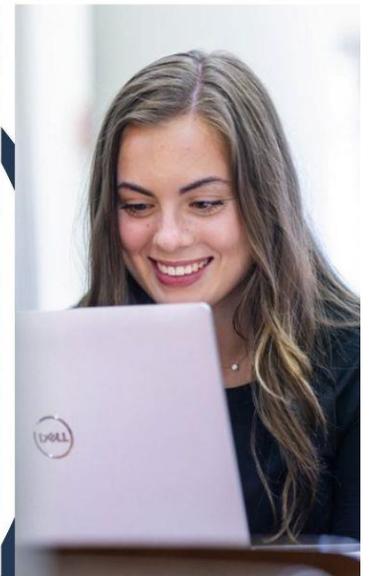
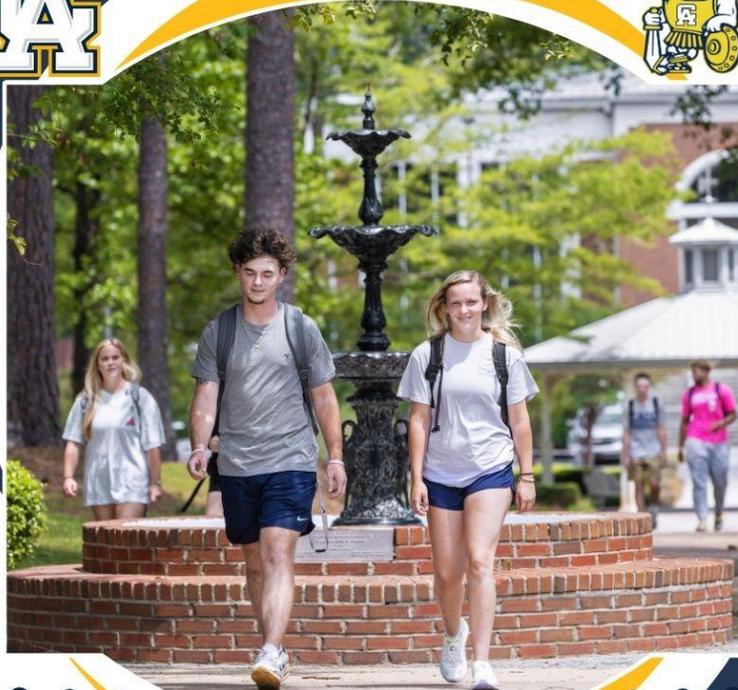


# Central Alabama Community College



## STUDENT HANDBOOK 2023-2024

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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 Jerri Carroll, Dean of Student Services, Title IX Coordinator, for student issues.

All complaints must follow the institution's standard procedure for resolution as outlined in the CACC Student Handbook. If, after following the institution's standard procedure for resolution, an online student residing outside the State of Alabama does not feel this process provided a satisfactory resolution, the student may visit the NC-SARA Student Complaint Process at <https://www.nc-sara.org/student-complaints>. Grade appeals and conduct complaints are expressly excluded by NC-SARA.

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**

**Jerri R. Carroll**  
**Title IX Coordinator**  
**Central Alabama Community College**  
**1675 Cherokee Road**  
**Alexander City, AL 35010**  
**256-215-4273 PHONE**  
**256-215-4244 FAX**  
**jcarroll@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 Education**  
**61 Forsyth, St. S. W., Suite 19T10**  
**Atlanta, Georgia 30303-8909**  
**404-974-9406 PHONE**  
**404-974-9471 FAX**  
**800-877-8339 TTY**  
**OCR.Atlanta@ed.gov**

**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 handbook 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 handbook may be found on the College website, [www.cacc.edu](http://www.cacc.edu). Enrollment of all students is subject to these conditions.

## INTRODUCTION

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

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

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

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

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

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

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.

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# ADVISING AND



# ACADEMIC SUPPORT

## ADVISING SERVICES

The faculty at the College serve as academic advisors and are available to assist students at all locations, Alexander City campus, Childersburg campus, Prattville campus, and the Talladega Center. Advisors are assigned to students through the Office of Enrollment Services. Advisors reach out to their assigned advisees through the students CACC email, Blackboard, and phone contacts. 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 faculty advising email (facultyadvising@cacc.edu) or directly contact the appropriate individual with issues or questions.

In addition to faculty advisors, 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 major 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 Blackboard. 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, mentoring partnership with students by providing quality support and instruction that is driven by the individual student's needs, interests, and educational and personal goals.

## 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, Prattville, and Talladega.
- Student Services is available to assist students with academic, social, and personal obstacles and challenges they may face that interfere with the academic progress in Alexander City, Childersburg, Prattville and Talladega.
- Students may be eligible for academic support services, including professional tutoring and academic coaching, through "Student Support Services STEM," a federal TRIO program that promotes student success.
- Students may use 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. A list of resources is available through the Office of Student Services at each location and on the College website.

### ***Student Success Workshops***

Academic Success Coaches provide workshops to all students, free of charge, at all locations. These workshops are designed to help students develop the personal skills necessary to be successful in their coursework and aide them in obtaining their life, educational, and career goals. Workshops include topics such as study skills, financial literacy, scholarships, transfer assistance, and resume writing.

### ***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. 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 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.

<b>Location</b>	<b>ADA Coordinator</b>	<b>Contact Information</b>
<b>Alexander City Campus and *Prattville Campus</b>	Michael Lovett	George C. Wallace Administrative Building 1675 Cherokee Road Alexander City, AL 35010
<b>Childersburg Campus and *Talladega Center</b>	Leslie Mitchell	Administrative Building 34091 U.S. Hwy 280 Childersburg, AL 35044 (256) 378-2003 lmitchell@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.

