

**CENTRAL ALABAMA
COMMUNITY
COLLEGE**



**STUDENT HANDBOOK
2019-2020**



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EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of the Alabama Community College System and Central Alabama Community College that no person on the basis of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by law be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program, activity, or employment. Furthermore, no qualified individual with a disability shall, on the basis of disability, be subject to discrimination in employment or in connection with any service, program, or activity conducted by the College.

Central Alabama Community College complies with the non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; the Age Discrimination in Employment Act, Title IX Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973 (as amended), the Vietnam Era Veterans Readjustment Assistance Act, the Americans with Disabilities Act of 1990 (as amended), the Equal Pay Act, and the Pregnancy Discrimination Act.

Student inquiries concerning reasonable accommodations may be directed to the ADA Coordinator in the Student Services Office. Complaint and grievance procedure forms are available in the Student Services Office. Students who wish to make a complaint regarding discriminatory conduct or retaliation should contact Dr. Sherri Taylor, Title IX Coordinator for student issues.

Employee inquiries concerning reasonable accommodations may be directed to the Tina Shaw, Executive Human Resources Director, in the Human Resources Office. Complaint and grievance procedure forms are available in the Human Resources Office. Employees who wish to make a complaint regarding discriminatory conduct or retaliation should contact Tina Shaw, Title IX Coordinator for employee issues.

Central Alabama Community College is an equal employment/equal educational opportunity institution.

The College prohibits retaliation against any person because they have engaged in a protected activity opposing the College or because they have made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing alleging discrimination on a basis of any protected classification specified above or retaliation.

Inquiries concerning the application of the above laws and their implementing regulations may be referred to the Compliance Officers listed below or to the Office for Civil Rights.

The Compliance Officers for Central Alabama Community College are:

Student Contact

**Dr. Sherri Taylor
Title IX Coordinator
Central Alabama Community College
1675 Cherokee Road
Alexander City, AL 35010
256-215-4273 PHONE
256-215-4268 FAX
staylor@cacc.edu**

Employee Contact

**Tina Shaw
Title IX Coordinator
Central Alabama Community College
34091 US Highway 280
Childersburg, AL 35044
256-378-2010 PHONE
256-378-2097 FAX
tshaw5@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 PHONE
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. 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.

To assist each student in achieving his/her maximum potential as an individual, the Student Services Office offers a variety of services and information. The Dean of Students is administratively responsible for the Division of Student Services.

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 their educational or personal goals.

ADVISING AND



ACADEMIC SUPPORT

ADVISING SERVICES

The faculty at the College serve as academic advisors and are available to assist students on both campuses, the Talladega Center, and the Pratt's Mill Center. Advisors are assigned to students through the Office of Enrollment Services. Advisors reach out to their assigned advisees through email, Moodle, and phone contacts. Advising reminders and alerts are also sent to students through the CACC App. The College website also provides information to answer many questions a student or prospective student may have. Academic advisors utilize the *Advising Handbook* as a resource for both them and their students. Students may contact Student Services or the Office of Enrollment Services for the name of their advisor. Employee titles and contact information, including phone numbers and email addresses, are listed on the Directory on the website. On-line students may submit questions through the website or directly contact the appropriate individual with issues or questions.

In addition to faculty advisors, Student Support Services staff, Student Services Specialists, and Academic Success Coaches provide academic success coaching for students. Academic success coaching includes regular contacts and coaching sessions with students, assistance with selecting a metamajor and career path, troubleshooting with schedules or registration, and referring students to counseling and community resources when appropriate. The coaches also assist students in identifying barriers to completion and challenges through their enrollment, and guide them in finding options and solutions that will lead to completion. The Student Services Office maintains an updated list of community resources for students that is shared on the College website and Moodle. Faculty advisors and staff who provide academic support coaching have several resources available to assist students.

Advising Mission Statement: Academic advisors seek to cultivate a collaborative partnership with students by providing quality support and instruction that is driven by the individual student's needs, interests, and educational and personal goals.

ACADEMIC SUPPORT

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

- Students have access to computers and Wi-Fi in Alexander City, Childersburg, Pratt's Mill Center, and Talladega Center.
- 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.
- Students have access to Alabama's Free Live Online Homework Help Service

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 of the College.

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. For disabilities of physical nature, documentation must be dated within the last 12 months. For learning disabilities, 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 the 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.

Location	ADA Coordinator	Contact Information
Alexander City Campus and *Pratt's Mill Center	Tiffanie Character	George C. Wallace Administrative Building 1675 Cherokee Road Alexander City, AL 35010 (256) 215-4269 tcharacter@cacc.edu
Childersburg Campus and *Talladega Center	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.

Learning Resource Centers (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. Students at the Pratt's Mill Center are provided services through the Millbrook Public Library and the Autauga-Prattville Public Library.

Virtual Bookstore

Central Alabama Community College has partnered with MBS Direct to provide a customized online bookstore. Your textbooks and course materials will be shipped directly to you. All returns and buyback services are provided by MBS Service Company, LLC. Students may access the online bookstore at <https://bookstore.mbsdirect.net/cacc.htm>. A customer contact center is also available to take orders or answer questions at 1-800-325-3252 or customerservice@mbsdirect.com.

FINANCIAL



AID

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. After the student has completed the Free Application for Student Aid (FAFSA), he/she will receive a notification from the Financial Aid Office identifying the next steps of the financial aid 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 in exceptional need of financial assistance. 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.

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.

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.

Academic Excellence Scholarships

Academic Excellence Scholarships recognize outstanding high school seniors who have excelled in academics. Students must have a minimum of a 3.00 GPA and an ACT score. Recipients will be required to enroll in an academic degree-seeking program of study and maintain full-time status with a cumulative 3.0 GPA. This scholarship will cover in-state tuition and fees up to \$3600.00 per academic year, not to exceed two years, or completion of program of study, whichever comes first.

Ambassador Scholarships

Ambassador Scholarships are awarded to high school seniors who have excelled in leadership. Students must have a minimum of a 2.5 GPA with an ACT score. This scholarship covers in-state tuition and fees up to \$4800.00 per academic year, not to exceed two years, or completion of program of study, whichever occurs first.

Athletic Scholarships

Athletic scholarships are awarded on the basis of performance in athletic tryouts and the student's record of athletic achievement. Scholarships are awarded in men's baseball, golf, women's softball, and women's tennis. The College also offers a few scholarships to managers. Interested students should contact the appropriate coach in each sport for scholarship consideration.

Performing Arts Scholarships

Performing Arts scholarships are available to students who portray talent in specified areas. Students must have a minimum of a 2.5 GPA. Selected recipients must maintain full-time status and a cumulative 2.5 GPA. The scholarship covers in-state tuition up to \$3,000 per academic year, not to exceed two years or completion of the program of study, whichever occurs first.

Career 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. Applicants must declare a career/technical program. Selected recipients must maintain full-time status and a cumulative 2.5 GPA. This scholarship covers in-state tuition and fees up to \$4500 per academic year, not to exceed two years, or completion of program of study, whichever occurs first

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 will cover the expense of tuition, fees, and books/supplies, as available, 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.

Alabama Automotive Manufacturing Association (AAMA) Dr. Bernard J. Schroer Scholarships

The AAMA Dr. Bernard J. Schroer Scholarship is facilitated through the Consortium for Alabama Regional Center for Automotive Manufacturing (CARCAM) and supports individuals pursuing a career/technical education certificate or associate degree in the Alabama Community College System in preparation for a career in the automotive manufacturing industry. Additional criteria and scholarship applications are available at www.carcam.org.

Alabama Scholarships for Dependents of Blind Parents

Students who are Alabama residents and from families in which the head of the family is blind and whose family income is insufficient to provide educational benefits for attendance at an Alabama postsecondary institution are eligible to apply for this scholarship program. Students must apply within two years of high school graduation. Applications are available from the Alabama Department of Rehabilitation Services, 2129 East South Boulevard, Montgomery, Alabama 36116-2455.

Operation Family Shield Scholarship Program

The Operation Family Shield Scholarship Program was established in 2003 for spouses and dependents of the Alabama National Guard or reservists called to active duty. The scholarship has been expanded in support of Operation Noble Eagle, Operation Iraqi Freedom, and the Global War on Terrorism. The scholarship provides tuition (excluding fees) during the term of the activation. Tuition scholarships shall be available only after all other forms of federal financial assistance have been exhausted. Applicants must complete the Free Application for Federal Student Aid (FAFSA). Documentation required includes official copies of military orders, marriage licenses, birth certificates, and IRS tax returns. Certification from the appropriate military office should be obtained each semester to verify continued activation. For additional information, contact the Financial Aid Office.

Police Officer and Firefighter Survivor Educational Assistance Program

Students who are dependents or spouses of police officers or firefighters killed in the line of duty in Alabama are eligible to apply for this scholarship program. The student must be enrolled in an

undergraduate program at a public postsecondary educational institution in Alabama. Other special eligibility criteria apply. Application forms may be obtained from the Alabama Commission on Higher Education, P.O. Box 302000, Montgomery, Alabama 36130-2000, phone 334/242-2273.

Sabal Trail Scholars Program

The Sabal Trail Scholars Program is a scholarship program which allows technical students in identified programs to continue their education in the summer months. The eligible programs of study include Welding, Machining, Electronics/Industrial Maintenance, Manufacturing Technology, and Nursing. This program will provide students in these programs to apply for partial scholarships which would cover their tuition and fees for up to six credit hours. The program will fund 20 students in the summers of 2017 and 2018 and 15 students in the summer of 2019, based on projected tuition and fees. All unexpended funds would be distributed in the summer of 2020 on a pro rata basis with number of students to be determined based on funds available and hours requested. No student will be allowed to request funding for more than six credit hours in any given summer.

Alabama State Employee's Credit Union (ASE) Scholarship

The Alabama State Employee's Credit Union (ASE) is a strong supporter of promoting educational opportunities for individuals attending community colleges. The ASE Scholarship Program has been established to recognize, reward, and help make possible the pursuit of higher education. Three \$2,500 scholarships will be awarded to Central Alabama Community College students who have completed a minimum of 30 semester hours in their program of study and have a grade point average of 2.5 or above.

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.

Employee/Dependent Tuition Waiver

This program covers tuition only. The waiver does not cover additional expenses such as fees, books, and supplies. This program is designed for all full-time and Salary Schedule H-35 employees of the Alabama Community College System and the Alabama Community System Office and their dependents.

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.

