbook, the [Cat CountryGuide](#).

Students' Payments and Refunds

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 8, 1976

Revision Number: 7

Revision Date: Tuesday, June 13, 2023

Reference: Student Affairs, Administrative, Financial Resources

Policy:

The Board of Trustees will review and assess all students' payments and refunds.

Procedure:

1. The faculty will recommend any change in fees, payments, rentals, or refunds within the department to program directors or department chairs by December of each year.
2. The program directors and department chairs will make their recommendations to the appropriate Vice President in January of each year.
3. The Vice President and the Vice President for Enrollment Management and Business Services will recommend to the President any changes in fees, payments, rentals, or refunds by February 1.
4. The Vice President for Enrollment Management and Business Services will notify the appropriate Vice President of any changes in assessment of fees, payments, rentals, or refunds.
5. The next publication of the College Catalog, faculty handbook, student handbook, and other college publications will reflect the approved changes.
6. Students who officially withdraw or cut out of all classes during a semester will have their financial accounts reviewed to determine if adjustments to institutional fees should be made. The institutional refund policy is applied to all students without regard to academic classification or eligibility of Title IV student assistance. The policy is in compliance with the Federal Refund and Federal Pro-Rata guidelines.
7. Tuition and fees are assessed at the same rate and manner for all classroom offerings, including distance education courses, off-campus, and weekend and evening courses. All students will receive monthly student account statements by email to their PRCC student email address. Payment may be made by mail or online through the PRCC RiverGuide website, or in person at the PRCC Business Office, Poplarville Campus, Forrest County Campus, or Hancock Campus. Returned checks will result in the cancellation of the student's schedule and the assessment of a returned check fee to the student's account. All students may view their student account via the PRCC RiverGuide website.
8. In accordance with Mississippi Code 37-103-25, Pearl River Community College shall charge tuition at the in-state tuition rate for a student who is a veteran as defined by Title 38 of the United States Code, or a person entitled to education benefits under Title 38 of the United States Code.

REFUND POLICIES

TUITION

Fall & Spring Semesters Percentage Refund Summer Terms

1st Week	100%	100%
End of 2nd Week	75%	50%
End of 3rd Week	50%	0
End of 4th Week	25%	0

NO REFUND AFTER 4TH WEEK

ROOM & BOARD

Fall & Spring Semesters Withdrawn by:	Percentage Refund
Before Classes Begin	100%
1st Week	75%
2nd Week	50%
3rd Week	25%
4th Week	25%

SUMMER SEMESTER: NO ROOM AND BOARD REFUNDS

Appeals for refunds due to extenuating circumstances may be made in writing to the Director of Student Accounts and Veteran Services, Pearl River Community College, P.O. Box 5060, 101 Highway 11 North, Poplarville, MS 39470. Any refund will be mailed to the student at the address of his/her record.

Payment of Fees

Tuition and fees are due 90 days after the start of each semester. Pearl River Community College requires students with out-of-pocket balances to enroll their balances with the Nelnet Payment Plan. The Plan provides an interest free monthly payment plan for those students who either do not have financial aid or do not have enough financial aid to cover the full cost of attendance. Simply go to RiverGuide, enter user ID and pin number, click on the Payment Plan icon, click on the Nelnet brochure or Nelnet Payment Link under Quick Links. Here the student will enroll only the out-of-pocket portion of their student account. The PRCC Business Office will receive notification of the enrollment within 24 hours. The account enrollment in the Payment Plan will satisfy the financial requirements for registration. Those students who wish to pay in full up front may do so at the PRCC Business Office. Student accounts that are not set up on a payment plan, or have not paid their bill in full, are subject to a late payment charge of 2.5%, per month on any amount not paid when due. Such accounts will also be assessed a penalty of \$2.00 per month in addition to the late payment charge. A financial hold will be placed on any delinquent student account. Statements will be emailed each month to the student's PRCC email address. Payments can be mailed to the Business Office or can be made at the Business Office located in the Administration Building. Online payments can be made by visiting the College's website at www.prc.edu and RiverGuide. Business Office hours are Monday-Friday, 8:00 a.m. to 4:00 p.m. A schedule of current fees may be obtained online at www.prc.edu/admissions/tuition-fees, or from the Business Office, or by calling (601) 403-1204.

Student fees for living in residence halls include room and board (meals) without exception. Each identification card is validated on a semester basis.

*No student may register for classes if a prior term has not been paid in full.

By registering for classes at Pearl River Community College students acknowledge financial responsibility for the confirmed courses resulting from this registration, and all fees assessed to their student account. Students who withdraw are also liable for their student bill following the refund policies above.

If a student fails to pay their bill, Pearl River Community College may refer their past due account for collection and may authorize legal action against the student for the collection of this debt. If a student allows their account to go into delinquent status, their registration will be prohibited until such time as their account is paid in full.

Collection Agency Fees: The student shall understand and accept if they fail to pay their student account bill or any monies due and owing PRCC by the scheduled due date and fail to make acceptable payment arrangements to bring their account current, PRCC may refer the student account to a collection agency. If PRCC refers the student account balance to a third party for collection, whether an attorney or collection agency, the student will be responsible for any costs (including but not limited to collection fees) associated with attempting to collect the monies due and owing. The student understands a collection fee will be assessed and will be due and owing in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law but not to exceed 40% of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, the student shall also be responsible for any costs associated with the lawsuit such as court costs or other. In addition, the student delinquent account may be reported to one or more of the national credit bureaus.

Contact: The student authorizes PRCC and its agents and contractors to contact them at their current and any future cellphone number(s), email address(es), or wireless device(s) regarding their delinquent student account(s)/loan(s), any other debt owed to PRCC or to receive general information from PRCC. By registering the student authorizes PRCC and its agents and contractors to use automated telephone dialing equipment, artificial or prerecorded voice or text messages, and personal calls and emails in their efforts to contact the student.

Refunds of Financial Aid

1. Grant refunds (Pell, SEOG) will be made by the seventh week of each semester provided the student was awarded the grant in time to do so. Refunds to late applicants will be made later within the semester.
2. Student loan checks received by the College will be applied to outstanding student fees and expenses. Refunds from the student loan checks will be made weekly following the seventh week of classes each semester. Disbursement of additional student loan checks will be made weekly throughout the semester.