### *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 letter 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 Armstrong-Osbourne Public Library. Students at the Prattville Campus are provided services through the Millbrook Public Library and the Autauga-Prattville Public Library. CACC also has a cooperative agreement with the BB Comer Memorial Library in Sylacauga.

### ***Central Alabama Community College Bookstore***

The Central Alabama Community College Bookstore is operated by Barnes and Noble College. Located in the W. Bryron Causey Health, Education, and Arts Complex (HEA) Building on the Alexander City Campus, the bookstore provides textbooks and resource materials, school supplies, electronics, CACC Wear, and more. Through the bookstore, students have many options in regard to their textbooks: e-textbooks, textbook rental, new or used textbooks, etc. Online orders may be placed by visiting the College website at <https://cacc.bncollege.com/>.

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# FINANCIAL



AID

## **FINANCIAL AID**

The Office of Financial Aid administers student financial aid programs, which provide financial assistance for students who, without such aid, would be unable to attend Central Alabama Community College. Financial aid is designed to assist in the financing of the student's educational expenses. Eligibility for assistance is based primarily on financial need. Need may be defined as the difference between the total cost of education (expenses such as, but not limited to, tuition, fees, housing, food, room, board, books, supplies) and the amount which the student and the student's family can afford to pay as determined by the Federal Methodology Calculation. Financial aid workshops are offered at area high schools and at Central Alabama Community College locations each year to assist students and parents in understanding financial aid options. Priority deadline dates to ensure processing of financial aid are as follows: fall semester June 1, spring semester November 1, and summer semester March 1.

Central Alabama Community College is approved to participate in the following programs: Federal Pell Grants, Federal Supplemental Educational Opportunity Grants (FSEOG), Federal Student Loans, Federal PLUS Loans, Federal Work-Study (FWS), Federal Community Service College Work-Study, Alabama Student Assistance Program Grant (ASAP), Iraq and Afghanistan Service Grant (IASG), Children of Fallen Heroes Scholarship, Vocational Rehabilitation, Workforce Investment Act, and Trade Adjustment Act.

In addition to the above listed programs, Central Alabama also participates in institutional scholarships, privately sponsored scholarships, and benefits for veterans and dependents of veterans.

A brief overview of the basic programs administered by the Office of Financial Aid is as follows:

### **I. Federal Pell Grants**

Federal Pell Grants are awarded to students who need money to pay for their education after high school. A Pell Grant is not a loan, and does not have to be paid back as long as all requirements are being met. The award of a Pell Grant is calculated using the U.S. Department of Education Federal Methodology Calculation. The award is dependent upon the student's, and/or family of the student's, financial circumstances, the student's cost of attendance, and whether the student is attending full-time or part-time. To be considered for a Pell Grant, a student must be an undergraduate student who does not already have a Bachelor's degree. Application is made directly to the U.S. Department of Education by completing the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) or [www.studentaid.gov](http://www.studentaid.gov). Pell Grants are not automatically renewed from one academic year to the next. Therefore, all Pell Grant recipients must reapply each year. In accordance with federal regulations, a student will only be eligible to receive 12 full-time semesters of Pell Grant funding during the student's lifetime. For more information about Pell Grants, contact the Office of Financial Aid.

## **II. Federal Supplemental Educational Opportunity Grant (FSEOG)**

FSEOG program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFC's) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid as long as all requirements are being met. To receive a FSEOG, a student must be an undergraduate student who does not already have a Bachelor's degree. Financial need is determined by the Free Application for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov) or [www.studentaid.gov](http://www.studentaid.gov)). Students need only to complete the FAFSA and any required documents to receive consideration. Since funds are limited, not all eligible students will receive this grant. For additional information about the FSEOG grant, contact the Office of Financial Aid.

## **III. Federal Student Loans**

The U.S. Department of Education administers the Direct Loan program. Subsidized loans are offered on the basis of financial need. Interest is deferred prior to repayment beginning and during authorized periods of deferment. Unsubsidized loans are not offered on the basis of need. Interest is charged from the date the loan is disbursed until the loan is paid. Parents can borrow a Federal Parent PLUS loan to help pay the educational expenses of their dependent undergraduate student who is enrolled at least halftime in an eligible program. Parents must have an acceptable credit history to receive a Federal Parent PLUS loan.

Interested students must complete the Free Application for Federal Student Aid ([www.studentaid.gov](http://www.studentaid.gov)) before receiving consideration for a Direct Loan. Borrowers at Central Alabama Community College (Central Alabama) are required to complete loan entrance counseling, a Master Promissory Note (MPN), and an Annual Student Loan Acknowledgement (ASLA), as applicable, at [www.studentaid.gov](http://www.studentaid.gov) prior to disbursement. Funds are sent directly to Central Alabama and posted to the student's account. Balances due to the student will be disbursed by the Central Alabama Community College Business Office after all institutional charges have been paid. Students must be enrolled for a minimum of six financial aid eligible credit hours to be considered for loans.

## **IV. Federal Work-Study**

Federal Work-Study is part-time employment on and off campus. It allows students to earn a portion of the money which is needed to finance their education. Students must complete the Free Application for Federal Student Aid ([www.studentaid.gov](http://www.studentaid.gov)) and a Central Alabama Community Federal Work-Study Application to receive consideration. For more information about Federal Work-Study, contact the Office of Financial Aid.