Transfer Scholarships

Currently enrolled sophomore students who are completing their course work at the College in preparation for transfer to a university may qualify for transfer scholarships. The Financial Aid

Office will provide information and deadline dates as scholarships become available from the transfer institutions.

Additional Scholarships

As additional scholarships become available, notices are posted on the Financial Aid Office bulletin boards, and flyers will be posted throughout the campuses. Scholarship notices will also be posted on the College website at www.cacc.edu and will be sent to all currently enrolled students via their CACC email account.

Vocational Rehabilitation

The State of Alabama provides certain benefits for students through the Department of Rehabilitation Services. Information is available from the Department of Rehabilitation Services in your local area.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014. WIOA supersedes the Workforce Investment Act of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973. This program is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Information is available from the local county Career Link Office. Eligibility for this program is determined through the Career Link Office.

VETERAN BENEFITS

Veteran students and/or their dependents may qualify for VA educational benefits. The Financial Aid Office is the certifying authority for veterans, service members, and their dependents. The Financial Aid Office serves as a link between the Regional Veterans Affairs Office and the VA benefit recipient. Veterans or their dependents seeking assistance under the various Federal and State programs should, if possible, make initial application for such programs at least four weeks prior to enrollment. The Financial Aid Office has application forms for most veteran programs and will offer assistance to the student in completing these forms and forwarding them to the proper VA Office. Since most federal VA programs make monthly payments directly to veterans after enrollment, the veteran must be prepared to pay tuition and fees and meet all other payment deadlines before receiving the initial monthly allowance. Central Alabama does not participate in the Advance Payment Plan with the Department of Veteran Affairs.

Alabama GI Dependents Scholarship Program

The Alabama GI Dependents' Scholarship Program is administered by the Alabama Department of Veteran Affairs. Maximum education benefits include tuition, instructional fees, and required textbooks. Developmental course work is not funded under the Alabama GI Dependents' Scholarship Program.

For more information and application procedures, contact the nearest Veterans Affairs Office located in each Alabama county courthouse or write to Alabama GI Dependents' Scholarship Program, P. O. Box 1509, Montgomery, Alabama 36102-1509.

Alabama National Guard Education Assistance Program (ANGEAP)

ANGEAP is designed to provide financial assistance to Alabama National Guard members. Limited funding is provided by the Alabama Legislature and priority is given to those who apply early. ANGEAP applications and additional information regarding this program are available from the National Guard benefits administrator at the National Guard Unit.

Tuition Assistance (TA)

Tuition Assistance (TA) is a Department of Defense (DOD) program. GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard, and Army Reserve soldiers to request tuition assistance (TA) online, anytime, anywhere, for classroom and distance education. It allows soldiers to manage their educational records, including college classes, testing, on-duty classes, and Army education counselor support. Soldiers must request TA through www.GoArmyEd.com at least 14 days prior to the start of a semester for TA approval.

The Post 9/11 GI Bill®

The Post 9/11 GI Bill® is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. This benefit provides up to 36 months of education benefits. This program is also commonly referred to as Chapter 33. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

Montgomery GI Bill® -- Active Duty (MGIB)

The MGIB program provides up to 36 months of educational benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses. Generally, benefits are payable for 10 years following your release from active duty. This program is also commonly known as Chapter 30. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

Montgomery GI Bill® -- Selected Reserve (MGIB-SR)

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve, Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses. This program is also commonly referred to as Chapter 1606. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

Reserve Educational Assistance Program (REAP)

REAP was established as a part of the Ronald W. Reagan National Defense Authorization Act for Fiscal Year 2005. It is a Department of Defense education benefit program designed to provide educational assistance to members of the Reserve components called or ordered to active duty in response to a war or national emergency (contingency operation) as declared by the President or Congress. This program makes certain reservists who were activated for at least 90

days after September 11, 2001, either eligible for education benefits or eligible for increased benefits. This program is commonly referred to as Chapter 1607. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

Veterans Educational Assistance Program (VEAP)

VEAP is available if a student first entered active duty between January 1, 1977, and June 30, 1985, and elected to make contributions from military pay to participate in this education benefit program. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training, and correspondence courses. This program is commonly referred to as Chapter 32. Application is made by completing VA Form 22-1990, Application for VA Education Benefits.

Survivors and Dependents Educational Assistance Program (DEA)

DEA provides education and training opportunities to eligible dependents of veterans who are permanently and totally disabled due to a service-related condition, or who died while on active duty, or as a result of a service related condition. The program offers up to 45 months of education benefits. These benefits may be used for degree and certificate programs, apprenticeship, and on-the-job training. This program is commonly referred to as Chapter 35 or Chapter 31. Application is made by completing VA Form 22-5490, Application for Survivors and Dependents Education Assistance.

Non-Resident Veterans Eligible for In-State Tuition Rates

In accordance with Section 702 of the Choice Act, out-of-state students receiving Chapter 30 or Chapter 33 VA benefits may be eligible for the in-state tuition rate. For additional information, please contact the Certifying Official located in the Financial Aid Office at the College.

Financial Aid Shopping Sheet

Central Alabama Community College has agreed to comply with the principles of Executive Order 13607, Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (E.O. 13607), of their commitment to use the Financial Aid Shopping Sheet (Shopping Sheet) to provide each of their prospective veteran and service member students with a personalized form that contains standardized information describing the cost of the educational program and the amount of that cost that may be covered by available Federal educational benefits and financial aid. Please log into your MyCACC to view a personalized Shopping Sheet.

Certification of Veteran Enrollment by Central Alabama

The Certifying Official in the Financial Aid Office at Central Alabama is responsible for certifying the enrollment of veterans and their dependents electronically via the Department of Veteran Affairs certification program, VA-Once. Certification will be conducted at the conclusion of the College Drop/Add registration process. All veterans or eligible dependents should contact the Financial Aid Office during registration each semester in order to notify the College Certifying Official of the veteran's or dependent's enrollment and request certification of enrollment for that semester.

Prior to certification, veterans and/or dependents of veterans must complete all admission requirements for Central Alabama, complete the appropriate application for benefits, and present the following required documents to the Financial Aid Office:

- I. DD-214, Separation Papers -- Certified or original copy of Member 4 for Chapter 30 and 32 Veterans.
- II. Form 2384, Notice of Basic Eligibility (NOBE) for Chapter 1606, National Guard and Reserves.
- III. File number for veteran's dependents for Chapter 35.

The following criteria will be used for certifying veterans or eligible persons:

- I. Certification will be granted for only those courses that are applicable to the declared program of study. Any deviation must be approved by the VA Certifying Official located in the College Financial Aid Office.
- II. Certification will not be granted for audited courses or courses in which a veteran has received a grade of "D" or higher.
- III. The veteran or eligible person who has received credit at other institutions will be certified only for those courses necessary to complete the declared program of study at the College.

Payments will be made to the student from the Department of Veteran Affairs based on the following payment schedule:

- a. Full-time payment (12 credit hours or more)
- b. Three-fourths payment (9-11 credit hours)
- c. One-half payment (6-8 credit hours)
- d. Reimbursement for tuition and fees (5 or fewer credit hours)

Required Verification of Enrollment by Student

Students receiving MGIB-Active Duty (Chapter 30), REAP (Chapter 1607), or MGIB-Selected Reserve (Chapter 1606), must verify* their enrollment each month to receive payment for that month. Your enrollment can be verified starting on the **last calendar day of the month** by using the Department of Veteran Affairs **Web Automated Verification of Enrollment (WAVE)** at <https://www.gibill.va.gov/wave> or by calling the toll free Interactive Voice Response (IVR) telephone line at 1-877-823-2378. Students receiving benefits under DEA (Chapter 35) or VEAP (Chapter 32) do NOT need to verify their attendance in this manner.

***Please note that "verifying" and "certifying" your enrollment are two different procedures. "Certification" is done by a school or training official and lets VA know how many hours or credits the student will be enrolled in so the VA can determine the student's payment rate. "Verification" is done by the student at the end of each month to let VA know that his/her enrollment information has not changed.**

Change in Enrollment Status

Students should promptly notify the Financial Aid Office of any change in enrollment status as this could result in overpayment of VA benefits. If a student's change in enrollment status is due to mitigating circumstances as defined by the Department of Veteran Affairs, the student should

provide the Certifying Official in the Financial Aid Office at the College with a statement regarding the mitigating circumstances.

Return of Unearned Military Tuition Assistance Funds

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded.

When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the Department of Defense policy, Central Alabama Community College will return any unearned TA funds on a proportional basis through at least the 60% portion of the term for which they were provided.

Schedule for Returning Unearned Military TA

16-Week Course Withdrawal

Week of Class	Return Amount
Before or During Week 1	100% return
During Week 2	90% return
During Week 3	80% return
During Week 4	70% return
During Week 5	60% return
During Week 6	50% return
During Week 7	40% return
During Week 8	30% return
During Week 9	20% return
During Week 10	10% return (60% of course is completed)
During Weeks 11-16	0% return

7 & 8-Week Course Withdrawal

Week of Class	Return Amount
Before or During Week 1	100% return
During Week 2	80% return
During Week 3	60% return
During Week 4	40% return
During Week 5	20% return (60% of course is completed)
During Weeks 6-8	0% return

Any unearned Military TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the University. If the service member withdraws due to military service obligation, the College will work with the service member to identify a solution that will not result in a student debt for the returned TA portion.

If a service member withdraws after the 60% portion of the term, all Military TA will be considered earned.

Academic Standards of Progress

Students should follow the required academic standards of progress as outlined under the Section entitled “**Standards of Satisfactory Academic Progress for Financial Aid Recipients.**”

Additional VA Information

Additional Information regarding benefits available to veterans and their dependents is available by calling the Department of Veteran Affairs at 1-888-442-4551 (toll free) or by reviewing the Department of Veteran Affairs’ website at <http://www.gibill.va.gov>.

Complaint Policy for VA Students

Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

Central Alabama Community College reserves the right to make changes in the policies and programs outlined in the Catalog as necessary.

STUDENT



LIFE

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 and jazz ensembles, 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 to drug testing within the two-week period prior to eligibility determination

and prior to the beginning of each year. This cost of this test will be the responsibility of the individual player. 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 *Central Alabama Community College 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.

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.

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.

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.

Wesley Foundation (United Methodist Ministry of Central Alabama Community College)

The Wesley Foundation provides spiritual opportunities for students to grow in their personal relationship with God and relates to each other in love and acceptance. The Campus Ministry equips members for vital discipleship and sends them out in service and sacrifice.

