

# Selma University

## *SPRING 2023 COURSE SCHEDULE*

**REGULAR REGISTRATION BEGINS**

**JANUARY 11, 2023**

**8:00AM**

**SPRING SEMESTER**

**JANUARY 14, 2023 - MAY 6, 2023**

**Dr. Stanford E. Angion**

**President**



Selma University is committed to the principles of equal education, equal access, and equal employment opportunities without regard to race, color, marital status, sex, religion, national origin, disability, age, or Vietnam or disabled veteran status as provided by law and in accordance with the University's respect for personal dignity. These principles are applied in the conduct of university programs and activities and the provision of facilities and services.

[www.selmauniversity.edu](http://www.selmauniversity.edu)

# SPRING 2023 COURSE SCHEDULE

## REGISTRATION CALENDAR

January 14, 2023 – May 6, 2023 (16 Weeks)

### REGULAR REGISTRATION HOURS

Wed – Fri January 11-13 9am – 3pm

### \*LATE REGISTRATION HOURS

Tues – Fri January 17-19 9am – 3pm

\*10 Fee for Late Registration

## Spring Semester 2023 Academic Calendar

DATE	DAY(S)	ACTIVITIES
January 9	Monday	New student Orientation – 8:30 A.M.
January 9-10	Monday-Tuesday	University offices open at 10:00 A.M. (Monday) <b>Faculty and Staff Conference</b>
January 10	Tuesday	New student testing
January 11-13	Wednesday – Friday	<b>Registration</b>
January 16	Monday	<b>Dr. Martin Luther King, Jr. Holiday (school closed)</b>
January 17	Tuesday	<b>Weekday classes begins</b>
January 17-20	Tuesday – Friday	Late registration begins
TBA	TBA	Alabama State Missionary Baptist Board Meeting
January 18	Wednesday	<b>Dr. Martin Luther King, Jr. Program</b>
January 23	Monday	<b>Last day of registration</b>
January 23	Monday	Last day to <b>ADD</b> or <b>DROP</b> courses
January 24	Tuesday	Last day to validate students' schedules
January 25	Wednesday	<b>Opening Convocation - 11:00 A.M.</b>
January 30	Monday	Last day for prospective graduates to file for a degree
January 31	Tuesday	Last day to reinstate students' schedules
TBD	TBD	ABHE Annual Meeting
TBD	Wednesday & Thursday	<b>R. T. Pollard Retreat</b>
March 6	Monday	Last day to remove an "I"
March 13-18	Monday – Saturday	<b>Mid-semester evaluations</b>
March 21	Tuesday	Mid-semester grades due by 4:00 P.M.
March 20-25	Monday - Saturday	<b>Spring Break</b>
March 27	Monday	Classes resume - 8:00 A.M.
March 27	Monday	Last day to withdraw from a course
March 28-April 1	Tuesday – Saturday	Undergraduate students' comprehensive examinations
April 7-10	Friday – Monday	<b>Easter Break</b>
April 11	Tuesday	Classes resume – 8:00 A.M.
April 16	Monday	<b>Annual Trustee Board Meeting</b>
April 17	Tuesday	<b>Founders Day Convocation</b>
April 21	Friday	Last day to withdraw from school
April 25	Tuesday	Master's students' comprehensive examinations
April 25	Tuesday	<b>Pre-registration begins for Fall 2023</b>
April 26	Wednesday	<b>Honors and Awards Day</b>
April 29	Saturday	Last Day of Classes
April 30 – May 6	Monday – Saturday	<b>Final examination</b>
May 6	Saturday	Semester ends
May 8	Monday	Grades due for graduating students
May 12	Friday	<b>Commencement – 1:00 P.M.</b>
May 16	Tuesday	Faculty grades due by 4:00 P.M.

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## Selma University's Missions Statement

Selma University's mission is to prepare men and women to be servant leaders throughout the world. The school offers a quality educational program with liberal arts emphasis, equipping diverse students spiritually, intellectually, and socially; thereby, producing graduates who lead in the profession for which they were trained.

## Academic Department .....Chairperson

A.A Bible and Theology

Associate of Health Science, Patient Care Technology

B.A. General Studies

B.A. General Studies (Bible and Pastoral Ministry)

B.A. General Studies (Bible, Theology and Christian Education)

B.A. General Studies (Biology and Physical Education)

B.A. General Studies (Business Administration)

M.A. Bible and Christian Education

M.A. Bible and Pastoral Ministry

## **1<sup>st</sup> Step: ADMISSIONS-ROOM 210, Second Floor, Dinkins Hall**

### **Have you been admitted to the University?**

Check with Admissions Counselor for status.

