



**WHAT DO I DO IF I WANT TO BE  
SUCCESSFUL AT  
TALLADEGA COLLEGE?**



***A  
STUDENT SURVIVAL HANDBOOK***

***2018-2019  
Edition***

**PUBLISHED BY  
THE OFFICE OF ACADEMIC AFFAIRS**

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*Office of Academic Affairs 1/18*

## **NOTICE**

If you have difficulty reading the print in this guide, please request a large-print edition from the Office of Academic Affairs.

**Thanks**

# FOREWORD

This guide is designed to be a quick reference to solutions of the many problems and questions students bring to the Office of Academic Affairs. I have tried to respond to them in much the way I would if a student were sitting in my office talking to me.

Lisa Long, MSW,JD  
Provost/Vice President for Academic Affairs

# TALLADEGA COLLEGE

## *MISSION STATEMENT*

**Talladega College** is an institution rich in history whose mission is to equip its graduates for the global community through academic excellence, moral values, community service and professional development.

## *VISION STATEMENT*

**Talladega College** aspires to be a center of academic excellence in liberal arts higher education; thus preparing students not only for graduate studies but also for the global community.

## *CORE VALUES*

**Talladega College** promotes its core values through:

**STUDENTS FIRST:** The main stakeholders are students.

**ACCOUNTABILITY:** Faculty and Staff promote planning that builds on a culture of responsibility and transparency, including the provision of benchmarks for measuring progress.

**INTEGRITY:** Foster honesty by acting in a candid, fair, and ethical manner, creating a culture of trust that is evident in all College activities and decision-making.

**DIVERSITY:** Expose students to diversity inherent in the world in which we live.

**EXCELLENCE:** To teach high-quality educational programs and perform innovative research, thus being preeminent in all that we do.

*Adopted by the Board of Trustees  
July 21, 2016*

# TALLADEGA COLLEGE

## History and Background

The history of Talladega College began on November 20, 1865, when two former slaves, William Savery and Thomas Tarrant, both of Talladega, met in convention with a group of new freedmen in Mobile, Alabama. From this meeting came the commitment, "...We regard the education of our children and youth as vital to the preservation of our liberties, and true religion as the foundation of all real virtue, and shall use our utmost endeavors to promote these blessings in our common country."

With this as their pledge, Savery and Tarrant, aided by General Wager Swayne of the Freedmen's Bureau, began in earnest to provide a school for the children of former slaves of the community. Their leadership resulted in the construction of a one-room school house, using lumber salvaged from an abandoned carpenter's shop. The school overflowed with pupils from its opening and soon it was necessary to move into larger quarters.

Meanwhile, the nearby Baptist Academy was about to be sold under mortgage default. This building had been built in 1852-53 with the help of slaves, including Savery and Tarrant. A speedy plea was sent to General Swayne for its purchase. General Swayne then persuaded the American Missionary Association to buy the building and 20 acres of land for \$23,000. The grateful parents renamed the building Swayne School and it opened in November of 1867 with about 140 pupils. Thus, a building constructed with slave labor for white students became the home of the state's first college dedicated to servicing the educational needs of blacks.

In 1869 Swayne School was issued a charter as Talladega College by the Judge of Probate of Talladega County. Twenty years later, in 1889, the Alabama State Legislature exempted properties of the College from taxation.

Swayne Hall has remained in service as the symbol and spirit of the beginning of the College. Foster Hall, erected for girls and teachers in 1869, was the first building added after the College was chartered. Stone Hall, for boys and teachers, was built the next year. Other buildings were added over the school's first hundred years and at the conclusion of its centennial observance, Talladega counted 21 major buildings and more than a dozen residence buildings for faculty and staff.

The training of leaders in education was the first and has been a continuing interest of the institution. The first courses offered above elementary grades were normal courses for teachers.

An outline for collegiate level coursework first appeared in the catalog for the year 1890. In 1895, the first class graduated with a bachelor's degree.