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 President's Cabinet 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 Services Office.
- 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 the Dean of Students, serve as an advisor to a student organization. The supervising Dean and the 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. Exceptions must be approved by the Dean of Students in advance. 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 unless there are extenuating circumstances, and the Dean of Students approves an exception. Advisors must obtain emergency contact information on all students participating in any off-campus activity and distribute to the Office of the 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 and the Dean of Students or his/her designee 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 it 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 the 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 Employee 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 Academic Programs to identify any scheduling conflicts and the Business Office 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 or his/her designee, 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 or his/her designee, 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.

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 Dean of Students or his/her designee 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 club 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 when college transportation is provided. Seat belts must be worn by students at all times when riding in college transportation. 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 an official Release of Liability Waiver form and submit to the Student Services Office when participating in off-campus activities.

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

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 receipts 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 the local community. 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 RECOGNITION

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 may nominate four (4) (two (2) transfer and two (2) work force ready) 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.

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.

OTHER



INFORMATION

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 be funded by Central Alabama Community College, 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 the 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.

SPEECH AND DEMONSTRATION POLICY

Central Alabama Community College recognizes and supports the rights of free expression and speech and supports the rights of students, employees, and visitors to speak in public and to demonstrate for or against actions and opinions with which they agree or disagree. 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.

The College encourages persons demonstrating and/or speaking to demonstrate civility, show concern for the safety of persons and property, respect for college activities and for those who may disagree with their message. All persons on any campus location shall comply with college policies and procedures.

In order to maintain safety, security, ensure the orderly scheduling of campus facilities and to preclude conflicts with academic and co-curricular activities, Central Alabama Community College reserves the right to impose reasonable limitations on such activities with regard to time, place, and manner.

Central Alabama Community College reserves the right to require that speakers, sponsored or unsponsored, college affiliated or visitors to the campus, use the Open Air Forum (located at the gazebo across from the College Library in Alexander City, the gazebo located at the Talladega Center, the courtyard located behind the Administrative Building on the Childersburg campus, and the breakroom at Pratt's Mill Center).

Demonstrations, speeches, and debates are to be held in the Open Air Forum and are limited to times and dates that the College is officially open. To accommodate all users, applications for permits to schedule the use of the Open Air Forum are available in the Office of the Dean of Students, located on the Alexander City campus and open Monday through Thursday 7:30 a.m. to 5:00 p.m. and Fridays 7:30 a.m. to 11:30 a.m. during fall and spring semesters. During summer semester, the office is open Monday through Thursday 7:00 a.m. to 5:30 p.m. The office may be reached via phone at 256-215-4275. Authorization for any demonstration, speech, or debate will require identification of the individual or organization and agreement to abide by this policy. Approval or denial for a permit to use the Open Air Forum will be given within three business days. Permits must be requested a minimum of ten (10) business days in advance of the event. Security needs, terror alerts, local, college, and/or national events may affect the availability of spaces that would normally be available. Central Alabama Community College reserves the right to avoid conflict with the normal functions and requirements of the College as well as avoid disruption to the learning environment and assure that the flow of vehicular and pedestrian traffic is not impeded.

For the purposes of demonstrations, speeches, and debates, musical instruments or sound amplification of any kind, included but not limited to stereo speakers, stationary or mobile public address systems, is not allowed in the Open Air Forum.

Definitions

- **Speech** is the oral presentation of ideas in a designated public forum.
- **Demonstration** is any process of showing individual or group cause by speech, example, group action or other form of public explanation.
- **Debate** is a discussion involving differing viewpoints in which differing sides of an issue are advocated and/or presented by one or more speakers.
- **Open Air Forum** is a designated area on campus (located at the gazebo across from the College Library in Alexander City, the gazebo located at the Talladega Center, the break room at the Pratt's Mill Center, or the courtyard located behind the Administrative Building on the Childersburg campus) not confined by walls or enclosures. *All persons engaged in speech, debate, or demonstration in the Open Forum are encouraged to conduct themselves in a civilized manner.

*Due to the location of the Pratt's Mill Center, the Open Forum is located within the leased shopping center building, where the College is located.

Sanctions and Enforcement

Campus visitors and unsanctioned student organizations and their members violating this policy regarding time, place, and manner of speech and demonstration will be subject to immediate

removal from the campus grounds, without prior warning, by appropriate college agents or officials and may be subject to appropriate legal action.

Registered students and/or sanctioned student organizations violating this policy may be, upon submitting an official incident report to the Division of Student Services, subject to review and action by the Dean of Students or his/her designee.

These regulations shall be interpreted, administered, and enforced by the Dean of Students or his/her designee.

This policy is not intended, nor should it be understood, as an endorsement or approval by Central Alabama Community College of any speech or demonstration, an invitation or license to speak or demonstrate, or granting of any right or permission to speak or demonstrate on campus beyond the rights existing under federal and state laws.

All information expressed in the Open Air Forum is for informational and educational purposes only. All information expressed by the individual or organization using the Open Air Forum 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.

The Office of the Dean of Students will notify persons, agencies, or organizations in writing, including electronic notification, of the denial or approval of permit by 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. leukemia 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.

WITHHOLDING TRANSCRIPTS AND DIPLOMAS

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 rules, policies, and regulations of the college. 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

Each year, institutions of higher learning are required to provide specific information concerning campus crimes, athletic disclosure, and other data. The following web sites are available for consumers desiring to obtain detailed information about campus crime data and athletic disclosure.

Campus Crime: www.opec.edu.gov/security
Athletic Disclosure: www.opec.edu.gov/athletics

Hard copies of this information are available from the Office of the Dean of Students.

STUDENT ID CARDS

All students are required to have a Central Alabama Community College ID made upon enrollment and are required to produce this card at the request of any College official. The student ID must be accessible at all times 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 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 unless authorized by the instructor. 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 and approve use of cell phones in extenuating circumstances.

OFFICIAL COLLEGE HOURS

Official hours are the hours the College locations are open to the public. Hours are subject to change without notice. The College is closed, and services are not available on holidays designated on the official college calendar. All college campuses and locations close nightly at 10:00 p.m.

Fall and Spring Semester College Office Hours

7:30 a.m. - 5:00 p.m. Monday – Thursday

7:30 a.m. - 11:30 a.m. Friday

Summer Semester College Office Hours

7:00 a.m. – 5:30 p.m. Monday – Thursday

CLOSED on Fridays

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:

LOCATION	BUILDINGS/FACILITIES
Alexander City	Administration Building Betty Carol Graham Technology Center
Childersburg	Building A Room 103
Talladega	Talladega Center Staff Restroom
Pratt's Mill Center	Student Breakroom

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.

Location	Room
Alexander City	Administration Building Room 103
Childersburg	Building A Room 104
Talladega	Conference Room
Pratt's Mill	Faculty Room A

UNATTENDED MINORS 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 library on the Alexander City campus and Childersburg campus, and the front office at the

Talladega and Pratt's Mill Center. 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.

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 may park in any designated parking space on campus, regardless of parking lot restrictions.

Parking and Traffic Regulations

The following information is provided to assist students and faculty and staff members with understanding campus regulations related to operating vehicles on campus. Any questions should be directed to the Coordinator of Safety and Security.

If a temporary vehicle (without a decal) must be driven on campus, the student must obtain a parking decal.

The following rules must be observed.

- Students and faculty and staff members must park in designated areas.
- Faculty members may not give students permission to use faculty parking areas.
- Parking is prohibited in loading and no parking zones.
- All stop signs must be obeyed.
- Speed on all campus roads is limited to the posted speed limit. Any speed not safe for road conditions, including vehicular and pedestrian congestion, is prohibited.
- All parking must conform to marked-off areas.
- Vehicles left on campus overnight must be registered with the Coordinator of Safety and Security.
- Driving and parking on the grass and sidewalks is prohibited. Parking at crosswalks, loading zones, and yellow curbs is prohibited.
- Double parking is prohibited.
- Blocking driveways, entrances, and exits to parking areas or buildings is prohibited.
- Drivers must yield to pedestrians in designated crosswalks.

- Unregistered or illegally parked vehicles may be towed away at the owner's expense.
- All motor vehicles on campus must have lights, mufflers, brakes, license tags, and any other equipment required by Alabama state law.
- All other State of Alabama traffic laws will be enforced on campus.

*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 violations are \$20.00, with the exception of speeding or reckless driving, violating on-campus traffic signs, and illegally parking in an accessible parking space, which are \$40.00.

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.

Parking fines must be paid in the Business Office within three school days. Fines may be paid during normal business hours at the Cashier's office in the Betty Carol Graham Technology Center, Room 113, in Alexander City or Building A in Childersburg. Failure to pay fines will result in increased fines, holds on student registration and graduation, and possible towing of the vehicle at the owner's expense.

The Central Alabama Community College Traffic Appeals Committee has been established to give students a process by which they may dispute parking tickets issued by CACC Security.

To appeal a parking ticket, students must complete a parking citation appeal form and return to the Office of the Dean of Students no more than seven (7) working days after the ticket has been issued. The following appeals will be automatically denied:

- Parking on the grass
- Parking in a staff parking spot
- Illegally parking in a designated accessible spot

Following receipt of the citation appeal form, the committee chair will schedule an appeal meeting, in which students will have an opportunity to voice their reason for the appeal directly to the committee. The committee will then make a binding decision to uphold or deny the appeal. This decision will be conveyed to the Coordinator of Safety and Security, with a copy also being sent to the Dean of Students and Dean of Financial Services.

EDUCATIONAL



RECORDS

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. **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.
2. **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.
3. **Dean of Finance:** The Dean of Finance 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.

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(s)</i>
d. Student Account Records	<i>Business Office</i>
e. Disciplinary	<i>Office of the Dean of Students</i>
f. ADA Records	<i>ADA Coordinator's Office(s)</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 Academic Programs or Dean of Workforce and Economic Development. The Dean will decide within ten (10) business days 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 file a complaint or grievance. The grievance policy is outlined in the *Student Handbook* on page 131.

1. The Dean of Students or his/her designee will correct or amend the educational record in accordance with the complaint and/or grievance if the decision is in favor of the student and inform the student of the amendment in writing.
2. If Central Alabama Community College determines 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.
 - d. The student has the right to appeal the decision of the hearing. The Appeals Process may be found in the *Student Handbook*, page 131.

Student Authorization to Release Educational Records (Revised 08/08/2019)

The Family Educational Rights and Privacy Act of 1974 (FERPA), governs the release of records maintained by Central Alabama Community College (CACC).