## **V. Iraq and Afghanistan Service Grant (IASG)**

Students may be eligible to receive the Iraq and Afghanistan Service Grant if they are not eligible for a Federal Pell Grant on the basis of Expected Family Contribution but meet the remaining Federal Pell Grant eligibility requirements, and parent or guardian was a member of the U.S. armed forces who died as a result of military service performed in Iraq or Afghanistan after the events of

9/11, and student is under 24 years old or enrolled in college at least part-time at the time of parent's or guardian's death. Students must complete the Free Application for Federal Student Aid at [www.studentaid.gov](http://www.studentaid.gov). For more information concerning the IASG program, contact the Office of Financial Aid.

## **VI. Children of Fallen Heroes Scholarship Act (CFH)**

Under this scholarship act, a student must make application by completing a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.gov](http://www.fafsa.gov) or [www.studentaid.gov](http://www.studentaid.gov). A Pell-eligible student whose parent or guardian died in the line of duty while performing as a public safety officer may be eligible to receive a maximum Pell Grant for the award year for which the determination of eligibility is made. To qualify for this scholarship, a student must be Pell-eligible, have a Pell-eligible EFC, and be less than 24 years of age or enrolled at an institution of higher education at the time of his or her parent's or guardian's death. In subsequent award years, the student continues to be eligible for the scholarship as long as the student has a Pell-eligible EFC and continues to be an eligible student. For more information about the Children of Fallen Heroes Scholarship Act, contact the Office of Financial Aid.

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

The Alabama Student Assistance Program (ASAP) is a state aid program that provides financial assistance to Alabama residents for postsecondary education at participating colleges within the State of Alabama. Students make application by completing the Free Application for Federal Student Aid ([www.fafsa.gov](http://www.fafsa.gov) or [www.studentaid.gov](http://www.studentaid.gov)). To be eligible, students must have demonstrated financial need. The student must be enrolled in at least six financial aid eligible credit hours each semester to receive consideration for this grant. Since funds are limited, not all eligible students will receive this grant. For more information concerning the ASAP program, contact the Office of Financial Aid.

### **Applying for Financial Aid**

Students applying for financial aid must complete the following steps:

- I. Students must apply for admission to Central Alabama Community College, complete all enrollment requirements, and be unconditionally admitted prior to receiving financial aid offers. This process includes submission of official high school transcripts, GED scores and certificates, and official transcripts from previously attended colleges to the Office of Enrollment Services. **Transient students are not eligible to receive federal financial aid.**
- II. Students must complete the Free Application for Federal Student Aid (FAFSA) at [www.studentaid.gov](http://www.studentaid.gov) and list the Central Alabama Community College federal school code (001007) on their applications. Students are responsible for checking their OneACCS and CACC email accounts frequently to determine if any additional documentation is required to complete the processing of their financial aid offers.
- III. Approximately one-third of all financial aid applications are selected by the U.S. Department of Education for a process called verification.

IV. Students are responsible for checking their CACC email accounts and their OneACCS accounts frequently.

V. Once all required paperwork has been received and verified, financial aid offers will be posted to the student's OneACCS account. Financial aid payment is prorated based on student financial aid enrollment status. To be considered for a Federal Direct Stafford Loan, the student must enroll in at least six financial aid eligible credit hours.

***IMPORTANT NOTICE: Students are expected to attend all classes for which they are registered. Students ARE NOT eligible to receive financial aid for classes never attended or for audit courses.***

### **Cost of Attendance**

The Cost of Attendance (COA) for a student is an estimate of that student's educational expenses for the period of enrollment. The COA may include tuition and fees, books and supplies, costs of obtaining a license, certification, or first professional certification, federal student loan fees, food and housing, miscellaneous and personal expenses, and transportation. Students who have additional costs related to cooperative education program employment costs, disability-related expenses, study abroad and/or technology expenses should contact the Financial Aid Office for additional information. Cost of attendance information is located on the College website at <https://www.cacc.edu/coa/>.

### **Disbursement of Financial Aid Funds**

Students are expected to attend all courses for which they are registered. Students who fail to attend a course(s) prior to the published required attendance date will be deleted from their course(s), which may result in an adjusted financial aid award and possible financial implications.

In accordance with federal regulations, students may authorize the deduction of student charges from financial aid credit balance refunds. Student financial aid refund checks are calculated and disbursed by the College Business Office. Disbursement dates will be posted on the College website. Disbursements will be issued by direct deposit to the bank account setup in the student's OneACCS account. If bank account information has not been setup in OneACCS, a paper check will be mailed to the student address on file. It is the responsibility of the student to ensure contact and mailing information is accurate and/or updated with the Office of Enrollment Services at least one full week prior to the scheduled date for mailing refund checks.

### **Satisfactory Academic Progress (SAP)**

Satisfactory Academic Progress (SAP) is measured at the end of each semester of enrollment at Central Alabama Community College (CACC). Students are required under federal regulations to maintain certain standards of progress based on the number of hours attempted in college. It is the student's responsibility to read and become familiar with all policies associated with financial aid funding.

### **Qualitative Standard – Grade Point Average (GPA)**

GPA requirements for degree-seeking students:

- After attempting 1-21 hours, students must maintain a 1.5 GPA.
- After attempting 22-32 hours, students must maintain a 1.75 GPA.
- After attempting 33 or more hours, students must maintain a 2.0 GPA.