All student financial aid refunds will be disbursed as a direct deposit to the student's checking or savings account. Direct deposit information should be entered by the student via RiverGuide and Wildcat Web. Under Student Services, click Direct Deposit and enter all bank information. If no direct deposit information is set up, students will receive a paper check, mailed to the address on file in the Office of Admissions and Records.

Students' Records Family Educational Rights and Privacy Act of 1974

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 10, 1977

Revision Number: 1

Revision Date: Tuesday, December 7, 1993

Reference: Student Affairs, Administrative

Policy:

Pearl River Community College is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974.

Procedure:

Under this law, students enrolled in any educational institution receiving Federal funds are given certain rights concerning their college records.

The policy of Pearl River Community College provides for:

1. Informing students of their rights.
2. Permitting students to inspect and review their college records.
3. Not disclosing personally identifiable information from the college records of a student without the prior written consent of the student, except as otherwise permitted by law.
4. Maintaining the records of disclosures of personally identifiable information from the college records of a student and permitting the student to inspect that record.
5. Providing the student with an opportunity to seek the correction of their record if and when their record may be in question.

Persons seeking information about student records will be directed to the Office of Admissions, Business Office, or Financial Aid Office where they will be informed of the College's policy regarding student records.

Substance Abuse Policy

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, December 7, 1993

Revision Number: 2

Revision Date: Wednesday, March 1, 2023

Reference: Student Affairs, Personnel

Policy:

The College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on College property or at any part of its activities.

Procedure:

The College will inform all students and employees regarding illicit drug and alcohol abuse and use including (1) the policies of the College related to the unlawful possession, use, or distribution of illicit drugs and alcohol (2) the penalties that may be imposed upon students or employees for drug and alcohol violations (3) the health dangers related to drug and alcohol use (4) the availability of drug and alcohol counseling and referral programs.

The legalization of marijuana under state law does not change the College's policy or its obligations under federal law as a federal contractor and recipient of federal funds. The manufacture, possession, use, distribution, sale, or purchase of marijuana is prohibited on Pearl River Community College premises and constitutes a violation of this policy. This includes marijuana prescribed under the State of Mississippi's Medical Marijuana Law. Working under the influence of marijuana is likewise prohibited and violates this policy.

The College will provide up-dated drug and alcohol information to all students and employees by published brochures and appropriate college publications. For additional information related to the PRCC substance abuse policy, all students, faculty and/or staff should contact the Campus Vice President.

The College will make available, upon request, to the Department of Education and to the public, the information distributed to students and employees as well as the results of a biennial review of the institution's programs that

- determines the effectiveness of the program and implements needed changes;
- determines the number of drug and alcohol-related violations and fatalities that occur on the institution's campus (as defined in HEA Sec. 485(f)(6)) or as part of the institution's activities, and are reported to campus officials;
- determines the number and type of sanctions that are imposed and ensures that sanctions are consistently enforced.

Substance Testing for Students in Selected Programs

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, January 13, 2004

Revision Number: 6

Revision Date: Tuesday, June 13, 2023

Reference: Student Affairs

Policy:

Pearl River Community College has a controlled substance testing program for all students in Barbering, Early Childhood Education Technology, Cosmetology, Aviation Maintenance Technology, and Health Related programs. The College will adhere to the Drug-Free Workplace Act of 1988, as revised by the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). The College will support the laws of the State of Mississippi as set forth in Sections 41-29-101 to 41-29-185, 61-1-37 to 61-1-81, 71-7-1 to 71-7-33, 81, 97-29-7 to 87-29-47, 142 of the Mississippi Code and abide by the Uniform Controlled Substances Law of the State of Mississippi.

Procedure:

All students enrolled in Barbering, Early Childhood Education Technology, Cosmetology, and Health Related programs must sign the "Substance Screen Consent" form agreeing to be tested for controlled substances. At some time, during the school semester, a percentage of all students enrolled in these programs may be chosen at random to undergo substance testing; this will be determined by the Office of Student Services. Pearl River Community College will bear the expense of random testing.

Required substance testing of students is at the discretion of the program's director. In addition, any student enrolled in Barbering, Early Childhood Education Technology, Cosmetology, Aviation Maintenance Technology, and Health Related programs at Pearl River Community College will be required to have a substance test performed immediately if at any time sensory or behavioral symptoms suggest the use of a substance. Confirmation of sensory or behavioral symptoms is determined by the student's instructor or other supervising professional and by the opinion of another professional. In those clinical facilities where substance testing is not available, the student will obtain a designated driver, leave the facility, and report to the Office of Student Services immediately. The student is responsible for all expenses associated with this testing and/or treatment.

If the substance screen is positive or if a student refuses to be tested for any reason, the student will obtain a designated driver and leave the facility. The student will be dismissed from the program and advised to seek rehabilitation. The student will be considered for readmission following documented counseling and appropriate treatment by an accredited agency and the student must sign and be in compliance with the Pearl River Community College "Probation Agreement" form. Refer to individual program's policies for specifications.

Pearl River Community College affords due process to all students in accordance with the law.

Substance screenings will be conducted throughout the academic year. Positive results are kept confidential and maintained by the director.



**Substance Testing for Students in Selected Programs Policy
Substance Screen Consent Form**

Policy:

Pearl River Community College has a controlled substance testing program for all students in Barbering, Early Childhood Education Technology, Cosmetology, Aviation Maintenance Technology, and Health Related programs. The College will adhere to the Drug-Free Workplace Act of 1988, as revised by the Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226). The College will support the laws of the State of Mississippi as set forth in Sections 41-29-101 to 41-29-185, 61-1-37 to 61-1-81, 71-7-1 to 71-7-33, 81, 97-29-7 to 87-29-47, 142 of the Mississippi Code and abide by the Uniform Controlled Substances Law of the State of Mississippi.

Procedure:

All students enrolled in Barbering, Early Childhood Education Technology, Cosmetology, Aviation Maintenance Technology, and Health Related programs must sign the “Substance Screen Consent” form agreeing to be tested for controlled substances. At some time, during the school semester, a percentage of all students enrolled in these programs may be chosen at random to undergo substance testing; this will be determined by the Office of Student Services. Pearl River Community College will bear the expense of random testing.

Required substance testing of students is at the discretion of the program’s director. In addition, any student enrolled in Barbering, Early Childhood Education Technology, Cosmetology, Aviation Maintenance Technology, and Health Related programs at Pearl River Community College will be required to have a substance test performed immediately if at any time sensory or behavioral symptoms suggest the use of a substance. Confirmation of sensory or behavioral symptoms is determined by the student’s instructor or other supervising professional and by the opinion of another professional. In those clinical facilities where substance testing is not available, the student will obtain a designated driver, leave the facility, and report to the Office of Student Services immediately. The student is responsible for all expenses associated with this testing and/or treatment.