These records include but are not limited to student records and account information requested by parents, guardians, spouses, or other third parties. Central Alabama Community College may not disclose information from a student's educational record without a student's written consent except in limited circumstances.

In order for CACC to release information to a third party individual about a student's financial aid status, scholarship(s), financial or billing records, admissions status, or grade reports, the

student must complete a **Student Authorization to Release Educational Records** form authorizing CACC to disclose educational information from the offices and to the individuals that the student designates. In order to meet with third party individuals with the student present to discuss the student's educational records, this release must be signed and dated by the student prior to the scheduled meeting. CACC officials will only meet with third party individuals with the student present with the student's written consent.

Please note that CACC will not release student records information over the telephone or via email.

Authorizing the release of information to a third party is done at the risk of the student, and CACC is not responsible for the security of the information after it is released.

To ensure that records and personnel are available, individuals must schedule an appointment for review of records. A picture ID is **REQUIRED** prior to information being provided.

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, meta-major, 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 or the Director of Student Services and Student 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 and the Student Handbook. New students will receive information concerning their rights under the Act during CACC Connect, new student orientation, and ORI 105, Student Orientation and Success.

Students Rights After Ceasing Attendance or After Graduation

Students who have ceased attendance or have graduated from Central Alabama Community College have basically the same FERPA rights as students currently attending, including the right to (1) inspect their educational records, (2) request to amend an educational record, and (3) have their educational record privacy protected by Central Alabama Community College. Former students do not have the right to request of Central Alabama Community College non-disclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

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 Student Services Office on the Alexander City and Childersburg campuses and the Pratt's Mill and Talladega Centers. 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, e-mail: 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: Student Services Office
Childersburg Campus: Student Services Office, Building A
Talladega Center: Student Services Office
Pratt's Mill Center: Student Services 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.

SEXUAL MISCONDUCT



POLICY

SEXUAL MISCONDUCT POLICY (Revised 08/08/19)

The Sexual Misconduct Policy prohibits all forms of sexual or gender-based harassment, discrimination, or misconduct, including but not limited to sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence. Sex discrimination in any form, including any form of sexual misconduct, is contrary to the values of Central Alabama Community College (CACC) and is prohibited by college policies as well as local, state and federal laws, and the policies of the Alabama Community College System Board of Trustees. Sexual misconduct behaviors are harmful to the well-being of the College community, the learning/working environment, and collegial relationships among students, faculty, staff, and visitors. Any individual who is found to have violated this policy may face disciplinary sanctions up to and including expulsion or termination of employment and referral to law enforcement authorities.

Central Alabama Community College is committed to providing an environment that is safe and conducive for learning and employment. Any behavior that threatens this environment is a violation of college policy. All members of the College community are strongly encouraged to report any incidents of sex discrimination, sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate partner violence, and domestic violence directly to the Title IX Coordinator (s). Dr. Sherri Taylor, Dean of Students, serves as the Title IX Coordinator for student issues, and Tina Shaw, Executive Human Resources Director, serves as the Title IX Coordinator for employee issues. Violations may also be reported to any “responsible employee” as outlined in this policy.

Upon receipt of a report, the College will take prompt and effective action by providing interim measures to address issues that threaten the safety and security of the victim and offering appropriate support. Additionally, the College will conduct a thorough review and investigation in an effort to address the alleged misconduct within a reasonable time frame. When a decision is made to open an investigation that may lead to disciplinary action, sufficient written details will be provided to the responding party about the allegations, including the identities of the parties, the specific section of the disciplinary code allegedly violated, the precise conduct allegedly constituting the violation and the date/location of the alleged incident. Sufficient time will be provided to the responding party to prepare a response before an initial interview about the incident.

Any rights or opportunities that the College makes available to one party during the investigation will be made available to the other party on equal terms.

Retaliation against any person who makes a complaint or participates in the complaint process is a violation of college policy, and must be reported to the Title IX Coordinator(s). A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

Jurisdiction of the Policy

This policy applies to related conduct occurring on the college’s campuses, college sites, and college property, or at college-sanctioned events or programs that may take place off campus.

Further, off-campus conduct that is likely to have a substantial adverse effect on or poses a threat of danger to any member of the College community or the College as a whole, is covered under this policy.

Individuals Covered by the Policy

The policy applies to all members of the College community, including students, faculty, staff, administrators, volunteers, vendors, independent contractors, visitors and any individuals regularly or temporarily employed, studying, conducting business or having any official capacity with the College or on college property.

Statement of Confidentiality

The College encourages victims of sexual violence to talk to a college official regarding alleged incidents so that the support needed may be provided, and the College can respond appropriately. The College will make every effort to maintain confidentiality where possible and practical. Details regarding confidential resources are outlined further in this policy.

Title IX Coordinator for Student Issues

Dr. Sherri Taylor, Dean of Students
Alexander City Campus Administration Building (256) 215-4273

Title IX Coordinator for Employee Issues

Tina Shaw, Executive Human Resources Director
Childersburg Campus Administration Building (256) 378-2010

It is the responsibility of the Title IX Coordinator to review and investigate reported incidents of sexual misconduct in accordance with this policy and recommend an appropriate solution to the President. It shall also be the responsibility of the Title IX Coordinator to implement appropriate interim steps for both the victim and the alleged perpetrator to preserve the safety and security of the victim and the College community.

The Title IX Coordinator(s) will assist students and employees in filing formal complaints and will work with the complainant to address any concerns. The Coordinator(s) will also assist the complainant in notifying CACC Security or local law enforcement authorities, if requested or deemed necessary. Additionally, the Coordinator(s) will assist the complainant in seeking appropriate assistance or making referrals by:

- Identifying health care options;
- Ensuring that the victim is aware of the options for seeking treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services;
- Discussing the options for seeking medical treatment;
- Assisting in contacting an advocate who can accompany a victim to the hospital or health care provider.

Prohibited Conduct and Definitions

The College prohibits all forms of sexual and gender-based harassment, including sexual harassment, sexual assault, sex offenses, sexual exploitation, dating violence, stalking, intimate

partner violence, and domestic violence. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same or different gender. Each of the terms defined herein encompasses a broad range of behaviors. Within these broad contexts, the College prohibits the following conduct.

Sexual Harassment

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo);
- 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, learning, or social environment (hostile environment);
- A third party may also file a complaint under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

Examples of Prohibited Behavior

Prohibited acts that constitute sexual harassment may take a variety of forms and may include, but are not limited to, the following examples:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations;
- Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments, or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances;
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes, or innuendoes; unwelcome, suggestive, or insulting sounds or whistles; obscene phone calls;
- Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the work or study area that may embarrass or offend individuals, and such material, if used in an educational setting, must have an educational purpose;
- Unwelcome and inappropriate touching, patting, pinching, or obscene gestures;
- Letters, notes or electronic communications containing comments, words, or images of a sexual nature;
- Gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex stereotyping, even if those acts do not involve conduct of a sexual nature.

Consensual Relationships

Central Alabama Community College believes that consensual romantic and sexual relationships between faculty and staff members and students are generally deemed unprofessional because such relationships may result in a conflict of interest and/or a power differential between

members of the College community. A faculty or staff member who enters into a sexual relationship with a student where a professional power differential exists must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to prove immunity on the grounds of mutual consent.

Central Alabama Community College regards as inappropriate any and all romantic relationships between students and instructors, or staff members who have any power over students as inappropriate. The College urges all faculty and staff members to refrain from beginning or continuing all such relationships since such behavior may be perceived as unwelcome, even if consensual, and can be seen at the time or later as sexual harassment. The College expects compliance with the position above by all instructors and staff members. Instructors and staff members are hereby on notice that any violation of this policy leading to an allegation of sexual harassment may result in disciplinary action up to and including termination. Faculty or staff members must also be aware that Central Alabama Community College is potentially liable if sexual harassment can be proven.

Sexual Assault

Having or attempting to have sexual contact with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting.

- **Non-Consensual Sexual Contact.** Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing.
- **Non-Consensual Sexual Penetration (commonly referred to as rape).** Any act of vaginal or anal penetration by a person's penis, finger, other body parts or an object; or oral penetration by a sex organ, without consent.
- **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape.** Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling.** Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest.** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law is defined as incest.
- **Statutory Rape.** Sexual intercourse with a person who is under the statutory age of consent is statutory rape.

- **Sexual Exploitation.** Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute non-consensual sexual penetration or non-consensual sexual contact is sexual exploitation. Examples include, but are not limited to: recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved, and voyeurism (i.e., spying on others who are in intimate or sexual situations).
- **Dating Violence.** The term dating violence is not defined by Alabama law as such. However, the term is incorporated into the definition of the domestic violence because the definition of domestic violence includes dating or engagement relationships.
- **Stalking.** Stalking is a course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others, or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyber-stalking); non-consensual (unwanted) communication by any means (i.e. letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.
- **Domestic or Intimate Partner Violence.** Domestic or intimate partner violence is often referred to as dating violence or relationship violence. It includes any act of violence or threatened act of violence sexual or otherwise against a partner of a current or former sexual, dating, domestic or other intimate relationship with that person. It includes any incident resulting in the abuse, assault, harassment or the attempt or threats (sexual or otherwise) thereof, between families, households or dating or engagement relationship members. Domestic or intimate partner violence includes any physical, sexual, or psychological harm against an individual by a current or former partner or spouse or relationship member or the willful intimidation, threats, battery, or sexual assault committed by a family member, household member, domestic partner, or intimate partner.

Other Definitions and Terms

- **Consent.** Consent is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent decision demonstrates consent by performing an act recommended by another. In the matter of sexual misconduct, consent is a voluntary agreement to engage in sexual activity by an individual who has the capacity to do so. Someone who is incapacitated cannot provide consent. Past consent does not imply future consent; silence or an absence of resistance does not imply consent; consent to engage in sexual activity by one person does not imply consent to engage in sexual activity with another; the manner in which an individual is dressed does not imply consent; the existence of a prior or current relationship does not imply consent; accepting a meal, a gift, or invitation for a date does not imply or constitute consent to further activity; consent can be withdrawn at any time (no means no); and coercion, force, or threat of either invalidates consent.
- **Incapacitation.** Incapacitation is a state or condition that renders an individual unable to make qualified and rational decisions, a condition resulting from the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents him/her from having the capacity to give consent.

