

**CENTRAL ALABAMA  
COMMUNITY  
COLLEGE**



**STUDENT HANDBOOK  
2016-2017**

## **EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT**

It is the official policy of the Alabama Community College System Office and Central Alabama Community College that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Central Alabama Community College complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act of 1990 (as amended). Inquiries concerning this policy may be directed to the ADA Coordinator in the Student Services Office. Complaint and grievance procedure forms are available in the Student Services Office. Central Alabama Community College is an equal employment/equal educational opportunity institution. Inquiries of recipients concerning the application of the above regulations and their implementing regulations may be referred to the Compliance Officer or to the Office for Civil Rights.

The Compliance Officer for Central Alabama Community College is:

**Dr. Sherri Taylor**  
**Title IX Coordinator**  
**Central Alabama Community College**  
**1675 Cherokee Road**  
**Alexander City, AL 35010**  
**(Phone) (256)215-4273**  
**(Fax) (256)215-4268**  
**staylor@cacc.edu**  
**Region Four Office of Civil Rights**  
**U.S. Department of Health and Human Services**  
**Sam Nunn Atlanta Federal Center Suite**  
**16770 61 Forsyth, St. S. W.**  
**Atlanta, Georgia 30303-8909**  
**800-368-1019 (voice)**  
**404-562-7881 (fax)**  
**800-537-7697 (TDD)**

## **CHANGES IN PROGRAMS AND THE STUDENT HANDBOOK**

Central Alabama Community College reserves the right to make changes in the offerings and regulations announced in this publication as circumstances may require. Every reasonable effort has been made to present information herein, at the time of publication, that accurately describes the curriculum and the regulations and requirements of the College; however, no responsibility is assumed for editorial or publication errors. Statements in the catalog do not establish contractual relationships and the College reserves the right to make changes as required in course offerings, curricula, academic policies, student services, and other rules and regulations affecting students, to be effective whenever determined by the College. These changes will govern currently and formerly enrolled students. The current and latest edition of the catalog may be found on the College website, [www.cacc.edu](http://www.cacc.edu). Enrollment of all students is subject to these conditions.

## INTRODUCTION

The Central Alabama Community College administration has prepared the Student Handbook to assist students as they pursue their educational objectives. Included is general information about the College related to vehicle regulations, learning support services, bookstores, buildings and grounds, advising and support services, student activities, college publications, clubs and organizations, student records, the Student Code of Conduct, dress and appearance, substance abuse policies, disciplinary procedures, complaint and grievance procedures, and emergency procedures. Students are urged to become familiar with the contents of this handbook and keep it available for handy reference.

Central Alabama Community College is dedicated to developing the individual student as a productive member of society and to helping each student define and meet his or her educational goals. The Office of the Dean of Students is available to help students interpret information contained in the handbook. If the Alabama Community College System adopts any policy or regulation which conflicts with or is inconsistent with any of the published procedures or policies, the relevant policies and regulations of the Alabama Community College System supersedes information contained in the Student Handbook. Central Alabama Community College reserves the right to revise any of the policies or procedures in the Student Handbook, with or without public notice. In the event of a revision, the College will make every reasonable effort to make the information available to students.

Any policy or procedure contained in the Student Handbook that is contrary to federal, state, or local law or court order or any applicable rule, regulation or policy of the Alabama Community College System is null and void.

The Handbook is not, and is not intended to be, a contract, warranty, or guarantee between Central Alabama Community College and any individual. It is compiled for the convenience of students and prospective students as an informational resource.

Failure to read the Student Handbook does not excuse students from the policies and procedures published in the Handbook. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures.

Central Alabama Community College promotes student success in comprehensive and diverse academic and career learning environments to advance quality of life through economic, community and workforce development.

In the interest of assisting each student to achieve his/her maximum potential as an individual, the College's Student Services Office makes available a variety of services and information. Student services are supervised and coordinated by the Dean of Students.

The primary role of the Central Alabama Community College Student Services Division is to emphasize the concern of the College for the development of each student's individuality and growth. It is the belief of each member of the Division that every student has unique emotional, social, and intellectual needs that cannot be met by classroom instruction alone and that all

students should have the opportunity to reach their maximum potential. The overall goal is to provide a full range of student development services and activities that promote the success of students from their initial contact with the College through the attainment of educational or personal goals.

## **ADVISING SERVICES**

Advising services are available for current and prospective Central Alabama Community College students. Advisors provide educational guidance in each student's field of interest or specialization. Advisors are available to help students arrange their class schedules and provide information about the knowledge and skills required related to job opportunities in the student's field. Advisors assess a program of study, which they use to assist students in developing a schedule for each term at Central Alabama Community College. Unclassified students who are interested in reviewing various programs at Central Alabama Community College may also receive appropriate academic advising. Academic advising is provided to students by the faculty and the Student Services Office. Students are assigned to advisors through the Student Services Office and Office of Instruction.

**Advising Mission Statement:** Academic advisors seek to cultivate a collaborative, mentoring partnership with students by providing quality support and instruction that is driven by the individual student's needs, interests, and educational and personal goals. The advisor's role is to facilitate a student's timely progression through his educational plan toward his desired goal.

## **ACADEMIC SUPPORT**

Central Alabama Community College provides the following services to support student learning.

- Students have access to computers, Wi-Fi, and a study lounge at the Trojan Study Lounges, located in Alexander City, Childersburg, and Talladega.
- Academic success coaches are available to assist students with academic, social, and personal obstacles and challenges they may face that interfere with the academic progress.
- Students may be eligible for academic support services, including professional tutoring and academic coaching, through "Student Support Services," a federal TRIO program that promotes student success.

### ***Counseling Services***

If a student needs help with personal problems of a nature or degree beyond what is appropriate for College staff, the student will be referred to other appropriate professional resources outside the College environment.

### ***Reasonable Accommodations***

The Americans with Disabilities Act of 1990 (as amended) and Section 504 of the Rehabilitation Act of 1973 (as amended) prohibits discrimination against any qualified person with a disability regardless of the disability. It is the policy of Central Alabama Community College that no qualified person with a disability shall be subjected to discrimination because of the disability

under any program or activity conducted or sponsored by the College. Central Alabama Community College seeks to provide accessible, affordable, quality education; promote economic growth; and enhance the quality of life in its service area and beyond. Moreover, the college strives to foster a welcoming environment to all of its students and works in good faith to meet the needs of our students.

Disclosure of a disability is voluntary. However, if a student with a disability has a need related to his/her condition and would like to request reasonable accommodations; he/she must contact the ADA Coordinator to schedule an appointment to complete a Request for Services Application/Intake form and inform the official of his/her needs. The student must provide reasonable notice of the need for accommodations to the ADA Coordinator on the campus where he/she is enrolled. Before most accommodations can be made, the student must present documentation of his/her disability. Generally, the documentation must be dated within the last three years. If the disability is of a physical nature, the documentation must come from the appropriate medical doctor. If the student has a learning disability, the evaluation should include test results and a statement of the disability from an appropriate mental health professional, testing agency, or medical physician. It is the student's responsibility to provide documentation of his/her disability. The student is responsible for any cost related to obtaining the appropriate documentation to support his/her need for reasonable accommodations.

In providing reasonable accommodations, an educational institution is not required to waive or modify program requirements or lower academic standards that are reasonable and nondiscriminatory. Once the student presents the proper documentation to the ADA Coordinator and is certified to receive reasonable accommodations, the ADA Coordinator will complete a Disability Certification form, which lists the reasonable accommodations to be provided. Reasonable accommodations may include priority registration, testing accommodations, alternate formats of assignments, recording and/or note takers, academic classroom aids, adaptive computer technology, academic assistance, and interpreter services.

After registering for classes each semester, the student will schedule a meeting with the ADA Coordinator. The Disability Certification form will be reviewed, and the ADA Coordinator will complete a Reasonable Accommodation form for each class to give to the student. It will be the responsibility of the student to present these forms to his/her instructors, preferably within the first week of class, so that accommodations may be provided as early as possible. Reasonable accommodations are not retroactive, thus it is important that students meet with the ADA Coordinator and provide documentation of any disabilities as soon as possible. In order to receive accommodations at the College, students should follow the procedures listed below.

1. The student must schedule an appointment to meet with the ADA Coordinator on the campus where he/she is registered to discuss his/her need for reasonable accommodations.
2. During the appointment, the student will complete the Request for Services Application/Intake form.
3. During (or after) the appointment, the student must provide proper documentation of his/her disability to the ADA Coordinator. Please see the documentation criteria as listed in the section titled Criteria for Disability Documentation.
4. After being certified to receive reasonable accommodations at the College, the ADA Coordinator will complete a Disability Certification form which lists the reasonable

accommodations to be provided.

5. At the beginning of each term of enrollment, the student must schedule a meeting with the ADA Coordinator. The Coordinator will review the Disability Certification form and complete Reasonable Accommodations form(s) for the student to present to his/her instructors.
6. The student should present the Reasonable Accommodations form(s) to the instructor(s) during the first week of class. After the instructor signs the form, the student must return the form to the ADA Coordinator who will copy the form and provide a copy to the instructor.
7. Steps 5 and 6 will be repeated for each new term of enrollment with Central Alabama Community College.

If a student has a concern regarding reasonable accommodations and services received at the College, the student should contact the ADA Coordinator at the location where the student is enrolled in classes.

<b>Location</b>	<b>ADA Coordinator</b>	<b>Contact Information</b>
<b>Alexander City and *Millbrook</b>	Tiffanie Character	George C. Wallace Administrative Building 1675 Cherokee Road Alexander City, AL 35010 (256) 215-4269 tcharacter@cacc.edu
<b>Childersburg and *Talladega</b>	Leslie Mitchell	Administrative Building 34091 U.S. Hwy 280 Childersburg, AL 35044 (256) 378-2003 lcasey@cacc.edu

\*Students may contact the Student Services Office at the campus/site where the student is enrolled or contact the designated ADA Coordinator who will make arrangements to meet with the student at the campus/site where the student is enrolled.

***Criteria for Disability Documentation***

**Section 504 of the Rehabilitation Act of 1973** (as amended) and the **Americans with Disabilities Act of 1990** (as amended) state that qualified students with disabilities who meet the technical and academic standards for colleges, universities, and institutions may be entitled to reasonable accommodations. A person with a disability is defined by the ADA as an individual who has a physical or mental impairment which substantially limits one or more major life activities (such as caring for oneself, talking, seeing, hearing, reading, thinking and learning); a record of such an impairment; or is regarded as having such an impairment. **Central Alabama Community College does NOT provide disability documentation for students. It is the student’s responsibility to provide appropriate documentation and to request accommodations. The name, title, and license or certification credentials of the evaluator must be stated on all reports submitted as official documentation. All reports must be on**

**official letterhead, dated, and signed. Documentation must substantiate the need for services based on the student's current functioning and the report must include specific recommendations for reasonable accommodations and the rationale for the stated accommodations.** Appropriate documentation is defined as that which meets the following criteria:

1. Health Condition, Mobility, Hearing, Speech, or Visual Impairment: A letter or report from treating physician, orthopedic specialist, audiologist, speech pathologist, or ophthalmologist (as appropriate), including:
  - a. Clearly stated diagnosis ruling out alternative explanations and diagnosis;
  - b. Defined levels of functioning and any limitations;
  - c. Current treatment and medication;
  - d. Current letter/report (within the past twelve months), dated, and signed by the treating physician or specialist.
2. Psychological Disorder: A letter or report from mental health professional (psychologist, neuropsychologist, licensed professional counselor), which includes:
  - a. Clearly stated diagnosis (DSM-V criteria) ruling out alternative explanations and diagnosis;
  - b. Defined levels of functioning and any limitations;
  - c. Supporting Documentation (i.e. test data, history, observations, etc.);
  - d. Current treatment and medication;
  - e. Current letter/report (within the past twelve months), dated, and signed by the individual who completed the assessment.
3. Traumatic Brain Injury (TBI): A comprehensive evaluation report by rehabilitation counselor, speech-language pathologist orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:
  - a. Assessment of cognitive abilities, including processing speed and memory; Analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities);
  - b. Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.);
  - c. Current treatment and medication;
  - d. Current letter/report (post-rehabilitation and within the past twelve months), dated, and signed by the treating physician or specialist.
4. Learning Disability: A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:
  - a. Clear statement of presenting problem; diagnostic interview;
  - b. Educational history documenting the impact of the learning disabilities;
  - c. Alternative explanations and diagnosis ruled out;
  - d. Relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psychoeducational Battery-Revised to substantiate any processing problems including Written Language (and Spelling), Reading, Comprehension, and Math (Calculation and Reasoning), and (c) Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems;
  - e. Clearly stated diagnosis of a learning disability based upon DSM-V criteria and supported by more than one subtest score;

- f. Defined levels of functioning and any limitations, supported by evaluation data;
  - g. Current report (within three years of enrollment date), dated, and signed.
- \*\* Note: High School IEP, 504 Plan, and/or a letter from physician or other professional will not be sufficient to document a learning disability.
5. Attention Deficit Hyperactivity Disorder (AD/HD): A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:
    - a. Clear statement of presenting problem; diagnostic interview;
    - b. Evidence of early and current impairment in at least at two different environments (comprehensive history);
    - c. Alternative explanations and diagnoses ruled out;
    - d. Relevant test data with standard scores are provide to support conclusions, including at least : (a) WAIS-R or WAIS III (b) Woodcock-Johnson Psychoeducational Battery- Revised, including Written Language (and Spelling), Reading Comprehension, Math, (Calculation and Reasoning), and (c) Behavioral Assessment Instruments for ADHD normed on adults; (d) Tests of Variables of Attention (TOVA);
    - e. Clearly stated diagnosis of ADHD based upon DSM-V criteria and supported by more than one score;
    - f. Defined Levels of functioning and any limitations, supported by evaluation data;
    - g. Current report (within three years of enrollment date), dated, and signed.

\*\* Note: High School IEP's, 504 Plans, and/or a letters from a physician or other professional are not sufficient to document AD/HD. Medications cannot be used to imply a diagnosis.

**The Disability Services Office is the only party that will review disability verification documents. The Office will not release disability documentation to any party without the student's consent. Strict confidentiality is maintained in all verbal communications with Central Alabama Community College faculty and staff unless a student grants written permission or Disability Services is required to release information by law or court order.**

### ***Libraries***

Central Alabama Community College has library facilities located in Alexander City and Childersburg to serve students, staff, faculty, and the community by providing access to a variety of resources and services that support and strengthen the instructional and community service programs of the College. To accomplish this mission, the libraries are committed to:

- Maintaining a comprehensive collection to enhance teaching and learning.
- Providing a well-equipped facility to support diverse learning styles and needs.
- Offering professional services to facilitate the usage of resources.
- Promoting information literacy and student success by conducting library instruction.

Students at the Talladega Center are provided library services through a cooperative agreement with the Talladega Public Library.

### ***Bookstores***

Central Alabama Community College has a College Bookstore where students may purchase



textbooks, supplies, and other course-related materials. Students may also order books online from the Bookstore by visiting their website at [www.caccbookstore.com](http://www.caccbookstore.com). The Bookstore is owned and operated by an outside vendor.

Bookstore locations are listed below:

<b>LOCATION</b>	<b>BOOKSTORE LOCATION</b>	<b>HOURS OF OPERATION</b>
<b>Alexander City</b>	HEA	Monday – Thursday 7:30 a.m. to 5:00 p.m.
<b>Childersburg</b>	Administration	Monday – Thursday 7:30 a.m. to 5:00 p.m.
<b>Talladega &amp; Millbrook</b>		Books are available during registration through Student Services or at the Alexander City or Childersburg Campuses.

## **FINANCIAL AID**

Central Alabama Community College attempts to make available to its students a wide range of opportunities to secure financial aid for their college expenses. Available aid includes the following:

### ***College Work Study Program***

A student who demonstrates a need for financial assistance may be eligible for a part-time job paid on an hourly basis to help finance his/her educational expenses. The amount of money a student may earn is limited to the financial need he/she demonstrates. The number of available positions is limited. Therefore, preferences will be given to students meeting the June 1 priority date.

### ***Pell Grant Program***

The primary source of aid for a student is the Pell Grant program. Within 24-48 hours after the student has completed the Free Application for Student Aid (FAFSA), he/she will receive a written notification from the Financial Aid Office identifying the next steps of the process with instructions on how to view financial aid awards.

The amount of a Pell Grant is determined by the Expected Family Contribution (EFC), the estimated cost of the student's attendance and the number of credit hours attempted (i.e., one to five credit hours equals less than half time, six to eight credit hours equals one-half time, nine to eleven credit hours equals three-quarter time, and twelve credit hours or more equals full time).

### ***Alabama Student Assistance Program (ASAP)***

The Alabama Student Assistance Program helps students that are exceptionally needy. It consists of Federal and State Student Incentive Grant funds appropriated by the Alabama Legislature. ASAP funds do not have to be repaid. Students should complete the Free Application for Federal Student Aid form to apply. Priority is given to those who receive a Federal Pell Grant and who

meet the June 1 priority date. For more information about the Alabama Student Assistance Program, contact the Financial Aid Office.

### ***Supplemental Educational Opportunity Grants (SEOG)***

A limited number of Supplemental Educational Opportunity Grants are given to students who receive Pell Grants and still have exceptional financial need. Awards are usually \$300 to \$900 per academic year. The Free Application for Federal Student Aid Form (FAFSA) is used to determine eligibility.

### ***Federal Stafford Student Loans (Direct Loans)***

Stafford loans are provided through the Federal Direct Loan program. The federal government provides the funds for the student loan. All student loans must be repaid. There are three (3) loan programs available for the students:

- Subsidized - a loan for which the government pays the interest while the student is in school.
- Unsubsidized - a loan for which the student is responsible for paying the interest that accrues at any point in time.
- Federal PLUS Loan - an unsubsidized loan made to parents of undergraduate students. The interest rate may vary based on when the funds are distributed.

### ***Loan Requirements***

Students must complete the Free Application for Federal Student Aid (FAFSA). More detailed information on loans may be obtained in the Financial Aid Office. Loan recipients must be enrolled in and attending a minimum of six (6) credit hours. The student must complete both the Loan Entrance Counseling and a Master Promissory Note on line at [www.studentloans.gov](http://www.studentloans.gov).

Students receiving any type of loan must meet Standards of Academic Progress outlined under Federal Programs in this Catalog. If enrollment drops below six (6) credit hours or upon graduation from Central Alabama Community College, the student must complete Exit Counseling on-line at [www.studentloans.gov](http://www.studentloans.gov).

## **SCHOLARSHIPS**

Scholarship offers at Central Alabama Community College are subject to review and approval of the Scholarship Committee before an award is made. Scholarships available at Central Alabama Community College include the following:

***Presidential/Academic Scholarships*** - Students who possess a 3.0 grade point average or better in all academic course work in high school are eligible to apply for Presidential/Academic scholarships.

***Ambassador Scholarships*** - Students who have a 3.0 grade point average or better in all academic course work in high school and active in school and/or community functions are eligible to apply. Final scholarship recipients are selected by an interview process.

***Performing Arts Scholarships*** - The College awards a number of scholarships to students who portray talent in specified areas. Recipients must have a 3.0 grade point average or better in all academic course work.

***Athletic Scholarships*** - Athletic Scholarships are awarded based on recommendations of the coaches and the Athletic Director. Athletic scholarships are awarded for men's baseball, women's fast pitch softball, women's tennis, and men's golf.

***Technical Scholarships*** - Technical Scholarships are awarded to high school students enrolling in technical programs of study. Students must have a minimum of a 2.5 GPA.

***Workforce Development Grant Scholarships*** - Workforce Development Grant Scholarships are provided to give high school students an opportunity to obtain career-ready skills for high demanding careers while still in high school. The scholarship may cover the expense of tuition, fees, and books/supplies for approved career/technical programs of study. Funding is provided through the Governor's Office of Workforce Development and will vary from year to year. For more information, contact your high school counselor.

***Senior Adult Scholarships*** - Tuition waivers are available for persons age 60 and older who meet the general admission standards of the College and enroll in college-credit courses. These scholarships are available on a "space available" basis to United States citizens or resident aliens.

### ***Veterans Educational Benefits***

The School Certifying Official (SCO) sends enrollment certifications, monitors programs of study and supervises the payment and/or charges of Veterans educational benefits. The SCO is located in the Financial Aid Office in Alexander City and Childersburg. See also the section on Military and Veterans.

## **STUDENT LIFE**

In keeping with its mission and educational goals and values, Central Alabama Community College strives to support the growth and development of its students:

- Through programs that develop leadership skills and encourage students to assume roles of significant responsibility.
- Through promotion of a learning environment in all student activities and services.
- Through encouragement of students to exercise their freedom and judgment while respecting the rights and needs of the campus community.
- Through activities that promote service to others on and off campus.
- Through activities and services that maximize the opportunities for students to understand themselves and to grow and develop to their fullest potential.