Talladega College was selected from nearly 1,500 four-year colleges and universities initially identified according to the classifications listed in the *1994 Carnegie Classification of Institutions of Higher Education*.

Talladega is one of only two institutions in Alabama which has a human cadaver for anatomy instruction. According to the National Science Foundation, Talladega ranks second among U. S. colleges in graduating students who earn Ph.D.'s.

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# WHAT DO I DO IF...

- **I want to know more about Talladega College?**

Savery Library is an excellent resource. The archives house photographs and artifacts from the earliest days of the College, including some old yearbooks. Read the mission statement, vision, and core values --- it tells you what we are all about.

For your information, every recognized college and university in the country has to be re-accredited every ten (10) years --- in essence undergo a quality check. Talladega College is fully accredited by the Southern Association of Colleges and Schools.

- **I am confused about what courses to take?**

See your advisor, soon. Each student must be assigned an advisor by his or her department chair or the Registrar's Office. If you don't have one, see the chairperson of the department of your major. If you are a freshman and don't know what you're going to major in, see the registrar or a member of the faculty. It's important that you declare your major soon. When you do, your advisor will tell you what courses to take. Also, consult the curriculum patterns in the Talladega College catalog, before and in the presence of your advisor.

It is important to know that an advisor cannot substitute or exempt you from a requirement without the agreement of the department. Get it in writing— just in case the faculty member is not there when you are ready to graduate.

- **I want to talk to my instructor outside of class?**

Faculty members are **required** to maintain office hours. Let him/her know that you will be by to see him/her during his/her office hours to discuss a matter with them. If he/she does not have office hours at the time you're not in class, he/she must arrange a mutually agreeable time.

Most faculty members will gladly accommodate you. However, if a faculty member is consistently unavailable, please let the department chair or division dean know. I'd like to know too. Even an adjunct faculty member who teaches only one course at Talladega College must be accessible to you.

## WHAT DO I DO IF...

- **I'm a foreign student who sometimes feels isolated?**

Talladega College has always had foreign students and faculty. We wish we had more. We feel that cultural diversity enriches us all. Furthermore, we live in a global society, and if you look closely you'll find that human beings are more alike than they are different. However, it's those differences in cultures that make this a very interesting world to live in.

One of the high priorities on the president's list, mine too, is to develop a stronger international program. We certainly would appreciate your input. In fact, if anyone from here travels to your country, we will be sure to consult you on the do's and don'ts. There is an International Students Organization (ISO). For more information, please contact Ms. Sherissa Gaitor, she is located in Swayne Hall, room 201, extension 8843, or Mrs. Geneva Lanier, she is located in Seymour Hall, room 209, extension 6267. Join today.

- **My roommate is using drugs and/ or violating other student conduct codes/policies?**

Turn him or her in. You may be blamed for what he/she did if you don't. Why should you risk your academic career and possibly ruin your future for someone who broke the rules. So, contact your Residence Hall director and/or the chief of campus police. Also tell the Vice President of Student Affairs.

In fact, you have paid to be here and you have a right to feel safe and comfortable. If you don't, let us know. By the way, national statistics show that Talladega College ranks among the safest colleges and universities. You can help keep it that way by reporting incidents.

**Remember the destruction of property may also cause an increase in tuition and fees.**

- **I am having academic problems?**

First see the professor(s) teaching your problem classes, then the department chairs, or deans of those divisions. If you are still unhappy, come by my office and talk to me. Should you need tutoring, see Mrs. Jane Bailey or Ms. Celeste Bell in the Student Success Center, located in Swayne Hall, second floor,

extension 6328 to be paired with a subject specific tutor and/or mentor. The Center also provides seminars for time management, effective professor communication and other effective study strategies such as study groups, notetaking, etc. One-on-One appreciative coaching to implement goal setting and predictive retention strategies are accomplished during the sessions with the Student Success Coach. If you prefer to study in a guided structured format, the Student Success Center offers study group sessions the week before midterms and finals. Additionally, should you have any other concerns or issues, the SSC is the place to visit.