If the substance screen is positive or if a student refuses to be tested for any reason, the student will obtain a designated driver and leave the facility. The student will be dismissed from the program and advised to seek rehabilitation. The student will be considered for readmission following documented counseling and appropriate treatment by an accredited agency and the student must sign and be in compliance with the Pearl River Community College “Probation Agreement” form. Refer to individual program’s policies for specifications.

Pearl River Community College affords due process to all students in accordance with the law.

Any program-ordered substance screen confirmed positive will result in permanent dismissal from the program with no opportunity for readmission.

Substance screenings will be conducted throughout the academic year. Positive results are kept confidential and maintained by the director.

I (print name) _____ have read and understand the Substance Testing for Students in Selected Programs Policy and Procedure printed above and agree to have tests for substances at any time while enrolled in the Pearl River Community College _____ Program.

Student Signature

Student ID Number

Date of Birth

**PEARL RIVER COMMUNITY COLLEGE
PROBATION AGREEMENT**

This is to certify that I, (print name) _____ agree to the following conditions for readmission to the Pearl River Community College _____ program.

1. I must submit a letter from a treatment agency certifying satisfactory completion of an approved treatment program with recommendation for readmission.
2. I must report on the first class day of each month for a personal conference with the Program Director or Department Chair and other appropriate personnel. A written report of such conference will be forwarded to the appropriate administrator and a copy of the report will become part of my permanent record.
3. I must remain in therapy with . If for any reason an appointment is missed, I must notify the Program Director or Department Chair within three school days with an explanation. Failure to comply will result in dismissal without benefit of readmission. Progress reports from the agency or counselor must be submitted in writing at least once a month.
4. I will submit to an unannounced substance screening at least monthly and all reports will be submitted to the Program Director or Department Chair.
 - a. Such unannounced specimens will be furnished on demand at the student's expense.
 - b. Tests shall screen for the presence of alcohol, or other habit forming drugs, narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having similar effect.
5. Any suspected illicit substance use or abuse, instance of insobriety, failure to submit specimens for substance screening, failure to keep appointments, or any derogatory information received will be taken to the Program Director or Department Chair and appropriate action will be taken. Copies of all prescriptions for medications must be submitted to the Program Director or Department Chair within three days of filling.
6. Controlled substances will not be administered in my capacity as a nursing student for the duration of clinical experiences. I may not serve as an official witness to the administration of any controlled substance. I will not have access to any controlled substance.
7. Pearl River Community College may terminate my enrollment at any time for the following causes:
 - a. Any violation of the above stated stipulations.
 - b. Evidence of personal drug usage inconsistent with prescribed therapy.
 - c. Any violation of College policy or procedures as set forth in the College Catalog and Cat Country Guide.
8. A copy of this agreement will be sent to the following:
 - a. Student involved.
 - b. Vice President or his/her designee.
 - c. Program Director or Department Chair.
 - d. Licensing Board when applicable.

This document may be seen only by persons with professional interest and/or necessity of information. This document will be shown only by the persons named in item #8.

WITNESS my signature this _____ day of _____, 20_____.

Student Signature

Program Director or Department Chair Signature

Tobacco-Free Policy

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Friday, March 23, 1990

Revision Number: 6

Revision Date: Wednesday, March 1, 2023

Reference: Student Affairs, Personnel

Because Pearl River Community College is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus, it hereby adopts the following smokefree and tobacco-free policy.

Section 1. Findings and Intent.

The 2006 U.S. Surgeon General's Report, *The Health Consequences of Involuntary Exposure to Tobacco Smoke*, has concluded that (1) secondhand smoke exposure causes disease and premature death in children and adults who do not smoke; (2) children exposed to secondhand smoke are at an increased risk for sudden infant death syndrome (SIDS), acute respiratory problems, ear infections, and asthma attacks, and that smoking by parents causes respiratory symptoms and slows lung growth in their children; (3) exposure of adults to secondhand smoke has immediate adverse effects on the cardiovascular system and causes coronary heart disease and lung cancer; (4) there is no risk-free level of exposure to secondhand smoke; (5) establishing smoke free workplaces is the only effective way to ensure that secondhand smoke exposure does not occur in the workplace, because ventilation and other air cleaning technologies cannot completely control for exposure of nonsmokers to secondhand smoke; and (6) evidence from peer-reviewed studies shows that smoke free policies and laws do not have an adverse economic impact on the hospitality industry. (U.S. Department of Health and Human Services. *The Health Consequences of Involuntary Exposure to Tobacco Smoke: A Report of the Surgeon General*. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2006.) According to the American Nonsmokers' Rights Foundation, more than 2,000 college and university sites in the United States have adopted 100% smoke free, or even tobacco-free (including noncombustible tobacco) policies, and this number is rising steadily. The American College Health Association "encourages colleges and universities to be diligent in their efforts to achieve a 100% indoor and outdoor campus-wide tobacco-free environment." The United States Department of Health and Human Services (HHS) created the Tobacco-Free College Campus Initiative (TFCCI), later administered by the American Cancer Society, in partnership with CVS Health, as the Tobacco-Free Generation Campus Initiative (TFGCI), to promote and support the adoption and implementation of tobacco-free policies at universities, colleges, and other institutions of higher learning across the United States. The smoking of tobacco, hookahs, or marijuana and the use of Electronic Smoking Devices (ESDs) are forms of air pollution and constitute both a danger to health and a material public nuisance.

Accordingly, the Pearl River Community College Board of Trustees finds and declares that the purposes of this policy are (1) to protect the public health and welfare by prohibiting smoking and the use of tobacco products, including ESDs, on all Pearl River Community College campuses; (2) to guarantee the right of nonsmokers to breathe smoke free air, while recognizing that the need to breathe smoke free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive living/learning environment for all members of our campus community.

Section 2. Definitions.

A. “Electronic Smoking Device” means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person in any manner for the purpose of inhaling vapor or aerosol from the product. The term includes any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen, or under any other product name or descriptor.

B. “Hookah” means a water pipe and any associated products and devices which are used to produce fumes, smoke, and/or vapor from the burning of material including, but not limited to, tobacco, shisha, or other plant matter.

C. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, including marijuana, whether natural or synthetic, in any manner or in any form. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Article.

D. “Tobacco Product” means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation, ingestion, or absorption; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

Section 3. Smoking and Tobacco Use Prohibited on Pearl River Community College Campuses.

In light of the above findings, all Pearl River Community College campuses shall be entirely smoke-free and tobacco-free.

The Smokefree and Tobacco-Free Policy applies to all Pearl River Community College facilities, property, and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within Pearl River Community College housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all Pearl River Community College campus property, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums, as well as in all personal vehicles while on campus. There will be no exemptions allowed for theatrical productions, permission from the president or other authority, sports arena and/or special events, off-campus properties; and smoking areas. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Section 4. Promotion and Sale of Smoking and Tobacco Products Prohibited on Pearl River Community College Campuses.

In further recognition of the incompatibility of Pearl River Community College’s educational mission and the promotion of smoking/tobacco products:

No tobacco-related advertising or sponsorship shall be permitted on Pearl River Community College property, at Pearl River Community College-sponsored events, or in publications produced by Pearl River Community College, with the exception of advertising in a newspaper or magazine that is not produced by Pearl River Community College and which is lawfully sold, bought, or distributed on Pearl River Community College property. For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products, or smoking products. No smoking products, tobacco products, or tobacco paraphernalia shall be sold or distributed as samples on university grounds, either in vending machines, the student union, or any area on campus.

Section 5. Dissemination of Policy; Signage

Copies of this policy shall be distributed to all faculty and staff and shall be included with information given to all admitted students. Information about the policy and how to comply with it shall also be posted on the Pearl River Community College website. Announcements concerning the policy and any changes to it shall be printed in campus newspapers and posted on the Pearl River Community College website to insure that everyone fully understands the policy. No smoking signs shall be posted at all points of entry to the Pearl River Community College Campus and at all Pearl River Community College building entrances. No ashtrays shall be provided at any location on campus.

Section 6. Enforcement of Policy; Penalties

On-site smoking cessation programs shall be made available to assist and encourage individuals who wish to quit smoking. Questions and problems regarding this policy should be handled through existing departmental administrative channels and administrative procedures. This policy shall be enforced by the Pearl River Community College Campus Police Department. Each violation of this policy is punishable by a warning for the first offense, a \$100 fine for the second offense and face dismissal from attendance or employment for the third offense.

This Policy shall be effective on May 1, 2020.

Transportation for Student Activities

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, May 11, 1976

Revision Number: 2

Revision Date: Tuesday, July 11, 1995

Reference: Student Affairs, Administrative

Policy:

Pearl River Community College provides transportation for approved student activities.

Procedure:

Sponsors for clubs and organizations engaged in college activities requiring college transportation will turn in a request to the appropriate administrator. This approved request must be submitted to the President's Office at least one week prior to the date needed. This request will contain the number of students desiring transportation, the date, departing and returning time, and destination. This request must have approval of the appropriate administrator prior to submitting the form to the President's Office. The requestor will be notified as to the availability of transportation.

Students will be governed by the rules and regulations as stated in the Student Handbook of the College when traveling in any college vehicle. Students who violate transportation regulations or College rules and regulations will forfeit their right to the use of college supported transportation and will also be subject to disciplinary action.

Violence Prevention

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, June 8, 2004

Reference: Student Affairs

Policy:

Pearl River Community College is committed to providing a learning and working environment that is free from violence or threat of violence. Any act of violence or threatening behavior, including verbal statements, is unacceptable and will not be tolerated. The College will promote working and learning conditions intended to eliminate the potential for incidents of violence to occur within its operation or facilities.

Procedure:

Pearl River Community College will treat all reports of threatening behavior or violence seriously and will fully investigate them. All students and or employees of Pearl River Community College should report incidents to the appropriate Campus Vice President who will investigate all reports and will initiate an appropriate response, which may include but is not limited to immediate removal from Pearl River Community College property, suspension, expulsion, and/or referral for criminal prosecution. All students are required to cooperate in any investigations the College conducts in response to reports of acts of violence or threatening behavior.

Wellness Center

POLICY OF BOARD OF TRUSTEES OF PEARL RIVER COMMUNITY COLLEGE

Adopted: Tuesday, July 8, 1997

Revision Number: 4

Revision Date: Tuesday, February 5, 2019

Reference: Student Affairs

Policy:

Pearl River Community College will provide a safe and healthy environment suitable for exercise and the enjoyment of physical activity.

Procedure:

Adherence to the following guidelines will help ensure safety as well as proper use and care of the equipment and facility.

1. Be at least 16 years of age to use the facility, present your PRCC ID/community membership card, log-in upon entering the facility, and log-out as you leave the facility. Guest passes are unavailable.
2. Wear proper clothing because it is important for safe and enjoyable exercise. Quality shoes are highly recommended. Proper footwear can help prevent injuries. The following dress code is required when exercising. This includes exercise inside the facility, both indoor and outdoor walking tracks, outdoor exercise equipment, bicycle rental, and any exercise-related activity hosted by the Wellness Center:
 - a. Athletic clothing including athletic pants and shorts, t-shirts and tank tops. Shirts must fully cover the abdomen, chest, and torso. Sports bras must be covered by a shirt.
 - b. Athletic shoes, worn with socks, including running, walking, cross training, and aerobic shoes.
 - c. Blue jeans with athletic footwear are appropriate for the indoor and outdoor walking tracks.
 - d. Helmets must be worn while riding bicycles.
3. Bring and use a sweat towel. All participants are expected to maintain proper personal hygiene when using the equipment and the facility. Wipe off perspiration from each piece of exercise equipment as you move through your workout.
4. Use proper conduct while you are in the facility. Foul language, harassment of any kind, and other conduct considered improper by the College or Wellness Center staff are not allowed.
5. Lock your valuables in a locker or keep them with you while you exercise. The Wellness Center is not responsible for personal items brought into the facility. DO NOT leave valuable items unattended. Lockers are available for your use while you are in the facility (you must bring your own lock). Remove your lock and belongings when you have completed your workout.
6. Cell phones are permitted only on the walking track, in the lobby, and in locker rooms. Phones must be kept on silent or vibrate while in the Wellness Center. You may use your cell phone to listen to music while working out. Personal music played aloud through phone or speakers is not permitted.
7. Keep food, drinks, and chewing gum out of the workout area. Water and sports drinks are permitted in closed plastic containers. No supplements or workout shakes allowed in the facility.