Central Alabama Community College provides students with a well-rounded array of student activities, including Student Government, service organizations, special-interest clubs, choral groups, band and intercollegiate athletics. Clubs and other organizations sponsor a variety of worthwhile cultural and intellectual assemblies open to students, faculty, staff, and members of the community.

### ***Athletics***

Central Alabama Community College does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age in regard to athletics. Please see our nondiscrimination policy located in this handbook.

Central Alabama Community College is a member of the National Junior College Athletic Association and the Alabama Community College Conference. The College participates in varsity competition in the following sports on the Alexander City campus:

Baseball
Men's Golf
Fast-Pitch Softball
Women's Tennis

The College competes with other members of the conference as well as community colleges from other states. Students who are interested in participating in intercollegiate athletics should contact the Athletic Director or respective coach.

The Alabama Community College System Board of Trustees has adopted a policy and guidelines for the drug testing of student athletes. In accordance with this policy, Central Alabama Community College has instituted a program for drug testing and for the education of student athletes on the use and abuse of drugs. The stated purpose of this policy is to prevent illegal drug usage; to alert student athletes to serious physical, mental, and emotional harm caused by drug abuse; and to maintain an athletic environment consistent with the high standards of the College and with the overall development and education of our student athletes. To comply with the Alabama Community College System policy, each student awarded an athletic scholarship will be required to submit results of a drug test to the College within the two-week period prior to eligibility determination and prior to the beginning of each year. After the initial drug testing, further testing of the student athlete will be conducted throughout the year at regular and random intervals, both announced and unannounced. For further information on policy and procedures relating to this program, see the Athletic Handbook.

### ***AWS (American Welding Society)***

AWS is a multi-faceted, nonprofit organization whose major goal is advancing the science, technology, and application of welding and related joint disciplines. AWS has led the way in supporting welding education and technology development to ensure a strong, competitive, and comfortable way of life for America and its people. Membership included a subscription to the Welding Journal, the most current welding handbook, discounts on AWS technical publications and educational programs, membership in a local AWS Section, membership certificate, card and insignia, electronic forums, and computer-based research.

### ***Bass Fishing Club***

The Bass Fishing Club is a student organization for collegiate anglers that wish to participate in intercollegiate bass fishing tournaments. Members participate in local, state, regional, and national tournaments.

### ***Circle K***

Circle K is the college organization of Kiwanis International. It is sponsored by the local Kiwanis Club, and membership is open to both male and female students who desire to

participate in public service. The club is service oriented and sponsors projects aimed at improving the quality of life; i.e. disadvantaged youth, pollution, the communication gap, and racial understanding.

### ***College Scholars Bowl Team***

A group organized for the promotion of academic excellence, this group competes in statewide competition with teams from other two-year colleges and assists with the organization and promotion of high school scholars' teams. Admission to the group is by faculty selection based on grade point average.

### ***Coosa Valley Association of Nursing Students***

The Associate Degree nursing students and the practical nursing students' organizations offer nursing students the opportunity to participate in activities that are related to health care. The National Student Nurses' Association mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. The local organization participates in several community service projects and charitable drives.

### ***Cultural Unity Organization***

This organization works to recognize and encourage leadership, service, and character. Its purpose is to encourage and foster unity among all students enrolled at the College. Recruitment programs and activities are held throughout the year.

### ***Fellowship of Christian Athletes***

The Fellowship of Christian Athletes is an international non-profit Christian sports ministry. It presents to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

### ***Jazz Ensemble***

The Jazz Ensemble provides an avenue for students to begin or continue their study of the jazz idiom through performance of big band jazz. The ensemble performs concerts both on and off campus throughout the academic year and represents the College at numerous community events. All interested students are encouraged to contact the music instructor to arrange an audition and to seek further information.

### ***Licensed Practical Nursing Association of Alabama***

The Licensed Practical Nursing Association of Alabama Student Organization is the student organization of the Practical Nursing program. Students become members of the State Association, have the opportunity to attend the annual State Convention, and participate in various community health-related projects.

### ***National Student Nurses Association***

The NSNA is the only national organization for students of nursing. The purpose of NSNA is to assume responsibility for contributing to nursing education in order to provide for the highest quality healthcare; to provide programs representative of fundamental and current professional

interests and concerns; and to aid in the development of the whole person, his/her professional role, and his/her responsibility for health care of people in all walks of life. The categories of NSNA membership are Active Membership and Associate Membership.

### ***Student Government Association***

The Student Government Association (SGA) has a major role in all phases of the extracurricular program and represents the student body in all matters of concern to students. This association operates under a constitution drawn up by the students, and each campus will elect executive officers.

## **Official Recognition of Student Clubs and Organizations**

### ***Formation of New Clubs and Organizations***

Any group desiring to organize on campus must request permission by submitting Request for Official Recognition of Student Organization form to the Student Services Office. With this form, the requesting organization must also draft and submit three copies of a governing constitution containing the following information:

- Name
- Statement of purpose
- Membership eligibility requirement
- List of promoting students
- List of officers by title and any special function(s) of the officers
- Statement of the terms of the officers and the time and method of election
- Frequency of meetings
- Statement of membership dues, including amount and frequency of payment and provision for disposition of any funds in the event of dissolution of the organization
- Provision for club advisor(s) and name of at least one club advisor (must have been employed at least one year at *Central Alabama Community College* in a full-time capacity)
- Statement of any national, state, or regional affiliation, if applicable (a copy of the affiliation's constitution must be attached)

### ***Approval Process***

The Student Services Office will review the documents to ensure that all requirements have been met and will forward the request to the Student Government Association Executive Council on the campus where the founding members are located. The Student Government Association Executive Council will review the documents and forward them to the Dean of Students or his/her designee with a recommendation. The Dean of Students will review the request and governing constitution and forward the constitution to the Central Alabama Community College Executive Committee and college President for approval. Upon final approval, the requesting organization will identify its organization representative to the Student Government Association. This individual will serve as the organization's liaison to the SGA.

Any change or amendment affecting the nature or purpose of the organization as originally approved must be approved by the Dean of Students.

### ***Annual Recognition Procedures of Clubs and Organizations***

A student organization must follow the process below to continue receiving official recognition.

- Submit an annual report to the Student Government Association and the Student Activities Coordinator.
- The annual report (due two weeks before the end of spring term) must reflect how the organization has continued to fulfill the original purpose, goals, etc. of its charter, constitution, and bylaws and shall include a financial statement. Other information deemed necessary may be requested.
- Complete and submit a Registration of Student Organization form to the Student Services Office no later than October 1 of each fall semester.
- Maintain an up-to-date copy of the constitution on file with the Student Services Office.

### ***Rights and Privileges of Official Recognition***

Organizations that are recognized officially by the College are entitled to the following rights and privileges to:

- Sponsor College-endorsed student events and fundraising activities.
- Maintain a student organization funding account.
- Publicize organization and organization-related activities on campus.
- Use campus facilities for organization meetings and activities.
- Receive event planning and promotional support from the Student Services Office.

### ***Responsibility of Club/Organization Sponsor(s)***

All student organizations must have a minimum of one qualified sponsor. When membership exceeds 50, organizations are urged to obtain an additional faculty or staff sponsor. Any full-time faculty or professional staff member with at least one year of experience at Central Alabama Community College may, with the approval of the employee's supervising Dean and Dean of Students, serve as an advisor to a student organization. The supervising Dean and Dean of Students must approve any change in club advisor. Any employee of the College may serve as assistant advisor; however, the designated faculty or professional staff sponsor serves as the primary contact for the organization and is the individual responsible for the conduct of the organization.

An employee who agrees to serve as a club sponsor accepts the responsibility of encouraging the organization in its purpose and activities within the limits of College policy and the goals and objectives of the organization as set forth in the statement of purpose and constitution. Sponsors are responsible for being familiar with and operating within the following parameters of:

- The Student Handbook, College Catalog, and other College regulations pertaining to the students, fundraising, and speakers.
- The constitution and purposes of the student organization they are advising.
- The activities and projects of their respective student organizations.

No meeting or other activity is authorized or recognized unless attended by the approved sponsor. Proceedings of meetings held with a substitute sponsor must be reviewed by the sponsor. Sponsors must attend club-sponsored activities, with the exception of routine meetings.

Advisors/sponsors must attend on- and off-campus activities as well as in-state and out-of-state activities. Advisors must obtain emergency contact information on all students participating in any off-campus activity and distribute to the Student Activities Coordinator and Dean of Students. Sponsors must take all appropriate steps necessary to resolve any conflicts while supervising student activities at the time of occurrence. Sponsors must review the Code of Student Conduct with students and obtain and maintain Acknowledgement of Code of Student Conduct forms from all student participants. Advisors are responsible for making appropriate notifications, using an Incident Report form, to the Dean of Students immediately when accidents, illnesses, conflicts, or other unusual circumstances arise.

### ***Meetings***

Recognized student organizations are required to hold meetings on campus and College facilities will be made available to them. Special permission must be obtained from the Dean of Students or his/her designee for off-campus meetings and/or for activities outside of the traditional meeting format.

### ***Procedures for Conducting Campus Activities***

Speakers and special programs sponsored by student organizations must have the formal approval of a club sponsor, the Student Activities Coordinator, and the Dean of Students in accordance with the standards set forth by the College. Forms are available in the Student Services Office.

The following procedures are required to receive approval of activities other than regularly scheduled on-campus meetings:

- A Student Activity Request Form must be submitted to the Student Services Office.
- The Student Activity Request must be submitted a minimum of **10 business days** prior to the proposed event.
- A request for off-campus speakers or performers must be made a minimum of **10 business days** prior to the issuance of an invitation by the student organization.
- The activity is **considered approved** once the student Organization Sponsor receives a return copy of the Student Activity Request with all required signatures. If the Organization Advisor does not receive the submitted Student Activity Request within 10 days of submission, the student organization is not authorized to move forward.
- If an activity is not approved, the Student Services Office will notify the club sponsor and will present a copy of the Student Activity Request with an attached explanation of the disapproval.
- If the activity requires students to miss class in order to participate, the Organization Sponsor must obtain permission for the excused absence by completing a Request for Excused Absence—College Function form and submitting it to the Student Services Office. This form should be submitted at least three working weeks in advance.
- Students must ride in College approved transportation for off-campus activities when College transportation is provided or sign an official College Transportation Waiver form and submit to the Student Services Office.

### ***Visiting Speaker/Performer/Program Policy***



In the interest of orderly administration, effective public relations, adequate preparation and reservation of facilities, and proper maintenance of the campus, the following procedures have been established by the College:

- An outside speaker (one who is not a registered member of the student body or the faculty and staff of this College) may be invited to speak on campus only by an officially recognized student organization, faculty organization, or staff organization.
- The officers and the sponsor of the student organization sponsoring an outside speaker/program shall assume full responsibility for making the necessary arrangements, paying all expenses, and preserving the peace and dignity of participants in the scheduled event. Any responsible officer or sponsor who willfully violates this policy will be subject to appropriate disciplinary actions as outlined in the Student Handbook or Personnel Handbook.
- Prior to extending an invitation to an outside speaker for a campus event, the organization shall submit a Student Activity Request to Student Services Office in accordance with the procedures outlined for the Approval of Campus Activities.
- Upon receipt of the properly completed Student Activity Request, the sponsor of the organization shall contact the Dean of Students and Dean of Instruction to identify any scheduling conflicts and the Executive Assistant to the President to determine the availability of adequate facilities for the proposed event.
- When deemed necessary, the deans shall review the proposal to determine whether College regulations have been fulfilled.
- Notices and printed material pertaining to the speaker or scheduled event shall:
  - Bear the name of the sponsoring organization and shall not contain any implication that the speaker or event is being sponsored by the College.
  - Be posted only at locations approved by the Dean of Students, who shall be primarily concerned with the prevention of any temporary or permanent damage to College property or the appearance thereof.
  - Be distributed on campus only at tables or booths provided for such purpose inside campus buildings. Any location for distributing such material other than the customary places must be approved by the *Dean of Students*, who shall be primarily concerned with the prevention of excessive litter spoiling the appearance of the campus.
  - Be removed by the sponsoring organization within 24 hours following the scheduled event, should such organization desire to preserve the material for some future use.
  - The sponsoring organization shall make it clear, at the time the speaker is introduced at the event, that views expressed by the speaker are not necessarily those of the College or the organization.

### ***Student Club/Organization Fundraising Policy***

All fundraising projects conducted at the College must be related to the mission of the College and of the Alabama Community College System. Any fundraising projects conducted by any College club, organization, or department must be approved in advance by appropriate administrators. The approval process should be initiated by submitting a Request to Conduct Fundraising Activities to the Student Services Office for signatures, approval, and appropriate routing.

When raffle tickets are used in fundraising projects, only pre-numbered tickets may be used. All tickets must be accounted for by the organization conducting the event.

All funds collected from institutional fundraising projects will be processed through the Business Office and deposited into College accounts. It is illegal to deposit any funds into personal accounts. Revenues will be recorded as income in the club or organization account. Expenditures against those funds will be processed by requisition and purchase order and will be paid by check to the appropriate vendor. Under no circumstances should cash be taken from collected fundraising revenues and paid directly to vendors. Each contribution must be recorded on the Activity Receipt form. Activity Receipt forms and corresponding cash should only be collected, totaled, and submitted to the Business Office each day as funds are collected. Each club or organization must submit the name of the individual who will be responsible for submitting funds to the Business Office Cashier to the Student Activities Coordinator for approval in the fall of each academic year. Submitting funds must ONLY be conducted by the pre-approved individual for the club or organization. The cashier will prepare a separate receipt for each day's deposit. The Organization Sponsor is responsible for maintaining these receipts. The Business Office will maintain all completed Activity Receipt forms as documentation for review by the Examiners of Public Accounts. When the fundraising activity is concluded, the Fundraising Activity Final Report form must be completed by the sponsor and distributed by the Director of Accounting as indicated on the form.

#### ***Student Club/Organization Purchasing Procedures***

Organizations and clubs sponsors must submit requests to purchase items at least 20 working days in advance. Failure to do so may result in purchase orders not being approved in time for your purchase.

Clubs and organizations may not pay for student memberships out of agency (college) funds. Fundraising funds may be used for student memberships only when approved and included in the bylaws of the club or organization.

Generally, fund raising funds are allowed to pay for the following items and services:

- Educational and service leadership trips and projects;
- Club and organization t shirts, hats, and accessories;
- Advertising and promotional products of the club or organization;
- Guest speakers or professional development workshops and events;
- Pre-approved entertainment events e.g. dances, competitions, etc., and
- Refreshments, meals, and drinks for meetings and events and activities (with the exception of alcohol and products that are prohibited on campus).

Students may NOT make purchases for the clubs and organizations. All fund raising expenditures must be approved prior to purchase by the Dean of Students and must follow all Central Alabama Community College and Alabama Community College System purchasing policies and procedures.

#### ***General Policies for Clubs and Organizations***

Campus organizations shall be open to all students without respect to race, creed, national origin, sex, sexual orientation, or disability.

All clubs and organizations must conform to the laws and policies of the State of Alabama, the Alabama Community College System, Central Alabama Community College, and the Student Government Association.

No club or organization shall interfere or support interference with the regular academic pursuit of any student. No club or organization shall cause or encourage non-attendance of classes for campus activities without prior consent of proper College officials. No club or organization will encourage any action that might cause disrepute to a student, instructor, or College activity.

### ***Student Transportation and Liability***

Central Alabama Community College does not generally provide transportation to students to and from classes, course-related field trips or course-related endeavors. However, students must ride in College approved transportation for off-campus activities or sign an official College Transportation Waiver form and submit to the Student Services Office when College transportation is provided. If the College does provide transportation, Central Alabama Community College shall not be responsible for the safety of students or be liable for any loss of or damage to personal property or any physical injury suffered in traveling to or from or while participating in the respective activity. Students must sign a travel waiver to ride in college or state vehicles.

### ***Room Assignments for Overnight Events***

Room assignments for overnight travel events are made on the basis on the biological sex of individuals unless a request is made on the basis of gender identity. If separate facilities are available at the time of the event, these separate, individual facilities may be made available as alternative overnight accommodations.

## **Federal Trio Programs**

### ***Educational Talent Search (ETS)***

This project is a federally funded TRIO project, which is designed to (a) identify qualified youth with potential for education at the postsecondary level, encourage them to complete secondary education and undertake a program of postsecondary education; (b) publicize the availability of and facilitate the application for student financial assistance to persons who seek to pursue postsecondary education; and (c) encourage persons who have completed educational programs at the secondary or postsecondary level to enter or re-enter and complete these programs.

An individual is eligible to participate in an ETS project if the individual meets the following:

#### **1. Requirement # 1**

- a. Is a citizen or national of the United States;
- b. Is a permanent resident of the United States;
- c. Is in the United States for other than a temporary purpose and provides evidence from the Immigration and Naturalization Service of his or her intent to become a permanent resident;
- d. Is a permanent resident of Guam, the Northern Mariana Islands, or the Trust Territory of the Pacific Islands (Palau), or
- e. Is a resident of the Freely Associated States: the Federates States of Micronesia or the

Republic of the Marshal Islands.

2. Requirement # 2: ETS serves eligible enrolled and reentered students in secondary education from grades 9-12, who live in target school areas of Clay, Coosa, Talladega, and Tallapoosa counties.

Services provided by the ETS program at no charge to eligible students include:

1. Academic tutoring;
2. Advice and assistance in secondary school course selection and, if applicable, initial postsecondary course selection;
3. Assistance in preparing for college entrance examinations and completing college admission applications;
4. Financial aid assistance (through the Financial Aid Office);
5. Alternative education programs for secondary school dropouts that lead to the receipt of a regular secondary school diploma;
6. Entry into General Educational Development (GED) programs; or entry into postsecondary education;
7. Educational services in financial and economic literacy;
8. Admission assistance to two-year community colleges or four-year institutions;
9. Exposure to programs of postsecondary education;
10. College campus visits and cultural enrichment trips;
11. Information, activities, and instructions of career planning services, and
12. An array of educational services as required based upon need.

### ***Upward Bound (UB)***

This federally funded TRIO program is designed to serve qualified students, grades 9-12, who attend targeted schools in Talladega County. The purpose of the program is to attempt to generate skills and motivation necessary for success in education beyond high school among eligible students. Students must have completed the eighth grade and be between the ages of 13 and 19, enrolled in a targeted high school, and have a need for academic support in order to succeed in postsecondary education.

Eligible services include the following:

1. Instruction in reading, writing, study skills, science, mathematics, foreign language, etc.,
  2. Academic and social coaching/mentoring;
  3. Academic advice and assistance in secondary school course selection;
  4. Tutorial services;
  5. Exposure to cultural events, academic programs, and other activities not usually available to youth with disadvantage, and
  6. Activities designed to acquaint youth participating in the project for careers in which persons from disadvantaged backgrounds are particularly under-represented, etc.
- Interested students should contact the counseling office of their high schools or the Upward Bound Office in the Administration Building on the Childersburg campus.

### ***Student Support Services Program (SSS)***

This federally funded TRIO program for college students is designed to (a) increase the college retention and graduation rates of eligible students; (b) increase the transfer rate of eligible students from two-year to four-year institutions; (c) foster an institutional climate supportive of the success of students who are limited English proficient, students from groups that are

traditionally underrepresented in postsecondary, individuals with disabilities, homeless youth, foster care youth, or other disconnected students; and (d) improve the financial and economic literacy of students in areas such as:

1. Basic personal income, household money management, financial planning skills, and
2. Basic economic decision-making skills.

An individual is eligible to participate in Student Support Services, if the student meets all of following requirements:

1. Is a citizen or national of the United States or meets the residency requirements for federal student assistance;
2. Is enrolled at Central Alabama Community College: Alexander City, Childersburg, or Talladega, or accepted for enrollment in the next academic term;
3. Has a need for academic support, as determined by the SSS program, in order to pursue successfully a postsecondary program of study;
4. Is (a) a low-income individual, (b) a first generation college student or (c) an individual with disabilities.

The SSS Program provides academic support services free of charge to eligible students.

Services provided by the SSS program at no charge to eligible students are as follows:

1. Academic tutoring and success coaching;
2. Advice and assistance in postsecondary course selection;
3. Financial aid assistance;
4. Educational services in financial and economic literacy;
5. Admission assistance to four-year institutions;
6. Exposure to a four-year program of postsecondary education;
7. College campus visits and cultural enrichment trips, and
8. Career exploration and planning.

### **Student Honors and Recognitions**

Central Alabama Community College recognizes student accomplishment both in and out of the classroom by offering the following honors and recognition programs.

#### ***All-Alabama Academic Team***

All-Alabama Academic Team nominations are made annually in conjunction with the selection of the All-USA Academic Team. *Central Alabama Community College* shall nominate two (2) students from each campus. The purpose of this program is to provide statewide recognition to outstanding two-year college students based on academic and leadership performance.