### **Quantitative Standard – Completion Rate/Pace of Progression (PACE)**

Completion Rate/Pace of Progression (PACE)\* requirements for degree-seeking students:

- After attempting 1-21 hours, students must maintain a 58% Completion Rate.
- After attempting 22-32 hours, students must maintain a 62% Completion Rate.
- After attempting 33 or more hours, students must maintain a 67% Completion Rate.

\*Standard rounding rules apply.

### **Quantitative Standard – Maximum Timeframe**

The Maximum Timeframe for the completion of an undergraduate degree program is defined as no more than 150% of the normal timeframe required to complete the degree program. For example, if the Associate in Science degree requires 64 credit hours to graduate, the Maximum Timeframe of completion for this degree would be 96 credit hours ( $64 \times 150\%$ ). Students failing to complete their degree program within this timeframe will lose financial aid eligibility.

All courses attempted by the student are included in the Maximum Timeframe calculation including transfer hours accepted by the College. The Maximum Timeframe will not reset with a change of program. However, students may appeal if extenuating/mitigating circumstances or circumstances beyond a student's control exist. Students should be aware that appeals may require supporting documentation. Students who have previously graduated (bachelors, associates, or diploma/long-term certificate) may request to be reviewed for Maximum Timeframe based on the credit hours attempted in the current program of study. Students who have previously graduated who receive a review of Maximum Timeframe will be reviewed based on the hours attempted in the student's current program of study as listed in the catalog excluding any prerequisite courses for entry into the student's program. Students who are over Maximum Timeframe and have earned three (3) or more degrees from CACC will lose financial aid eligibility and may appeal.

### **Warning Semester**

If a student fails to meet the Qualitative Standard – Grade Point Average (GPA) and/or the Quantitative Standard – Completion Rate/Pace of Progression (PACE) for Satisfactory Academic Progress, the student will be placed on “warning” for one semester. During this warning semester, the student will be eligible for financial aid; however, the student must be meeting all GPA, Completion Rate/Pace of Progression, and Maximum Timeframe requirements at the end of the warning semester to continue to receive financial aid. There is no warning semester for Maximum Timeframe.

## **Additional Information Regarding SAP Calculation**

The following information explains how repeated courses, incompletes, withdrawals, academic bankruptcies, course forgiveness, developmental courses, transfer credits, and grade changes are treated in a student's SAP calculation.

- Repeated courses are factored into the GPA, Completion Rate/PACE and Maximum Timeframe calculations. The first repeat course will not be calculated into the GPA requirement; however, the course will be calculated as an attempted and unearned course for Completion Rate/PACE and Maximum Timeframe calculations. Students can only repeat a successfully passed course using federal aid one additional time. Repeats may affect a student's Completion Rate/PACE and Maximum Timeframe.
- Incomplete grades ("I") are factored into the Completion Rate/PACE and Maximum Timeframe requirements. When an "I" is updated to a final grade, the final grade received will be factored into the SAP calculation at the time of the next scheduled evaluation. SAP calculations for all other grade changes instituted for prior terms will be recalculated at the time of the grade change.
- Withdrawals are not factored into the GPA calculation; however, withdrawals are included in the Completion Rate/PACE and Maximum Timeframe calculations.
- Transfer credits accepted by the College will not be factored into the GPA calculation but all accepted credits are included in Completion Rate/PACE and Maximum Timeframe calculations. Following acceptance of transfer credits, an official SAP review of these transfer credits will be completed at the end of the semester of enrollment at CACC.
- Academic Bankruptcy will be factored into the GPA, Completion Rate/PACE, and Maximum Timeframe calculations.
- Developmental courses are factored into the GPA, Completion Rate/PACE, and Maximum Timeframe calculations. A student may receive federal aid for up to 30 developmental hours.
- Courses dropped during the add/drop period are not factored into GPA, Completion Rate/PACE or Maximum Timeframe calculations.
- Audit courses are not considered credits attempted or earned; therefore, students cannot receive federal aid for audited courses. Audited courses are not considered in the SAP calculation.
- Completion Rate/PACE calculations are rounded based on traditional rounding rules (e.g. 66.5% = 67%).

## **Financial Aid Appeal**

In some cases, a student's failure to be in compliance with one or more areas of SAP may be due to an extenuating/mitigating circumstance. An extenuating/mitigating circumstance is defined as a situation beyond the student's control, an undue hardship as a result of special circumstances, or other circumstances. Some examples of extenuating/mitigating circumstances may include: serious illness or injury to student that required extended recovery time; death or serious illness of

an immediate family member; significant trauma in student's life that impaired the student's emotional and/or physical health; or other documented circumstances.

A student who experiences an extenuating/mitigating circumstance may submit a financial aid appeal. If a student files an appeal due to the Maximum Timeframe, he/she should be meeting the other two components (GPA and Completion Rate/PACE). An appeal cannot be approved for a prior term.

Financial aid appeals should be received in the Office of Financial Aid by close of business two days prior to the first day of classes. Submitting a financial aid appeal is NOT an automatic approval.

The decision of the Admission, Academic, and Financial Aid Appeals Committee will be electronically delivered via OneACCS and/or CACC email to the student from financial\_aid@cacc.edu. The decision of the Admission, Academic, and Financial Aid Committee is final. Students may also view their Satisfactory Academic Progress (SAP) status in their OneACCS Self-Service Banner (SSB) account.

### **Transient Students**

A transient student is a student who attends another college and seeks credit for transfer back to that parent/home institution. Transient students are not eligible to receive financial aid at the host institution, Central Alabama Community College.