8. Use equipment properly. Weight machines and free weights should be used with proper form and in a slow, controlled manner. A spotter may be required and is recommended when lifting heavy weights. Report any equipment that is not working properly to a staff member. Equipment should be returned to proper storage location and weight plates should be removed from bars after use. Our staff reserves the right to ask a member to discontinue any exercise that is deemed improper or unsafe.
9. Avoid exercise at the Wellness Center if you are not feeling well, or if you are experiencing weakness or dizziness, or you are excessively fatigued. Do not exercise if you have a contagious illness or have an injury that can be aggravated with exercise. Seek medical attention prior to returning to the Wellness Center..
10. Follow any other rules or regulations stated in the Student Handbook not specifically covered by this policy are applicable.

Policy & Procedure Forms

Faculty Forms (Please [visit https://prcc.edu/faculty-forms/](https://prcc.edu/faculty-forms/) to view online forms.)

- [Activity/Facility Application Form](#)
- [Address Change Form](#)
- [Cafeteria Service Request](#)
- [Camp Worksheet](#)
- [Communications & Marketing Request Form](#)
- [Curriculum Proposal](#)
- [Development Foundation - Authorization for Fund Raising Event](#)
- [Development Foundation - Payroll Deduction Authorization](#)
- [Development Foundation - Request for Withdrawal of Funds Form](#)
- [Grant Proposal Form](#)
- [Inventory Control Form](#)
- [Inventory Deletion Form](#)
- [Inventory Transfer Form](#)
- [Meals and Entertainment Form](#)
- [Media Services Project Request Form](#)
- [Missing Document Affidavit](#)
- [Needs Assessment Form](#)
- [Petition to Institutional Review Board](#)
- [Report Degree Works Problem](#)
- [Request for Emergency Paid Sick Leave](#)
- [Request for Resource Person to Visit Class](#)
- [Requisition for Purchasing](#)
- [Student Statement of Understanding Form](#)
- [Telephone \(Univerge 8300\) Quick Reference Guide](#)
- [Transfer Credit Request](#)
- [Travel Authorization Form](#)
- [Travel Voucher](#)
- [Work Order Request](#)

Student Forms

- [Probation Agreement Form](#)
- To report a Cut-Out, a Student Withdrawal, or a Student Readmit, please fill out the [combined form](#).
- [Substance Screen Consent Form](#)

PEARL RIVER COMMUNITY COLLEGE Curriculum Proposal

Section 1 - Explanation & Documentation for Course/Program Change

This Curriculum Proposal request is for (select all that apply):

- | | | |
|------------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Program | <input type="checkbox"/> Addition |
| <input type="checkbox"/> Career | <input type="checkbox"/> Course | <input type="checkbox"/> Deletion |
| <input type="checkbox"/> Technical | | <input type="checkbox"/> Change |

Indicate effective date of this proposal if approved _____

	The course/program as it currently exists:	Proposed course/program:
Course Prefix and Number or Program Title		
Lecture Hours (if applicable)		
Lab Hours (Credit/Contact) (if applicable)		
Other Hours (if applicable)		

Current college equipment that will be used for the proposed course/program.	
New equipment that will be needed for the proposed course/program. Explain source of funding for new equipment. Can be an attachment if necessary.	
Will additional personnel be required for the proposed course/program? If so, explain.	
If additional facilities are required for the proposed course/program, explain.	
List of and explanation for additional supplies required for the proposed course/program.	
If a course, Proposed Textbook (Title, Edition, Publisher, etc.)	

Additional items to attach to this Curriculum Proposal:

- Explanation and/or reason for proposed action
- If a new course or course change, include course outline, objectives,
- Course description and Student Learning Outcomes
- Copy of content for catalog including prerequisites and credit hours.

Section 2 - Signatures of Approval Prior to Submission for Instructional Council Approval

Where Applicable:	Signature	Date
Originator		
Department Chair		
Director (CTE Only)		
Instructional Area Vice President		

Section 3 - Signatures & Action Following Committee Review & Approval

	Signature	Approval		Date
		Yes	No	
Instructional Council Chair				
For program additions or deletions				
Chief Financial Officer				
VP for Planning & Institutional Research (SACSCOC)				
Director of Financial Aid (if USDE approval needed)				
President				

Office Use Only

	Date Completed
Date Received by Instructional Council Chair	
Approved by Instructional Council	
For new programs or programs being added to a new location: Documentation of final SACSCOC approval	
For new programs or programs being added to a new location: Documentation of final USDE approval/acknowledgement	
Documentation Registrar's Office has been notified of the changes and updates made in SIS	
Information added to the catalog and website	

CURRICULUM PROPOSAL PROCESS

PURPOSE: To establish a systematic method of submitting, reviewing, and approving curriculum changes for the College.

1. The "Curriculum Proposal" form has been devised as a tool to track a suggested curriculum proposal from conception through approval, adoption, and inclusion into the College Catalog.
2. The Instructional Council is annually appointed by the President in compliance with the College's policy and procedure. The Council will meet at least twice annually, unless no items need consideration, to consider and recommend curriculum changes.
3. Proposal Process:
 - A. Section 1 of the Curriculum Proposal form is to be completed by the originator of the desired change. In addition to the information on the form, the following information should be provided with the request:
 - a. Explanation and/or reason for proposed action
 - b. If a new course or course change, include course outline, objectives,
 - c. Course description and Student Learning Outcomes
 - d. Copy of content for catalog including prerequisites and credit hours.
 - B. Section 2 of the Curriculum Proposal form is the required signatures for the approval to be considered by the Instructional Council.
 - C. Once the proposal form has been signed by the appropriate administrator(s), it will be submitted to the Instructional Council Chair for consideration at the next Instructional Council meeting.
 - D. The Council Chair will set a meeting date, time, and place as well as distribute copies of the recommended changes to Council members prior to the scheduled meeting.
 - E. The Council Chair will develop an agenda for the meeting and will ensure that minutes are maintained.
 - F. The originator of the proposal or a representative should attend the Instructional Council meeting and be prepared to present the suggested change(s) to the members of the Council. Council members will review how the suggested changes will affect other areas of the College and may provide suggestions.
 - G. If the change approved by the Instructional Council includes the addition or deletion of a program, the recommendation must be approved by the appropriate personnel prior to submitting the form to the President.
 - H. The Curriculum Proposal originator with appropriate administrative support will implement approved recommendations.