#### ***Dean's List***

The Dean's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding institutional credit hours) during a semester and earned a grade point average of 3.50 to 3.99.

#### ***Mr. and Miss Central Alabama Community College***

The Miss Central Alabama Community College competition is open to fulltime Central Alabama Community College students, and qualified students are encouraged to compete. Students must have a 3.0 cumulative GPA and recommendations from faculty and the community to compete. Contact Student Services for additional information.

### ***National Technical Honor Society***

This organization is a national society for recognizing superior academic and lab performance in technical programs. Students achieving a superior level of performance are invited to join. Consideration for membership includes grade point average, program of study, credit hours, and recommendation of faculty.

### ***Phi Theta Kappa***

Phi Theta Kappa is an international organization for recognizing academic achievement in two-year colleges. It has a rich tradition of excellence, including regional and national honors. This honorary organization concentrates on the hallmarks of leadership, fellowship, and service, as well as scholarship. Membership in Phi Theta Kappa is extended by invitation only.

### ***President's List***

The President's List recognizes students who were enrolled for a minimum of twelve semester hours (excluding institutional credit hours) during a semester and earned a grade point average of 4.00.

### ***Who's Who Among Students in American Junior Colleges***

Who's Who Among Students in American Junior Colleges is a designation by a national organization to recognize outstanding college students. Criteria for selection include academic achievement and potential contributions to the community at large and promise of future usefulness as a citizen.

### ***College Publications***

The Administration of Central Alabama Community College publishes up-to-date catalogs, student handbooks, employee operations manuals, class schedules, athletic schedules and other information to help students plan and conduct their college activities. In addition, Central Alabama Community College allows publication and distribution of appropriate student publications. Student publications are expected to be in good taste and designed to enhance students' enjoyment of the College. A student and/or group of students wishing to publish materials to be used on campus must first seek the approval of the Dean of Students. If the proposed publication is expected to become a part of the overall publications program at the college, and thus funded by Central Alabama Community College, then it must be approved by the Student Government Association. It is the responsibility of the student seeking publication approval to:

- Consult with the Dean of Students to discuss the nature of the publication and request approval.
- Submit in writing the materials to be published and the time frame for publication.
- Agree to be regulated by the procedures governing clubs and organizations on campus. This information may be obtained from the Office of Dean of Students.

The Dean of Students or his/her designee, at the request of a student and/or group of students, will review the materials presented for publication and make recommendations and suggestions. After the recommendations and suggestions have been reviewed with the student(s), the Dean of Students or his/her designee will channel the materials to the Student Government Association for approval when required. After the request has received final approval, the Dean of Students or his/her designee will contact the requesting student(s) and make arrangements for publication and/or

distribution.

### ***Free Speech Zone***

Central Alabama Community College recognizes and supports the rights of free expression and speech. The purpose of free speech zone regulations is to inform members of the College community and the public of the manner in which they may engage in constitutionally protected speech and expression at Central Alabama Community College. It is the further intent to ensure the primary educational purpose of the College while promoting debate and sharing of information.

All information and content of the Free Speech Zone is for informational and educational purposes only. All information expressed by the individual or organization using the Free Speech Zone is particular to the individual or organization and is not in any way expressing a belief of Central Alabama Community College in whole or part.

For a full list of free speech zones by campus or to reserve a space for use, please contact the Office of the Dean of Students.

### ***Tuberculosis Screening Information***

Tuberculosis (TB) screening is required for all incoming students that were born in, resided in, or traveled to for more than three (3) months from one of the countries listed on the Tuberculosis Screening Form.

TB screening should be considered for:

- Persons who have been in close contact of a person with infectious TB.
- Persons with signs or symptoms of active TB.
- Persons with HIV infection.
- Persons who inject drugs.
- Persons who have resided in, have been employed by, or volunteered in high-risk congregate settings: prisons and jails, nursing homes and other long-term facilities for the elderly, hospitals and other health care facilities, residential facilities for patients with acquired immunodeficiency syndrome (AIDS), and homeless shelters.
- Persons with the following clinical conditions that place them at high risk: silicosis, diabetes mellitus, chronic renal failure, some hematologic disorders (e.g. leukemias and lymphomas), other specific malignancies (e.g. carcinoma of the head or neck and lung), low body weight (10% or more below the ideal), gastrectomy and jejunioileal bypass, prolonged corticosteroid therapy (e.g. prednisone 15 mg/d for 1 month), other immunosuppressive therapy, pulmonary fibrotic lesions seen on chest radiographs (presumed to be from prior, untreated TB).

### **TB Facts:**

- Tuberculosis (TB) is caused by bacteria (*Mycobacterium tuberculosis*) that most often affect the lungs.
- TB is spread from person to person through the air.
- The symptoms include cough, fever, night sweats, and unexplained weight loss.
- Tuberculosis is curable and preventable.

- About one-third of the world's population has latent TB, which means people have been infected by TB bacteria but are not (yet) ill with the disease and cannot transmit the disease.

### ***Meningococcal Disease***

Since certain factors may place college students at increased risk for meningococcal disease, the Advisory Committee on Immunization Practice (ACIP), the American College Health Association (ACHA), and the American Academy of Pediatrics (AAP) recommend that students who want to reduce their risk for meningococcal disease be administered the meningococcal vaccine. Central Alabama Community College does not require this vaccine nor does the College provide administration of the vaccine. The vaccine may be obtained through the student's personal physician.

### ***Student Insurance***

It is the responsibility of the student to be covered by insurance in case of an injury related to a college-sponsored event. The parent, guardian, or student will be expected to assume all responsibility and shall not hold the College liable for any injury due to an accident related to a college-sponsored event except for students who participate in intercollegiate athletic events and are covered by College accident insurance.

## **EDUCATIONAL RECORDS**

The Central Alabama Community College complies with the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) which provides that all students and former students of the Central Alabama Community College have the right to inspect and review their educational records (includes records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or institution or by a person acting for such agency or institution. Responsibility for protection of the privacy of student educational records rests primarily with the Office of Records.

Under the law, at the postsecondary level, parents have no inherent rights to inspect a student's educational records. The right to inspect is limited solely to the student. Records may be released to parents only if one of the following conditions has been met: (1) through the written consent of the students, (2) in compliance with a subpoena, or (3) by submission of evidence that the parents declare the student as a dependent on their most recent Federal Income Tax form. Outlined below are four limitations, which exist on students' rights to inspect and review their educational records as published in the Guidelines for Postsecondary Institutions for Implementation of the Family Educational Rights and Privacy Act of 1974 As Amended, Revised Edition 2000, a publication of the American Association of Collegiate Registrars and Admission Officers.

### ***Definition of Educational Record***

Students educational records are defined as those records, files, documents, and other materials, which contain information directly related to a student and are maintained by the college or by a person acting for the college. Specifically excluded from the definition of "educational records" and not open to inspection by students are the following materials:



1. Records of instructional, supervisory, and administrative personnel, which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;
2. Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes;
3. Records, which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity, that are created, maintained, or used only in connection with the provision of diagnosis or treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the College. However, such records are available to a physician or appropriate professional of the student's choice, if requested.

The law further outlines the following exception of items not open to inspection by students:

1. Financial information submitted by parents;
2. Confidential letters and statement of recommendations, placed in the records prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected;
3. Confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which a student has waived his/her rights to inspect and review and that are related to the admission of the student, application for employment or job placement, or receipt of honors;
4. Education records containing information about more than one student; however, in such cases the College must permit access to that part of the record which pertains only to the inquiring student.

### ***Student Access to Educational Records***

All students have the right to review their educational records with the following exceptions as outlined by FERPA in items 1 – 4 above.

### ***Location/Identification of Individuals Responsible for Student Records***

The College has designated the following officials as being responsible for student records within their respective areas:

1. Associate Dean of Student Services: The Associate Dean of Student Services has the overall responsibility of assuring that each student entering Central Alabama Community College has an adequate record system that is maintained, kept up-to-date, and controlled by all provisions as set forth in this policy and governed by Public Law 93-380. The Associate Dean of Student Services will be assisted in this responsibility by the following individuals.
2. Student Records Manager: The Student Records Manager will ensure that all students, upon acceptance to the institution, have an individual student record file containing all admission criteria. The Student Records Manager is further charged with the responsibility of continuously maintaining all student files in a safe and orderly manner, updating all records needed on the individual student, and updating and maintaining an adequate backup system for all student records. The Student Records Manager will ensure that all provisions of this policy are met concerning the release of public

information, as well as the release of information to students, institutional instructors, counselors, advisors, administrators, and local, state, and national organizations and agencies. Current student files are maintained in the Office of Records. Files of students that are not currently enrolled or being processed for enrollment are maintained at secure locations in the Records Storage Departments. The Student Records Manager is the ultimate custodian of student records.

3. **Director of Financial Aid:** The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will see that all provisions of federal, state, and local policies concerning individual student financial aid records are adhered to as stated in the policies.
4. **Chief Financial Officer:** The Chief Financial Officer will have the responsibility of assuring that all FERPA provisions as set forth in this policy are applied to the release of financial information concerning individual students.

Records are secured in the following offices at the location where the student was admitted.

- |                                |                                      |
|--------------------------------|--------------------------------------|
| a. Admission Records           | <i>Office of Enrollment Services</i> |
| b. Cumulative Academic Records | <i>Office of Records</i>             |
| c. Financial Aid Records       | <i>Financial Aid Office</i>          |
| d. Student Account Records     | <i>Business Office</i>               |
| e. Disciplinary                | <i>Office of Dean of Students</i>    |
| f. ADA Records                 | <i>ADA Coordinator's Office</i>      |
| g. Nursing Records             | <i>Health Science Division</i>       |
| h. Technical Education         | <i>Technical Education Division</i>  |
| i. Student Athletes Records    | <i>Athletic Director's Office</i>    |

To review records, students and former students may go to the respective office of record and present a valid photo ID and ask to review the record. Student must complete a Request to Review Education Records Form. Based on the circumstances at the time, the College may delay up to 45 calendar days the release of records for review. The College is not required to provide access to record of applicants for admission who are denied acceptance or if accepted, do not attend.

### ***Challenge of the Contents of Educational Record***

Students may challenge information in their educational records that they believe to be incorrect, inaccurate, or inappropriate. The deadline for challenging an educational record will be three calendar years from the term in question. This challenge must be in writing and must be submitted to the Dean of Instruction. The Dean will decide within a reasonable period of time whether corrective action will be taken, and the Dean will provide written notification to the student and the Office of Records of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Dean of Students who will inform them of their rights to a formal hearing. The grievance policy is outlined in the student handbook section of this catalog. The final decision of Central Alabama Community College shall be in writing, shall be based solely on the evidence presented at the hearing(s), and shall include a summary of the evidence and the reasons for the decision. The decision shall be

delivered in writing via office email address and/or U.S. mail to all parties concerned who have a legitimate educational interest.

1. The Dean of Students or his/her designee will correct or amend the educational record in accordance with the decision of the hearing if the decision is in favor of the student and inform the student of the amendment in writing.
2. If Central Alabama Community College decides not to amend the record in accordance with the student's request, the Dean of Students will inform the student of the following:
  - a. The student has the opportunity to place with the educational record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing.
  - b. The statement placed in the educational record by the student will be maintained as part of the record for as long as the record is held by Central Alabama Community College.
  - c. This record, when disclosed to an authorized party, must include the statement filed by the student. The College reserves the right to amend the educational record if an error was made by the College. Any exceptions must be approved by the President.

### ***Disclosure of Educational Record Information***

Central Alabama Community College shall obtain written consent from students before disclosing any personally identifiable information from their education records other than "Directory Information." Such written consent must: (a) specify the records to be released, (b) state the purpose of the disclosure, (c) identify the party or class of parties to whom disclosure may be made, and (d) be signed and dated by the student.

FERPA states that certain information from student records may be classified as "directory information". The following information has been declared by Central Alabama Community College as directory information: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, honors, photographs made at college events on or off campus, weight and height of athletic team members, dates of attendance, degrees and awards received, and the most recent school attended by the student. The information will be released to inquiring individuals or agencies unless students sign a Do Not Release Directory Information form in the Office of Enrollment Services. This order will remain in effect for one year from the date of submission and must be updated annually. Photos may be used for publicity and recruitment purposes. Directory information may be denied when it is deemed by the Dean of Students/Associate Dean of Student Services or Records Manager that it is not in the best interest of the student or the College.

According to FERPA guidelines, Central Alabama Community College may release students' educational records to the following without prior written consent from the student:

1. To school officials within the College who have been determined by the College to have a legitimate educational interest in the records. School officials include counselors and instructors who are involved in counseling students, administrators who assist in counseling and who advise students with other problems, professional staff and clerical staff who directly relate to the administrative task of the College, and College attorneys. A school official has a legitimate educational interest if the official is performing a task

that is specified in his/her job description or by a contract agreement, performing a task related to a student's education, or performing a task related to the discipline of a student. When doubt is raised by the Dean of Students/Associate Dean of Student Services or Records Manager about an individual's "need to know" or legitimate educational interest in having access to specific information, the issue shall be decided by the President of Central Alabama Community College.

2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities in connection with certain state or federally supported education programs.
3. In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of that aid.
4. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
5. To organizations conducting certain studies for or on behalf of Central Alabama Community College.
6. To accrediting organizations to carry out their accrediting functions.
7. To parents of eligible students who claim the students as dependent for income tax purposes. Determining the dependency, as defined by Section 152 of the Internal Revenue Code, requires a copy of the parents' most recent Federal Income Tax Form.
8. To appropriate parties in a health or safety emergency, subject to a determination by the President or Deans.
9. To personnel complying with a judicial order or lawfully issued subpoena, provided that the Office of Records makes a reasonable attempt to notify students in advance of compliance.  
NOTE: Central Alabama Community College is not required to notify students if a federal grand jury subpoena, or any other subpoena issued for a law enforcement purpose, orders the College not to disclose the existence or contents of the subpoena.
10. To an alleged victim of any crime of violence (as that term is defined in 18 U.S.C. 16) of the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

A complete view of FERPA guidelines is available in the Office of Records and the Student Services Office at each college location.

### ***Annual Notification of FERPA Rights***

Central Alabama Community College will give annual notice to current students of their rights under the Act by publishing information in the Catalog.

### ***Privacy Rights of Deceased Students***

For twenty-five years following the death of a student, the release of educational record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

### ***Violations of FERPA***

A complete copy of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. 1232 g., is available upon request for review in the Office of Student Services on the Alexander City and Childersburg campuses and the Talladega Center. Any complaints or violations of FERPA may be reported to The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920; 205/260-3887; FAX: 202/ 260-9001, website: [www2.ed.gov/policy/gen/guide/fpc/index.html](http://www2.ed.gov/policy/gen/guide/fpc/index.html), e-mail: [ferpa@ed.gov](mailto:ferpa@ed.gov).

To review and obtain a paper copy of the Annual Notification of Rights under FERPA, please contact the Office of Records at (256) 378-2001.

### ***Facsimile Records (FAX)***

Central Alabama Community College honors FAX requests, with a copy of the student's driver's license, to send official transcripts to third parties, and Central Alabama will accept FAX transcripts for advising purposes only. **An official transcript is required for any student to receive federal financial aid. A faxed transcript will not be accepted for financial aid purposes.**

### ***Computer Access to Records***

Central Alabama Community College has established policies for initially instructing and periodically reminding school officials of FERPA confidentiality requirements before it gives them access to the computer system. These school officials are informed of the criteria Central Alabama uses to determine legitimate educational interest and of their responsibility for assuring that access is not abused.

In addition, Central Alabama Community College will inform parties to whom personally identifiable information is released in any manner that they are not permitted to disclose the information to others without the written consent of the students.

Central Alabama Community College will maintain a record of all requests for and/or disclosure of information from a student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the eligible student.

### ***Change of Student Directory Information***

Any change in student directory information such as but not limited to: change of name, address, emergency contact and/or attendance history must be submitted in writing to the Office of Records located on the Childersburg Campus. All changes of directory information will require legal documentation for the changes.

Students who are transitioning or transgender are not required to obtain identification documents that reflect their gender identity if providing the documents limits or denies the student equal access to an educational program or activity; however, they are required to submit their change in gender identification in writing to the Office of Records to notify the College to refer to the gender to which the student now identifies.

Requests may be made in person or by mail. Mailed requests must be notarized and sent to the:

Central Alabama Community College  
Office of Records  
34091 US Hwy 280  
Childersburg, AL 35044

Change of Directory Information Forms can be found on the college website or forms may be picked up at the following College locations:

Alexander City Campus: Help Center in the Administration Building  
Childersburg Campus: Student Services Office Administration Building  
Talladega Campus: Administrative Office

Acceptable legal documentation generally consists of new driver's license, official ID card, Social Security card, certified copy of marriage license, court order, dissolution decree, or current passport.

### **Withholding Diplomas and Transcripts**

Central Alabama Community College believes that a College degree or certificate has true merit and meaning only if it is granted after a student has demonstrated a level of effort and responsibility indicative of a college graduate. Therefore, Central Alabama Community College policy is that a student earns entitlement to a degree, diploma, or certificate only by successfully completing a prescribed course of study; paying all tuition, fees and other appropriate charges, and fully abiding by the College's rules, policies and regulations. If a student fails to meet any of these basic requirements for graduation, the College reserves the right to withhold official graduation and awarding of the degree, diploma or certificate until the student corrects the deficiency and to include a notation on the student's official transcript that the student is ineligible for graduation.

A student who fails to make timely payment of any tuition, fees or other appropriate charges will not receive official notice of grades for a current academic term and may not re-enroll at the College, except with special permission from the President, until full payment is made. The College may also refuse to issue the official transcript of any student who fails to make timely payment of tuition, fees or other appropriate charges until full payment is made.

The Dean of Students has the authority to withhold official graduation, diplomas, certificates, and/or release of official transcripts in a manner consistent with the intent of this policy. When the College intends to withhold official graduation from a student; withhold the awarding of a degree, diploma, or a certificate to a student; withhold the official transcript or declare a student ineligible for further enrollment, the Dean of Students will give written notice to the student. The notice will be delivered via official college email and/or mailed to the student's last-known home address. The notice will state the type of action the College intends to take. A copy of the notice will be sent to the Office of Enrollment Services.

A student who receives notice that any of the above described actions has the right to meet with the Dean of Students or his/her designee and request that the action not be taken. If the student shows that the stated basis for the action is erroneous or if the student satisfies the Dean that the

respective problem will be resolved within a time frame acceptable to the Dean or if the Dean determines for any other appropriate reason that the intended action should be rescinded or modified, the Dean may withdraw or modify the action. The Dean or his/her designee will give written notice to the student and the Office of Enrollment Services of such a decision or modification. The Dean may also base such a decision or modification on conditions that the student meet certain stated requirements and, in such cases, the Dean may re-impose the action if the student does not meet stated conditions.

### **Student Right to Know**

Central Alabama Community College students and prospective students have the right to review certain relevant information concerning Central Alabama Community College graduation and transfer rates, retention rates, gainful employment, and athletic program participation and financial support as well as any instance(s) of on-campus criminal activity. Information related to these items may be obtained at the College website.

### **Student ID Cards**

All students are required to have a Central Alabama Community College ID made upon enrolling at the College. ID cards are made at the beginning of each academic term. Hours and locations to receive IDs will be posted by each College location each semester. Students are required to produce this card at the request of any College official and **have the card displayed on his/her person while on campus.**

### **Official Means of Communication**

The College created official email addresses for all employees and students and has adopted email as the official form of communication to these email accounts. The College considers other forms of campus communication as supplemental.

### **Telephone Messages for Students**

The College will accept messages for students only in emergencies. In such emergencies, every effort will be made to locate the student. Students who need to place an emergency call from the College should report to the Student Services Office or the Campus Security for assistance. Calls should be limited to emergency calls or calls for transportation assistance and limited to a short time duration.

### **Cell Phones**

Classroom and laboratory use of cellular telephones and other electronic communication devices is prohibited. Students are asked to turn off cell phones during class or place them in silent mode. Instructors may authorize cell phone use for specific projects or activities.

### **Gender Neutral Restrooms**

Restrooms and locker rooms are designated separately for women, men, or gender neutral. Gender neutral restrooms are identified as such and may be used by either gender. Gender neutral restrooms are located at the following locations:

<b>LOCATION</b>	<b>BUILDINGS/FACILITIES</b>
<b>Alexander City</b>	George C. Wallace Administration Building Betty Carol Graham Technology Center
<b>Childersburg</b>	Building A Room 103
<b>Talladega</b>	Talladega Center Men's Staff Room

### **Lactation Rooms**

Students who are lactating may contact the Student Services Office at each location to arrange a designated time and private place to express their milk. The Student Services Office will make arrangements for the student upon request but requires a minimum of 24 hours' notice in order to reserve the private location.