- **Victim.** A person who has been the subject of a prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action is a victim.
- **Complainant.** A victim who has made a complaint of a violation of the Sexual Misconduct Policy, or on whose behalf a complaint was made or disciplinary action initiated is the complainant.
- **Respondent.** The individual(s) who is accused of a prohibited conduct is the respondent.
- **Confidentiality.** The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All college employees who are involved in the College Title IX response process have received specific instructions about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy of all individuals involved in a manner that allows the College to conduct a thorough review of the issue.
- **Responsible Employees.** A “responsible employee” or “mandatory reporter” is a college employee who has the authority to address sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. Responsible employees at the College include:
 - Title IX Coordinators
 - Security Officers
 - Full-time Faculty, Staff, and Administrators

When a victim tells a responsible employee about an incident of sexual misconduct or violence, the victim has the right to expect the College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to a source for confidential reporting. Confidential sources are outlined further in this policy.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator(s), the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

A responsible employee must report all relevant details about the alleged sexual violence shared by the victim including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts that the College needs to determine what happened, including but not limited to the date, time and specific location of the alleged incident, to the Title IX Coordinator(s). To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the response of the College to the report.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including requesting that the College fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to do so.

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 actions;
- feel responsibility to act;
- choose what form of assistance to provide, and
- respond.

Requesting Confidentiality from the College

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the College must weigh that request against the obligation of the College to provide a safe, non-discriminatory environment for all students, faculty, and staff, including the victim. There are times when the College may not be able to honor a victim's request especially if safety and security is a factor. If the College honors the request for confidentiality, a victim must understand that the ability of the College to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. In all cases of sexual misconduct that is a crime, the College has an obligation to include the incident in its annual security report in accordance with the Cleary Act requirements.

It shall be the responsibility of the Title IX Coordinator(s) to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator(s) will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as whether:
 - There have been other sexual violence complaints about the same alleged perpetrator;
 - The alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
 - The alleged perpetrator threatened further sexual violence or other violence against the victim or others;
 - The sexual violence was committed by multiple perpetrators;
- The sexual violence was perpetrated with a weapon;
- The victim is a minor;
- The College possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence); and/or
- The victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors may lead the College to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the College will likely respect the victim's request for confidentiality.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the response of the College. The College will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and will work with the victim to create a safety plan. Retaliation against the victim, whether by students or college employees, will not be tolerated. The College may not require a victim to participate in any investigation or disciplinary proceeding. The College will also:

- Assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these services); page 80.
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests;
- Inform the victim of the right to report a crime to campus police or local law enforcement and provide the victim with assistance if the victim wishes to do so.

The College is under a continued obligation to address issues of sexual violence campus-wide therefore reports of sexual violence (including non-identifying reports) will also prompt the College to consider broader remedial action; such as, increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted groups; conducting climate assessments/victimization surveys; and/or revisiting college policies and practices.

If the College determines that it can respect a victim's request for confidentiality, the College will also take immediate action as necessary to protect and assist the victim.

Privacy and confidentiality have distinct meanings under this policy.

- **Privacy.** Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who "need to know" in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.
- **Confidentiality.** Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.
- **Requests for Confidentiality.** Where a complainant requests that his/her name or other identifiable information not be shared with the Title IX Coordinator(s) or requests that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for the College community and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against the accused. In making this determination, the College may consider the seriousness of the conduct, the respective ages and roles of the complainant and the accused, whether there have been other complaints or reports of harassment or

misconduct against the accused, and the rights of the accused to receive notice and relevant information before disciplinary action is sought.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the complainant. Where the College is unable to take action consistent with the request of the complainant, the Title IX Coordinator(s) will inform the complainant about the chosen course of action, which may include the College seeking disciplinary action against the accused. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against the accused or revealing the identity of the complainant.

Privileged and Confidential Communications

There are other reporting and confidential disclosure options available to students and employees should they become a victim of sexual violence or harassment. The College encourages victims to talk to professional, licensed counselors and referral agencies who provide mental-health counseling and support to members of the College community if they do not wish to make a report to the College. These individual(s) are not required to report any information about an incident to the Title IX Coordinator(s) without a victim's permission.

Note: A victim who speaks to a professional counselor or agency resource group must understand that, if he/she wants to maintain confidentiality, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, with the permission of the victim, these counselors and advocates may contact the College to assist in the victim receiving other necessary protection and support, such as victim's advocacy; academic support or accommodations; disability, health or mental health services; and changes to working environment or course schedules.

A victim who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement, and have the incident fully investigated. These counselors and advocates can provide the victim with assistance if the victim wishes to change his or her mind.

It is further noted that while these professional counselors, agency resource groups, and advocates may maintain a victim's confidentiality regarding an incident of sexual misconduct, they may have reporting or other obligations under state law such as mandatory reporting requirements to law enforcement in the case of minors; imminent harm to self or others; and the requirement to testify if subpoenaed in a criminal case.

Please be advised that the College is required by law to notify local law enforcement and the local agency for child protective services when a report involves suspected abuse of a minor under the age of 18.

Additionally, if the College determines that an alleged perpetrator(s) poses a serious and immediate threat to the College community, a timely warning to the College community will be

issued. Any such warning will not include information that identifies the victim.

Interim Measures

Immediately upon notice of an incident, the College will address interim measures, which are individualized services offered as appropriate to either or both the reporting and responding parties prior to the investigation or while an investigation is pending. These measures include referrals to counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, campus escort services, restriction on contact between the parties, changes in work or housing locations, leaves of absence, increased security, and monitoring of certain areas of campus and other similar accommodations. The Title IX Coordinator(s) is responsible for coordinating the interim measures for each party.

The College will also make every effort to assist the victim in the situation in seeking assistance from on-campus and off-campus advocates and counselors who can provide a response. On-campus advocates, which include the College Student Services staff and Title IX Coordinators, will assist by providing support in navigating the reporting process and providing information regarding resources that may be utilized by sexual assault victims. Assistance may be obtained through the following resources.

Title IX Coordinator for Students

Dr. Sherri Taylor, Dean of Students
Alexander City Campus
Administrative Building
1675 Cherokee Road
Alexander City, Alabama 35010
(256) 215-4273
staylor@Cacc.edu

Title IX Coordinator for Employees

Tina Shaw, Executive Director of Human Resources
Childersburg Campus
Administrative Building
34091 US Highway 280
Childersburg, Alabama 35044
(256) 378-2010
Tshaw5@cacc.edu

Campus Security

Alexander City: Administration Building (256) 596-0058
Childersburg: Building A (256) 596-0054
Talladega: Administrative Offices (256) 596-0061
Pratt's Mill: Administrative Offices (256) 596-0010

Coordinator of Safety and Security

Gary Arrington
Alexander City Campus

1675 Cherokee Road
Alexander City, AL 35010
Administrative Building
(256) 596-0063
garrington@cacc.edu

Note: Campus Police officers work in coordination with local law enforcement agencies throughout the College service area and have the authority to make arrests.

College Safety Officer

Dr. Sherri Taylor, Dean of Students
Alexander City Campus
Administrative Building
1674 Cherokee Road
Alexander City, Alabama 35010
(256) 215-4273
staylor@Cacc.edu

College Resources

Office of Dean of Students
Stacy Morgan, Administrative Assistant to the Dean of Students
Administration Building, Alexander City Campus
(256) 215-4275
Smorgan13@cacc.edu

Office of Dean of Workforce Development
Dr. Douglas Flor, Dean of Workforce and Economic Development
Betty Carol Graham Technology Center, Alexander City Campus
(256) 215-4319
dflor@cacc.edu

Office of Associate Dean of Student Services
Glenda Bland, Associate Dean of Student Services
Administration Building, Alexander City Campus
(256) 215-4302
gbland@cacc.edu

Office of Dean of Academic Programs
Danny Coleman, Dean of Academic Programs
Building A, Childersburg Campus
(256) 378-2022
dcoleman@cacc.edu

Melody Borden, Administrative Assistant to the Dean of Academic Programs
Building A, Childersburg Campus
(256) 378-2087

mborden@cacc.edu

Human Resources

Tina Shaw, Executive Director of Human Resources
Building A, Childersburg Campus
(256) 378-2010
tshaw5@cacc.edu

Talladega Center Student Services Office

LaResea Embry, Administrative Coordinator of Student Services
(256) 480-2090
lembry@cacc.edu
Paige Scott, Math Instructor
Talladega Center
(256) 480- 2074
sscott@cacc.edu

Melody Steele, Enrollment Specialist

Pratt's Mill Center
(334) 380-9600
msteele@cacc.edu

Brandy Mitchell, English Instructor

Pratt's Mill Center
(334) 380-9597
bmitchell@cacc.edu

Community Resources

- Alexander City Police Department (256) 234-3421
- Childersburg Police Department (256) 378-7860
- Prattville Police Department (334) 595-0208
- Talladega Police Department (256) 362-4162
- Alabama Coalition against Domestic Violence (334) 832-4842
- Alabama Statewide Domestic Violence Hotline (800)650-6522
- National Domestic Violence Hotline (800) 537-2238
- Alexander City
 - Crisis Service Helpline (256)716-1000
 - Bradford Health Services (888) 577-0012
 - Healing Hearts Counseling (256) 279-5869
 - Nan Coley Murphy Counseling Center (256) 329-8463
 - Lake Martin Family Therapy (256) 392-3002
- Childersburg
 - Crisis Service Helpline (256) 716-1000
 - Bradford Health Services (888) 577-0012
 - AltaPointe Health (256) 245-2201
 - AltaPointe Counseling Services (256) 245-1340

- Prattville
 - Crisis Service Helpline (256) 716-1000
 - Bradford Health Services (888) 577-0012
 - AltaPointe Health (256) 245-2201
- Talladega
 - Crisis Service Helpline (256) 716-1000
 - Bradford Health Services (888) 577-0012
 - AltaPointe Health (256) 362-8600

Medical Facilities

- Russell Medical Center, Alexander City (256)329-7100
- Coosa Valley Medical Center, Sylacauga (256) 401-4000
- Citizens Baptist Medical Center, Talladega (256) 362-8111
- Prattville Baptist Hospital, Prattville (334) 365-0651

Ongoing Assistance

The Student Services staff at the College will assist victims of sexual assault with ongoing support by providing appropriate counseling or referral services. Students will be assisted with appropriate academic accommodations that may be necessary including, but not limited to, schedule modifications, withdrawal from class, modifications in work-study schedules, etc.

Reporting Procedures

The following procedures are in place at Central Alabama Community College to provide recourse for any student, faculty or staff member who has been the victim of sexual misconduct. The College recognizes two distinct levels of action 1) complaints, and 2) grievances.