**PEARL RIVER COMMUNIUTY COLLEGE
DEVELOPMENT FOUNDATION**

**AUTHORIZATION FOR
FUND RAISING EVENT**

Department: _____

Today's Date: _____

Date/Time of Event: _____

Location of Event: _____

Person in Charge of Event: _____

Signature: _____

Description of Event: _____

Purpose of Event: _____

Sponsors Solicited: _____

Service to be rendered by the Foundation (to be completed
by the Foundation office):

Supervisor Signature

Development Foundation Executive Director
Approval

Date: _____

No sponsors are to be contacted prior to approval by the Executive Director. This is to ensure
sponsors are not solicited for multiple events.

PEARL RIVER COMMUNITY COLLEGE - GRANT PROPOSAL FORM
STEP 1: CLEARANCE

Project Title: _____

Proposal Writer: _____ **Prospective Funding Agency:** _____

Application Deadline Date: _____ **Duration of Project:** _____ through _____

(Beginning Date) (Completion Date)

Project Type(s):	Submission Type:	Agency Type:
Instruction	New	Federal
Student Services	Continuation	State
Technology	Renewal	Foundation
Community Service	Other:	Business/Industry
Research		Other:
Other:		

Description of Project (Objectives, Relationship of Project to the Mission Statement and Strategic Goals, Evaluation Methods, Potential College Resources Needed if Project Approved, etc.)

Approved
 Not Approved

 Vice President for Planning and Institutional Research Date

STEP 2: APPROVAL

Submission Approvals:

Department Director or Chair:		Date:	Approved
			Not Approved
Division Director:		Date:	Approved
			Not Approved
Campus Vice President: (If Applicable)		Date:	Approved
			Not Approved
Vice President for Planning and Institutional Research:		Date:	Approved
			Not Approved
Vice President for Enrollment Management and Business Services: (if applicable)		Date:	Approved
			Not Approved
Dean of Workforce, Economic Development, and Adult Education (if applicable):		Date:	Approved
			Not Approved
Senior Vice President for Instruction/Provost (if applicable):		Date:	Approved
			Not Approved
President:		Date:	Approved
			Not Approved

Important Notes: A proposal may not be submitted until a copy of this form with all applicable signatures is returned to the Vice President for Planning and Institutional Research. In addition, a draft of the **proposal must be submitted with this approval form**, and a copy of the final grant proposal must be filed in the Office of Planning and Institutional Research prior to submission. All applicable administrators listed above are to be notified within five days of receiving proposal status from the funding source.

PEARL RIVER COMMUNITY COLLEGE

Inventory Control Form

Signature:		Date:	
------------	--	-------	--

(Signature of Receiving Custodian for Transfers or Current Custodian for Deletions)

Please use this form when making **TRANSFERS** or **DELETIONS** of PRCC inventory.

(Use as many forms as necessary.)

To:	Building:		Department:	
	Room/Office:		Receiving Custodian:	
	Dept. Head:		Campus:	

From:	Building:		Department:	
	Room/Office:		Sending Custodian:	
	Dept. Head:		Campus:	

Manufacturer's Description:			
Serial Number:		PRCC Inventory Tag Number:	

Manufacturer's Description:			
Serial Number:		PRCC Inventory Tag Number:	

Manufacturer's Description:			
Serial Number:		PRCC Inventory Tag Number:	

Manufacturer's Description:			
Serial Number:		PRCC Inventory Tag Number:	

Manufacturer's Description:			
Serial Number:		PRCC Inventory Tag Number:	

This form should be completed by the person in possession of the equipment. Inventory tags for deleted equipment should be attached to this form.

Upon completion of this form, please forward to the Inventory Control Clerk in the Business Office.



Inventory Deletion Form

PRCC Inventory Tag Number: _____

Serial Number: _____

Description of Inventory: _____

Place physical PRCC
Inventory Tag here

Reason for Deletion

Current Listed Custodian

Custodian's ID Number

PRCC Inventory Tag Number: _____

Serial Number: _____

Description of Inventory: _____

Place physical PRCC
Inventory Tag here

Reason for Deletion

Current Listed Custodian

Custodian's ID Number

Employee Signature

Employee ID Number

Supervisor Signature

Date

Inventory Transfer Form

PRCC Inventory Tag Number:

Serial Number:

Description of Inventory:

PRCC Inventory Tag Number:

Serial Number:

Description of Inventory:

PRCC Inventory Tag Number:

Serial Number:

Description of Inventory:

When transferring more than 3 items, you may attach a list with tag numbers, serial numbers, and description to this form.

Transfer the above inventory

FROM:

Employee Name: _____

Employee ID Number: _____

Campus: _____

Building: _____

Room Number: _____

Department: _____

Department Head: _____

TO:

Employee Name: _____

Employee ID Number: _____

Campus: _____

Building: _____

Room Number: _____

Department: _____

Department Head: _____

Signature of sending custodian Date

Signature of receiving custodian Date

Upon completion of this form, please forward to the Inventory Control Clerk in the Business Office.



**PEARL RIVER
COMMUNITY COLLEGE**

Meals and Entertainment Form

Authorization for Expenditure of Funds for Official Community College Functions

Department/Budget: _____

Requesting Individual: _____

Event Location/Restaurant/Vendor: _____

Date of Event: _____

Purpose: _____

Names and titles of all attendees:

Signature: _____ Date: _____

Vice President/Department Chair Approval: _____ Date: _____

I certify that the above expense is necessary in order to conduct official College business that could not have been accomplished otherwise. My signature on the Reimbursement Voucher certifies this expense.

Note: Paid receipts itemizing costs(s) to be reimbursed, agenda (if applicable) and sign-in sheet of all attendees must be attached to the voucher.

**Pearl River Community College
Media Services Project Request Form
Garvin H. Johnston Library, 601-403-1333**

Name: _____ Submitted by : _____

Department _____ Phone: _____ Date Requested: _____

Date Needed: _____ Date completed: _____ RUSH: _____

All request will be processed as quickly as possible. However, in order to adequately provide you with the best service available, please submit requests in a timely matter.