### **Placement Exam?**

Your Admissions Counselor will sign you up for a placement exam, if necessary.

### **See Your Advisor**

Your Admissions Counselor will let you know who your advisor is and where to find him/her.

## **2<sup>nd</sup> Step: ACADEMIC ADVISOR – Chief Academic Officer, First Floor, DH**

The Academic Advisor will help you choose your classes. **YOUR SCHEDULE OF CLASSES MUST BE SIGNED BY YOU AND YOUR ADVISOR.**

## **3<sup>rd</sup> Step: REGISTRATION - Registrar - First Floor, Dinkins Hall**

Present your signed Class Registration Form to the Registrar.

Receive your printed Class Schedule.

## **4<sup>th</sup> Step: BUSINESS OFFICE - First Floor, DH**

### **Tuition and Fees Covered?**

Make Payment Arrangements (If necessary)

Verify Your Health Insurance (14 days from start of weekday classes)

Validate Your Schedule (Receive printout of total expenses)

## **5<sup>th</sup> Step: OFFICE OF STUDENT FINANCIAL SERVICES – First Floor, DH**

See the Financial Aid Administrator regarding scholarships.

## **6<sup>th</sup> Step: STUDENT ID - ROOM 207**

Show printout of charges to receive ID

Have your picture ID taken.

Sign for your ID and *receive your ID before you leave.*

*ID'S MUST BE WORN AT ALL TIMES WHILE ON CAMPUS.*

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## Financial Information

The following regulations govern the discharge of financial obligations to Selma University. Each student is required to pay the college fees upon registration, at the beginning of each semester. Students will not be able to start classes until general fees are paid. The student is expected to fulfill their financial obligations to the school. When a student desires that a bill be sent to their guardians, the student may request that a statement from the Business Office be mailed to them. However, this does not release the student from penalties if bills are not paid when due.

### Student Expenses

General Fees/Year Semester Cost	First Semester \$2,400	Second Semester \$2,400	Total (Yr.) \$4,800
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### Allied Healthcare Students - Criminal Background and Drug Screening Fees

Criminal Background screening fee	\$20.00
Drug screening fee	\$40.00
<b>Total cost</b>	<b>*\$60.00</b>

**\*Screening fees are subject to change.**

**YEARLY TOTAL \$4,800.00**

Note: This yearly cost is based on 12 hours each semester.

### **Tuition:**

Per semester credit hour

1 credit hour	\$200
2 credit hours	\$400
3 credit hours	\$600
4 credit hours	\$800
5 credit hours	\$1,000
6 credit hours	\$1,200
7 credit hours	\$1,400
8 credit hours	\$1,600
9 credit hours	\$1,800
10 credit hours	\$2,000
11 credit hours	\$2,200
12-18 credit hours	\$2,400

Credit hours over 18 must be approved by the Chief Academic Officer and will cost an additional \$200 per credit hour.

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## AUDITING COURSES

A student may audit any course upon securing the approval of the instructor and the Chief Academic Officer. Registration and payment of fees must be arranged with the Registrar and the Business Office, respectively. No credit is allowed for courses audited.

The cost is **\$150 to audit a course**.

## Spring 2023 General Enrollment Scholarship

The following schedule is applicable for the 2022-2023 academic year, and only applies to the first 50 students who complete the enrollment process.

Tuition for a full-time student (12-18 credits) is \$2,400. Any student taking more than 18 credit hours must be approved per the guidelines in the University Catalog and will be charged \$200 per credit hour in addition to the full-time rate of \$2,400 hours.

### **Credit Hour Scholarship Award Schedule**

12-18 credit hours - \$1000  
9-11 credit hours - \$700  
6-8 credit hours - \$450  
3-5 credit hours - \$200

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## FINANCIAL AID

Selma University is currently not eligible to participate in the Federal Financial Aid Program. This includes Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Iraq and Afghanistan Service Grants, Teacher Education Assistance for College, and Higher Education Grants (TEACH), Federal Work Study (FWS), Federal Perkins Loan (Perkins Loan), and William D. Ford Federal Direct Loan (Federal Direct Stafford/Ford Loan Program, and the Federal Direct Plus Program). The University is working diligently toward regaining eligibility and will update this announcement accordingly.