<b>Location</b>	<b>Room</b>
<b>Alexander City</b>	Administration Building Conference Room
<b>Childersburg</b>	Building A, Room 104
<b>Talladega</b>	Conference Room

### **Unattended Minors and Children in Class**

For their safety, unattended minors of students are not permitted on campus while students are in class. In consideration of your fellow classmates and staff, children of students are not allowed in class or on campus unsupervised at any time.

### **Protection of Personal Property**

Central Alabama Community College is not responsible for the protection of personal property. Students should always keep purses, book bags, etc. in their possession or in a locked vehicle or other secure place. Central Alabama Community College recommends locking valuables in vehicle trunks. Lost items and found items should be reported and/or taken to the Office of Safety and Security at the respective campus location(s).

### **Lost and Found**

Lost and found articles should be taken to the Office of Safety and Security. Items found and/or left with the Campus Security will be inventoried, dated, and held for a period of 30 calendar days. During this time, these articles may be claimed upon verification of ownership. After thirty days, the College automatically disposes of unclaimed articles. Cash will be held for 60 days. After sixty days, if no one has claimed the money, it will be returned to the finder (faculty and staff excluded).

### **Dress Code**

Dress for students should be appropriate for a classroom setting. Dress should be neither distracting nor offensive to others. Some programs and courses may have specific dress requirements by which students must abide for purposes of safety, identification, or experimental learning.

### **Clean Air Policy**



In an effort to promote a healthier educational environment, Central Alabama Community College has adopted a Clean Air Policy. Smoking poses a significant health risk to both smokers and non-smokers. In addition, smoking can damage sensitive technical equipment and can be a safety hazard. Secondhand smoke can be annoying and is hazardous to non-smokers.

### ***Definitions***

- To "smoke" and "smoking" is defined as creating smoke, vapor, or any other type of emission by lighting a cigarette, cigar, pipe, or other smoking product including but not limited to electronic cigarettes or vapor cigarettes.
- To "smoke" and "smoking" is defined as puffing on, carrying or holding a lighted cigarette, cigar, pipe or other tobacco and /or smoking product including but not limited to electronic cigarettes or vapor cigarettes.
- "Secondhand smoke" is defined as smoke, vapor, or any other type of emission emitted from lighted, smoldering or burning tobacco and/or smoking product from a person smoking cigarettes, cigars, pipes, or other tobacco and/or smoking product including but not limited to electronic cigarettes or vapor cigarettes.

All locations of Central Alabama Community College are smoke-free and tobacco-free. This includes all indoor and outdoor facilities and properties belonging to Central Alabama Community College. Smoking and use of tobacco products is prohibited inside all vehicles that are owned, leased, or rented by the College. Metered-dose inhalers and nebulizers prescribed by a state licensed medical physician are allowed.

This policy shall be enforced according to the rules established in Central Alabama Community College Catalog and Student Handbook. Off-campus organizations, alumni, guests, and visitors using the College facilities must abide by the provisions of this policy. Failure to comply with this policy will constitute a violation of official College policy and may result in disciplinary action up to, and including, expulsion or termination. It may also constitute a violation of State law and subject violators to associated civil penalties.

### **Use of Computer Resources**

Central Alabama Community College makes on-campus computer resources available to its students. The College encourages use of the Internet and e-mail to make communication more efficient and effective. Internet service and e-mail are College property. The purpose is to facilitate College programs, services and activities with resources that provide laboratory experience for approved courses, support for academic programs, and support for authorized research.

### ***Acceptable Uses of the Internet and E-mail***

The Central Alabama Community College Acceptable Use Policy is established to maximize availability and fair access to the College Internet and e-mail resources. The College-provided Internet and e-mail access is intended to support education, research, local, state or national government affairs, and economic development and public service related to College supported activities.

### ***Alabama Research and Education Network***

The Alabama Research and Education Network (AREN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). Access to the Internet at Central Alabama Community College is provided through an Alabama Supercomputer Authority (ASA) statewide contract with a regional network provider. Use of Internet access at the College must be consistent with ASA's primary goals and its acceptable use policy. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

### ***Software***

To prevent computer viruses from being transmitted through the College e-mail/ Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

### ***Security***

All messages created, sent or retrieved over the College email/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/Internet system. Students and employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on AREN for potential violations of its policies.

### ***Violations***

Users who abuse the privilege of College-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any legal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN. Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable."

Central Alabama Community College is not liable for injury, damage, or expense arising from any sites or materials accessed through use of its Internet/e-mail system.

### **Driving and Parking Regulations**

Each campus of Central Alabama Community College provides parking spaces for students in designated parking lots. Students who park on campus must obtain a parking decal from the Office of Safety and Security. There is no charge for the decal. On-campus parking space is limited; therefore, a parking decal is not a guarantee of an available parking space.

A student seeking a parking decal must present a valid driver's license and the make, model and license plate number of the vehicle being registered. Parking decals are not transferable from one

vehicle to another or from one student to another. A registered vehicle is the responsibility of the registered owner, regardless of who is driving.

The parking decals must be displayed in the manner designated at the time the decal is issued. Each permit expires at the end of summer term each year.

A parking decal should be removed if a registered vehicle is sold or traded or if the student is no longer enrolled at Central Alabama Community College. Any change in ownership of a registered vehicle must be reported immediately to Safety and Security Coordinator.

### ***Visitor Parking***

Central Alabama Community College reserves parking spaces for visitors in designated areas. Visitors need not register with the Office of Safety and Security to use these spaces. Central Alabama Community College students may not use visitor parking spaces.

### ***Parking for Students with Disabilities***

A student who needs special parking accommodations due to disability must present appropriate documentation from a medical doctor stating the nature, extent, and expected duration of the disability or a state issued handicap tag. Parking accommodations for students with disabilities are handled through Student Services Office. Faculty, Staff, and Students requiring parking accommodations should park in any designated parking space on campus, regardless of parking lot restrictions.

### ***Parking and Traffic Violations***

It is a violation for:

- a student to park anywhere on campus without a parking decal;
- a student to park anywhere on campus except in the designated student parking spaces;\*
- a driver to double park;
- a driver to block driveways, entrances, or exits to parking areas or buildings;
- a driver to fail to yield to a pedestrian in a designated crosswalk;
- a driver to exceed the 10 m.p.h. on-campus speed limit or to drive in a reckless manner or violate any of the on-campus traffic signs;
- an unauthorized motor vehicle to be left on campus for more than three consecutive days; If an unauthorized vehicle is left on campus for more than 72 continuous hours, it may be towed at the owner's expense.

\*Students with disabilities may contact the ADA Coordinator for additional assistance with parking issues. Students requiring parking accommodations may use any designated parking space on campus regardless of parking lot restrictions.

### ***Parking Citations and Fines***

Parking violators will be issued citations. Each violation will result in a citation and a fine. A student who receives a fine for any serious traffic violation, such as speeding or reckless driving, may be referred for a violation of Student Code of Conduct.

Parking fines must be paid in the Business Office within three school days. Parking fines for all violations are \$25.00.

Vehicles parked on the grass, in loading zones, yellow-curbed areas or in other prohibited areas where immediate removal is necessary may be towed at the owner's expense in addition to the imposition of a citation and a fine.

A student who wishes to discuss and/or appeal a parking citation should contact the Student Services Office. An appeal must be filed within ten (10) calendar days of the date on which the ticket is issued. If an appeal is not received within the ten-day period, the right to appeal will be considered waived.

### ***Consensual Relationships***

Central Alabama Community College believes that it is important that employees display moral and ethical behavior through their personal conduct and job performance.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor employee relationship, the faculty member in a faculty student relationship, or the employee in an employee student relationship who shall be held accountable for unprofessional behavior.

### ***The Campus Sexual Violence Elimination (SaVE) Act***

In March of 2013, Congress passed the Campus Sexual Violence Elimination Act as part of the reauthorization of the Violence against Women Act. The new law is aimed at increasing transparency by expanding the types of sexual violence incidents that must be disclosed in the Annual Security Report (ASR) submitted by colleges and universities. The new law represents a regulatory emphasis on specific categories of sexual abuse suffered by members of the college community. There are four central components.

- Identification of Campus Security Authority Personnel
- Creation of a Campus Sexual Assault Victim Bill of Rights
- Expansion of Sexual Crime Reporting on Campus
- Development of Standard Operating Procedures for Handling Incidents of Sexual Violence

### ***Policy Statement***

All individuals have the right to a safe campus environment free from threats of violence. Harming another person by committing any form of domestic violence, dating violence, sexual assault, or stalking, as defined under Alabama State Law, is strictly prohibited.

### ***New Protections under the Law***

The Campus SaVE Act now provides protection for:

- Offenses against national origin.
- Offenses against gender identity.
  - These categories cover the commission of a hate crime, based on whether the individual was victimized because of their status or because of their perceived status.
- Offenses of domestic violence: offenses against a current or former spouse or cohabitant.

- Offenses of dating violence: violence against a person in a romantic or intimate relationship.
- Offenses against stalking: conduct that would cause a reasonable person to fear for his/her or another's safety or behavior that causes substantial emotional distress.

### ***Campus Security Authorities (CSA)***

A campus safety authority is defined as any administrator or staff person who has responsibility for a student or campus activity outside of the classroom including campus security and security officers, athletic coaches, Division of Student Services staff, professional staff, and staff advisors in student clubs and organizations.

### ***Sexual Assault Victim Bill of Rights***

- The victim has the right to be notified of their options as it applies to notification of law enforcement.
- The victim has the same rights as the accused to have others present at an administrative/disciplinary hearing.
- The victim shall be informed of the outcome and sanctions of any administrative/disciplinary proceeding.
- The victim shall be notified of available counseling services.
- The victim shall have the right to reasonable changes to academic and campus work arrangements.
- The victim shall have the opportunity and assistance to speak or choose not to speak to anyone regarding the outcome.
- The victim shall have the right to confidentiality.

### ***Important Definitions***

- Consent (Section 13A-6-70): It is a violation of State law to commit a sexual act without the consent of the individual. The law states that the lack of consent results from: 1) Forcible compulsion, and the 2) Incapacity to consent. A person is deemed incapable of consent if they are: forced, threatened, unconscious, drugged, less than 16, mentally or developmentally disabled, mentally incapacitated, physically helpless, chronically mentally ill, or believe they are undergoing a medical procedure.

Remember you should:

- Know your own limits and communicate what you don't want.
- Say "no" out loud if you do not feel comfortable.
- Do not be afraid to tell someone to "stop."
- Remember "NO" means no!
- If they don't stop when you tell them to, they have committed a sexual assault.
- Sexual Assault (Section 13A-6-65): Sexual assault can be broadly defined as sexual contact that occurs without the explicit consent of the recipient. For example, touching, fondling, kissing, and other unwanted sexual contact can be classified as sexual battery. These include:
  - Sexual intercourse against a person's will is rape.
  - Sexual intercourse with a minor more than three years younger is unlawful sexual intercourse.
  - Perpetrators of sexual assault can be strangers, friends, and acquaintances, family

- members, male, or female.
- Perpetrators may commit sexual assault by means of overt physical violence, threats, coercion, manipulation, pressure, or tricks. Often, sexual assault involves psychological coercion and taking advantage of an individual who is incapacitated or under duress, and therefore is incapable of making a decision on his or her own.
- Rape (Section 13A-6-61): A person commits the crime of rape if he or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or if he or she, being 16 years old or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old. (Rape in the first degree is a Class A Felony.)
- Domestic Violence (Section 13A-6-130): A person commits domestic violence when he or she commits an offense against a current or former spouse or cohabitant, parent, child, any person who has or had a dating or engagement relationship with the defendant. Domestic violence in the first degree is a Class A felony.
- Dating Violence
  - Forcible sex offenses: Any sexual act directed against another person, forcibly.
  - Non-forcible sex offenses: Any sexual act that includes incest and statutory rape.
- Stalking (Section 13A-6-90): Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. A person who intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied is guilty of the crime of stalking.
- Bystander: An active bystander is someone who intervenes to interrupt behaviors in social situations that could lead to sexual violence.

### **Bystander Intervention**

Effective intervention is the community responsibility of every person. Individuals are encouraged to speak out against attitudes that promote sexual violence and become more supportive of survivors. There are five stages to effective bystander intervention:

- notice the problem;
- understand that the problem demands action;
- feel responsibility to act;
- choose what form of assistance to provide, and
- respond.

### ***Tips for Safe Bystander Intervention***

- Remember intervention doesn't have to be confrontational; say something or do something to call attention to the situation.
- Remain calm, and speak up and challenge inappropriate behavior.
- Tell someone if you believe he/she is acting inappropriately. Challenge inappropriate jokes or conversations.
- Attempt to calmly reason with the perpetrator or distract him/her.
- Ask others in the area for assistance with group intervention.
- Assist the victim by walking him/her to his/her car or to a safe area until assistance arrives.
- Call CAMPUS SECURITY or 911.

## **Steps for Reporting Sexual and Domestic Violence Offenses**

A victim of a sexual or domestic offense crime including: Sexual Assault, Domestic Violence, Dating Violence, or Stalking should immediately report it to Campus Security. Campus Security will contact local law enforcement who will conduct a full investigation of the crime and a report will be filed by the investigating officer. All information will be kept confidential by Alabama State Law. The victim will be informed of the steps of the investigation as well as the steps of the judicial system. The Dean of Students and the Title IX Compliance Officer will be notified immediately of any above listed alleged crimes.

In the event that campus security is not readily available, victims should immediately seek out the assistance of the nearest identified Campus Safety Authority (CSA) who will assist the victim in reporting the incident and receiving assistance and support.

- Assistance will be provided in reporting a crime to off-campus law enforcement by CSAs.
- In the event of a sexual crime, assistance is available in the Student Services Office on each campus.
- A victim may wish to obtain orders of protection or no contact orders. Campus Security will provide assistance and direction to any victim who requests direction on how to file these orders.
- Central Alabama Community College will enforce any and all orders of protection and no contact issued by local jurisdictions.

## **Prevention Tips**

- Date people you know and trust.
- Be cautious when meeting people through social media.
- Tell someone when you are going out on a date.
- Set limits and boundaries.
- Avoid drugs and alcohol.

## **Warning Signs of Dating/Relationship Violence**

- You feel isolated from friends and family.
- Your significant other has angry outbursts.
- Your significant other threatens to harm you or is very jealous of you.
- Your significant other is cruel to animals or children.
- Your significant other belittles you, makes fun of you, or tries to control you.

## **Campus Resources**

- Campus Security:
  - Alexander City: Office of Campus Safety & Security Administration Building 256-596-1611
  - Childersburg: Office of Campus Safety & Security Administration Building 334-321-1644
  - Millbrook: CACC Office Elmore County Technical Center 800 Kelly Fitzpatrick Drive Wetumpka, Alabama 36092 334-567-1218 ext. 7103
  - Talladega: Office of Administrative Coordinator 256-480-2068

- Office of Dean of Students: Administration Building Alexander City (256)215-4273, [staylor@cacc.edu](mailto:staylor@cacc.edu)
- Office of Associate Dean of Student Services: Administration Building Childersburg (256)378-2004, [gbland@cacc.edu](mailto:gbland@cacc.edu)

### **Community Resources**

- Alabama Coalition against Domestic Violence: (334) 832-4842
- Alabama Statewide Domestic Violence Hotline: (800) 650-6522
- National Domestic Violence Hotline: (800) 799-7233
- National Resource Center on Domestic Violence: (800) 537-2238
- Alexander City
  - Crisis Service Helpline: (256) 716-1000
  - Bradford Health Services: (800) 897-7272
  - Cheaha Regional Mental Health Services: (256) 245-2201
- Childersburg
  - Crisis Service Helpline: (256) 716-1000
  - Bradford Health Services: (800) 897-7272
  - Cheaha Regional Mental Health Services: (256) 245-2201
- Millbrook
  - Crisis Service Helpline: (256) 716-1000
  - Bradford Health Services: (800) 897-7272
  - Cheaha Regional Mental Health Services: (256) 245-2201
- Talladega
  - Crisis Service Helpline: (256) 716-1000
  - Bradford Health Services: (800)897-7272
  - Cheaha Regional Mental Health Services: (256) 245-2201

### **Title IX**

It is also the policy of Central Alabama Community College to be in accordance with Title IX of the Education Amendments of 1972 which provides that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance.” Students with concerns regarding their rights under this law should contact the Title IX Coordinator, Dr. Sherri Taylor, Dean of Students.

### **HARASSMENT AND DISCRIMINATION**

#### ***Harassment and Communication***

Central Alabama Community College is committed to providing a positive, discrimination-free educational and working environment. Central Alabama does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, gender stereotyping, age, or any other characteristic protected by state or federal law, in its programs and activities. For these purposes, harassment includes, but is not limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, gender, religion, national origin, gender stereotyping, age, or disability. Definition of Sexual Harassment



Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

For these purposes, “harassment” includes, but is not limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, gender, religion, national origin, gender stereotyping, age, disability, or any other characteristic protected by state or federal law. Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

- Physical assault,
- Direct or implied threats that submission to or rejection of requests for sexual favors will affect a
- term, condition, or privilege of employment or a student’s academic status,
- Direct propositions of a sexual nature,
- Subtle pressure for sexual activity,
- Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (1) comments of a sexual nature; or (2) sexually explicit statements, questions, jokes, or anecdotes;
- Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following:
  - Touching, patting, pinching, hugging, or brushing against another’s body;
  - Commentary of a sexual nature about an individual’s body or clothing, or
  - Remarks about sexual activity or speculations about previous sexual experience(s);
  - Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
- Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed;
- Gender stereotyping or harassment about gender identification.

### **Alcohol and Drug Abuse Prevention Policy**

Central Alabama Community College complies with initiatives described by the Drug-Free Schools and Campuses Regulations. The College is strongly committed to providing a drug-free learning and working environment. It is the policy of Central Alabama Community College that information related to compliance with the Drug-Free Schools and Campuses Regulations shall be distributed to each student at Central Alabama Community College.

### ***Standards of Conduct, Enforcement and Sanctions***

Central Alabama Community College is a public educational institution of the State of Alabama and, as such, will not permit on its premises or at any activity which it sponsors the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student, Central Alabama Community College will take such administrative or disciplinary action as is appropriate. The action may include but is not be limited to suspension or expulsion. If any student engages in any behavior prohibited by this policy which is also a violation of Federal, State, or local law or ordinance, that student may be subject to referral to law enforcement officials for arrest and prosecution.

The College may notify the parents of students who are under the age of 21 after adjudication of any violations of College policies involving the use, possession, or distribution of alcohol or drugs.

### ***Legal Sanctions: State Offenses***

Activities which violate Alabama laws concerning illicit possession, use and distribution of alcoholic beverages or drugs include, but are not limited to, the following:

1. Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975], Sec. 13A-11-10).
2. Possession, consumption or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by fine of \$25-\$100 or a 30-day jail term. (Code, Sec. 28-1-5).
3. Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50-\$500 and, at the discretion of a judge, a jail sentence of up to six months. (Code, sec.28-4-20, etseq).
4. Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of \$100-\$1,000, plus, at the discretion of a judge, a jail sentence of up to six (6) months (Code, sec. 28-1-1).
5. Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable, upon first conviction, by a fine of \$250-\$1,000 and/ or one year in jail plus suspension of drivers' license for 90 days. (Code, sec. 32-5A-191).
6. Possession of marijuana for personal use is punishable by a fine of up to \$2,000 and/or a jail sentence of up to one year (Code, sec. 13A-12-214).
7. Possession of marijuana for other than personal use is punishable by a fine of up to
8. The selling, furnishing, giving away, manufacturing, delivery or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$10,000 and/or a prison term of not less than two years and not more than 20 years (Code, sec. 13A-12-211).
9. The selling, furnishing or giving by a person 18 years or older to a person under 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$20,000 and/or a prison term of not less than ten years and up to life (Code, sec. 13A-12-215).
10. Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than \$5,000 and/or prison term of not more than ten years (Code, sec. 13A-12-212).

11. Conviction for an unlawful sale of a controlled substance within a three-mile radius of an educational institution brings with it an additional penalty of five years of imprisonment with no provision for parole. The use or possession with intent to use of drug paraphernalia is punishable by up to one year in jail and/or a fine of up to \$2,000 (Code, sec. 13A-12-260).
12. The sale or delivery of or possession with the intent to sell or deliver, drug paraphernalia is punishable by not more than one year in prison and/or a fine of up to \$1,000. If the delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to \$10,000 (Code, sec.13A-12-260). Penalties for subsequent violations of the above described provisions are progressively more severe than the initial convictions.