Most importantly, if you are in real academic trouble, that is, you have fallen below a 2.0 GPA, and/or have been listed on the Academic Review Results roster, you must see the Student Success Coach, Ms. Celeste Bell, in the Student Success Center for instructions on how to adhere to the S.T.A.R.—ASE Academic Plan. Through this plan, you will be able to identify challenges and set new goals for improvement. The staff will work intensely with you to ensure a successful end to your semester. Additionally, your advisor and/or your teacher must help you work out a Student Targeted to Achieve Retention (STAR) Plan. You may get this form at the Student Success Center.

- **I get an “I” at the end of the semester?**

That means that you did not do all of the work you could have or should have done. Your teacher is required to tell you what to do to remove that “I”. If you don’t remove the “I” by the next time that course is taught, the “I” will turn into an “F”.

Once you’ve completed the “I” work to the satisfaction of the teacher, the teacher must give you a grade and report it to the registrar’s office Immediately! Keep in mind, however, that completing the “I” work keeps you from getting an automatic “F”, it does not guarantee you a better grade. That depends on how well you complete the work.

Once you get an “F” for any reason, it can only be removed or changed by the instructor in that course. The “I” Grade Policy is listed in the back of this booklet.

## WHAT DO I DO IF...

- **My instructor frequently does not attend class?**

Complain to the instructor first, then to the department chair. If the absences persist, see the dean of that division. Sometimes faculty may have to attend conferences, meetings, etc., which will benefit you. Ask them to share their experiences with you. All faculty members are required to make up the classes they miss. They may use special class sessions, extra assignments, etc.

**Let me be very clear, however, not coming to class is a very serious matter, for both the student and the teacher – regardless of the reason(s).** I have asked the department chairs and division deans to monitor faculty and student attendance.

- **I do not get courteous treatment by a faculty member, staff member, or an administrator?**

Talladega College does not tolerate discourtesy on the part of anyone, employees or students. However, sometimes it does happen.

If it is a faculty member, go see that faculty member's department chair and if you are not satisfied, the division dean, then me (if you come to see me first I will send you to the dean of that division). If it is a staff member see the supervisor of that office.

Be prepared to put your complaint in writing. It must also be signed. I have informed all faculty of their responsibilities to the college and the students. You make pick up a copy of the Student Complaint Form in my office.

- **A teacher asks me to take off my hat or remove a comb from my hair in class?**

**Do it!** Wearing a hat inside or a comb in your hair is impolite and disrespectful. Also, the teacher is the authority in the classroom. You should also remember that we are often judged by our appearance. Your teacher may have to write you a letter of recommendation. Believe it or not, teachers are human too.

**Note:** I have asked teachers not to tolerate doo rags, baggy pants, use of cell phones in class, etc.

## WHAT DO I DO IF...

- **I make an “F” in a course?**

If you are the student I think you are, you will take the course over. Although the “F” will remain on your transcript, the better grade (instead of the “F”) will count toward your average. **Caution:** If the course that you made an “F” in is a required course, **you will have to take it over. See your advisor!**

Your grades can tell you several things. That “F” may say that you didn’t study hard enough, or that you’re not really interested in that field. It may also mean that your academic background has not prepared you for the course. Don’t worry, all of these except the “lack of interest” can be overcome.

There are a number of things you can do to improve your grades, including studying harder, studying right, getting a tutor, and going to class and taking good notes. There are a number of “how to study” guides on the market. Tutoring may be found in the Student Success Center. If you make more than one “F” in major courses, you should consider changing your major.

- **I have a death in the family or an emergency and have to leave campus?**

Let your teachers, the Vice President for Student Affairs and my office (Dr. Walker or Ms. Simmons) know before you leave. We may be able to assist you in some way. Unfortunately, in order for my office to be able to write you an excuse to make up work, we will need proof.