### **Official and Unofficial Withdrawals**

Students who receive Title IV Federal financial aid (Pell Grant, FSEOG, IASCFH, and Federal Student/Parent Loans, etc.) may have their financial aid adjusted if they have a complete withdrawal or fail to earn a passing grade during the semester. In addition, students who have a complete withdrawal status prior to the disbursement of aid for the semester may also result in an adjustment. This adjustment would be made based on assistance earned up to the point of withdrawal.

A student's official withdrawal date is defined as the date the student officially withdraws from all classes for that semester.

A student is considered to have unofficially withdrawn for financial aid purposes when (1) the student does not complete the official withdrawal process, AND (2) the student fails to earn passing grades in courses for which he/she is registered for at the end of that semester/term. The student's unofficial withdrawal date will be defined as the student's last date of academic related activity/engagement as reported by the instructor or mid-point of the semester/term as to best benefit the student.

Students receiving Title IV federal financial aid who are considered to be officially OR unofficially withdrawn may owe some or all of their federal aid back to the institution and/or the U.S. Department of Education based on the Return of Title IV Calculation.

### **Return of Title IV Refunds and Calculations (R2T4)**

Title IV aid is earned based on the period of time a student remains enrolled. Unearned Title IV aid must be returned to the College and/or to the U.S. Department of Education. Unearned aid is defined as the amount of Title IV aid disbursed that exceeds the amount of Title IV aid earned.

If a student receiving federal financial aid completely withdraws or stops attending school, the College must perform a Return of Title IV calculation to determine if any Title IV funds must be returned. These monies may be charged back to the student's account and/or the U.S. Department of Education. The student will be responsible for the repayment of these funds. For Title IV purposes, the student's unofficial withdrawal date will be defined as the student's last date of academic related activity/engagement as reported by the instructor or the mid-point of the semester/term to best benefit the student.

Students enrolled only in full-term coursework who do not complete at least 60% of the term will owe financial aid monies back based on the Return of Title IV calculation. Exceptions may apply to students enrolled in mini-term/module coursework. Students should contact the Office of Financial Aid for a full explanation of the Return of Title IV calculation process.

### **Student Rights and Responsibilities**

Students have the right to ask Central Alabama Community College:

- The name of its accrediting and licensing organizations;
- About its programs, its institutional laboratories and other physical facilities, and its faculty;
- About the cost of attending and its policy on refunds to students who withdraw;
- What financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs;
- What are the procedures and deadlines for submitting applications for each financial aid program;
- What criteria are used to select financial aid recipients;
- How financial need is determined;
- How and when students on financial aid will receive a disbursement;
- How the school determines whether a student is making satisfactory progress and what happens if the student is not; and
- What special facilities and services are available to persons with disabilities.

### **It is the student's responsibility to:**

- Review all information about the College programs before enrolling;
- Pay special attention to the Free Application for Federal Student Financial Aid (FAFSA), complete it accurately, and submit it timely;
- Know and comply with all deadlines for applying and reapplying for financial aid;
- Provide all additional documentation, verification, corrections, and/or new information requested by the Office of Financial Aid or the agency to which application was made;
- Read, understand, and keep copies of all forms the student is asked to sign;
- Repay any student loan obligations and/or request deferment information from the lending agency;
- Notify the Office of Enrollment Services of any change in the student's name, address, program of study, or attendance status;
- Understand the refund policy.

***NOTE: Specific information about eligibility and current procedures for applying for financial aid can be obtained from the Office of Financial Aid at the Alexander City campus and the Childersburg campus and Office of Student Services at the Prattville Campus and the Talladega Center.***

### **Institutional Scholarships**

Central Alabama Community College offers competitive scholarships to qualified students. Scholarship applications are available on the Central Alabama website. Applications must be completed on the Central Alabama website and be accompanied by all required documents as listed on the application. Properly completed applications should be submitted by the announced deadline.

Institutional scholarships include the following:

#### **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, men's 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.

#### **CACC ACT/SAT Scholarship**

CACC ACT/SAT Scholarships recognize students who have a minimum of a 30 ACT or 1370 SAT score and are a graduating high school student. Students must have a minimum 3.5 CACC GPA after Fall. Recipients will be required to enroll in a degree-seeking program of study and maintain full-time status with a cumulative 3.5 GPA. This scholarship will cover in-state tuition and certain fees up to \$1,900 for one academic year.

### **CACC Dual to Graduation Scholarship**

CACC Dual to Graduation Scholarships recognize students who enrolled at CACC as a dual high school student prior to high school graduation. Students must have a minimum 2.5 CACC GPA after Fall. Recipients will be required to enroll in a degree-seeking program of study and maintain full-time status with a cumulative 2.5 GPA. This scholarship will cover in-state tuition and certain fees up to \$1,900 for one academic year.

### **CACC High School Valedictorian Scholarship**

CACC High School Valedictorian Scholarships recognize high school seniors who have earned the designation of the Valedictorian of their high school. Students must have a minimum 3.0 GPA. Recipients will be required to enroll in a degree-seeking program of study and maintain full-time status with a cumulative 3.0 GPA. This scholarship will cover in-state tuition and certain fees up to \$1,900 for one academic year.

### **Trojan Ambassador Scholarship**

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 \$4,000 per academic year, not to exceed two years, or completion of program of study, whichever occurs first.