### ***Legal Sanctions: Federal Offenses***

Activities which violate Federal laws concerning illicit possession, use or distribution of alcoholic beverages and drugs include, but are not limited to, the following (21 U.S.C.841) makes it a crime:

1. to manufacture, distribute, dispense or possess with intent to manufacture, distribute or dispense a controlled substance or
2. to create, distribute or dispense or possess with intent to distribute or dispense or counterfeit a controlled substance. (The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed classifications of controlled substances. The drugs are each classified in one or more of five “schedules,” Schedule I being comprised essentially of “street drugs” and Schedule V being comprised of drugs with a “low potential for abuse” as compared with drugs in Schedules I-IV). Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Class I drug. Amphetamine is a Schedule II drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams. Penalties for a first offense conviction of violating the laws described in items (1) or (2) above are:
  - a. in the case of a Schedule I or II drug which is a narcotic drug, not more than fifteen years in prison, a fine of not more than \$25,000 or both.
  - b. in the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five years in prison, a fine of not more than \$15,000 or both.
  - c. in the case of a Schedule IV drug, not more than three years in prison, a fine of not more than \$10,000 or both.
  - d. in the case of a Schedule V drug, not more than one year in prison, a fine of not more than \$5,000 or both.
  - e. notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one year and/or a fine of not more than \$5,000.
  - f. notwithstanding subparagraph (1) through (4) above, the manufacture, possession, distribution or intent to manufacture, possess or distribute phenecylidine (PCP, “angel dust”) is punishable by up to ten years in prison and/ or a fine of not more than \$25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

### ***Local Ordinances***

The State of Alabama Code has been adopted locally. Any other provisions as are applicable to the cities and counties in which Central Alabama Community College campuses are located have also been adopted.

### ***Health Risks of Drug and Alcohol Use and Abuse***

The following is a list of some of the health risks and symptoms associated with the following categories or substances. This list is not intended to be the final word on such health risks since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

- **Cannabis:** includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
  - Regularly observed physical effects of cannabis are a substantial increase in heart rate, bloodshot eyes, a dry mouth and throat and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination such as driving a car. Research also shows that students do not retain knowledge when they are “high.”
  - Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana damages the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.
- **Cocaine:** includes cocaine in powder form and “crack” in crystalline or pellet forms.
  - Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment may transmit AIDS, hepatitis and other diseases. Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion.
  - Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. The use of cocaine can cause death by disrupting the brain’s control of the heart and respiration.
- **Other Stimulants:** include amphetamines and methamphetamines (“speed”); phenmetrazine (Preludin); methylphenidate (Ritalin) and “anorectic” (appetite suppressant) drugs such as Didrex, Pre-Sate, Fastin, Profast, etc.
  - Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination and physical collapse.
  - An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users

- report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amount of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases.
- Depressants: include such drugs as barbiturates; methaqualone (Quaaludes) and tranquilizers such as Valium, Librium, Equanil, Meproamate, Xanax, etc.
    - The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles but somewhat larger doses can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death.
    - The combination of depressants and alcohol can multiply the effects of the drugs thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence.
    - Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death.
    - Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.
  - Narcotics: include such substances as heroin, morphine, opium and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin) and such drugs as Percocet, Percodan, Darvon, Talwin, Lortab, Lorcet, Anexia, etc.
    - Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death.
    - Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis.
    - Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.
  - Hallucinogens: Include phencyclidine (“PCP”), lysergic acid diethylamide (“LSD”), mescaline peyote and psilocybin (mushrooms).
    - Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.
    - The effects of PCP vary but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders such as depression and anxiety and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions, coma, heart, lung, and brain damage.
    - Lysergic acid (LSD) mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased

- heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline or psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.
- Inhalants: include such substances as nitrous oxide (“laughing gas”), amyl nitrate, butyl nitrate (found in asthma inhalants), chlorohydrocarbons (used in aerosol sprays) and hydrocarbons (found in gasoline, glue and paint thinner).
    - Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite (asthma inhalant) cause rapid pulse and feces. Long-term use may result in hepatitis or brain hemorrhage.
    - Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness or death. High concentration of inhalants can cause suffocation by displacing oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.
  - Designer Drugs: include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as “Ecstasy”) and analogs of phencyclidine. Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.
    - The narcotic analogs can cause symptoms such as those seen in Parkinson’s disease—uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogues of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness.
    - Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired perceptions.
  - Alcohol: ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer and distilled spirits.
    - Ethyl alcohol can produce feelings of well-being, sedation and intoxication and can cause unconsciousness or death depending on how much is consumed and how fast it is consumed.
    - Alcohol is a “psychoactive,” or mind-altering drug, as are narcotics and tranquilizers. It can alter moods, cause changes in the body and become habit forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver, stomach, colon, larynx, esophagus and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys; high blood pressure, heart attacks and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility and premature aging.

- Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

**Where to Get Assistance**

Help is available for persons who are in need of counseling or other treatment for substance abuse. Listed below are agencies and organizations that can assist persons in need of such services.

<b>NATIONAL TOLL-FREE HOTLINES &amp; WEBSITES</b>	
<b>Treatment Facility Locator</b> 1-800-662-HELP <a href="http://findtreatment.samhsa.gov">http://findtreatment.samhsa.gov</a>	<b>Drug Help</b> <a href="http://www.drughelp.org">http://www.drughelp.org</a>
<b>Cocaine Anonymous</b> <a href="http://www.ca.org">http://www.ca.org</a>	<b>Marijuana Anonymous</b> <a href="http://www.marijuana-anonymous.org">http://www.marijuana-anonymous.org</a>
<b>Narcotics Anonymous</b> <a href="http://www.na.org">http://www.na.org</a>	<b>Alcoholics Anonymous</b> <a href="http://aa.org">http://aa.org</a>

**Local Treatment Facilities**

The treatment facilities listed below provide either alcohol (A), drug (D) or alcohol and drug (A/D) treatment on an outpatient, residential or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. Inpatient services include such treatment as detoxification and short-term hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling and self-analysis. Some of the listed facilities are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

<b>Lighthouse of Tallapoosa County</b> 36 Franklin Street Alexander City, AL (256) 234-4894	<b>East Alabama Mental Health Center Opelika Addictions Center</b> 2300 Center Hills Drive, Building #1 Opelika, AL
<b>Cheaha Regional Mental Health Center</b> 10 Bemiston Avenue Talladega, AL (256) 362-8600	<b>Cheaha Regional Mental Health Center Caradale Lodge</b> 1721 Old Birmingham Highway Sylacauga, AL 35150

**EMERGENCY PROCEDURES**

Central Alabama Community College is committed to the safety and well-being of its students, faculty, and staff who can help the college safe guard the campus by taking preventive measures to ensure safety and by referencing this guide in the event of an emergency. The following guidelines are not intended to be a comprehensive list of instructions, rather a reminder of the basic steps that should be taken to minimize the risks associated with a given hazard. Since emergencies can vary greatly, the instructions provided by Central Alabama Community College and emergency personnel at the time of the incident may change or even conflict with those listed in these procedures.

### ***Safety Tips***

- Always follow the instructions of college and emergency personnel.
- If you smell or see smoke or fire, pull the nearest fire alarm.
- Trust your instincts. If a place or situation doesn't feel right, it probably isn't. Leave.
- Avoid shortcuts and isolated areas when walking after dark.
- Don't walk alone after dark. Early evening to late evening, travel only in groups of three or more in well-lit and heavily traveled areas.
- When traveling in your vehicle, keep windows up and doors locked. If approached, don't resist a robber - especially if he/she has a weapon.
- Never venture into or through dark or undesirable neighborhoods.
- Don't carry large sums of cash.
- If attacked or approached by someone suspicious, contact the police immediately by calling 911.
- Get a good description of the person and direction of travel.

### ***Emergency Procedures: Fire***

#### **General Tips**

- Become familiar with emergency escape routes before an accident (i.e. note locations of stairwells and emergency doors).
- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- If you smell or see smoke or fire, pull the nearest fire alarm.
- Evacuate the building via the stairs - DO NOT use the elevators.
- Exit quickly, only take essential items.
- If possible, close door behind you as you exit to confine the heat or smoke.
- Feel the door with the back of your hand before opening it - DO NOT open a door that is hot.

#### **Cool Door**

- Open slowly and ensure fire or smoke is not blocking your route. If escape route is blocked, immediately shut the door and find an alternate escape route.
- If route is clear, leave immediately through the door and close it behind you. Be prepared to crawl, if necessary.

#### **Call 911:**

- State the location of the fire.
- Stay on the phone until released by the dispatcher.

#### **Once Outside**

- Move to a clear area at least 500 feet away from the building.
- Keep the streets, fire lanes, fire hydrants, and all walkways clear.



- Return to the building only when emergency personnel allow.

#### Staff Members

- Bring class or building roster with you.
- Take inventory of all personnel evacuated from the building.
- Report missing persons (and their last known locations) to emergency personnel on scene.

#### How to Use a Fire Extinguisher

- If the fire is small, and you are properly trained, use a fire extinguisher to control the fire.
- Always keep your back to the exit; never place the fire between you and the exit.
- Discharge the entire extinguisher on the base of the fire.
- Remember PASS
  - P = Pull the pin
  - A = Aim the nozzle at the base of the fire
  - S = Squeeze the trigger
  - S = Sweep the fire extinguisher on the base of the fire
- If you catch on fire, DO NOT RUN. STOP, DROP, and ROLL.

#### If Caught in Smoke

- Drop to your hands and knees crawling toward the exit.
- Stay low.
- Hold your breath as much as possible.
- Breathe shallowly through your nose; use a shirt or towel as a filter.

#### If Forced to Advance through Flames

- Hold your breath.
- Move quickly.
- Cover your head and hair.
- Keep your head down and your eyes closed.

#### If You Are Trapped and CANNOT Evacuate

- Wedge wet towels or other cloth materials along the bottom of the door to keep smoke out.
- Close any doors between you and the fire.
- If you are trapped and need air, break the window, but only as a last resort.
- Hang a towel or cloth material from the window. (This signals firefighters that you are trapped.)
- If you are disabled and cannot use the stairs, get to the stairwell keeping doors closed; notify emergency personnel of your exact location.

### ***Emergency Procedures: Medical Issues***

#### General Tips

- Call 911, request medical assistance, and tell the dispatcher:
  - Your location
  - Type of injury or illness of victim
  - Victim's status (conscious, breathing, or bleeding)
  - Age of victim
- Stay on the phone until released by the dispatcher.
- Check the scene for any danger or hazards like exposed electrical wires, broken glass, or chemicals before providing aid.

- If properly trained, administer basic life support (CPR or first aid), otherwise wait for professional help.
- DO NOT attempt to give ANY medical advice or assistance unless properly trained.
- DO NOT move the victim unless he/she is in immediate danger.
- DO NOT jeopardize your health or the health of the victim.

#### Heart Attack

- Check to see if victim's airway is open, if he/she is breathing, and if he/she has a heartbeat.
- If you are trained to do so, administer CPR if needed.
- If you are trained to do so, locate and use an automated external defibrillator (AED).

#### Burns

- Remove the victim from cause of burn.
- Be careful not to contaminate or injure yourself.

#### Thermal Burns

- Flush the wound area with cool water; DO NOT use ice.
- DO NOT apply any creams or lotions.

#### Dry Chemical Burns

- Brush the chemical from the skin using gloves.
- After brushing chemical off the skin, flush the area with cool water.

#### Bleeding

- Use gloves and other protective gear.
- Apply firm, gentle pressure to the wound with a clean cloth. Immobilize the wound.
- If you come in contact with any blood or bodily fluids, wash with soap and water, then seek medical attention.

### ***Emergency Procedures: Severe Thunderstorms***

#### Definition

- *Severe Thunderstorm* - A storm capable of producing wind gusts over 55 mph and/or hail 3/4" or larger in diameter.
- *Severe Thunderstorm Watch* - Issued by the National Weather Service when severe weather conditions are possible in the area.
- *Severe Thunderstorm Warning* - Issued by the National Weather Service when severe weather has been sighted in the area.

#### General Tips

- Find a safe shelter.
- Monitor local news media and the College website for closings/delays.
- DO NOT call 911 unless there is an emergency or you need immediate assistance.
- Use a corded telephone ONLY for emergencies; cordless or cell phones are safe to use; lightning can travel through telephone lines.
- Cancel/relocate outdoor activities.
- Secure all objects that could blow away or cause additional damage.
- Keep all exterior doors closed and stay away from windows.
- Close all windows and blinds.

#### Avoid the Following

- Natural lightning rods like tall trees in an open area.
- Hilltops, open fields, the beach, or a boat on water.

- Isolated sheds or other small structures in large, open areas.
- Metal objects - motorcycles, golf carts, golf clubs, bicycles, etc.

#### If Outside

- Immediately find a safe indoor shelter or a hard-top automobile.
- If you are unable to find a safe shelter, and are trapped outdoors, lie in a ditch or any low-lying area with few trees, or crouch near a strong building for shelter.
- Rubber-soled shoes and rubber tires provide NO protection from lightning.

### ***Emergency Procedures: Tornado***

#### Definition

- *Tornado Watch* - Issued by the National Weather Service when conditions are favorable for severe thunderstorms and multiple tornadoes to form in or around the area.
- *Tornado Warning* - Issued by the National Weather Service when a tornado has been sighted or indicated in the warning area.

#### General Tips

- Immediately move to an interior hallway on a lower level in the middle of the building.
- Stay away from all windows and glass doors.
- DO NOT use the elevators.
- Close and lock all windows and exterior doors.
- Close all window shades, blinds, or curtains.
- DO NOT leave your location until advised or storm warning ends.

#### Call Campus Security or 911 and tell dispatcher:

- Your location
- Type of injury or illness of victim
- Victim's status (conscious, breathing, or bleeding)
- Victim's age
- Stay on the line until released by the dispatcher.

#### In Your Vehicle

- Immediately get out of your car and find the nearest, low-level room of a building or storm shelter.
- NEVER try to outrun a tornado, especially in a congested or urban area.

#### Outside

- Find shelter immediately.
- If no shelter is available, find the nearest low-level ditch and lie flat with your hands covering your head.
- DO NOT seek shelter under a bridge or overpass.
- Beware of flying debris and possible flooding.

### ***Emergency Procedures: Flash Flood***

#### Definitions

- *Flash Flood Watch* - Issued by the National Weather Service when conditions are favorable for flash flooding in the area.
- *Flash Flood Warning* - Issued by the National Weather Service when flash flood is in progress, imminent, or highly likely.

#### General Tips

- Do NOT walk or drive through flooded areas.

- Avoid downed power lines.

### ***Emergency Procedures: Hurricanes***

#### Definition

- *Hurricane Watch*-Issued by the Nation Weather Service when there is a threat of hurricane conditions within 24-36 hours.
- *Hurricane Warning*-Issued by the National Weather Service when hurricane conditions (winds of 74 miles per hour or greater or dangerously high water and rough seas) are expected within 24 hours or less

#### General Tips

- Immediately move to an interior hallway on a higher level in the middle of the building.
- Stay away from all windows and glass doors.
- DO NOT use the elevators.
- Close and lock all windows and exterior doors as securely as possible.
- Close all window shades, blinds, or curtains.
- Unplug all electrical devices from outlets.
- Open air vents.
- DO NOT leave your location until advised or storm warning ends.

#### Call Campus Security or 911 and tell dispatcher:

- Your location
- Type of injury or illness of victim
- Victim's status (conscious, breathing, or bleeding)
- Victim's age
- Stay on the line until released by the dispatcher.

#### In Your Vehicle

- Immediately get out of your car and find the nearest, high-level room of a building or storm shelter.

#### Outside

- Find shelter immediately.
- DO NOT seek shelter under a bridge or overpass.
- Beware of flying debris and flooding.

### ***Emergency Procedures: Extreme Heat***

#### Definitions

- *Heat Cramps* - Muscle pains or spasms due to heavy exertion. Although heat cramps are the least severe, they are usually the first signal that the body is having trouble with heat.
- *Heat Exhaustion* - Occurs when people exercise or work in a hot, humid place where body fluids are lost via heavy sweating. Blood flow to the skin increases, causing blood flow to decrease to vital organs, which can result in a form of mild shock. If left untreated the victim's body temperature will keep rising and he may suffer heat stroke.
- *Heat Stroke (Sun Stroke)* - Occurs when the victim's temperature control system, which produces sweat, stops working. The body temperature can rise high enough to cause brain damage or death, if the body is not cooled quickly.

#### General Tips

- If possible, avoid strenuous outdoor activities.

- Stay indoors and limit exposure to the sun.
- If outside, apply sunscreen uniformly to cover all exposed areas for 15 minutes before exposure.
- Sunscreen should be applied every two hours.
- Drink plenty of water.
- Stay on a building's lowest floor, out of the sun, if air conditioning is not available.
- Eat well-balanced meals; avoid using excess salt.
- Limit your intake of alcoholic beverages.
- Dress in loose-fitting, lightweight, and light-colored clothes that cover as much of your body as possible.
- Protect face and head by wearing a hat.
- Consider scheduling outdoor events for cooler times of the day.

Call 911 immediately if you (or a victim) are experiencing the following symptoms: heavy sweating, paleness, muscle cramps, tiredness, dizziness, headache, nausea, weakness, vomiting, or fainting.

- Tell the dispatcher:
  - Your location
  - Victim's type of injury or illness
  - Victim's status (conscious, breathing, or bleeding)
  - Victim's age
  - Stay on the line until released by the dispatcher.

### ***Emergency Procedures: Winter Weather***

#### Definitions

- *Winter Storm Watch* - Issued by the National Weather Service when a winter storm is possible in the area.
- *Winter Storm Warning* - Issued by the National Weather Service when a winter storm is occurring or will soon occur in the area.
- *Freezing Rain* - Rain that freezes upon hitting the ground by creating a coating of ice on roads, walkways, trees, and power lines.
- *Sleet* - Rain that turns to ice pellets before reaching the ground. Sleet can create moisture on the roads that freezes, becoming slippery.
- *Frost/Freeze Warning* - Issued by the National Weather Service when below freezing temperatures are expected in the area.

#### General Tips

- Monitor local news media for weather reports and emergency information.
- Look to the College website at [www.cacc.edu](http://www.cacc.edu) for class cancellations/College closings.
- Stay clear of dropped or sagging power lines.
- Avoid areas with many trees; snow or ice may cause tree limbs to fall.
- Stay inside if possible.
- Use extreme caution when walking outside or driving.
- If you must travel:
  - Travel during the day.
  - Stay on main roads; avoid back-road shortcuts.
  - Carry emergency supplies or kits.
  - Dress warmly to prevent frostbite or hypothermia.

## ***Emergency Procedures: Power Outage***

### General Tips

- Remain calm, and stay where you are.
- Evacuate **ONLY** if instructed to do so by emergency personnel or supervisor.
- Turn off all electrical devices such as computers; damage can occur once power is restored.
- Laboratory personnel should secure all experiments and unplug electrical equipment before leaving and all chemicals should be returned to their proper storage place.
  - Provide proper ventilation by opening all windows and doors.
  - Evacuate immediately if you are unable to provide appropriate ventilation for chemicals; call 911.
- **DO NOT** open cold-rooms, refrigerators, or other temperature-sensitive areas Call 911 (depending on the situation) and tell the dispatcher:
  - Your location
  - What areas are affected by the power outage
  - How long the power has been out
  - Any significant water damage, flooding, gas leak, or any other major utility failure
  - Any injuries
  - Stay on the phone until released by the dispatcher.

Do not use elevators.

If caught inside an elevator during a power outage:

- Remain calm.
- **DO NOT** attempt to open the elevator door by shaking, jarring, or prying open the elevator door unless directed to do so by emergency personnel.
- Press the emergency button or call 911 and tell the dispatcher:
  - Your location
  - What floor you are near
  - Any injuries
  - Stay on the phone until released by the dispatcher.

## ***Emergency Procedures: Active Shooter***

### General Tips

- Call 911 as soon as possible and relay the following information:
  - Location of the incident
  - Type of incident
  - Subject's physical description, location, and/or direction of travel
  - Weapon information
  - Stay on the phone until released by the dispatcher.
- If you cannot speak, dial 911 and leave the line open to allow the dispatcher to hear what is going on at your location.
- Trust your instincts.
- If you can evacuate, do so
- If you are unable to evacuate:
  - Take shelter in the nearest room, office, closet (preferably somewhere with a lockable inward opening door).