Complaint Procedures (Informal Resolution)

Students or employees who desire to file a complaint regarding a violation of the Sexual Misconduct Policy may report the incident to the Title IX Coordinator(s). Incidents may also be reported to any Responsible Employee at any time; however, individuals are encouraged to report incidents within ten (10) working days of an alleged violation. Timely reporting maximizes the ability of the College to effectively investigate and act upon an alleged violation. The College employee will immediately report the incident to the Title IX Coordinator(s). If the complaint is about the designated Title IX Coordinator, the complaint will be sent directly to the President’s Office. The President will assign the complaint to another administrator.

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to sexual misconduct complaints. This process will be kept as informal and confidential as may be appropriate. The ten (10) day request is in no way intended to limit a complainant’s right to assistance after that time period but rather is to ensure a timely resolution of any complaint.

After receiving notice of allegations of sexual misconduct, the Title IX Coordinator will schedule an intake meeting with the complainant in order to provide the general information regarding the policy and the reporting process, advise the individual of his/her rights, identify any interim intervention measures that may be appropriate, and identify resources for obtaining immediate support. During the intake meeting, the Title IX Coordinator will discuss alternatives for

proceeding with the complaint, including whether the complainant wishes to pursue an informal resolution, file criminal charges, if appropriate, or whether the complainant wants to pursue a resolution of any kind.

It shall also be the responsibility of the designated Title IX Coordinator to attempt to secure a solution to the complaint. The Coordinator will meet with the parties involved and where appropriate attempt to solve the problem or address the concern in an informal session. Both parties must consent to move towards an informal resolution. Informal resolution covers a wide range of options, including facilitated dialogue, confliction resolution, and restorative justice. If, after discussion, it is determined that the complaint can be resolved immediately, the Coordinator will take action to resolve the complaint and will submit a written report to the President within ten (10) working days of receipt of the complaint. The report shall contain the original written complaint, a brief summary of any information essential to an understanding of the problem, and a description of the action taken. Copies will be sent to all parties involved in the discussion. Confidentiality will be observed in this process where possible and practical.

Once a decision is made to open an investigation that may lead to disciplinary action, sufficient written details will be provided to the responding party about the allegation, including the identities of the parties, the specific section of the disciplinary code allegedly violated, the precise conduct allegedly constituting the violation and the date/location of the alleged incident; sufficient time should be provided to the responding party to prepare a response before any initial interview.

If appropriate, the Title IX Coordinator will schedule a meeting with the accused in order to provide him/her with an overview of the policy, advise him/her of associated rights, and identify forms of support or immediate intervention available to him/her after providing written notice of the details as described above.

In all complaints of alleged sexual misconduct, the College will conduct an investigation, if appropriate, and take prompt action to support and protect the complainant, including taking steps to provide interim actions before a final resolution to the complaint has been reached. Interim actions to ensure safety and security and provide assistive services may include but not be limited to:

- Imposing a no-contact order;
- Arranging schedule adjustments, including changing course sections, making arrangements for online instruction or withdrawing;
- Rescheduling exams and/or assignments;
- Providing increased monitoring or supervision;
- Adjusting work environment or job assignments, and
- Providing medical services.

The Title IX Coordinator(s) will be responsible for the implementation of interim measures and coordinating them with appropriate offices.

Any rights or opportunities that the College makes available to one party during the investigation will be made available to the other party on equal terms.

Associated Rights

CACC will afford any student or employee who reports that they have been the victim of an incident of sexual violence, either on campus or off-campus during a college sanctioned activity, with the following information and rights:

- Possible sanctions or protective measures that may result from an institutional disciplinary proceeding (see Complaint and Hearing Proceedings below for additional information);
- Procedures that should be followed in the event of an incident of sexual violence including:
 - The importance of preserving evidence for proof in criminal proceedings;
 - To whom the offense should be reported;
 - Options for reporting to law enforcement; college officials will assist victims in reporting to the appropriate authorities;
 - The right to decline to report to law enforcement;
 - Information about no contact orders issued by a court.
- Notification about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off-campus.
- Notification that the College will comply with requests for interim accommodations made by a victim where reasonably available whether or not a formal report is filed. Interim accommodations are addressed earlier in this policy.
- In addition to reporting to law enforcement, victims also have the option to seek protective or disciplinary action directly with the College.
- Proceedings will be conducted by officials who receive annual sexual violence training and training on conducting investigations.
- Both the victim and respondent are entitled to the same opportunities to have others present during proceedings, including the opportunity to be accompanied to any related meeting or hearing by an advisor of their choice.
- Both the accuser and accused shall be simultaneously informed, in writing, of:
 - The outcome of any college disciplinary proceeding;
 - The procedures for the accused and the victim to appeal the results of the proceeding;
 - Any change to the results;
 - When such results become final.
- Notification will be given that in addition to any criminal or civil actions which may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against a respondent(s). The College also reserves the right to place an accused employee on paid administrative leave during the investigation and/or hearing of any allegation of violation of this policy.

Sanctions Imposed by Title IX Coordinators

During the complaint process, the Title IX Coordinator will have the authority to impose any sanction that will result in the resolution of the complaint to include the following:

- **Reprimand.** A reprimand is a written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution.** Restitution is compensation for damages to property owned by the College, limited to actual cost of repair or replacement.
- **Probation.** This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein to be in subsequent violation of the Code of Student Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator.
- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct are no contact orders.
- **Cease and Desist Orders.** The alleged perpetrator will be directed by written notice to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy.
- **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Academic Programs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated college official at the time of reentry into the College).
- Other requests of the victim as deemed appropriate.
- For violations of this policy by faculty or staff members, disciplinary penalties may include some of the sanctions listed above as appropriate, in addition to other penalties (in accordance with the employment laws, regulations, and policies governing the employee in question):
 - Counseling or training;
 - Written warning;
 - Reprimand;

All sanctions imposed by the Title IX Coordinator must be approved by the President. If a student complaint cannot be resolved at the complaint level, or if more stringent sanctions are appropriate, such an unresolved issue shall be termed a grievance, and the President will designate a qualified, unbiased person or committee to conduct a grievance hearing.

Hearing Procedures

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 or attorney 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 by an 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.

Standards of Evidence

The evidentiary standard to be used by the Dean of Students, Student Conduct Committee, or the President 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 the President.

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.

Sanctions and Recommendations Imposed by Hearing Committee

Sanctions and Recommendations Imposed by Hearing Committee include but are not limited to

- **Reprimand.** A reprimand is written notice that continuation or repetition of improper conduct may be cause for further disciplinary action.
- **Restitution.** Restitution is compensation for damages to property owned by the College, limited to actual cost of repair or replacement.
- **Probation.** This sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Student Code of Conduct during the probationary period, the student may be either suspended or expelled. Provisions of the probationary period shall be determined and expressed by the Title IX Coordinator.
- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct is a no contact order.
- **Cease and Desist Orders.** Written notice to the alleged perpetrator to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy is a cease and desist order.
- **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Academic Programs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
- **Suspension.** Separation from the College for a definite period of time. A student may be suspended for a specific period of time not to exceed two (2) years. To qualify for readmission after suspension, a student must receive approval from the Dean of Academic Programs and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for any refund from the College.
- **Expulsion.** An indefinite termination of student status from the College for a period of not less than two (2) years. To qualify for readmission after expulsion, a student must receive approval from the Dean of Academic Programs and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. Under certain conditions, expulsion could mean permanent severance from the College.
- Other requests of the victim as deemed appropriate.

- For violations of this policy by faculty or staff members, disciplinary penalties (in accordance with the employment laws, regulations, and policies governing the employee in question) may include:
 - Counseling or training;
 - Written warning;
 - Reprimand;
 - Suspension with or without pay;
 - Demotion;
 - Termination;
 - Other requests of the victim as deemed appropriate.

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 advise the Respondent of any available appeal or if the College is the Respondent, the Dean of Students will meet with the Grievant and the appropriate college representative(s) and attempt to bring about resolution of the grievance. If no such resolution is reached the Grievant may appeal to the President.

Presidential Appeals

The Grievant or Respondent 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 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 receipt of the committee report, the 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. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part and/or modify 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.

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. Please refer to the ACCS Student Complaint Process found on the ACCS website. (<https://www.accs.edu/student-complaints/>)

Non-Retaliation Requirement

No student, faculty or staff member, administrator, applicant for employment or admission, or member of the public may be subject to retaliation, interference, coercion, intimidation, or reprisal for actions taken in good faith to seek advice concerning any sexual misconduct, ADA, other civil rights, or Title IX matter; to file a complaint or grievance; or to serve as a witness or panel member in the investigation of a complaint or grievance. A finding of retaliation may result in disciplinary action in addition to any sanctions that may be imposed as a result of the underlying allegations of discrimination and/or harassment.

Filing a False Report

It is a violation of college policies for any student, faculty or staff member, or administrator to file a false report against another individual.

Coordination with Law Enforcement

The College encourages complainants to pursue criminal action for incidents of sexual assault, sexual violence, intimate partner violence, stalking or other conduct that may also be crimes. The College will assist a complainant in making a criminal report and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process to the extent permitted by law. Neither law enforcement's determination whether to prosecute or not prosecute an alleged perpetrator, nor the outcome of any criminal prosecution, are determinants of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Records

The Title IX Coordinator will retain records of all reports and complaints, regardless of the nature of the resolution. Complaints resolved during the informal complaint process may become part of an offending or respondent student's conduct file, depending on the nature of the offense but will not be included as a part of the academic record or of an employee's personnel file.

Affirmative findings of responsibility in matters resolved through the grievance or formal resolution process will become part of an offending or respondent student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel file. Additionally, the College will comply with all requirements under the Jeanne Clery Act as amended and will report crimes associated with the College as required.

Prevention and Education

CACC is committed to preserving the safety and security of the College environment and will implement activities designed to prevent incidents of sexual misconduct, inform members of the College community of their rights under the Sexual Misconduct Policy; inform members of prohibited conduct; identify prevention measures, and provide information regarding reporting protocols. The College prevention and education program will include but will not be limited to:

- Annual training and awareness programs for current employees and students;
- Orientation for new employees and students that will educate them about college Sexual Misconduct Policy and prevention measures that may be utilized;

- Information regarding the Sexual Misconduct Policy on the College website;
- Information on bystander intervention, and
- Implementation of a campus sexual misconduct awareness campaign.

Training

Central Alabama Community College will ensure that all college employees, including those officials involved in redressing incidents of sexual misconduct are trained on an annual basis through the College Professional Development process and through external resources when appropriate.