The Office of Student Financial Services supports the University goal of providing postsecondary education opportunities by assisting qualified Selma University students pursuing their educational goals with funds from grants, scholarships, and loans from federal, state, and private sources. The Office is committed to meeting the following goals: ensure compliance with federal, state, and institutional regulations and policy requirements governing student financial aid services, maintain funding sources by ensuring program integrity through ongoing staff training and continuing education, external audits, and self- evaluations, maximize funds available for Selma University students to meet their costs of attendance, supplementing the efforts of students and parents in meeting educational goals, and provide quality financial assistance services effectively and efficiently.

The Student Financial Services Office has two major objectives:

To supplement the efforts of the student and parents of the student in meeting educational costs.  
To provide financial aid to students who would be unable to attend this institution without such assistance.

### **Scholarships:**

- The Boise and Shevalle T. Kimber Scholarship (\$5,000) is awarded annually.
- The Rev. Dr. A. Watkins Scholarship (\$1,000) is awarded annually.
- Selma (AL) Chapter of the LINKS, Incorporated: The HBCU Book Scholarship is awarded annually.
- H. D. Smith, Sr. and Rebecca Sanders Smith Family Scholarship (\$500) is awarded annually.
- Dallas County Zeta Emergency Assistance Scholarship (\$500).
- Rev. Dr. M. J. Glover Pastoral Development Memorial Scholarship (\$500) is awarded annually.

Please browse the school's website for additional information, [www.selmauniversity.edu](http://www.selmauniversity.edu).

The Office of Student Financial Services of Selma University is in the Administration building on the 1<sup>st</sup> floor of Dinkins Hall, 1501 Boynton St., Selma, Alabama. Phone: 334-526-1718.

The Selma University Catalog sets forth degree requirements on a four-year completion basis. However, the Office of Student Financial Aid will allow five years for completion of a 120 to 126 semester-hour degree program which will enable a student to take up to 150 hours if he/she is carrying a course load of 15 hours per semester. Federal guidelines require that a student carry 12 credit hours per semester to be considered full- time; therefore, satisfactory academic progress assumes that a full-time student must earn 12 credit hours each semester and a part-time student must complete 80 (percent) of the attempted hours.

**Note:** *Hours earned through remedial and/or developmental courses are considered toward meeting the minimum 12 credit-hour requirement.*

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## **Full-time Students**

Students enrolled in 12 hours or more per semester will be allowed five academic years in which to complete a degree. Less than full-time students will be extended on a pro-rated basis not to exceed the equivalent of 10 semesters of full-time enrollment.

## **Three-quarter time Students**

Students enrolled for 9 to 11 hours per semester must earn a minimum of 18 credit hours per academic year to remain eligible to receive financial assistance.

## **Part-time Undergraduate Students**

Students enrolled in a degree program must achieve a minimum semester grade point average of 2.0 after the student has earned and/or attempted 48 cumulative credit hours.

## **Student Rights**

The **student has the right** to ask a university:

- for the names of the university's accrediting and licensing organizations.
- for a copy of the documents describing the institution's accreditation or licensing.
- about its programs, its instructional, laboratory, and other physical facilities, and its faculty.
- what the cost of attending is, and what its policy is on refunds to students who drop out.
- what financial assistance is available, including information on all Federal, state, local, private and
- institutional financial aid programs.
- who its financial aid personnel are, where they are located, and how to contact them for information.
- what the procedures and deadlines are for submitting applications for each available financial aid program.
- how it selects financial aid recipients.
- how it determines financial need, including cost of education and resources available.
- how much of one's need, as determined by the university, had been met.
- how and when one receives financial aid.
- to explain each type and amount of assistance in the financial aid package.
- what the interest rate is on any student loan, the total amount to be repaid, when length of time for repayment must start, and what cancellation or deferment provisions apply.
- if offered a federal work-study job—what kind of job it is, what hours are to be worked, what the duties will be, what the rate of pay will be, and how and when wages will be paid.
- to reconsider an aid package, if the student believes a mistake has been made, or if enrollment or financial circumstances have changed.
- how the university determines whether a student is making satisfactory progress, and outcomes of unsatisfactory progress.
- what special facilities and services are available to persons with disabilities.