- **I decide to transfer to another college?**

**Please don’t go!** Although we may sometimes let you down, Talladega College is one of the best colleges in the country. Even if you are just thinking about it, come see me. But, if you must go, complete an exit form, check with your teachers and pay your bill so that your transcript will not be held up. I’ll give it one more try. Before you complete your exit form think about the following:

- ✓ Talladega College has produced more top business executives than any of the Historically Black Colleges and Universities.

## WHAT DO I DO IF...

- ✓ Peterson's Guide to Colleges and Universities 1996, *Top Colleges for Science*, has ranked Talladega College as being among the Top 200 Colleges for Science.
  - ✓ Talladega College has produced graduates who have gone on to become lawyers, a State Supreme Court Justice, Dean of a Law School (see the Singley Scholarship in the Catalog).
  - ✓ Talladega College's Music and Fine Arts Department is no slouch. One of its voice majors went to Rome to sing in an opera one summer.
  - ✓ About ten Talladega College graduates have been or are presidents of colleges and universities.
- **I want to find out what opportunities are available to me after I graduate?**

Start with your advisor and the professors in your department. They are valuable resources – so is Savery Library. With our new technology plan in place, you can go online and research any school, field of study, or career you choose. I hope, however, that you decide to go to graduate or professional school before entering the workforce full time. You may also visit with Ms. Sherissa Gaitor, Director of Career Pathways, located in Swayne Hall, room 201, extension 8843.

- **I want summer employment or summer school opportunities?**

First, check with my office regarding summer school opportunities at Talladega College. Then check the bulletin boards. Most departments have bulletin boards on which they post employment, scholarships, and study opportunities for faculty and students. Next, check with your advisor or department chair. You can also go online.

You may be able to earn more cooperative education or research credit if your summer job or special program participation is in your major area. You should register for cooperative education or research credit in advance. There are some rules.

## WHAT DO I DO IF...

- **I need information for reports, where can I find the information?**

Some professors will not tell you where to find information because they want you to use your ingenuity. But, I'll give you a hint. Mrs. Caitlin Cox, the librarian, extension 6377, and the library staff are the best. They will show you how to make good use of the online catalog and the internet. We also have interlibrary loan.

- **The Provost/Vice President for Academic Affairs is not available?**

I always want to see you. If I happen to be busy when you come by, see Dr. Walker or Ms. Simmons and make an appointment for another time. They will have you fill out a form on which you will be asked to state the purpose of your visit. If it is a departmental matter, first check with your department chair or division dean.

- **A Faculty or Staff member comes on to me?**

**Talladega College will not tolerate it.** Report it to the Vice President of Student Affairs, immediately. Be aware that no action can be taken unless you provide a written and signed complaint. Also keep in mind that sexual harassment is a very serious charge which must be proven.

- **I am having problems with studying and/or accessibility because of my disability?**

All of our students are very important to us and we will make every attempt to see that you are not inconvenienced. See Ms. Dolores Traylor, College Counselor, located in Seymour Hall, room 115, extension 6246 and discuss any special needs you have. Your teachers are obligated to try to assist you.

Talladega subscribes to the tenets of the Americans with Disabilities Act (ADA).

- **I am not being challenged by my classes?**

Talk to your teacher, and if necessary, see your advisor and department chair.

## WHAT DO I DO IF...

Your teacher may be willing to give you extra assignments related to the content of the courses. If you discover this before the deadline to drop a class, and if the course is not a requirement, switch to another course. At the end of each chapter of your textbook there should be a list of additional readings. Try some.

One of the best resources is Savery Library. Mrs. Cox is eager to assist and challenge you.

- **I am a few credit hours short for graduation?**

We cannot let anyone graduate whose major department has not certified them for graduation. Talk to your department chair and advisor. In some instances, they can work things out – others they can't. I will almost always follow the recommendations of the department. You must also meet all financial obligations to the College to graduate.