- Lock and barricade the door with anything you have available (desks, file cabinets, other furniture).
- Cover any windows that may be in or near the door.
- Look for alternate escape routes (windows, additional doors, etc.).
- If jumping from a window is a safe or viable option.
  - Break the window if necessary.
  - Make an improvised rope from clothing, belts, etc. if necessary.
  - Hang by your hands to minimize the distance you will fall.
- Stay low to the ground and remain as quiet as possible remembering to silence your cell phone.
- Do not answer the door for anyone.
- Taking out the shooter is a serious decision **ONLY YOU** can make - maintain a survival mindset.
- Position yourself in a location that will allow for the element of surprise if the shooter enters.
- Prepare yourself to attack the shooter should he/she enter by identifying improvised weapons.
  - Throw items at the shooter's face to cause a distraction and disrupt his aim.
  - Attack in a group creating multiple points of opposition.
  - Swarm the shooter and control his extremities and head to control him; pin him to the ground.
  - Continue the fight until you are certain he is no longer a threat.
- Once the shooter is incapacitated call 911 and advise the police
  - Move weapons away from the shooter and use a trash can or other container to control it (do not pick up the weapon).
  - Raise your hands and drop your knees obeying any commands from responding law enforcement.
  - Provide first aid to injured victims.

### ***Emergency Procedures: Suspicious Activity***

#### **General Tips**

- Remain calm.
- DO NOT let anyone into a locked room or building without proper authority.
- DO NOT engage in a physical confrontation with the person.
- DO NOT block the person's exit.

#### **Signs of Suspicious Activity**

- Anything out of the ordinary.
- A person(s) running or leaving quickly - as if he/she were being watched or chased.
- A person(s) hauling property - lab equipment, laptops, books, bikes - at an unusual time or location.
- A person(s) going door to door in a residence hall or office.
- A person(s) pulling on multiple doorknobs or trying to open residence hall/office doors
- A person(s) pulling on car handles or looking into multiple vehicles.
- A person(s) forcibly entering a locked vehicle or door.
- Car or person(s) repeatedly circling an area.
- A person(s) being forced into a vehicle.

- Strange noises - arguing, yelling, gunshot, etc.
- A person(s) who photographs, videotapes, sketches or asks detailed questions about power plants, buildings, bridges, hospitals, utility infrastructure, etc.
- A person(s) who doesn't belong attempting to gain or gaining access to a restricted area.
- Call 911 (depending on the situation) and tell the dispatcher:
  - Your location
  - Person's behavior
  - Person's physical description
  - Person's location and direction of travel
  - What you saw
  - Where and when it happened
  - Stay on the phone until released by the dispatcher.

### ***Emergency Procedures: Bomb Threat***

#### Telephone Threat

- Remain calm.
- Do not hang up; keep the caller on the line as long as possible and listen carefully
- Obtain as much information as possible.
- Use the bomb threat checklist.
- Ask questions such as:
  - When is the bomb going to explode?
  - Where is the bomb right now?
  - What kind of bomb is it?
  - What does it look like?
  - What will cause it to explode?
  - Why did you place the bomb?
  - What's your name?
- Take notes about the call, such as:
  - Identity: male/female and age
  - Voice: loud, soft, high-pitched, deep, raspy, hoarse, nasal, pleasant
  - Background noise: office, factory, street, traffic, train, airplane, animals, party, music
  - Speech: accented, deliberate, fast slow, lisp, slang, taped/recorded, stuttered, slurred
  - Manner: calm, angry, rational, irrational, coherent, incoherent
  - Time of call
  - Exact words
  - Phone Number: check caller ID if available
  - Any other pertinent information
- Call, or have someone else call, Campus Police or 911
  - State your location and report the information you noted.
  - If you are unable to speak to the police dispatcher, call 911 and leave the line open to allow the dispatcher to listen in on the conversation.

#### Written Threat

- Call 911 (depending on the situation),
  - State your location and report the information in the written threat,
  - Stay on the phone until released by the dispatcher.
- Don't touch or move the letter; it should NOT be altered or destroyed.



- Prevent others from handling or going near the letter.

### ***Emergency Procedures: Suspicious Package***

#### Characteristics of a Suspicious Package

- Package or envelope with suspicious powdery substance.
- Unexpected package sent by someone unfamiliar to you.
- Excessive postage.
- Poorly written or typed address.
- Incorrect title(s) with no names.
- Misspelling of common words or names.
- Addressed to someone no longer at the address.
- Outdated postmarks.
- No return address or one that can't be identified as legitimate.
- Return address not consistent with postmark.
- Unusual weight, given package size; lopsided; or oddly shaped.
- Unusual amount of tape, string, or other wrapping material.
- Marked with restrictive labels like "fragile," "personal," "confidential," or "rush-do-not-delay".
- Strange odor, stains, or noises (i.e. rattling, clicking, ticking, etc.).
- Appears to contain electrical wire or aluminum foil.
- Mailed from foreign country unfamiliar to recipient.

#### General Tips

- Remain calm.
- Stay away from the package.
- DO NOT allow anyone to handle or go near the package.
- If a suspicious package is discovered while handling, avoid dropping, throwing, or any other abrupt movement; gently set the package down in a secluded area that has been evacuated.
- DO NOT use any cell phones, radios, or other wireless devices around the package.

#### Call 911 (depending on the situation)

- State the location of the package and provide a description.
- Stay on the phone until released by the dispatcher.
- If you touched the package, immediately wash your hands, arms, etc. with soap and water for 15 minutes.

### ***Emergency Procedures: Hazardous Materials***

#### Evacuate

- Leave the area immediately and move approximately 1/2 mile away (8 to 10 blocks).
- Keep others away from the affected area.
- STAY UPSTREAM, UPHILL, and UPWIND OF THE ACCIDENT.
- Do not walk into or touch any spilled liquids, airborne mists, or condensed solid chemical deposits.
- Turn off all ignition and heat sources.
- Try not to inhale gases, fumes, or smoke.
- Cover mouth with a cloth while leaving the area.

- Those contaminated by the spill should avoid contact with others and remain in a safe location nearby to receive medical assistance.

Call 911 and tell the dispatcher:

- Location of the leak or spill
- Type of substance
- Amount spilled/leaking
- Any injuries

Wet Chemicals

- Flush with water and soap, if possible, being sure not to rub the chemical into your skin.

Dry Chemicals

- Using gloves, brush away from skin.
- Remove all contaminated clothing.
- Once the chemical is removed, flush skin with cool water.
- Those with information on the chemical should leave immediate area but remain in a safe, nearby location to direct emergency personnel to the affected area.
  - Assist with providing information about the incident, chemical involved, applicable Safety Data Sheets (SDS), and chemical common use.
- Follow evacuation instructions from emergency personnel.
- Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles.
- Return to the spill/leak site only when permitted by emergency officials.
- If you are unable to evacuate, or if you are instructed to stay indoors, follow “Shelter In Place” instructions below.

Shelter in Place (Instructed to Stay Indoors)

- Close and lock all exterior doors and windows.
- Close vents and as many interior doors as possible.
- Turn off air conditioners and ventilation systems.
  - In large buildings, set ventilation systems to 100 percent recirculation so that no outside air is drawn into the building.
  - If this is not possible, ventilation systems should be turned off.
- Go to a pre-selected shelter room above ground; select a room that has the fewest openings to the outside.
- Seal gaps under doorways and windows with wet towels, plastic sheeting and duct tape. Use material to fill cracks and holes in the room, such as those around windows and air conditioning units.
- If gas or vapors could have entered the building, take shallow breaths through a cloth or towel.
- Avoid eating or drinking any food or water that may be contaminated.
- Call 911 to report your location.

If in a Vehicle

- Stop and seek shelter in a safe building.
- If you must remain in your car, close windows and air vents, and shut off the air conditioner.
- Breathe through a cloth covering your mouth.

### ***Emergency Procedures: Epidemic or Pandemic***

Definitions

- *Epidemic* - New cases of a disease, in a given population, that exceeds normal expectations.
- *Pandemic* - Epidemic of infectious disease that is spreading through human populations across a large region (i.e. a continent or worldwide).

#### Minimizing Disease Transmission

- Wash hands often with soap and water.
- Wash before eating or drinking, applying make-up, inserting contact lenses.
- Wash after you sneeze or cough.
- Wash after touching frequently touched surfaces (i.e. doorknobs, phones, etc.).
- Stay home; avoid crowded areas or public gatherings if possible.
- Stay home when you are sick.
- Get plenty of rest, eat a balanced diet, exercise regularly, drink fluids and avoid tobacco products.
- Cover all new and existing cuts and grazes with waterproof dressing.

#### Preventing the Spread of Diarrheal Diseases

- Wash hands regularly with soap and warm water for at least 20 seconds.
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available.
- Maintain a clean living environment.
- Maintain good personal hygiene, including:
  - Follow good hygienic practices when preparing food.
  - Do not share eating utensils or drinking containers.
  - Do not share items such as toothbrushes or towels.
- Disinfect surfaces that are touched frequently (i.e. doorknobs, phones, computers, etc.).
  - Wipe surfaces with a disinfectant such as diluted household bleach.

#### Preventing the Spread of Respiratory Diseases

- Wash hands regularly with soap and warm water for at least 20 seconds.
- Sanitizing gels/foams/wipes are an adequate substitute when soap and clean water are not available.
- Cover your cough and sneeze.
  - Cough and sneeze into the crook of your arm.
  - If you use a tissue, immediately place the used tissue in a waste basket.
- Disinfect surfaces that are touched frequently (i.e. doorknobs, phones, computers, etc.).
  - Wipe surfaces with a disinfectant such as diluted household bleach.

#### Hand Washing

- Wet your hands with clean, warm, running water and apply soap.
- Rub hands together to make lather and scrub all surfaces.
- Continue rubbing hands for 20 seconds (imagine singing “Happy Birthday” twice).
- Rinse hands well under running water.
- Dry your hands using a paper towel or air dryer.
  - If possible, use the paper towel to turn off the faucet.
- When should you wash your hands?
  - Before preparing or eating food.
  - After going to the bathroom.
  - After changing diapers or cleaning up a child who has gone to the bathroom.
  - Before and after attending to someone who is sick.

- After blowing your nose, coughing, or sneezing.
- After handling an animal or animal waste.
- After handling garbage.
- Before and after treating a cut or wound.

#### Disinfecting

- Diluted household bleach (1/4 cup of bleach to a gallon of clean water) may be substituted if disinfectants are not available.
- Use only unscented products.

### **Reporting Accidents, Injuries, and Safety Concerns**

All accidents involving students must be reported to the **Dean of Students within 24 hours of the incident**. Any student involved in an on campus accident should immediately report the incident to the Student Services Office or the Dean of Students. The Dean of Students will disseminate accident reports to the appropriate offices as needed. Incident reports may be obtained through the Student Services Office. It is imperative that any significant instances involving a criminal act, suspected criminal act, accident or injury on campus, and violation of College policy be immediately reported. The official Incident Report form may be obtained through the Student Services Office or the Office of Instruction.

### **Emergency Notification System**

The College website will provide official announcements in reference to campus closures. If there is a need to close the campus for any reason or to report other campus emergencies, the Emergency Notification System (School Cast) will be activated to alert all parties at the same time.

### **Disclosure of Campus Crime Statistics**

Central Alabama Community College is in compliance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, as amended by the Higher Education Technical Amendments Public Law 102-26 and the Campus Sexual Assault Victims Bill of Rights as included in the Higher Education Amendments of 1992. Inquiries concerning the information contained in this disclosure should be directed to the Dean of Students. Central Alabama Community College is required under Section 668.46(b) of the Campus Security Act to publish and distribute an annual security report. The offenses for which the Campus Security Act requires statistical reporting are defined in accordance with the FBI Uniform Crime Reporting (UCR) System, as modified by the Hate Crimes Statistics Act. A link to the report can be found at the College website.

### **Complaint and Grievance Procedures**

Central Alabama Community College promotes the open exchange of ideas among all members of the College community, students, faculty, staff and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Central Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the

appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

### ***Complaint Procedures***

For purposes of this policy, a complaint will mean a specific event, activity or occurrence within the scope of the authority of the College administration or faculty about which an individual has a specific concern.

1. **Complaint Related to Academic Matters:** Complaints involving academic disputes must follow the “Academic Appeal Policy” of the College.
2. **Complaint Related to Disability:** Complaints related to a disability should be reported in writing to the ADA Coordinator, (Tiffanie Character for Alexander City and Millbrook or Leslie Mitchell for Childersburg and Talladega) within ten (10) business days of occurrence of the event prompting the complaint.
3. **Complaint Related to Title IX:** Complaints related to claims of sexual discrimination should be reported in writing to the Title IX Coordinator, Dr. Sherri Taylor, within ten (10) business days of the occurrence of the event prompting the complaint.
4. **Other Types of Complaints.** Complaints related to any other matter should be reported in writing to the Dean of Students within ten (10) business days of the event prompting the complaint.
  - a. If it is determined that the complaint is valid and can be resolved immediately and informally after discussion between the student and the respective College official, the College official will take action to resolve the complaint. The College official who received the complaint will record and keep a written report of the complaint and the resolution of the complaint.
  - b. If the student’s complaint cannot be resolved immediately and informally, the appropriate College official who received the complaint will submit a written report (a “Plan of Resolution”), to the Dean of Students. The report will be submitted within ten (10) business days of the complaint and will detail the complaint and the plan to resolve the complaint. If the Plan of Resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a grievance.

### ***General Grievance Procedures***

A student who submits a written complaint to the appropriate college official and who is not informed of a satisfactory resolution or plan of resolution of the complaint within fifteen (15) business days then has the right to file a grievance with the Dean of Students. Grievance Procedure Forms are available online at [www.cacc.edu](http://www.cacc.edu) and in the Office of Dean of Students.

The written grievance statement will include at least the following information:

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

The grievance statement may also contain other information relevant to the grievance that the Grievant wants considered by the Dean of Students.

### ***Investigation Hearing and Findings***

The College will have thirty (30) calendar days from the date of the receipt of the grievance by the Dean of Students to conduct an investigation of the allegation(s), hold a hearing on the grievance (if requested) and submit a written report to the Grievant of the findings arising from the hearing. The Grievance Form will be used to report both the grievance and the hearing findings. The Dean of Students will report the grievance findings to the Grievant by either personal service or certified mail sent to the Grievant's home address.

### ***Investigation Procedures***

The Dean of Students will conduct a factual investigation of the grievance allegations, either personally or with the assistance of any person(s) designated by the President, and will research any applicable statutes, regulations and/or policies, if any. After completion of the investigation, the Dean of Students will determine whether there is substantial support of the grievance. The factual findings of the investigation and the conclusions of the Dean of Students will be stated in a written report which will be submitted to the Grievant and to the party or parties against whom the grievance was made (the "Respondent"). The report will be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties will have the opportunity to file written objections to any of the factual findings and to make their objections part of the hearing record if there is a hearing. Publications or verified photocopies containing relevant statutes, regulations and policies will also be prepared by the Dean of Students for the hearing record. If the Dean of Students finds that the grievance is substantially supported, he or she will also make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Dean of Students report, the Grievant will have five (5) business days to notify the Dean of Students whether or not the Grievant demands a hearing on the grievance. The failure by the Grievant to request a hearing by the end of the fifth business day will constitute a waiver of the opportunity for a hearing. However, the Dean of Students may, nevertheless, at his or her discretion schedule a hearing on the grievance if doing so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Dean of Students report will be filed with the President, and a copy provided to the Grievant and each Respondent.

### ***Hearing Procedures***

In the event that the Grievant requests a hearing within the time frame designated by the Dean of Students, the President will designate a qualified, unbiased person or committee to conduct the grievance hearing. The hearing officer and/or committee members will generally be employees of Central Alabama Community College. However, the President will have the discretion to select individuals that are not Central Alabama Community College employees to serve as a hearing officer or as a committee member.

The hearing officer and/or committee will notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and will not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent will be read the grievance statement. After the grievance is read into the record, the Grievant will have the opportunity to present oral

information and offer other supporting information as he/she will deem appropriate to his/her claim. Each Respondent will then be given the opportunity to present oral information and offer other supporting information as he/she deems appropriate to the Respondent's defense against the charges.

If the College, or the administration of the College at large, is the party against whom the grievance is filed, the President will designate a representative to appear at the hearing on behalf of the College. Any party to a grievance hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum of 48 hours notice if the Grievant is being assisted by an attorney or personal representative. The names of the personal representative, attorney, or witnesses must be submitted 48 hours prior to the hearing to the Dean of Students. In the event that the College is the Respondent, the College representative will not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative. The hearing will be recorded either by a court reporter or on audio/video or by other electronic recording medium. In addition, all supporting documents or information offered by the parties, whether admitted or not, will be marked and preserved as part of the hearing record.

The hearing officer or committee will make the participants aware that the rules relating to the admissibility of statements and information during the hearing will be less stringent than those which apply to civil trials. Generally speaking, irrelevant, immaterial and privileged information (such as personal medical information or attorney-client communications) will be excludable. However, hearsay conversations and unauthenticated documentary information may be allowed if the hearing officer or chairperson determines that the information offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any statement, information or documentation offered at the hearing, the hearing officer or committee chairperson will have authority to make a final ruling on the objection.

### ***Report of Findings***

Within five (5) working days following the hearing, there will be a written report given to the Dean of Students (with a copy to the President, the Grievant and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report will contain at least the following:

1. Date and place of the hearing;
2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Regulations or policies relevant to the grievance, and
6. Recommendation(s) arising from the grievance and the hearing.

### ***Resolution of Grievance***

In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the Dean of Students will notify the Grievant of any appeal that may be available to the Grievant. In the event of a finding that the grievance was supported, in whole or in part, by the information presented, the Dean of Students will meet with the Grievant and the appropriate college representative(s) (which may include the Respondent[s]) and attempt to bring about resolution of the grievance.

### ***Presidential Appeals***

If the grievance does not involve a claim of illegal discrimination based on gender, race, or disability, the Grievant will have the right to appeal the decision of the hearing officer or committee to the President of Central Alabama Community College, provided that:

1. A notice of appeal is filed with the Dean of Students and the President within fifteen (15) calendar days following the Grievant's receipt of the committee report and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the Grievant's receipt of the report, the Grievant's right to appeal to the President will have been waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.
3. President's Review: If an appeal is accepted by the President, the President will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold a hearing (if deemed appropriate by the President) and to produce a report of the President's findings of fact. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part the findings, conclusions and recommendations arising from the college grievance hearing. The President's report will be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

### ***Civil Rights Grievance Procedures***

This grievance procedure is established to provide recourse for any student who feels that his/her civil rights have been violated as set out in the following legislation:

- Title VI and Title VII of the Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act)
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973 (as amended) and the Americans with Disabilities Act of 1990 (as amended).

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problem that may arise affecting students in their dealings with this institution. These proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure. For the purpose of this procedure, a grievance is a claim by a student or prospective student who cites a failure of the institution to comply with civil rights legislation.

Within ten (10) working days of an alleged violation, the Grievant may arrange for a conference with the Dean of Students of the institution, and thereby try to resolve the complaint immediately



and informally. If the complaint is not resolved to the satisfaction of the Grievant, the following steps must be taken:

1. The Grievant will file the original and two copies of the Grievance Form with the Dean of Students or her designee within thirty (30) calendar days following the date of the alleged civil rights violation(s). The alleged violation(s) must be clearly and specifically stated (Grievant is advised to keep a copy of all forms used).
2. The Dean of Students will have thirty (30) calendar days following date of receipt of Grievance Form to investigate and study Grievant's allegation, hold a formal hearing, and make a written report of findings to Grievant. This report must be mailed to Grievant by certified mail, return receipt requested.
3. Grievant must, within fifteen (15) calendar days, following receipt of report, file with the Dean of Students or her designee written notice of acceptance or appeal of the report. If a notice of appeal is filed, the Grievance Appeal Form must be used. The Grievant must state clearly and specifically the objections to the findings and/or decisions of the Dean of Students or her designee. Copies of the Grievance Appeal Form must be provided to the President or his or her designee. If the Grievant fails to file notice of appeal by 5:00 p.m. on the fifteenth (15th) calendar day following receipt of the President's report, the right to further appeal will be forfeited. If the last day for filing notices of appeal falls on either Saturday, Sunday or legal holiday, a Grievant will have until 5:00 p.m. the first working day following the fifteenth (15th) calendar day period to file.
4. If a notice of appeal is filed on the appealed decision, the Grievance Appeal Form must be used and copies sent to the Chancellor of the Alabama Community College System. The Chancellor or his designee will have thirty (30) calendar days following date of receipt of Grievant's notice of appeal to investigate and study Grievant's allegations and the report of the President or his designee of the institution and make a written report of findings to grievant. Grievant's copy must be mailed to his/her home address by certified mail, return receipt requested. If a settlement is not reached at the local level, a student Grievant may also contact the accrediting agency of the College (address available from the Dean of Students).

NOTE: Grievant has the right to further appeal to the proper court or to the Office of Civil Rights of the U.S. Department of Education. All parties will have the right to legal counsel and to produce witnesses in their own behalf.