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## Withdrawals

### Course Withdrawal

Students who wish to withdraw from a course after the expiration of the official ADD/DROP period may do so by completing a “Withdrawal from Course” form. Students should discuss the proposed withdrawal from the course with the student’s academic advisor. Students must secure the signatures of the instructor of the course, faculty advisor and the Vice President/Chief Academic Officer before submitting the form to the Office of Records and Registration.

### School Withdrawal

Students who wish to withdraw completely from the University must complete an Official Withdrawal Form and a Student Withdrawal from School Clearance Form. The Vice President/Chief Academic Officer and the faculty advisor will interview separately the student wishing to withdraw to make determination whether the withdrawal can be prevented.

Students must get clearance from the Chief Financial Officer, the Librarian, the, the Chief Academic Officer, and the Chief of Staff/Financial Aid Officer before submitting the withdrawal form to the Registrar. Official notices of withdrawal will be sent to instructors, the Financial Aid Office, the Office of Chief of Staff, the Business Office, and the library. Selma University allows students to withdraw from school, anytime during the semester up to the first day of the last two weeks of classes (before the start of final examination).

## Full-Time/ Half-Time Enrollment

<b>Undergraduate</b>	Fall/Spring Semester	Full-time Half-time	12 hours 6 hours
	Summer	Full-time Half-time	9 hours 4 hours
<b>Graduate</b>	Fall/Spring Semester	Full-time Half-time	6 hours 3 hours
	Summer	Full-time Half-time	6 hours 3 hours



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COURSE SECT. # TITLE OF COURSE CR.HRS DAY TIME INSTRUCTOR ROOM

GENERAL EDUCATION COURSES							
BIO102	1	GENERAL BIOLOGY II	4	Sat.	9am – 11:25am	Mashika Tempero-Culliver	Virtual
BIOLABII	1	BIOLOGY LAB II	0	Sat.	11:30am – 12:30pm	Mashika Tempero-Culliver	Virtual
BIO111	1	PRINCIPLES OF BIOLOGY (LAB INCLUDED)	4	Sat	9am – 12:25pm	Ashlyn Goodwin	Virtual
CS-100	1	MICROCOMPUTER APPLICATION	3	Sun - Sat	8am – 9am	Y. Randolph	Online
ENG112	1	FRESHMAN ENGLISH II	3	Sat	9am-11:25am	Detria Harris	Virtual
ENG 202	1	AFR. AMERICAN LITERATURE	3	Tue.	5pm-7:25pm	Candice Pettaway	Virtual
HIS 213	1	AFRICAN AMERICAN HISTORY	3	Thur.	5pm–7:25pm	Dr. John Williams	Virtual
HPR201	1	INTRODUCTION TO PHYSICAL EDUCATION	3	Sat	1pm – 3:25pm	Dr. Frankie Peoples	Virtual
PSY101	1	INTRODUCTION TO PSYCHOLOGY	3	M, W	3pm - 4:25pm	Dr. B. McDowell	Virtual
MUS101	1	MUSIC APPRECIATION	3	Wed.	5pm - 7:25pm	Marie Clark	Virtual
MTH111	1	COLLEGE ALGEBRA	3	Tu, Th	5pm - 6:25am	Katrina Logan	Virtual
SAS100	1	FRESHMAN EXPERIENCE	2	Tu, Th	4pm – 5pm	Jasmine Bender	Virtual
RELIGION (REQUIRED)							
REL101	1	INTRODUCTION TO BIBLICAL STUDIES I	3	M, W	1pm – 2:25pm	Rev. S. Tullis	S. Chapel
CT152	1	CHRISTIAN DOCTRINE II	3	M, W	9:30am - 10:55am	Rev. S. Tullis	S. Chapel
BUSINESS MAJOR							
BUS210	1	PRINCIPLES OF ACCOUNTING I	3	Tue.	5pm - 7:25pm	Dr. Glenn King	Virtual
BUS312	1	MONEY AND BANKING	3	TBA	TBA	Elizabeth Rutledge	Virtual
BUS435	1	OFFICE MANAGEMENT	3	Wed.	5pm - 7:25pm	C. Washington	Virtual
BA BIBLE AND PASTORAL MINISTRY							
PT392	1	BAPTIST POLITY	3	M, W	8am – 9:25am	Rev. S. Tullis	Virtual
PT491	1	PSYCHOLOGY OF PASTORAL CARE	3	Tu, Th	1pm – 2:25pm	Dr. William McNeil	Virtual
CH-263	1	CHURCH HISTORY I	3	Thurs.	7:30pm - 9:55pm	Dr. John Williams	Virtual
OT-312	1	THE PROPHETS	3	TBA	TBA	Dr. E. Hayes	Virtual
PT-294	1	ADVANCE HOMILETICS	3	M	5pm – 7:25pm	Dr. Otis Culliver	Virtual
BA BIBLE, THEOLOGY AND CHRISTIAN EDUCATION							
NT221	1	CHRIST AND THE GOSPELS	3	Thurs.	7:30pm - 9:55pm	Dr. Tarrance Scott	Virtual
NT-222	1	LIFE AND LETTERS OF PAUL	3	TBD	TBD	TBD	TBD
CE-383	1	THE BIBLE IN CHRISTIAN EDUCATION	3	Tue.	5pm - 7:25pm	Dr. E. Hayes	Virtual
CT-456	1	BLACE RELIGION AND THEOLOGY	3	M, W	9am –10:25am	Dr. T. A. Anderson	Virtual
CE-483	1	THE CHURCH AND WOMEN	3	Tue.	5pm - 7:25pm	Dr. Tonya Chestnut	Virtual