If you don't finish your work by the end of the second semester of your graduation year – you can go to summer school, or return in the fall, in either case, you will receive a letter at the end of the summer or the end of the first semester, respectively, stating that you have completed the requirements for graduation. You can march the following May if you choose.

There is nothing magical about four (4) years. There are many, many successful people who took more than four years to graduate.

- **I'm experiencing severe financial problems?**

See the Director of Financial Aid or your advisor, and me if necessary to see if any funds are available. You can also go online and check for scholarships. Note: You don't always have to be an "A" or "B" student to get help. Make sure you complete the common scholarship application available in the Office of Academic Affairs. Also, an emergency fund is available through the Office of Student Affairs. All requests are screened prior to approval.

- **I decide to change my major?**

Think about it thoroughly before you do it. Also, check out the major you want

## WHAT DO I DO IF...

to change to and talk to faculty and students. If you've really decided to change, also discuss it with your advisor and fill out a change of major form, which you can get from the Registrar's Office.

You can have the best of both worlds. If you like both majors, why not major in one and minor in another? Diversity is good. You may already have enough courses for a minor, which is about 18 credit hours of selected offerings. See your advisor or check the catalog.

- **I want to go to graduate or professional school?**

Your advisor, department chair, division dean, and Ms. Sherissa Gaitor, Director of Career Pathways, are all good sources of information. Each professor at Talladega College went to graduate and/or Professional School. Let them help you with the requirements of their schools. What you must do is to study as hard as you can as soon as you can. Grades are very important.

- **I want to study abroad?**

Check with your teachers, Career Pathways Office, and the Office of Academic Affairs. We have had students study in England and other places. Also check with our many foreign faculty and students. Be patient, if we don't have it at our fingertips, we will find it for you.

- **I want to take courses that Talladega College does not have?**

Take them online, or if you're not pressed for time, you can study during the summer at a number of schools whose credits Talladega College accepts.

It is important that you check with your advisor before you choose a summer school and before choosing the courses you want to take. The summer school must be at an accredited college or university and the course descriptions must match ours.

- **My sorority/fraternity interferes with my study?**

Let the Vice President for Student Affairs, immediately. Hazing is against the policies of most sororities and fraternities and against the policies of Talladega

## WHAT DO I DO IF...

College. Violations of these policies will result in penalties. Physical and verbal abuse, and preventing you from going to class or participating in other College sanctioned activities, such as a choir tour as a part of an initiation is considered hazing.

You should not let anything interfere with your primary purpose for being here to get an education.

- **My teacher insists that I go to Convocations, Arts Festival Events, and other College functions?**

**GO!** Education is an in-and-out-of-class experience. Instructors are permitted and even encouraged to use extra and co-curricular activities to broaden and enrich students. At a liberal arts institution, these are more often than not activities in the Humanities, Arts, and Social Sciences – the essences of liberal arts.

# Talladega College Policies

## Change of Grade Policy

An instructor's evaluation of student performance in an academic area is ordinarily final. Any student who objects to a final course evaluation should consult, first, with the instructor of record to determine if an error was made in computing or recording the grade or if other circumstances warrant a change. A grade of "I" should be changed to the permanent grade by completing and submitting a grade change form to the Registrar's Office. Except in unusual circumstances, no grade may be changed after 12 class days when the next term begins except "I" grades.