### **Trojan Presidential Elite Scholarship**

Trojan Presidential Elite Scholarships recognize outstanding high school seniors who have excelled in academics and/or technical programs. Students must have a minimum 3.0 GPA. Recipients will be required to enroll in a degree-seeking program of study and maintain full-time status with a cumulative 3.0 GPA. This scholarship will cover in-state tuition and certain fees up to \$3,800 per academic year, not to exceed two years, or completion of program of study, whichever comes first.

### **Trojan Excellence Scholarship**

Trojan Excellence Scholarships recognize outstanding high school seniors who have excelled in academics and/or technical programs. Students must have a minimum 2.5 GPA. Recipients will be required to enroll in a degree-seeking program of student and maintain full-time status with a cumulative 2.5 GPA. This scholarship will cover in-state tuition and certain fees up to \$1,900 per academic year, not to exceed two years, or completion of program of study, whichever comes first.

### **Scholarship Appeals Process**

Students who feel they have received unfair suspension of their institutional scholarship, excluding athletic scholarships, or have extenuating/mitigating circumstances may make an appeal to the Scholarship Committee. Requests for appeals should be submitted to the Office of Financial Aid. All appeals should be in writing and should have supporting documentation.

Extenuating/mitigating circumstances are defined as those that are beyond the student's control such as personal injury, illness, death in the immediate family, income loss or undue hardship.

The Scholarship Committee will meet monthly, or as needed, to address any written appeals. Only completed appeals will be considered. In order to be considered a complete appeal, the appeal must be signed and dated or be submitted from the student's official school email. If available, supporting documentation should accompany all appeals. Applicants will receive notification of the decision via OneACCS, CACC email, and/or letter.

## **ADDITIONAL FINANCIAL ASSISTANCE OPPORTUNITIES**

### **Alabama Automotive Manufacturing Association (AAMA) Scholarships**

The Alabama Automotive Manufacturers Association (AAMA) and the Alabama Community College System are teaming up to support individuals pursuing a technical education certificate or associate degree in preparation for a career in the automotive manufacturing industry. Additional criteria and scholarship applications are available at <https://dreamitdoitalabama.com/aama/>.

### **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.

### **Career and Technical Education Dual Enrollment (CTEDE) Scholarship Funds**

CTEDE scholarship funds are provided to give high school students an opportunity to obtain career-ready skills for high demanding careers while still in high school and are contingent upon allocations by the Alabama Legislature. Funding is provided through the Governor's Office of Workforce Development and will vary from year to year. The scholarships will be awarded based on the allocation received for the Spring, Summer, and Fall semesters of the school year that funds are received. Enrollment planning and budgeting of these funds require that colleges provide annual course schedules for dual enrollment classes to the partner high schools by February 1 of each year, and that the partner high schools provide complete enrollment forms to the colleges by May 1 for enrollment in the Fall semester; November 15 for enrollment in the Spring semester; and, March 1 for enrollment in the Summer semester.

CTEDE scholarship funds may be used to cover the expense of tuition, fees, and books/supplies for approved career/technical programs of study. For more information, contact your high school

counselor or the college Dual Enrollment Coordinators located on the Childersburg Campus and the Prattville Campus.

### **Employee/Dependent Tuition Assistance Program**

This tuition assistance program is designed for full-time eligible employees, retirees, and eligible H-Salary Schedule employees of the Alabama Community College System and the Alabama Community College System office and their eligible dependents. This program does not include temporary, or part-time employees, or persons serving as independent contractors to any of the Alabama Community College System colleges or entities or to the Alabama Community College System office. Contact the Office of Financial Aid or Human Resources for additional information.

### **Gateway to Education Scholarship Assistance Program**

Established in 2002, the Gateway to Education Scholarship Assistance Program is the only scholarship program in Alabama totally funded by the generous donations of the community. The Alexander City Chamber Foundation provides an education/workforce development tuition scholarship up to 64 credit hours to qualifying Benjamin Russell High School graduating seniors who will attend the Alexander City campus of Central Alabama Community College. For more information and application procedures, contact the Guidance Counselor at Benjamin Russell High School.

### **GED® Scholarship Program**

GED® recipients may qualify for one free class (up to 3 credit hours) at Central Alabama following receipt of official scores verifying successful completion of the GED® after July 2002. Eligibility is determined by the Alabama Community College System Office, which is the State Office for the GED® Testing Program. Upon registering for college courses at the College, GED® recipients must contact the Office of Financial Aid regarding this scholarship.

### **Nemak USA Scholarship Program**

Nemak USA is a leading provider of innovative light-weighting solutions for the global automotive industry, specializing in the development and manufacturing of aluminum components for powertrain and body structure applications. To encourage and assist former CACC dual enrollment students complete their program of study in Automotive Manufacturing Technology, Electronics, Machine Shop, or Welding, Nemak USA is offering scholarships valued up to \$5,000 for tuition and required fees. Applications are available on the Office of Financial Aid website or on social media accounts.

### **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 ([www.studentaid.gov](http://www.studentaid.gov)). 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 Office of Financial Aid.

### **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 online from the Alabama Commission on Higher Education, Police Officer's and Firefighter's Survivors Educational Assistance Program (POFSEAP) at <https://www.ache.edu>.

### **Purple Heart Scholarship Program**

Veterans who are recipients of the Purple Heart are Alabama residents and was an Alabama resident at the time of the military action resulting in the Purple Heart award are eligible to receive a scholarship for tuition and required fees. The DD-214 form issued at the time of separation from service documenting receipt of the Purple Heart award will be required. For additional information regarding this scholarship program, contact the Office of Financial Aid.