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required to authorize a drug test result to be provided to the Director, or other designated college representative. The student's specimen must have been collected and tested within the two (2) week period prior to eligibility determination. The college will not be responsible for the initial testing of the student.

After the initial drug test has been provided, further testing of the student will be conducted throughout the year at regular and random intervals, both announced and unannounced, utilizing on-site testing. The Director or other designated college representative may request a test at any time. Random, reasonable suspension testing will be done. For random testing, all students will be included in a pool of names from which they may be randomly selected. This selection shall be done by number selection or computer software. Each instructor shall be responsible for maintaining an updated listing of students to provide an accurate random selection pool.

## **DRUGS TO BE TESTED**

The following six panel drugs shall be tested:

Amphetamines

Cocaine

THC

Opiates

PCP

Alcohol

## **CONSENT TO DRUG TESTING**

Each student is required to sign a statement verifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen (s) for the purpose of analysis. If the student is under eighteen (18) years of age, the student's parent or legal guardian must sign the drug testing consent form in addition to the student. The Program Director or other designated college representative shall maintain the original of the signed consent form and may provide a copy of the consent form to the student upon request.

Students have the right to refuse to consent to drug testing under this program; however, students who decline participation in the program will not be permitted to continue in the program.

Students may be excused from drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Patient Care Director, or other designated college representative.

## **SPECIMEN COLLECTION**

A copy of the guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of this program. Collection site personnel should contact the Director, or other designated college representative to obtain a copy of these guidelines before any specimen collection is performed.

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The collection site person shall be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures – not the Patient Care Director, or any other college employee.

Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.

When the student arrives at the collection site, the collection site person shall ensure that the student is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized college representative. If the student's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.

The student shall remove any unnecessary outer garments such as a coat or jacket. The collection site person shall ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student.

The student may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy, unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided. If direct observation is required, the collection site person or designated college representative shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation by a same gender collection site person.

If the student is unable to provide a specimen during the collection process, the individual may not leave the collection site. The designated college representative should be notified by the collection site person that the student was not able to provide a specimen at that time. The Director or other designated college representative is responsible for ensuring that the student provides a sample at the collection site within the same day.

Once the specimen has been collected, the student and the collection site person shall always keep the specimen in view prior to its being sealed and labeled. The collection site person and the student will complete the necessary information on the custody and control form. The student will sign the custody and control form verifying that the specimen identified as having been collected from him or her is in fact the specimen he or she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student. The student's participation in the specimen collection process is complete.

## **DRUG COLLECTION FACILITY**

Regular and random testing by the college shall be performed by utilizing on-site collecting. The collection site person performing the test shall check the specimen containers to ensure that the seals have not been broken and that all identifying numbers of the specimen containers match the information on the chain of custody and control form. Using only the primary

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specimen, the individual performing the test shall transfer the urine onto the transfer cups and send all samples to SAMSHA approved lab unless the Director or designated college representative deems otherwise.

## **DRUG TESTING LABORATORY**

Laboratories certified by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services (HHS), must be used to perform confirmatory urine drug testing analysis. These laboratories have met the minimum criteria established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

## **MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS**

All specimens identified as positive on the initial test shall be confirmed by the testing laboratory.