### Appeal of a final grade for a course

If a student believes the final grade for a course is incorrect, the student must first try to resolve the matter with the instructor of the course. A student must contact the instructor as soon as possible and schedule a conference after the disputed grade is issued. This should be done no later than twelve (12) class days after the next term begins. If the concerns remain unresolved after the conference with the instructor, the student must inform the instructor in writing within three business days of the conference that he/she is dissatisfied with the results of the conference. The student may, then, appeal the instructor's decision to the appropriate Department Chair. If the instructor in question is also the Department Chair, the student should direct the appeal to the Division Dean. If the instructor in question is also the Division Dean, then the student should direct the appeal to the Provost/VP of Academic Affairs. The student's appeal to the Department Chair or Division Dean or Provost/VP of Academic Affairs must be formally submitted in writing, clearly stating and documenting the evidence for unfair, arbitrary or unwarranted treatment and must be submitted within three business days of the student's written notification to the instructor that the issue remains unresolved. The instructor may at this time submit a formal written response to the student's appeal to the Department Chair/Division Dean/Provost/VP Academic Affairs, and the student must also receive a copy of this response. The Department Chair/Division Dean/VP Academic Affairs shall confer jointly with both the student and the instructor within five business days of receiving the written appeal. All relevant written documentation from both the student and the instructor must be submitted to the Department Chair/Division Dean/VP Academic Affairs in advance of this meeting.

If the instructor is no longer with Talladega College, the student must contact the Department Chair to begin the appeal process. If the instructor in question is the Department Chair, the student must contact the Dean of the division. If it is the Dean, the student should contact the Provost/Vice President for Academic Affairs. The Provost/Vice President for Academic Affairs would refer the case to the committee for a review.

If the student's concern is still unresolved after the conference with the Department Chair/Division Dean/VP Academic Affairs, and instructor, or if the instructor, disagrees with the decision of the Department Chair/Division Dean/VP Academic Affairs, the Department Chair/Division Dean shall submit his/her appeal to a Committee on Academic Standards for review within five business days. All relevant written documentation previously submitted to the Department Chair/Division Dean/VP Academic Affairs must be provided to the committee. Within ten business days, the committee must review the case via a face-to-face meeting and issue its final recommendation.

The student must receive written notice of the time and date that the committee will meet and must be informed that he/she has the opportunity to appear at this meeting and to speak on his/her own behalf. The instructor must also be informed of this meeting, and may also opt to appear before the review committee. If both the instructor and the student opt to meet with the committee, the committee must ensure that the instructor and the student appear separately. No "new" evidence/documentation (beyond what was previously submitted to the Department

Chair/Division Dean/VP Academic Affairs) is to be submitted to the committee by either the student or the instructor. The committee may either recommend the grade remains unchanged from

The instructor's decision or recommend the grade be changed to a value the committee deems appropriate for this case. The student must not be penalized for submitting an appeal and thus the recommended grade should not be lower than the original grade contested.

The committee's recommendation then must be issued to the Provost/VP of Academic Affairs, the Department Chair/Division Dean, the instructor, and the student in writing along with an explanation of the rationale for the recommendation. It is the responsibility of the Provost/VP of Academic Affairs to see that the recommendation is carried out. If a semester/term ends without the

process reaching a final resolution, the process should continue at the beginning of the next semester at the point that was reached at the conclusion of the previous semester. In this case, the grade assigned for the course will be recorded as "NG" (no grade) on the student's official transcript, without prejudice, until the case is resolved.

A Committee on Academic Standards will be created to deal with grade appeals and plagiarism. The committee, selected by faculty, will consist of four faculty members (one from each division), two students who have at least reached junior status, and one staff person.

### **Academic Probation Policy**

All freshmen and transfer students will be allowed to remain enrolled for the first two semesters, regardless of academic standing, unless admitted on probation for one semester. However, new students may be placed on probation after one semester. The Academic Review Committee decides if a student is placed on probation. The following guidelines will be used to determine the academic status of the students:

- a. Students with a cumulative grade point average below 2.0 will be placed on academic probation
- b. Students with a cumulative grade point average below 2.0 who have been previously placed on probation may be allowed to remain on probation.

A student on probation is expected to bring his/her grade point average up to 2.0 within one semester. However, an additional semester may be allowed. If the grade point average is not up to 2.0 in two semesters, the committee may continue probation or consider suspension.