### **Senior Adult Scholarship Program**

Any student meeting institutional admission requirements who is 60 years of age or older is eligible for the Senior Adult Scholarship Program, which covers tuition only. The scholarship does not cover other expenses such as fees, books, and supplies. This scholarship can only be used for developmental and credit courses required for associate degrees or certificates. This scholarship program is not available for continuing education, personal enrichment, recreation, or leisure classes. Scholarships are limited based on availability of space. Persons living on a fixed income should complete the Free Application for Federal Student Assistance ([www.studentaid.gov](http://www.studentaid.gov)) to apply for additional financial assistance to help defray the cost of fees, transportation, and books. For additional information and to apply for this scholarship, students should contact the Office of Financial Aid.

### **Trade Adjustment Act**

The Trade Act of 1974 (as amended) created a program to assist individuals who became unemployed as a result of increased imports to return to suitable employment. Information is available from the Employment Securities Office in your county. Eligibility for this program is determined through the Employment Securities Office.

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

### **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.

### **Additional Scholarships**

Should additional scholarships become available, notices will be posted on the College website at [www.cacc.edu](http://www.cacc.edu), social media accounts, and/or will be sent to all currently enrolled students via their CACC email account.

### **Veteran Benefits**

Veteran students and/or their dependents may qualify for VA educational benefits. The Office of Financial Aid is the certifying authority for veterans, service members, and their dependents. The Office of Financial Aid 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. Application forms are required for all veteran programs. The Office of Financial Aid will assist the student in completing the appropriate forms and forward them to the proper VA Office. If applying for the Alabama GI Dependents' Scholarship Program, dependents of veterans will need to apply through their local Veterans Office in their area. Since most federal VA programs make monthly payments directly to veterans or dependents after enrollment, the veteran or student must be prepared to pay tuition and fees and meet all other payment deadlines before receiving the initial monthly allowance. Each semester upon registering and finalizing a class schedule, students wishing to use VA benefits must complete the electronic VA Benefits

Certification Request Form located on the CACC website before the CACC School Certifying Official (SCO) will certify enrollment status 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. Education benefits may include tuition, instructional fees, and required textbooks. Developmental course work, repeated coursework, technology fees, special building fees, and access fees are 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.

### **College Financing Plan**

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 College Financing Plan 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 OneACCS to view a personalized College Financing Plan.

### **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.

### **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. In addition, beginning August 1, 2022, Public Law 117-68 Title 38 USC 3679(c)(2)(A) added out-of-state students receiving Chapter 35 benefits to the definition of covered individuals who may be eligible for the in-state tuition rate.

### **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.

### **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.

### **Tuition Assistance (TA)**

Tuition Assistance (TA) is a Department of Defense (DOD) program. ArmyIgnitED 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 may request TA through [www.ArmyIgnitED.com](http://www.ArmyIgnitED.com) up to 60 days before class start date but no later than 14 days prior to the start of a semester for TA approval. TA requests must be submitted and approved before classes start.

*NOTE: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government website at <https://www.benefits.va.gov/gibill>.*

## Certification of Veteran Enrollment

The School Certifying Official (SCO) in the Office of Financial Aid 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 by a CACC SCO upon a student's submission of the electronic VA Certification Request Form located on the CACC website. Upon registration each semester, in order to notify the College SCO of the veteran's or dependent's enrollment and to request certification of enrollment, students requesting to use VA benefits should electronically submit the VA Certification Request Form as soon as possible. Prior to certification, veterans and/or dependents of veterans must complete all admission requirements for Central Alabama, complete the appropriate application for benefits, request certification for enrollment each semester, and present the following required documents to the Office of Financial Aid:

- DD-214, Separation Papers - Certified or original copy of Member 4 for Chapter 30 **OR**
- Form 2384, Notice of Basic Eligibility (NOBE) for Chapter 1606, National Guard and Reserves **OR**
- File number for veteran's dependents for Chapter 35 (typically the veteran's social security number) **OR**
- Certificate of Eligibility (COE) letter for Chapter 31 or Chapter 33 (DEA) benefits.

As of December 17, 2021, Enrollment Verification is a new requirement for all Post-9/11 GI Bill (Chapter 33) students to verify that they have remained enrolled in the same courses or training every month during the semester of enrollment. Students who receive MHA/kicker payments and fail to verify enrollment for two consecutive months will have their payments withheld. In order to have payments released, the veteran will need to call the ECC at 1-888-GIBILL-1 to verify enrollment. To streamline the process, VA is providing the option to verify enrollment easily and securely via text message (call ECC to enroll) or email.

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 College SCO located in the College Office of Financial Aid.
- II. Certification will not be granted for audited courses or courses in which a veteran has previously 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. **All veterans and eligible persons must submit official transcripts from any previously attended college. All active-duty service members and veterans must also submit an official Joint Services Transcript, which can be requested at [jst.doded.mil](http://jst.doded.mil).**

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

- Full-time payment (12 credit hours or more)
- Three-fourths payment (9-11 credit hours)
- One-half payment (6-8 credit hours)
- Less-than-half-time (5 or fewer credit hours) will not receive a monthly stipend; however, reimbursement will be made for tuition and fees only

### **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. 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) 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 Office of Financial Aid 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 extenuating/mitigating circumstances as defined by the Department of Veteran Affairs, the student should provide the College SCO in the Office of Financial Aid at the College with a statement regarding the extenuating/mitigating circumstances.