HELPFUL INFORMATION

Bystander Intervention Tips

- Remember intervention doesn't have to be confrontational; say something or do something to call attention to the situation.
- Remain calm, 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 or 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 911 then Campus Security.

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.

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 provide 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 should contact Dr. Sherri Taylor, Title IX Coordinator, and employees with concerns should contact Tina Shaw, Title IX Coordinator.

ALCOHOL AND DRUG



PREVENTION ABUSE POLICY

ALCOHOL AND DRUG PREVENTION ABUSE 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, shall not allow on its premises or at any activity it sponsors the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. If such prohibited possession, use, or distribution by a student or employee is confirmed, Central Alabama Community College shall, within the scope of applicable federal and state due process requirements, take such administrative or disciplinary action as is appropriate. For a student, the disciplinary action may include, but is not limited to, suspension, expulsion, and/or arrest or referral to the appropriate law enforcement agency. Any visitor engaging in any act prohibited by this policy shall be called on to immediately cease such behavior.

If any student or visitor shall engage in any behavior prohibited by this policy which is also a violation of federal, state, or local law or ordinance, that employee, student, or visitor shall be subject to referral to law enforcement officials for arrest and prosecution. Contact the Student Services Office at all college locations for specific and detailed information concerning (1) legal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs; (2) health risks of drug and alcohol use and abuse; and (3) where to get assistance.

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, Meprobamate, 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.

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

Local Treatment Facilities

The treatment facilities listed below provide either alcohol, drug or alcohol, and drug 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.

Local Treatment Facilities

Lighthouse of Tallapoosa County 36 Franklin Street Alexander City, AL (256) 234-4894	East Alabama Mental Health Center Opelika Addictions Center 2300 Center Hills Drive, Building #1 Opelika, AL
AltaPointe 10 Bemiston Avenue Talladega, AL (256) 362-8600	AltaPointe 1721 Old Birmingham Highway Sylacauga, AL 35150 (256) 249-2395

EMERGENCY



INFORMATION

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.
- Turn Around: Don't Drown!

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 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 abrasions 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 48 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 incident reports to the appropriate offices as needed. Incident reports may be obtained through the Student Services Office or the website. 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 website.

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.

ACADEMIC HONESTY POLICY



AND ACADEMIC APPEALS

ACADEMIC HONESTY POLICY

Central Alabama Community College expects all members of its academic community to perform according to the highest ethical and professional principles. The entire College population must be involved to ensure this quality of academic conduct. Whether or not academic misconduct occurred and what classroom sanctions, if any, are to be applied, are matters to be determined by the respective instructor.

Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist between the faculty and students in order for the College to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

Cheating: use or attempted use of unauthorized materials, information, study aids, the answers of others, or any computer or electronic device.

Plagiarism: claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, having another person write any part of an essay for you, or copying another's ideas. Please refer to the section on plagiarism.

Fabrication: presenting as genuine falsified data, citations, or quotations.

Abetting: helping another student commit an act of academic dishonesty. Allowing a fellow student to copy quiz/examination answers or use one's work as his/her own are examples of abetting.

Misrepresentation: falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

Adjudication of Academic Dishonesty Cases

In an instance of academic misconduct, a student may:

- Be required to retake an examination or resubmit an assignment on which the instructor has determined that academic misconduct occurred, or
- Receive an "F" on the given exam or assignment, or
- Receive an "F" for the course.

If the instructor becomes aware that an academic misconduct may have occurred, it must be addressed by the instructor and reported to the appropriate Dean. A student who opposes the sanction imposed by an instructor may appeal the matter to the College Dean charged with the responsibility in the specific instructional program or class. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed. Students who receive classroom sanctions for academic misconduct may be subject to disciplinary action by the College Dean charged with responsibility for that instructional program. If the misconduct also violates the Student Code of Conduct and is reported by the instructor for such disciplinary action, it will be referred to the Dean of Students.

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 Academic Programs, Dean of Workforce and Economic Development, 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 College Dean responsible for the instructional program or class.
4. The instructor also has the right to appeal a decision of the Division Chairperson to the College Dean responsible for the instructional program or class.
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 College Dean responsible for the instructional program or class in reviewing the grade appeal. The College Dean responsible for the instructional program or class will review the appeal, schedule a meeting with the student and the instructor and deliver a written report within 14 calendar days after the College Dean responsible for the instructional program or class receipt of all of the appeal information. The College Dean responsible for the instructional program or class has the authority to consult with the instructor, the Division Chairperson, or other persons who have expertise in the subject area. When the College Dean responsible for the instructional program or class 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 College Dean responsible for the instructional program or class 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 College Dean responsible for the instructional program or class 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 College Dean responsible for the instructional program or class 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 Academic Programs 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 Academic Programs in reviewing the admission decision. The Dean of Academic Programs 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 Academic Programs's receipt of all of the appeal information.



The Dean of Academic Programs has the authority to consult with instructors, the Division Chairperson or other persons who have expertise in the subject area. When the Dean of Academic Programs 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 Academic Programs 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 Academic Programs to render rulings on Admission standards.

STUDENT CODE



OF CONDUCT

STUDENT CODE OF CONDUCT (Revised 08/08/2019)

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 Cabinet, 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 faculty and 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, used 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 or off college premises.
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 all persons 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.
- 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 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

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 for 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 premises
- 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
- 4. Solicitation and Sales**
 - a. solicitation and sales of any kind on campus without prior permission from the Dean of Students
- 5. Skateboards, Hover Boards, and Roller Blades**
 - a. Use of skate boards, hover boards, or roller blades on campus

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 offenses 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 college premises or at a college event
- 2. Damage or Destruction of Property**
- a. any damage or destruction of college property or another person's property on campus or at any event with which the College is affiliated
- 3. Deception**
- a. any misuse of college records, forms, or documents through forgery, unauthorized alteration, reproduction, or other means
 - b. all forms of dishonesty including cheating and plagiarism
 - c. any giving or receiving of false information to the college or to any college official, administrator, or administrative unit
 - d. providing false information to law enforcement officials
 - e. possession of any fake or altered or any other identification that belongs to another person
 - f. 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 expression, or other forms of disorderly conduct
 - b. use of profane language or verbal abuse toward any college employee or student
 - c. any abuse or unauthorized use of sound amplification equipment
 - d. any conduct which materially interferes with the normal operation of the College or with the requirements of appropriate discipline
 - e. excessive noise determined to be disturbing to other residents or college officials
- 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, including failure to display student ID
 - 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
 - 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
 - b. creating an environment which is unduly demeaning, embarrassing, or discomforting to any person(s) of reasonable sensitivity
- 9. Unauthorized Use**
- a. unauthorized use or possession of college equipment or property
 - b. unauthorized use or duplication of any keys
- 10. Unauthorized Use of Computer Resources**
- a. use of a college owned computer when not currently enrolled in a class requiring the use of a college owned 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 individual's account number without permission
 - d. interference, electronically or otherwise, with other users of college computers
 - e. unauthorized use of computer resources for personal gain
 - f. use of another individual'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 best interest of the College
 - 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 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

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 offenses of any Level I or Level II violations, and,**

1. Assault*

- a. any intentional physical contact of an insulting or provoking nature
- b. any physical abuse, intentional injury, or physical harm of another person

2. 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
- b. willful intimidation, battery, or sexual assault committed by a family member, household member, domestic partner, or intimate partner

3. 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
- b. any obstruction to the free movement of other persons about campus or the interference with the use of College facilities

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
- c. being in a state of drug intoxication on any college premises or at any college events

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. Having or attempting to have sexual intercourse with another individual by force or threat of force without effective consent; or where that individual is incapacitated or incapable of consenting.

7. Sexual Harassment *

- a. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical behavior of a sexual nature. Sexual harassment is either hostile environment or quid pro quo when:
 - 1) Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement (quid pro quo);
 - 2) Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing (quid pro quo);
 - 3) 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, learning, or social environment (hostile environment);

Note: A third party may also file a violation of the Code of Conduct under this policy if the sexual conduct of others in the education or work environment has the purpose or effect of substantially interfering with the third party's welfare or academic or work performance.

8. Non-Consensual Sexual Contact*

- a. Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing.

9. Stalking *

- a. Stalking is a course of physical or verbal conduct directed at another individual that could cause a reasonable person to feel fear for her or his safety or the safety of others, or to suffer substantial emotional distress. Stalking may include, but is not limited to, pursuing or following a person in person or through electronic media (cyber-stalking); non-consensual (unwanted) communication by any means (i.e. letters, cards, photos, text messages, phone calls, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.

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
- 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 weapon, firearm, ammunition, fireworks, incendiary or any type of explosive device or material, or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB or pellet 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
- c. using, possessing, or displaying dartboard, darts, or any type of throwing knives

13. 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:

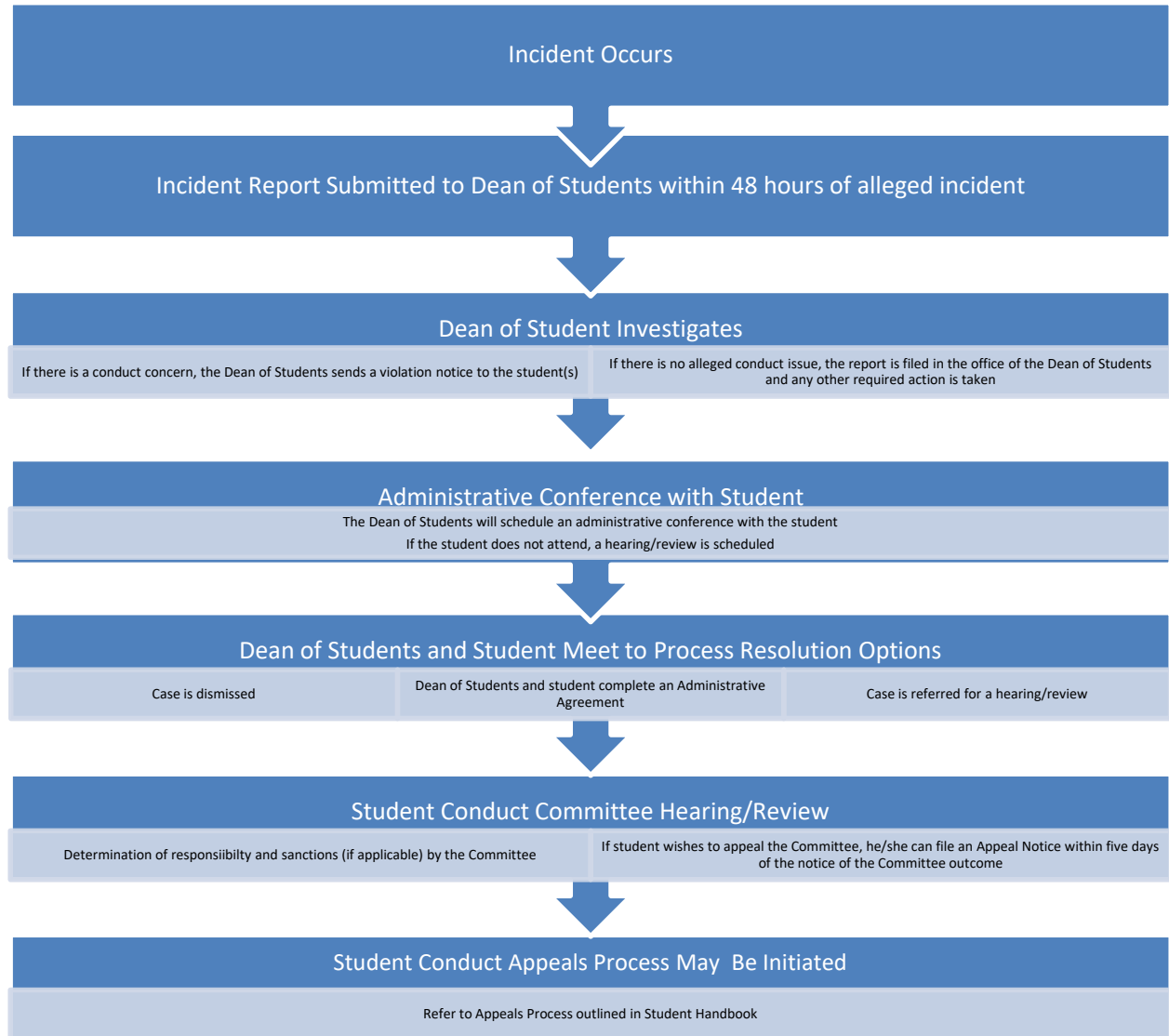
- occurs on any college premises
- occurs in the context of any college event
- occurs at any intercollegiate athletic event in which one of the College teams is participating, home or away
- involves more than one member of the College community
- otherwise adversely affects the College

* Even in the absence of a Complaint under the Sexual Misconduct Policy, the College reserves the right to pursue disciplinary sanctions for any act of sexual misconduct occurring on any of the College's campuses, at any event with which the College is affiliated, or which negatively effects the employment or educational environment of a member of the college community.

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. A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Dean of Students or Disciplinary Committee, in some circumstances, may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Academic Programs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated college official at the time of reentry into the College.

Standards of Evidence

The evidentiary standard to be used by the Dean of Students, Student Conduct Committee, or the President 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 the President.

The Committee Chairperson, 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 or Committee Chairperson 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 or 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 sanction is for a designated period of time, which may include exclusion from privileges, such as extracurricular activities and/or on-campus driving privileges. Furthermore, if the student is determined by any of the disciplinary procedures herein set out to be in subsequent violation of the Student Code of Conduct during the probationary period, the student may be either suspended or expelled.

Provisions of the probationary period shall be determined and expressed by the Dean of Students or Disciplinary Committee.

- **No Contact Orders.** Written notice to cease all contact with an alleged victim of sexual misconduct is a no contact order.
- **Cease and Desist Orders.** Written notice to the alleged perpetrator to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy is a cease and desist order.
- **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 and meet all reasonable requirements and academic standards for readmission. Students will not be eligible for a refund from the College. 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.
- **Voluntary Withdrawal.** A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Title IX Coordinator may specify a period of time before the student may apply for readmission or reenroll in a class or classes. To qualify for readmission, the student must receive approval from the Dean of Academic Programs and meet the academic standards for readmission. Students will not be eligible for any refund from the College. (If a student withdraws before disciplinary procedures are carried out, the student will be subject to discipline as may be imposed by the designated College official at the time of reentry into the College).
- **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 two years 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.

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.

Filing a False Report

It is a violation of college policies for any student, faculty or staff member, or administrator to file a false report against another individual.

Student Conduct Hearing Procedures

The Student Conduct Committee will be composed of faculty members (one of whom serves as chairperson) and non-faculty members. The Chairperson of the Committee will be the administrative officer of the Committee. The Chairperson's duties include:

- coordinating the times and place for the hearings with the Office of the Dean of Students;
- informing committee members of the times and places of committee meetings and hearings;
- ensuring a quorum of committee members are present at the hearing;
- coordinating communication to the student and witnesses with Office of the Dean of Students;
- maintaining of committee and hearing records, which will be kept on file in the Office of the Dean of Students, and informing, in writing, the appropriate person(s) of the decision of the Committee.

The Student Conduct Committee Chairperson will notify the student 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 disciplinary hearings will not be open to the public.

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 a 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 the case, the President shall appoint a replacement. The replacement must meet the general requirement of regular committee members.

- Hearings will be held in a private, confidential area.
- Witnesses will be present only when providing information to the Committee.
- The Committee shall not have the power to require sworn testimony of witnesses. A 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.
- All procedural questions are subject to the final decision of the Committee chairperson.
- In the event a Complainant or Respondent (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. The hearing will be held and the Committee's determination shall be based on the evidence and information presented. If the Complainant or the Respondent 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. 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 hearing, the Committee Chairperson will read the Student Code of Conduct Charges filed against the student and provide a copy of the Incident Report to the student and the Committee members. After the incident report and Code of Conduct charges are read into the record, the Complainant will have the opportunity to present oral information and offer other supporting information as he/she deems appropriate to his/her claim of the violation of the Code of Conduct. The Respondent (student against whom the violation of the Code of Conduct was filed) will then be given the opportunity to present oral information and offer other supporting information as he/she deems appropriate to the his/her defense against the charges.

Any party to a Student Disciplinary 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 Respondent is being assisted by an attorney or personal representative. The names of the personal representative or attorney must be submitted 48 hours prior to the hearing to the Dean of Students. The Dean of Students or Student Code of Conduct Committee members will not use an attorney unless the Respondent is also assisted by an attorney or other personal representative. The hearing will be recorded by an 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 Committee 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 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 Complainant and each Respondent) of the findings of the Chairperson of the hearing committee, 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;
4. Findings of fact relevant to the violation of the Student Code of Conduct;

5. Regulations or policies relevant to the violation, and
6. Recommendation(s) arising from the violation of the Student Code of Conduct and the hearing.

In the event of a finding by the Student Conduct Committee that the violation of the Student Code of Conduct was unfounded or was not supported by the evidence presented, the Dean of Students will notify the Complainant of any appeal that may be available to the Complainant. In the event of a finding that the Violation of the Code of Conduct was supported, in whole or in part, by the information presented, the Dean of Students will advise the Respondent of any available appeal.

Presidential Appeals

The Complainant and Respondent will have the right to appeal the decision of the Student Conduct Committee to the President of Central Alabama Community College, provided that:

4. A notice of appeal is filed with the Dean of Students and the President within fifteen (15) calendar days following the receipt of the Committee report and
5. The notice of appeal contains clear and specific objection(s) to the finding(s), and 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 receipt of the Committee report, the 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.
6. 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 incident report, 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. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part and/or modify the findings, conclusions and recommendations arising from the student disciplinary hearing. The President's report will be served to the Complainant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

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. Please refer to the ACCS Student Complaint Process found on the ACCS website. (<https://www.accs.edu/student-complaints/>)

COMPLAINT AND



GRIEVANCE PROCEDURES

COMPLAINT AND GRIEVANCE PROCEDURES (Revised 08/08/2019)

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.

Student 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. Complaints Related to Academic Matters: Complaints involving academic disputes must follow the academic policies of the college found in the Student Handbook and College Catalog at pages 110 and 79, respectively.
2. Student Complaints Related to Disability: Students with complaints related to a disability are encouraged to report incidents in writing within ten (10) working days of the occurrence of the event prompting the complaint. Complaints related to a disability should be reported to the ADA Coordinator(s) (Tiffanie Character for Alexander City and Pratt's Mill or Leslie Mitchell for Childersburg and Talladega).
3. Student Complaints Related to Title IX: Students who desire to file a complaint regarding a violation of the Sexual Misconduct Policy may report the incident to the Title IX Coordinator(s). Incidents may also be reported to any Responsible Employee at any time; however, individuals are encouraged to report incidents within ten (10) working days of an alleged violation. Timely reporting maximizes the ability of the College to effectively investigate and act upon an alleged violation. The College employee will immediately report the incident to the Title IX Coordinator(s). If the complaint is about the designated Title IX Coordinator, the complaint will be sent directly to the President's Office. The President will assign the complaint to another administrator. Please refer to the *Sexual Misconduct Policy*.
4. Other Types of Student Complaints. Students with complaints related to any other matter are encouraged to report concerns in writing within ten (10) working days of the occurrence of the event prompting the complaint.
 - a. If a student complaint 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. The College official will provide a copy of the written report to the official's supervising administrator and to the Dean of Students.
 - 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 receipt 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 within fifteen (15) business days with the Dean of Students.

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 ten (10) business days of the complaint then has the right to file a grievance with the Dean of Students within fifteen (15) business days. Grievance Procedure Forms are available online at 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 and Respondent 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 and Respondent by either personal service or certified mail sent to the Grievant's and Respondent's respective 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 and Respondent of the Dean of Students report, the Grievant and Respondent will have five (5) business days to notify the Dean of Students whether or not the Grievant or Respondent demands a hearing on the grievance. The failure by the Grievant or

Respondent to request a hearing by the end of the fifth business day will constitute a waiver of the opportunity for a hearing by the party failing to request 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 either party 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 or attorney 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 by an 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.

Standards of Evidence

The evidentiary standard to be used by the Dean of Students, Student Conduct Committee, or the President 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 the President.

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 advise the Respondent of any available appeal or if the College is the Respondent, the Dean of Students will meet with the Grievant and the appropriate college representative(s) and attempt to bring about resolution of the grievance. If no such resolution is reached the Grievant may appeal to the President.

Presidential Appeals

The Grievant or Respondent will have the right to appeal the decision of the hearing officer or committee to the President of Central Alabama Community College, provided that:

7. A notice of appeal is filed with the Dean of Students and the President within fifteen (15) calendar days following the receipt of the committee report and
8. 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 receipt of the committee report, the 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.

9. 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. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part and/or modify 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.

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. Please refer to the ACCS Student Complaint Process found on the ACCS website. (<https://www.accs.edu/student-complaints/>)