Type of Service

- Lamination
- Binding
- Mounting
- Poster Printout
- Plotter Printout
- Inkjet Printout
- Black & White Photocopy Printout
- Color Photocopy Printout
- Layout Design
- PowerPoint Presentation
- Transparencies
- Audio Duplication
- Video Duplication
- Video Editing
- Scanning
- Digital Photography
- Video Event Taping (Classroom Only)
 - Date: _____
 - Time: _____
 - Location: _____
- Video Conference
 - Date: _____
 - Time: _____
 - Location: _____
- Video/TV Taping (Classroom Only)
 - Date: _____
 - Time: _____
 - Location: _____
- CCN Usage
- Workshop/Software Demonstration
- Other

Quality	Description	Unit Price	Total
	Mat Board	\$ 6.00	
	Foam Board	\$ 6.00	
	Plotter Printout (per square foot)	\$ 3.50	
	Photocopy Printout (color)	\$ 0.50	
	Photocopy Printout (black & white)	\$ 0.10	
	Inkjet Printout	\$ 1.00	
	ATG (double sided tape)	\$ 0.25	
	Chartpak (black line tape edging)	\$ 0.15	
	Spray Adhesive	\$ 0.75	
	Lamination	\$ 0.75	
	Cardboard Easel	\$ 0.25	
	Grommets (metal ring to hang signs)	\$ 0.10	
	Labor	\$ 6.50	
	Without Labor Total		
	With Labor Total		

Project Description

PROOFING

Is a necessary step in project completion. A proof copy is provided for each project as needed. Please indicate any changes necessary in RED INK. After proofing is complete, initial and date below.

Proof 1: _____

Proof 2: _____

Proof 3: _____

PICK UP INFORMATION

Date called for pick up: _____

Picked Up By: _____

Updated 4/2011



**PEARL RIVER
COMMUNITY COLLEGE
MISSING DOCUMENT AFFIDAVIT**

Employee: _____

Budget/Department: _____

Signature of Administrator: _____

Date of Purchase	Vendor	Cost
Transaction Description		
Detailed explanation of missing documentation:		

The undersigned employee responsible for said missing documentation hereby states under oath that the above facts are true and correct to the best of his/her knowledge:

DATE: _____;

EMPLOYEE SIGNATURE: _____

This Date Personally Appeared Before Me, the undersigned authority, in and for _____ County, State of Mississippi, the above named employee, who, being first duly sworn, state on his/her oath that the above facts are true and correct to the best of his/her knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the ____ day of ____ 20 ____.

Notary Public

NOTE: This affidavit shall be attached to the statement and filed with the Business Office.

PEARL RIVER COMMUNITY COLLEGE

Petition to Institutional Review Board

(Please download at <https://prcc.edu/about/office-of-planning-and-institutional-research/institutional-review-board/>.)

New Application

Renewal Application

Name of Principal Investigator: _____
Professional Email address: _____ Personal Email Address: _____
Telephone Number: _____

Name of Co-Investigator: _____
Telephone Number: _____ Email address: _____

Name of Co-Investigator: _____
Telephone Number: _____ Email address: _____

Purpose of Project (Dissertation, Class Project/Assignment, etc.): _____

Project Duration – From: _____ To: _____

Project Title: _____

Funding Agency and Proposal ID Number (if any): _____

Conflict of Interest: Investigators do or do not have a real or potential conflict of interest.

Does this project meet condition (a) or (b) outlined below that will make it exempt from full Board review?
____ Yes ____ No

- a. Minor changes in previously authorized research during the period for which approval is authorized.
- b. Research involving survey or interview procedures where all of the following conditions (Common Rule Section 101 subsection b) occur:
 - Responses are recorded in such a manner that human subjects cannot be identified, directly or through identifiers linked to the subjects.
 - The subject's responses, if they become known outside of the research, would not place the subject at risk of civil or criminal liability or be damaging to the subject's financial standing or employability.
 - The research does not deal with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol, and is not likely to cause the subject undue stress, fatigue, or any other psychological reactions.
 - The research proposal makes adequate provision for obtaining the informed and voluntary participation of subjects.

Include a brief statement of how human subjects are involved in the project:

Project Summary attached? ____ Yes ____ No
Project Proposal attached? ____ Yes ____ No

I understand and agree to the following: Study findings must be shared with the Pearl River Community College (PRCC) Institutional Review Board. Copies of the report may be shared with both internal and external personnel associated with the College who have an interest in the topic and results. In addition, permission of the PRCC Institutional Review Board is required prior to publication of results of such study. Approval is at the sole discretion of the Board.

Principal Investigator Signature: _____ Date: _____
Print Name: _____

Request for Emergency Paid Sick Leave

To request emergency paid sick leave as provided under the Families First Coronavirus Response Act and Pearl River Community College's Emergency Paid Sick Leave Policy, please complete the following request form and submit to your manager or the human resources department as soon as possible before leave commences. Verbal notice will be accepted until a form can be provided.

Employee Name (print clearly): _____

Department: _____

Manager: _____

Requested Leave Start Date: _____ Estimated End Date: _____

The amount of emergency paid sick leave being requested is _____ hours.

The reason for this emergency paid sick leave request is (check the appropriate reason below):

1) I am subject to a federal, state, or local quarantine or isolation order related to COVID-19.

2) I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

3) I am experiencing symptoms of COVID-19 and seeking a medical diagnosis.

4) I am caring for an individual who is subject to either number 1 or 2 above.

5) I am caring for my child whose primary or secondary school or place of care has been closed, or my childcare provider is unavailable due to COVID-19 precautions.

6) I am experiencing another substantially similar condition specified by the secretary of health and human services.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

HR Department Rep. Signature _____ Date _____

PEARL RIVER COMMUNITY COLLEGE

REQUEST FOR RESOURCE PERSON TO VISIT CLASS

Instructional Department

Name of Resource Person

Date Guest(s) will be on campus: _____

Time Guest(s) will be on campus: _____

Purpose of Guest(s) on campus: _____

Person Making Request

Date

Department Chair/Director

Date

Supervisor

Date

Appropriate Campus Vice President

Date

REQUISITION FOR PURCHASING

ACCOUNT _____

THIS FORM REQUIRES THE AUTHORIZATION OF THE DIRECTOR/SUPERVISOR AND THE ADMINISTRATOR OF THE EMPLOYEE REQUISITIONING THESE ITEMS. AFTER SIGNATURE BY THE ADMINISTRATOR, THE FORM WILL BE SENT TO ACCOUNTS PAYABLE.