## **Academic Appeals**

### ***Grades***

It is the policy of Central Alabama Community College that a student should have an opportunity to appeal any grade that he/she believes does not accurately and fairly represent the nature of the classwork the student has performed. Therefore, the College has established a grade appeal procedure to be used if a student has valid reason to believe that a grade he/she received for an examination, a written/oral presentation, a project or other required classroom activity is inaccurate or unfair. A student must make the initial grade inquiry within ten (10) business days after the student receives notice of the grade in question, except in the case of a punitive grade issued for academic misconduct, which must be appealed by the end of the class day following the date on which the sanction was imposed. Thereafter, each subsequent appeal must occur within a ten (10) day increment after the respective decision is received by the student. If a

student does not meet the deadline for appealing a grade, the right to appeal will be waived. For grades on final examinations or grades that represent the final grade for the course, the initial ten (10) business day period will begin on the first class day of the next academic term.

In appealing a grade, the student may have his or her concern about the grade reviewed through the following procedures.

1. The student will begin by stating either orally or in writing to the instructor that the grade in question is either inaccurate, unfair or both and include the justification for appeal. If the student and the instructor cannot successfully resolve the student's concern, the student may then contact the Chairperson of that instructor's division or program.
2. The student will appeal to the Division Chairperson by submitting the appropriate form stating his/her concern regarding the grade, and describing the prior discussion with the instructor. (If the instructor issuing the grade is the Chairperson of the respective division or program, the student may appeal directly to the Dean of Instruction or his/her designee.)
3. The Division Chairperson will review the student's grade issue. The Chairperson has the authority to call in the instructor, to ask for the assistance of another Central Alabama Community College instructor or seek the opinion of an expert in the subject area under review. If the student's concern about the grade cannot be successfully resolved at this level, the student may appeal to the Dean of Instruction.
4. The instructor also has the right to appeal a decision of the Division Chairperson to the Dean of Instruction.
5. Appeal information must be submitted on the proper form and must contain the following:
  - a. Name and course number of the grade under appeal.
  - b. Names of the student and the instructor.
  - c. The term, day(s) of the week and time of day that the course was taken.
  - d. A concise description of the student's complaint and narrative explanation of why he/she thinks that the grade was unfair, inaccurate or both.
  - e. The date that the student first took the appeal to the instructor.
  - f. A summary of the result of the student's appeal to the instructor.
  - g. The date that the student took the appeal to the Division Chairperson.
  - h. A summary of the result of the student's appeal to the Division Chairperson.

In addition to the above information, the student and/or instructor should include photocopies of documents that the student and/or the instructor believes would assist the Dean of Instruction in reviewing the grade appeal. The Dean of Instruction will review the appeal, schedule a meeting with the student and the instructor and deliver a written report within 14 calendar days after the Dean of Instruction's receipt of all of the appeal information. The Dean of Instruction has the authority to consult with the instructor, the Division Chairperson or other persons who have expertise in the subject area. When the Dean of Instruction has completed the review of the grade appeal, a written report describing his/her findings and conclusions will be provided to the student, instructor and Division Chairperson. If the Dean of Instruction determines that a change in the student's grade is in order, the student's official grade will be changed under the authority of the Dean of Instruction to render rulings on grade appeals.

### ***Other Strictly Academic Matters***

The same general process may be used by a student who wishes to express a concern about the fairness and appropriateness of other strictly academic matters. In reviewing appeals regarding matters other than grades, the Dean of Instruction will provide a memorandum of the findings, conclusions, recommendations and/or directives regarding the matter under appeal to the student, instructor and Division Chairperson.

### ***Admission Decision Appeals***

Certain limited programs of study (e.g. Nursing, etc.) may have special admission policies and procedures separate from those of the general admission for the College. Therefore, the College has established an appeal procedure to be used if a student has a valid reason to believe that a program admission decision is inaccurate or unfair. A student must make the initial inquiry within ten (10) business days after the student receives notice of the admission decision. If a student does not meet the deadline for appealing the decision, the right to appeal will be waived.

The student will begin by stating in writing to the Dean of Instruction that the admission decision in question is either inaccurate, unfair or both and include the justification for appeal. Appeal information must contain the following:

1. Name of program of study to which the student was seeking admission.
2. Name and address of the student filing the appeal.
3. A concise description of the student's complaint and narrative explanation of why he/she thinks that the admission decision was unfair, inaccurate or both.

In addition to the above information, the student should include photocopies of documents that he/she believes would assist the Dean of Instruction in reviewing the admission decision. The Dean of Instruction will review the appeal, schedule a meeting with the student and appropriate divisional personnel and deliver a written report within fifteen (15) business days after the Dean of Instruction's receipt of all of the appeal information. The Dean of Instruction has the authority to consult with instructors, the Division Chairperson or other persons who have expertise in the subject area. When the Dean of Instruction has completed the review of the appeal, a written report describing his/her findings and conclusions will be provided to the student and the Division Chairperson. If the Dean of Instruction determines that a change in the student's admission status is in order, the student's official status will be changed under the authority of the Dean of Instruction to render rulings on Admission standards.

### ***Alabama Community College System Appeals***

The ACCS is committed to respecting and supporting the work of its member institutions and to providing a quality educational experience for all students. The objective of the student complaint and grievance process is to ensure that the concerns and complaints of students are addressed fairly and are resolved promptly. The Alabama Community College System requires each institution to establish its own procedures to address student grievances and complaints. A student must exhaust his/her rights under the institution's official complaint and grievance policy before advancing any complaint to the System Office of Alabama Community College System. Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

1. If, after exhausting all available institutional processes, a student's complaint remains

unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form which can be obtained from the Dean of Students and is also available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to:

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

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

### ***General Rule on Filings***


If the last date for filing a document under this procedure falls on a Saturday, Sunday or legal holiday, the date of the first business day following the respective Saturday, Sunday or legal holiday will be considered the deadline date.

### ***List of Responsible Officials***

Below is a list of officials who have been referenced herein above as responsible for responding to complaints and grievances.

President  
Dean of Instruction  
Dean of Students  
Associate Dean of Health Sciences  
Associate Dean of Student Services  
Dean of Adult and Community Education  
Director of Adult Education  
Instructional Division Coordinators  
Athletic Director  
Appointed College Grievance Coordinators

Each of these officials is charged with the responsibility of assisting in every reasonable way to resolve any valid complaint and to assist when one has been unable to resolve a complaint and



desires to file a formal grievance. The President reserves the right to make such changes or substitutions to the above list of officials as he/she deems appropriate in order to avoid conflicts of interest or any potential appearance of bias or prejudice.

## **STUDENT CODE OF CONDUCT**

### **Philosophy**

Student conduct emphasizes a developmental approach toward discipline that is educational and proactive and allows for maximum student growth. Central Alabama Community College embraces the concept of a student-centered college committed to developing and establishing programs designed to enhance lifelong learning opportunities, foster a climate of personal growth and development, set high expectations for personal integrity, and assist students in the development of an informed set of values, ethics and beliefs. A student-centered college embraces a campus climate in which civility and respect among members of the campus community are viewed as vital to the overall ethical development of its students.

### **Statement on Conduct**

Central Alabama Community College students are expected to obey national, state, and local laws; to respect the rights of members of the campus community and to accept responsibility for the consequences of their behavior. In the event students fail to demonstrate such behavior, Central Alabama Community College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. This action may include pursuing disciplinary sanctions for violations of College rules, regulations, and policies as well as violations of national, state, and local laws. The College may take action for violations that occur on-campus and off campus, if the actions impact the College community, or on the Internet when those actions adversely affect the educational interest of the College. Any member of the College community may file charges against any student for violation of the Student Code of Conduct.

The Central Alabama Community College student conduct system is not a court of law. The Student Code of Conduct is not written with the specificity of a criminal statute. In cases where civil or criminal proceedings also involve a violation of the Student Code of Conduct, the College reserves the right to take appropriate disciplinary action against the student. This action will be regarded as separate and distinct from proceedings in criminal or civil court and may be scheduled according to timelines that serve the interest of the College.

### **Conduct Authority**

The Dean of Students shall develop policies for the administration of the student conduct program and the procedural rules for the conduct of hearings that are not inconsistent with the provisions of the Student Code of Conduct. The Dean of Students, in consultation with the members of the President's Executive Committee, will determine the composition of the Student Conduct Committee.

The Dean of Students shall seek to ensure that the Student Conduct Committee is representative of the students, faculty and administrative staff members who are willing and able to offer fair and thoughtful consideration of each case.

Central Alabama Community College students are responsible for knowing the information, policies, and procedures outlined in this document and the CACC Student Handbook. CACC reserves the right to make changes to this code as deemed necessary, which become effective

once those changes are posted online. Students are encouraged to check the college website for updated policies and procedures.

### **Definition of Terms**

1. The term "College" means Central Alabama Community College.
2. The term "student" includes all persons taking courses at Central Alabama Community College either full-time or part-time. Persons who are not currently enrolled but who were previously enrolled would be considered to have a continuing relationship with the College so long as they are eligible to enroll. Individuals who are admitted but whose degree is not yet conferred are considered students.
3. The term "faculty member" means any person employed by Central Alabama Community College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of the faculty.
4. The term "college official" includes any person employed by Central Alabama Community College performing assigned administrative or professional responsibilities.
5. The term "college premise" includes any property that is owned, controlled or leased by Central Alabama Community College.
6. The term "college event" includes any activity conducted, sponsored or authorized on behalf of Central Alabama Community College whether on college premise or off.
7. The term "organization" means a student organization who has complied with the formal requirements for recognition.
8. The term "Student Conduct Committee" refers to any person designated by the Dean of Students to be responsible for the management of the student conduct program. The committee members are authorized to investigate, adjudicate or otherwise resolve any cases of alleged student misconduct.
9. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, the College Catalog, and Student Handbook and all official publications of the College whether in print or published on the Internet.

### **Student/Student Organization Rights**

A student or student organization of Central Alabama Community College charged with a violation of the Student Code of Conduct has the following rights:

- To receive a written statement of the charges via CACC official email account within five working days after the violation was reported.
- To receive a fair and impartial hearing.
- To know the nature of the evidence against them and the names of witnesses scheduled to appear.
- To present evidence and witnesses in their own behalf.
- To be accompanied at a hearing by an advisor.
- To be present at the hearing during the presentation of any evidence or material on which a recommendation will be made. If a student/student organization fails to attend the hearing, it will be held in their absence.
- To refuse to answer questions.
- To ask questions of witnesses.
- To receive a decision based solely on the evidence presented.
- To have a record made of the hearing.

- To receive a written notice of the decision and an explanation of the decision and sanctions.
- To appeal decisions.
- Students or organizations may waive these rights by agreeing to administrative adjudication. No student is required to agree to administrative adjudication.

### **Due Process**

The Due Process Clause of the federal Constitution prohibits the government from depriving an individual of life, liberty, or property without certain procedural protections. The minimum requirements for due process were established by *Dixon v. Alabama State Board of Education* which said:

1. The student be given written notice of the alleged violation(s),
2. The student be given a written explanation of the alleged violation(s),
3. The student be given an opportunity to be heard by an appropriate Hearing Officer which may be written.

Students at Central Alabama Community College are provided a copy of the Student Code of Conduct annually in the form of a link on the college website. Hard copies are available upon request from the Student Services Office. Students are responsible reading and abiding by the provisions of the Student Code of Conduct.

### **Code of Conduct Violations**

The following list of violations of the Student Code of Conduct is an example of behaviors that may result in disciplinary action by the College. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Dean of Students shall make the final determination. Any student or student organization found to be responsible for misconduct is subject to College sanctions.

Code of Conduct violations have been divided into various levels of severity and possible sanctions assigned based on this classification.

### **Level I: Reprimand, Probation, Educational Sanctions, Community Service, Restitution, or Any Combination Thereof**

Level I violations include but are not limited to the following:

1. **Tobacco**
  - a. use of any tobacco product on College premise
2. **Gambling**
  - a. engaging in any form of gambling that is in violation of the law.
3. **Pets**
  - a. possession of animals within campus buildings; service animals and medically approved emotional support animals are the only exception.



## **Level II: Any Level I Sanction, Facilities Suspension, Suspension, or Any Combination Thereof**

Level II violations include but are not limited to the following: **repeat offensives of any Level I violations**, and:

### **1. Alcohol Possession and Use**

- a. manufacturing, distributing, dispensing, possessing or using alcoholic beverages on College premises;
- b. manufacturing, distributing, dispensing, possessing or using alcoholic beverages during a College event;
- c. being in a state of alcohol intoxication on any College premises or at any College event;
- d. the display of alcohol-related materials including picture or posters.

### **2. Damage or Destruction of Property**

- a. any damage or destruction of College property or another person's property.

### **3. Deception**

- a. any misuse of college records, forms or documents through forgery, unauthorized alteration, reproduction or other means;
- b. any giving or receiving of false information to the College or to any College official, administrator or administrative unit;
- c. providing false information to law enforcement officials;
- d. possession of any fake or altered or any other identification that belongs to another person or
- e. any attempt to perpetrate a fraud against the College or a member of the College community.

### **4. Disorderly Conduct**

- a. all lewd, obscene or indecent behavior or other forms of disorderly conduct;
- b. any abuse or unauthorized use of sound amplification equipment;
- c. any conduct which materially interferes with the normal operation of the College or with the requirements of appropriate discipline or
- d. excessive noise determined to be disturbing to other residents or College Official.

### **5. Failure To Comply**

- a. failing to respond to an official directive by properly identified College officials or law enforcement officials in the performance of their duties;
- b. failing to report for a conference, meeting or appointment with any College official or faculty member;
- c. failing to comply with any disciplinary condition imposed on a person by the Student Disciplinary Committee or any College official or
- d. fleeing from law enforcement or College officials.

### **6. False Representation**

- a. any unauthorized claim to speak and/or act in the name of Central Alabama Community College or any organization, student, College officials or faculty members.

### **7. Fire Safety**

- a. any failure to evacuate or immediately respond to a fire alarm,
- b. participation in creating or causing a false fire alarm,

- c. participation in tampering, disconnecting or altering any fire alarm system, equipment or component,
  - d. failure to follow the instructions of college official and emergency personnel during fire alarms,
  - e. the possession, use, manufacture and/or sale of any incendiary device,
  - f. participation in setting or causing to be set any unauthorized fire,
  - g. the possession and/or use of any type of fireworks,
  - h. the possession or use of candles, incense, or other flame-emitting articles in the buildings.
- 8. Harassment**
- a. language, behavior or other activity which has the intent or effect of unduly demeaning, embarrassing or discomforting another person or
  - b. creating an environment which is unduly demeaning, embarrassing or discomforting to any person(s) of reasonable sensitivity.
- 9. Unauthorized Use**
- a. unauthorized use of college equipment,
  - b. unauthorized use or duplication of any keys, or
- 10. Unauthorized Use of Computer Resources**
- a. use of a computer when not currently enrolled in a class requiring the use of a computer or without the written permission from the appropriate College official;
  - b. inspection and/or modification of data or programs that were not specifically assigned to, owned by, or created by the modifier;
  - c. use of another's account number without permission;
  - d. interference, electronically or otherwise, with other users of the computers;
  - e. unauthorized use of computer resources for personal gain;
  - f. use of another's programs or data without permission;
  - g. viewing, printing or transmitting obscene, sexually suggestive, vulgar or offensive messages on websites;
  - h. unnecessary use (waste) of computing supplies;
  - i. physical abuse of hardware;
  - j. harassment of any kind;
  - k. transmitting messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference.
  - l. transmitting messages with abusive, profane or offensive language;
  - m. using computer resources for any purpose that is illegal, against College policy or contrary to the College's best interest;
  - n. using computer resources to participate in Internet games, contests or chat rooms or transmitting e-mail or other electronic communications that hides or misrepresents the identity of the sender;
  - o. violation of copyright(s): Copyrighted materials may not be transmitted by individuals using the College's email/Internet system. Users may not copy, retrieve, modify or forward copyrighted or licensed materials except with the owner's permission or as a single copy for reference only.

## 11. Violations of Law

- a. any act that violates a provision of the laws of the United States, the laws of any state in which such act occurs, the ordinances of any county, city, municipality or other political subdivision or the laws of another nation or political subdivision thereof in which such act occurs is deemed to be a violation of the Student Conduct Code when that act:
  - occurs on any college premises;
  - occurs in the context of any college event;
  - occurs at any intercollegiate athletic event in which one of the College's teams is participating, home or away;
  - involves more than one member of the College community, or
  - otherwise adversely affects the College.

### **Level III: Any Level I or Level II Sanction, Expulsion, or Any Combination Thereof**

Level III violations include but are not limited to the following: **repeat offensives of any Level I or Level II violations, and,**

#### **1. Assault**

- a. any intentional physical contact of an insulting or provoking nature or
- b. any physical abuse, intentional injury or physical harm of another person.
- c. Dating or Relationship Misconduct
  - engaging in any form of misconduct, harassment, intimidation or bullying directed to a member of the College community with whom the student has, had or seeks to initiate a dating, interpersonal or sexual relationship;
  - engaging in any form of misconduct, harassment, intimidation or bullying directed to any present or former housemate, roommate, spouse or person with whom the student shares custody or parenthood of a child or
  - a pattern of behavior in which one person in a current or former relationship purposely uses abuse, coercion or threats to gain power and maintain control over their intimate partner.

#### **2. Disorderly/Improper Assembly**

- a. any assembly for the purpose of causing a riot, destruction of property or disorderly diversion which interferes with the normal operation of the College or
- b. any obstruction to the free movement of other persons about campus or the interference with the use of College facilities.

#### **3. Domestic or Intimate Partner Violence**

- a. any physical, sexual or psychological harm against an individual by a current or former partner or spouse of a student or
- b. willful intimidation, battery or sexual assault committed by a family member, household member, domestic partner or intimate partner.

#### **4. Drug Possession and Use**

- a. manufacturing, distributing, dispensing, possessing or using controlled or illegal substances and/or drug paraphernalia on College premises;
- b. manufacturing, distributing, dispensing, possessing, or using controlled or illegal substances and/or drug paraphernalia during a College event, or

- c. being in a state of drug intoxication on any College premises or at any College event;
- d. the display of drug-related materials including picture or posters.

**5. Hazing**

- a. any act which endangers the emotional, mental or physical health or safety of a student, with or without their expressed permission or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization;
- b. any act intended to cause or actually causing physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above, or apathy or acquiescence in the presence of hazing.

**6. Sexual Assault**

- a. any sexual conduct that takes place without the victim's consent including any penetration of the vagina, anus or mouth by the perpetrator's penis or by any other object;
- b. sexual conduct deemed to be without the victim's consent when:
  - the victim has instructed the perpetrator not to engage in the conduct;
  - the victim is forced to submit to the act;
  - the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act;
  - the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or
  - the victim is unable to give consent or permission or is unable to resist because of any mental or physical disability.

**7. Sexual Harassment**

- a. unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
  - submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic success;
  - submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting the person submitting to or rejecting such conduct;
  - such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, academic or living environment;
  - such conduct denies, limits, provides different or conditions the provision of aid, compensation benefits or services provided to students or employees by Central Alabama Community College.

**8. Sexual Misconduct**

- a. intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock or breast) without or against the victim's consent;
- b. touching is either directly on the body part or on the clothing covering that body part;
- c. forcing the victim to touch the intimate areas of another person;
- d. sexual conduct deemed to be without the victim's consent when:
  - the victim has instructed the perpetrator not to engage in the conduct;
  - the victim is forced to submit to the act;

- the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act or
- the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or due to mental or physical disability.

### **9. Stalking**

- a. willful and repeated in a course of conduct directed at another individual that reasonably or seriously alarms, harasses, torments or terrorizes the victim;
- b. any behavior or activity that places another individual in fear of personal harm or intends to cause emotional distress to another individual or
- c. behaviors such as following or waiting on the victim; repeated unwanted, intrusive or frightening communications from an individual by phone, mail or e-mail; damaging the victim's property; making direct or indirect threats to harm the victim or the victim's family members, friends or pets; sending unwanted gifts or sending harassing messages through the internet (cyber stalking).

### **10. Theft**

- a. taking, possessing or attempting to sell or distribute any property that is the property of another person, organization or entity (including but not limited to the College) without the owner's permission.

### **11. Unauthorized Entry**

- a. unauthorized entry into any College building, office, parking lot, motor vehicle or other facilities or
- b. remaining in any College building after normal closing hours without proper authorization.