A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student's medical history, or review of any other relevant biomedical factors.

Review all medical records made available by the tested student when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student an opportunity to discuss the results of the test or if unsuccessful in contacting the student directly, the MRO shall contact the designated college representative who shall have the student contact the MRO as soon as possible.

## **REPORTING OF DRUG TEST RESULTS**

Reporting of drug test results shall be made to the Director or other designated college representative. Tests results will not be released to any individual who has not been authorized to receive such results.

A written notification of the test results shall be provided to the Director, or other designated college representative. The test result shall not be received from any student or any person who is not a designated representative of the service provider. Students shall not be allowed to hand deliver any test results to college representatives. Drug tests results can be received by U.S. Mail, if sent directly from the service provider. The envelope should be marked "CONFIDENTIAL" and should not be opened by any person not authorized by the college to receive such results.

Any institution of the Alabama College System may refuse to accept any test result that does not meet the requirements of the policy and guidelines.

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When drug test results are received by the Director, or other designated college representative, these records shall be maintained in a confidential manner in a secured file with limited access. Individual records shall not be released to any person, other than the student without first obtaining a specific written authorization from the student.

## **PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED.**

Students who test positive will be dismissed from the Patient Care program. If the student wishes to return to the program, she/he will be required to participate in a substance abuse program and earn a certificate of completion. Further, the case will depend upon the President's decision.

### **Refusal to be Tested**

A student who refuses to be tested for drugs, after initially consenting to be tested, shall be considered to have decided not to participate in the program. A refusal to cooperate in testing will result in suspension from the program and forfeiture of any scholarship. The designated college representative shall be notified of any refusal to be tested.

### **Failure to Appear**

A student who fails to appear for drug testing will be given an opportunity to explain the failure to appear. If the student agrees to be tested, another collection date will be scheduled. If the student fails to appear for the second time, the failure to appear shall be treated as if a positive test result had occurred. The designated college representative shall be notified of any failure to appear.

### **Interference with the Collection Process**


The student designated to provide a specimen shall not be interfered with in any manner, by any person, other than those properly and specifically authorized by collection site personnel in order that the collection process shall be conducted within these guidelines. Any other student or student who interferes or in any way attempts to alter the results of the designated student's specimen shall be subject to discipline, including suspension from the institution, termination from the program, and forfeiture of any scholarship. Any student designated to provide a specimen, who voluntarily participates in this interference, shall be subject to discipline, including suspension from the institution's Patient Care program.

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## PUBLICATION OF POLICY

The college shall include the *Drug Testing of Students Policy* in the Student Handbook and other appropriate college publications, to ensure adequate notice and distribution.

Approved by:

  
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President of Selma University

# **SPRING 2023 COURSE SCHEDULE**

## **Family Educational Rights and Privacy Act (FERPA)**

### **Confidentiality of Student Records**

**Selma University is required to bring to the attention of all students' parents, and alumni the provision of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974 also known as "The Buckley Amendment."**

**Under the provision of this law, all students and former students of the University have the right to inspect their official educational records in the Office of Records and Registration (Registrar). The right of inspection does not apply to any information submitted to this office as confidential prior to January 1, 1975, or access by students to financial records of parents. Parents or guardians of a student may not see records nor receive grades unless the student specifically designates that his/her records and/or his/her grades may be available to the parents or guardians.**

**No-option "Directory Information" may be revealed by the University without the student's written permission. No-option "Directory Information" includes the following items:**

Student's name  
Address  
Telephone number  
Date and place of birth  
Honors and awards  
Dates of attendance

**The Registrar's office, as custodian of the student academic records, will release such records to Selma University's officials and other designated persons for indicated specific and legitimate interests as outlined in the amendment. Students can opt-out of "Directory Information" by notifying the Registrar's office prior to the end of the current registration period.**

**Requests from the campus organizations to release a student's Grade Point Average for the purpose of determining the eligibility of a student for an organization will not be honored unless the student involved has specifically requested in writing to release this information.**

**All academic records and related materials are kept in the Registrar's Office. Students have the right to review their records and to challenge the content of any information that they feel is inaccurate. Students who have questions concerning their records should address them to the Registrar's Office. The Vice President of Academic Affairs is responsible for seeing that justifiable corrections are made.**