ITEM NO.	QUANTITY	COMPLETE DESCRIPTION	ITEM PRICE	TOTAL PRICE

Suggested Vendor & Address _____

Current Date _____ Date Item Desired _____

Full Name of Requisitioner _____ Date _____

Approved By Director/Supervisor _____ Date _____

Approved By Administrator _____ Date _____

Student Statement of Understanding

I have received a syllabus for this course and the instructor has reviewed its contents, including the following information: the evaluation process, required assignments, attendance requirements, and course calendar.

I understand that I should do my best to complete class assignments before the due dates and spend the necessary time preparing for tests as directed by my instructor.

I understand that if I am having difficulty in the course I should ask questions and seek help from my instructor and counselors.

I understand that in signing this document I accept and agree to the statements.

(Signature)

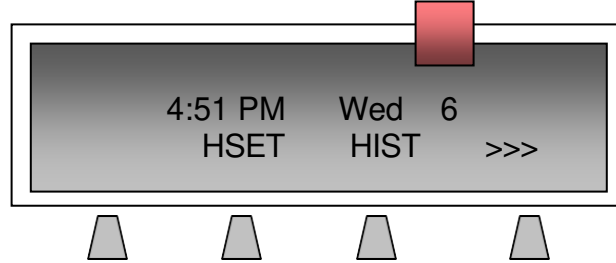
(Date)

Voluntary/Confidential Section:

My desire is for you to be successful in this course. Therefore, feel free to speak with me personally or note below anything that may adversely affect your performance in this class, i.e. participation in sports or other activities, learning challenges, health concerns, military service, etc.

If you have a disability that qualifies under the Americans with Disabilities Act and you require accommodations, you should contact Tonia Seal at 601-403-1060 for information on appropriate policies and procedures.

Univerge 8300 QUICK REFERENCE GUIDE



HSET If you are using a headset, press the **HSET** soft key to receive dial tone or answer a ringing call. Press **HSET** again to hang up. Otherwise, you may lift the handset or press the **Speaker** button. To talk hands-free, make sure MIC button is lit red. You may press the **MIC** button or the **MUTE** soft key to mute or un-mute during the call.

HIST This key allows you to see the call history for the station. Press the **HIST** soft key, then press **IC** to see incoming calls, or **OG** to see outgoing calls. You can scroll through the stored numbers by pressing **PREV** or **NEXT**, then press **CB** to call the one you choose.

>>> Use the scroll key to move to next screen / additional options.

R-TONE Press the **R-TONE** soft key to walk through the fourteen different ring tones. Press the **Feature** button to save the one you choose.

PICK If a phone in your pickup group is ringing, you may lift the handset and press **PICK** to answer it.

VMAIL Voice mail one-touch key.

CONF Use this button if you need to make a three-way call. With a call in progress, Press the **Transfer** button. Dial the four-digit extension or 8 plus the phone number of the second call. Announce conference and press the **CONF** soft key to join callers.

CID Incoming caller ID info will display when you receive a call. To see the caller ID on a second incoming call (while you are on the phone), press the **CID** soft key.

CFA To send your calls to another station or offsite (to a cell phone), press the **CFA** button. Then enter the four-digit extension or 8 plus the phone number you want your calls to ring to. If you want all of your calls to go directly to voice mail, press **CFA**, then dial 6000. To cancel call forwarding, press **CFA** and the * key.

VOLUME / CONTRAST CONTROL (round silver button) Press ▲▼ during audible telephone activity to adjust handset or speaker volume. Press ▲▼ while phone is ringing to adjust ringing volume. Press ▲▼ while telephone is idle to adjust display contrast.

TRANSFERRING CALLS With a call in progress, press **TRANSFER** (caller is put on hold). Dial an extension OR press one touch extension button. Announce call (optional). Hang up – call will ring their extension. If you need to retrieve the call, press **Transfer** again. If voice mail has answered, press **Recall**, then **Transfer** to retrieve the call.

HOLD With a call in progress, Press **Hold**. To retrieve a held call - press the flashing line key.

ONE TOUCH BUTTONS Press **Feature**, then press the button you wish to program. Then dial extension number you wish to store and press **Feature** to save. To dial the stored number, press the programmed button.

PEARL RIVER COMMUNITY COLLEGE TRAVEL VOUCHER

State of Mississippi: _____
(Agency or Institution)

Employee SSN (Last 4): _____ PRCC ID #: _____

Name: _____

Address: _____

I request reimbursement for subsistence and other authorized expenses paid by me incident to official travel for the State from _____ to _____ The itemized statement follows.

Check One:	
Employee	<input type="checkbox"/>
Contract Worker	<input type="checkbox"/>
Board Member	<input type="checkbox"/>

Travel Authorization Attached	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Check Box(es): In-State: Out-of-State: Out-of-Country: Prior Trip Expense Request:

Prior to Trip Expenses (PTE) Request:	
Lodging	
Public Carrier	
Registration	
Payment Information <i>(Traveler complete, if known)</i>	
Department/Budget:	
Comments/ Additional Information	

Travel Expenses	Totals	Documentation Attached	
		Yes	Not Applicable
Total Meal Per Diem		<input type="checkbox"/>	<input type="checkbox"/>
Total non-taxable meals - High Cost		<input type="checkbox"/>	<input type="checkbox"/>
Lodging		<input type="checkbox"/>	<input type="checkbox"/>
Parking		<input type="checkbox"/>	<input type="checkbox"/>
Registration		<input type="checkbox"/>	<input type="checkbox"/>
Travel in Private Vehicle		<input type="checkbox"/>	<input type="checkbox"/>
Travel in Rented Vehicle		<input type="checkbox"/>	<input type="checkbox"/>
Travel in Public Carrier		<input type="checkbox"/>	<input type="checkbox"/>
Total Other Expenses:		<input type="checkbox"/>	<input type="checkbox"/>
Sub Total			
Less: Travel Advance			
Less: PTE Lodging		<input type="checkbox"/>	<input type="checkbox"/>
Less: PTE Public Carrier		<input type="checkbox"/>	<input type="checkbox"/>
Less: PTE Registration		<input type="checkbox"/>	<input type="checkbox"/>
Net Payment (Overpayment)			

Subject to any difference determined by verification, I certify that the above claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received. In the event of overpayment, I agree that any future salary/travel disbursements may be debited to correct the overpayment.

Traveler: _____

Title: _____ Date: _____

Approved by: _____

Title: _____ Date: _____

Verified by: _____

Title: _____ Date: _____