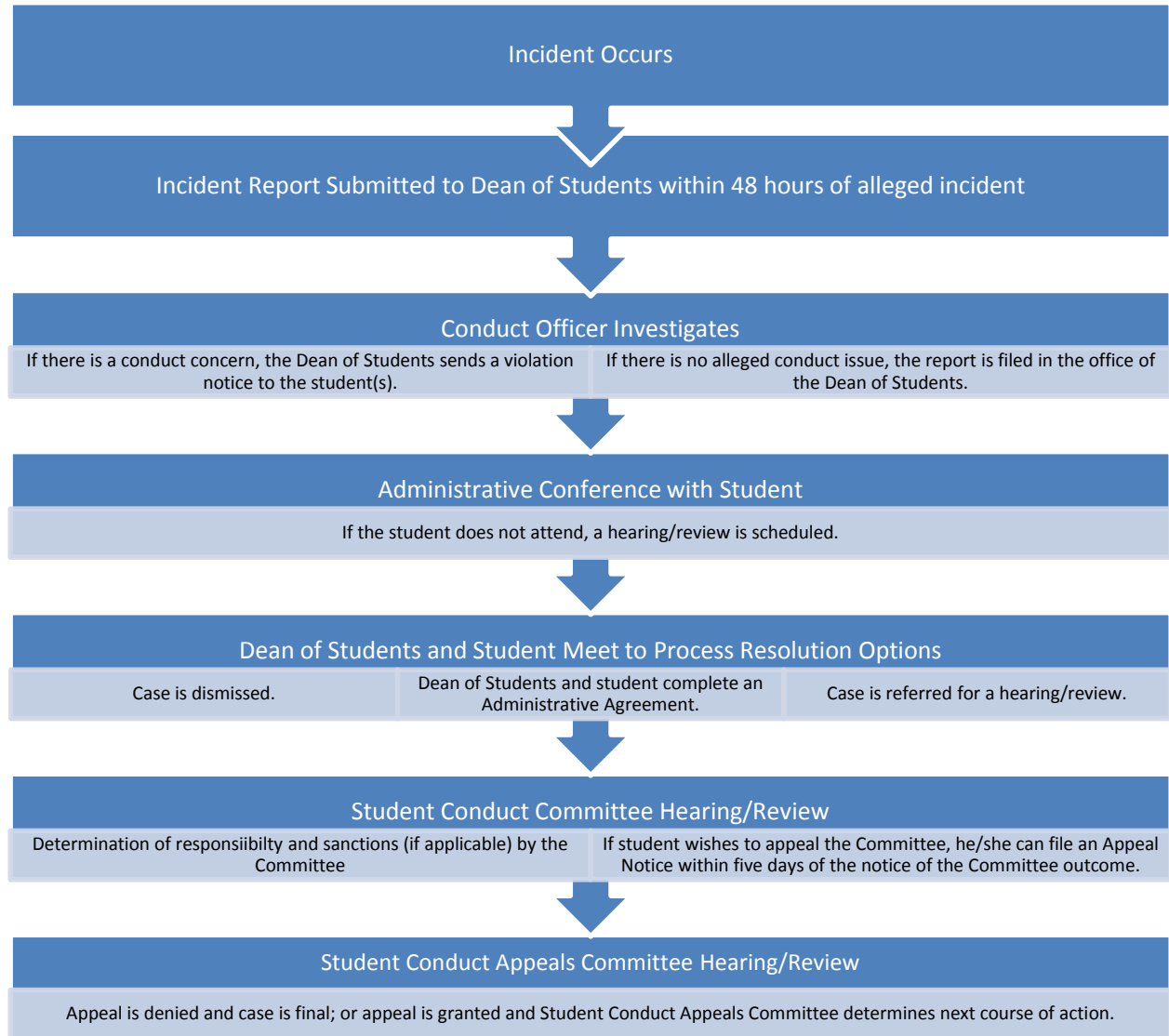
### **12. Weapons and Firearms**

- a. keeping, using, possessing, displaying or carrying any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB guns, air-soft guns, stun guns, and paintball guns) on the College premise unless specifically authorized by the administration or as part of a College-sanctioned event,
- b. using, possessing, displaying or carrying any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the safety and well-being of a person on the College premise unless specifically authorized by the administration or as part of a College-sanctioned event or
- c. using, possessing or displaying dartboard, darts, or any type of throwing knives.

### **Notification Process for Code of Conduct Violations**

When a student is charged with a violation of the Student Code of Conduct, the student will be notified to appear for a meeting with the Dean of Students to respond to the charges in the following manner and a notification will be sent either via certified mail to the address on file with the Office of Enrollment Services or will be emailed to the student's official CACC email.

## Conduct Procedures



## Withdrawals during the Conduct Process

A student's withdrawal from the College does not absolve the student from student conduct responsibility. Students who withdraw before their case is closed will have their cases adjudicated according to the hearing procedures outlined in this document. Students will not be permitted to enroll in subsequent semesters until their disciplinary cases are resolved.

## Standards of Evidence

The evidentiary standard to be used by the Dean of Students, Student Conduct Committee, or Student Conduct Appeals Committee is based strictly on the evidence presented whether it was more likely than not that the allegation(s) made against the accused student was (were) true based upon a reasonable belief of the Dean of Students, Student Conduct Committee, or Student Conduct Appeals Committee.

The Dean of Students, Committee, or Campus Administrator will inform the parties that the rules relating to evidence will be similar to but less stringent than those which apply to civil trials in the courts of Alabama. Generally speaking, irrelevant, immaterial, and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and other types of evidence may be admitted if the Dean of Students, Committee Chairperson, or Appeals Committee chair determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible, prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other information offered at the hearing, the Dean of Students, Committee Chairperson, or Appeals Committee Chairperson will have the authority to determine the admissibility of the testimony or other information, and this decision shall be final and binding.

### **Sanctions**

A student or student organization found responsible for violating the Student Code Conduct, with the exception of violations related to academic dishonesty, may receive one or more of the sanctions listed below, as determined after a review of the findings. Code of Conduct violations have been divided into various levels of severity and possible sanctions assigned based on this classification.

Prior to issuing a sanction, it will be determined whether or not the accused student or student organization has any previous violations of the Student Code of Conduct. This may have an effect on the type and level of the sanction(s) to be imposed.

When a student organization engages in an act of misconduct, the College reserves the right to take action not only against the organization but also against the individual student members of the organization.

The following list of sanctions is intended to show the range of sanctions that may be imposed on a student or student organization, either individually or in combination. This list is not to be regarded as all-inclusive but rather as a sample of sanctions that may be imposed. Other College policies and regulations may impose specific penalties for specific violations and nothing in this section is intended to limit the imposition of those specific sanctions.

- **Disciplinary Reprimand.** This reprimand may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.
- **Disciplinary Probation.** This probation is designated to encourage and require a student to follow College regulations. Students on probation are notified in writing that any further misconduct will lead to more severe action.
- **Educational Sanction.** An educational sanction may consist of the assignment of specific projects to be performed by a student or student organization, such as writing a research paper on a specific topic, performing community service hours, attending an educational program and/or writing reaction papers on a specified topic.

- **Community Service.** Students may be assigned to complete a certain number of hours of community service work to improve their campus. Tasks will be assigned and completion of hours will be monitored by the Dean of Students or his/her designee.
- **Fines and Restitution.** Compensation for loss, damage, and injury may be imposed upon students for violations of the Student Code of Conduct or failure to complete community service. A hold on the student's account may occur if fines and/or restitution is not paid.
- **Loss of Privileges.** Denial of specific privileges for a designated period of time.
- **Payment of Damages.** Charges will be assessed against students for the amount necessary to repair damage caused by their misconduct.
- **Organizational Sanctions.** Loss of privileges, including College recognition for a specific period of time or permanently. Loss of privileges may include, but is not limited to, a prohibition on social events or fund-raising projects. In addition, the completion of community service hours and special projects may be required.
- **Disciplinary Suspension.** This suspension excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission. If suspension is imposed when there are less than 30 days in the academic term, the suspension will carry over into the next semester of enrollment.
- **Facility Suspension.** A student may be suspended from using various campus facilities for misconduct in those facilities.
- **Disciplinary Expulsion.** This sanction is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are responsible for chronic misbehavior or a major misconduct. The College reserves the right, but has no duty, to lift prohibition against re-enrollment if the student submits a written application for readmission showing that he/she has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.
- **Counseling/Substance Abuse Counseling.** Central Alabama Community College does not provide mental health counseling. If counseling is necessary, referrals may be made to off-campus professional services. CACC can also provide a list of off-campus counseling resources to faculty, staff, and students for counseling services as well as resources for substance abuse. CACC is not responsible for the cost of professional counseling for students. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

### **Interim Suspension**

In certain circumstances, the Dean of Students may impose a College suspension prior to a hearing. Interim suspension may be imposed only:

- to ensure the safety and well-being of members of the College community or preservation of College property;
- to ensure the student's own physical or emotional safety and well-being;
- if a student poses a threat to themselves or others or



- if a student poses a threat of disruption of or interference with the normal operations of the College.

During an interim suspension, students may be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. The student will be responsible for working with faculty members to make-up any missed work (if possible). If an interim suspension is imposed, the hearing should follow within three (3) business days. The student must be notified in writing through official CACC email and/or certified mail or personal service.

### **Student Conduct Hearing Procedures**

Central Alabama Community College will appoint a Student Conduct Committee which will be composed of faculty members (one of whom serves as chairperson), non-faculty staff members; and student representative(s).

The chairperson of the committee shall be the administrative officer of the committee. The chairperson's duties shall include:

- arranging for appropriate times and places for committee meeting and hearings;
- informing committee members of the times and places of committee meetings and hearings;
- securing and distributing to the committee written materials appropriate for its consideration;
- arranging for the recording of committee proceedings;
- maintaining committee records which are to be kept on permanent file in the Office of the Dean of Students and informing, in writing, the appropriate persons of the decision of the committee.

Members of the committee may at any time disqualify themselves from consideration of any given case or cases because of personal bias or a conflict of interest.

Either party to the hearing may request of the chairperson that any member or members of the committee be excluded from consideration of the case. Such a request must be for cause and brought to the chairperson's attention as the first step in the hearing. In the event a member is disqualified by a majority vote of the committee from consideration of a case, the President shall appoint a replacement. The replacement must meet the general requirements of regular committee members.

In a majority of cases, the alleged student will receive a minimum of twenty-four (24) hours prior to the time of the hearing to prepare for the hearing unless the severity of the charge(s) indicates a danger to the accused or the community.

The Chairperson of the Committee will schedule a hearing and provide the accused student a written statement of the charges. This statement shall a) provide reasonable notice of the circumstances on which the alleged violation is based; b) include the date, time, and place of the hearing; c) advise the accused student that he/she may appear alone or with an advisor; d) set out that the accused student will be provided the opportunity to present evidence in his/her own behalf;

and e) inform the student that he/she may choose to waive the right to appear before the Student Code of Conduct Committee.

The Committee may hear charges and evidence concerning alleged student misconduct and determine the action to be taken in cases appealed by students and referred to the Committee by the Dean of Students. A student Conduct Appeals Committee will be appointed to hear appeals of decisions rendered by the Student Conduct Committee. The Student Code of Conduct Appeals Committee will consist of faculty members (one of whom serves as chairperson), non-faculty staff members, and student representative(s).

- Hearings will held in be a private, confidential area.
- Access will be limited to persons officially involved, which includes Committee members, the Dean of Students or his/her designee, the student who is the subject of the hearing and his/her advisor, appropriate staff members, a recorder and witnesses for both parties.
- Witnesses will be present only when providing information to the Committee.
- One student advisor may be present during the hearing. The advisor may not address the hearing committee to give evidence on behalf of the student. However, in answering or asking questions, the student may seek advice from the advisor before proceeding.
- Minutes of the proceedings will be recorded and will be filed in the Office of the Dean of Students and will be kept confidential.
- The Committee shall not have the power to require sworn testimony of witnesses. A requested witness may decline to make an oral or written statement. An accused student has the right to remain silent, and such silence shall not be used against him/her.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Committee at the discretion of the chairperson. The Committee shall not be bound by state or federal rules of evidence but may allow or exclude evidence, including testimony of witnesses, at the discretion of the chairperson.
- All procedural questions are subject to the final decision of the chairperson.
- The hearing before the Committee shall be scheduled as soon as practical, but no later than fourteen college working days from the date of the written complaint. The Office of the Dean of Students makes itself available to help in the location of all witnesses to the circumstances that prompted the hearing.
- After the hearing, the Committee shall determine by majority vote of the members present, excluding the Chairperson, whether the student has violated each section of the Student Code of Conduct that the student is charged with violating. The chairperson will vote only to break a tie.
- In the event a complainant or the accused student fails to attend a formal hearing after notification of the designated date, hour, and location, he/she waives the right to appear before the Committee. In the absence of the complainant or the accused student, the Committee's determination shall be based on the evidence and testimony presented. If the complainant or the accused student is unable to attend the hearing for good cause, he/she shall make a written request stating the reason for delay at least three college working days prior to the designated date. This request shall be directed to the Chairperson of the Committee. The chairperson of the Committee shall review the request and determine if an extension will be granted. If approved by the chairperson, a new date shall be established and appropriate notification will be provided to all parties involved. If the

chairperson does not approve the request, the student shall be notified of the chairperson's decision to continue the hearing as scheduled. Only one extension shall be granted. If the complainant or the accused student fails to appear, the student forfeits the right to present his/her case and the Committee may proceed with the hearing.

At the commencement of any conduct hearing, Hearing Officer shall introduce the other members of the committee, reiterate the rights of the parties, and present the alleged violation(s). The officer shall ask each party for the name of his or her Hearing Advisor and advise that the Hearing Advisor is present solely for the purposes of consultation (i.e. suggest questions or points of clarification for the party to raise). The parties will also be reminded that lying to any College official during the hearing is itself a violation of this Code and subject to sanctions.

Witnesses may participate in hearings. Students must submit the name of their advisor and a list of witnesses to the Dean of Students no later than two (2) business days before the hearing. The list should include each witness's name and a summary of the witness' expected testimony, and the Advisor's name. Students must indicate if they wish to have their legal representation (lawyer) present, in writing, two (2) business days prior to the hearing. A person who serves as a witness may not serve in any other capacity during the hearing.

### **Order of Student Code of Conduct Hearings**

At the commencement of any conduct or conduct appeals hearing, the Chairperson of the Student Code of Conduct Committee, who serves as the Hearing Officer, will conduct the order of the hearing as follows:

1. Facilitate introductions of all members of the Committee;
2. Ask each party for the name of his or her Hearing Advisor and explain that the hearing advisor is present solely for the purposes of consultation for his/her party and may not directly ask questions or make points of clarification on behalf of any party;
3. Explain the rights of the parties, and present the alleged violation(s) of the Student Code of Conduct;
4. Reiterate the policy of confidentiality and remind the parties that lying to a College official during the hearing is considered an additional violation of the Student Code of Conduct and subject to sanctions;
5. Review the hearing process with the parties and ask the parties if there are any questions. The student(s) accused of the violations must verbally acknowledge understanding of the hearing procedures and verbally acknowledge understanding of the alleged violations;
6. Review the alleged violation(s) and ask the students(s) who is charged in the hearing if he/she admits to the violations or denies the violations.

NOTE: If the student admits to the violations, the hearing will move to the determination of sanctions by the Committee. All witnesses will be excused, and the accused party may speak on his/her own behalf prior to the determination of sanctions. The Dean of Students and/or the party who has filed the violation of the Code of Conduct on the accused party may be allowed to speak. After allowing the parties to speak, all parties will be excused from the hearing, and the Committee will determine the sanctions. If the student denies the violation(s), the hearing will proceed to the presentation of information regarding the violation(s);

7. Facilitate the presentation of evidence by parties, including testimony and questioning of witnesses. Evidence of the alleged violation(s) of the Student Code of Conduct and witnesses for the College will present information first. Both parties to the action and the members of the Committee have the right to question witnesses; however, questioning of witnesses may not be made directly by either party and must be made through the Hearing Officer, Dean of Students, or member of the Committee;
8. Facilitate the presentation of evidence and witness testimony by the student.

The Committee will conduct deliberation in a closed and confidential session, and all parties will be excused during the session. After reaching a decision, the Hearing Officer will reconvene the accused party and the Dean of Students and inform them of the decision and/or sanctions. Each party will subsequently be provided a written summary of the findings of the Committee within 48 hours via official CACC email and certified letter through the U.S. Postal Service. Students who are suspended from the campus must immediately leave the campus and not return until after the conclusion of the suspension. Students who are suspended from campus may only return to campus during the period of suspension with the official written permission of the Dean of Students and/or for an official appeals hearing. The College does not record the results of disciplinary action on a student's permanent records. Files are maintained to indicate the student is not in good standing for a stated period of time. This status reverts to good standing on a specific date.

### **Appeals**

The purpose of an appeal is to review the procedures of the hearing in order to determine if there has been any error. Students have the right to appeal decisions made by the Dean of Students to the Student Code of Conduct Committee provided relevant grounds for an appeal are cited. All appeal requests and responses in this process are transmitted by electronic mail. When informing the student of the original decision in a hearing, the Dean of Students or Committee Chair will also explain the student's right to appeal the situation to the Student Code of Conduct Appeals Committee. If the student wishes to appeal the case, he/she must send a written request, stating the reason(s) for the appeal, to the Dean of Students within five (5) working days from receipt of the notice. The Dean of Students will then have 48 hours to refer the case to the Student Code of Conduct Appeals Committee. The Committee will conduct a hearing under the guidelines in "Hearing Procedures" portion of this Handbook and will submit a decision in writing to the Dean of Students and the accused student.

### **Appeal Guidelines**

The purpose of an appeal is to review the procedures of the hearing in order to determine if there has been any error. The grounds for appeal are:

- a violation of due process;
- a violation of hearing procedures;
- sanction(s) inappropriate for the nature of the violation or
- evidence that becomes available during the review process that was not previously available during the original hearing.

Appeal outcomes can include affirming the original decision, changing the sanctions imposed, referring the case for rehearing before another hearing body, finding the accused student not responsible and terminate the proceedings.

### **Appeals Procedure Conducted by the Appeals Committee**

- Within twenty-four (24) hours of receipt of the outcome notice, the Accused may submit a written appeal via official college email to the Dean of Students based only on the following grounds: a) to determine whether there was a material deviation from the substantive and procedural protections provided in this Code; b) to determine whether the final decision was based on substantial evidence or information; c) the sanctions were too severe; or d) to consider new information sufficient to alter the decision or relevant facts not brought out in the hearing. An appeal based solely on any reassertion of innocence will not be considered.
- Upon his or her receipt of a valid written appeal, the Dean of Students shall forward the appeal to the Chairperson of the Appeals Committee for review by the Committee.
- The Student Code of Conduct Appeals Committee shall then have the authority to inquire into the circumstances of the case by interviewing the party making the appeal; discussing the case with the principal administrator involved; interviewing any witnesses upon whose testimony the hearing body or hearing official relied; and performing a careful review of the minutes and other records of any hearing or administrator connected with the case.
- The Student Code of Conduct Appeals Committee shall review its finding with the Dean of Students prior to disclosing the findings to the party who appealed.
- Each party will be notified of the other party's appeal submission and outcome.

### **Rights of Victims**

Students who feel they are victims of either a violation of the law or of the Student Code of Conduct have the following rights:

- Regardless of whether an act is in violation of the law, the victim may file a charge against the student with a violation of the Student Code of Conduct;
- To have a person (advisor) of their choice accompany them throughout the student conduct process;
- To submit a statement prior to a penalty being imposed;
- To have past "unrelated" behavior excluded from the hearing.

### **Sexual Violence Consideration and Rights**

Consideration and rights to be afforded to all campus community members who are victims of sexual violence include:

- the right to have all sexual violence against them treated with seriousness and the right to be treated with dignity;
- the right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurs and the right to the full and prompt cooperation and assistance of campus personnel notifying the proper authorities;
- the right to be free from pressure that would suggest that the victim not report crimes committed against them to civil and criminal authorities or to campus law enforcement

and disciplinary officials or to report crimes as lesser offenses than the victim perceives them to be;

- the right to be free from suggestions that sexual assault victims not report or under-report crimes because:
  - victims are somehow “responsible” for the commission of crimes against them;
  - victims were contributorily negligent or assumed the risk of being assaulted or
  - by reporting crimes they would incur unwanted personal publicity;
- the right to the full and prompt cooperation from campus personnel in responding to the incident.

Consideration and additional rights will be afforded to campus community members who are victims of sexual assaults committed by another member of the campus community or on campus property. After campus sexual assaults have been reported, the victims of such crimes shall have:

- the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact or proximity with alleged assailants;
- the right to be informed of the disciplinary proceedings as well as the outcome of such proceedings and;
- the same right to assistance or ability to have others present which is afforded to the accused during any campus disciplinary proceedings.

### **Confidentiality and Protection from Retaliation**

Every effort possible shall be made to ensure confidentiality of information received as a part of an investigation. Complaints will be handled on a “need to know” basis with a view toward protecting the interest of all parties involved. The College will do everything consistent with enforcement of this policy and with the law to protect the privacy of all parties involved and to ensure that all involved are treated fairly.

A student bringing a complaint or assisting in the investigation of a complaint will not be adversely affected as a result of being involved in said complaint. Any act of reprisal, including interference, coercion or restraint by a student, employee or anyone acting on behalf of the College violates this policy and will result in appropriate disciplinary action.