### **Return of Unearned Tuition Assistance Funds**

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 Military TA funds on a proportional basis through at least the 60% portion of the term for which they were provided

*Schedule for Returning Unearned Tuition Assistance (TA)*

*16-Week Course Withdrawal*

<b>Week of Class</b>	<b>Return Amount</b>
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*

<b>Week of Class</b>	<b>Return Amount</b>
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 College. If the service member withdraws due to a 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**

VA students should follow the required Academic Standards of Progress as outlined under the Section entitled “**Academic Standards of Satisfactory Progress.**” Some VA educational benefits may also require students meet the “**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.

*NOTE: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. Government website at <https://www.benefits.va.gov/gibill>.*

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# 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, 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:

Men's Baseball
Men's Golf
Women's 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 athlete will be required to submit to drug testing prior to the beginning of each academic year. The 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. The cost of random testing will be covered by the College. For further information on policy and procedures relating to this program, see the *Central Alabama Community College Athletic Handbook*.

### ***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. Students must maintain full-time status at 12 credit hours, maintain 2.0 GPA, and be current members of M.L.F and B.A.S.S. Students must also participate in fundraising activities throughout the year.

### ***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.

### ***Non-Traditional Student Organization***

The Non-Traditional Student Organization will meet monthly to provide academic resources as well as social and motivational support for non-traditional students. Any currently enrolled student may join and participate though this organization is geared towards the needs of our target demographic.

### ***Psychology Club***

The Psychology Club is a group that will meet monthly to discuss psychological topics, careers, and current events. The club may occasionally host guest speakers.

### ***Rotaract***

Rotaract is a student organization sponsored by the Rotary Club to recognize the positive change implemented by youth and young adults as the fifth Avenue of Service, Youth Service, through an active and personal commitment to empower young adults and young professionals to take action through community and international service, develop leadership skills through professional development, and gain a global perspective that fosters world peace and cultural understanding as partners in service; and for Students and young professionals to take action through community and international service that creates sustainable solutions to local and global challenges, connect with the global community of Rotary to expand professional networks, exchange ideas with leaders, and cultivate lifelong friendship around the world, develop skills to become community and global leaders, make friends locally and globally, and have fun while recognizing the importance of Service Above Self.

### ***Sigma Kappa Delta***

Sigma Kappa Delta (SKD) is the English Honor Society for Two-Year Colleges and is defined by the common goal of promoting excellence in the disciplines of the English language. Sigma Kappa Delta's central purpose is to confer distinction upon students of the English language and literature in undergraduate studies. Eligibility requirements include 12 hours of college-level course work, at least one college-level English course, all As or Bs in English courses attempted, and a 3.0 cumulative GPA. Membership in SKD is extended by invitation only. SKD published the CACC Student Newsletter, The Trojan Times.

### ***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.

### ***Trojans in Christ***

Trojans in Christ is a campus ministry that offers students an opportunity to grow in their faith, leadership skills, discipleship and personal relationships. Whether you have been to church all your life or this is a first-time faith experience, this will be a time to grow. Students will find worship, Bible study, music, food, fun, friendships, mission opportunities and much more. Together we will help each other grow in a relationship with Christ and help lead others to Him. Everyone is welcome to join our campus ministry! Our goal is to help students meet spiritual needs by finding hope and purpose for their lives.

## **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 and sign an official General Release, Indemnity, and Waiver of Liability 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 fundraising 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 General Release, Indemnity, and Waiver of Liability 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 of 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.

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# 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:

- a. Academic tutoring;
- b. Advice and assistance in secondary school course selection and, if applicable, initial postsecondary course selection;
- c. Assistance in preparing for college entrance examinations and completing college admission applications;
- d. Financial aid assistance (through the Financial Aid Office);
- e. Alternative education programs for secondary school dropouts that lead to the receipts of a regular secondary school diploma;
- f. Entry into General Educational Development (GED) programs; or entry into postsecondary education;
- g. Educational services in financial and economic literacy;
- h. Admission assistance to two-year community colleges or four-year institutions;
- i. Exposure to programs of postsecondary education;
- j. College campus visits and cultural enrichment trips;
- k. Information, activities, and instructions of career planning services, and
- l. 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 STEM (SSS STEM)***

The CACC Student Support Services-STEM program is one of three federally funded TRIO projects designed to improve retention and graduation rates, financial literacy, and overall academic success rates for students who are pursuing career paths in Science, Technology, Engineering, or Math fields. SSS-STEM will provide an array of required and permissible services to 120 students who have demonstrated an academic need as part of the Project's application process.

The project services include:

- Academic Advising/Coaching (includes course selection)
- Tutoring and Other Academic Supports
- Financial Aid Workshops (includes FASFA completion)
- Financial and Financial Literacy Education (includes management of personal finances)
- Four-Year University Admission and Financial Aid Assistance
- Monitoring Academic Progress to Degree Completion
- Individual Non-Cognitive Development
- Transitional Activities. Students must meet the eligibility requirements to participate in the program.

For additional information about the TRIO projects listed above, please contact the Dean of Student Services on the Alexander City Campus, Jerri Carroll.

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# 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.

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# 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.

### *Expressive Activities by the Campus Community*

In accordance with Act 2019-396 of the Alabama Legislature and the Alabama Community College System (ACCS) Board of Trustees' Policy 224.01: Expressive Activities by the Campus Community, effective December 9, 2020, Central Alabama Community College's policy on Expressive Activities by the Campus Community is as follows:

#### **I. Findings**

Central Alabama Community College finds the following:

- A. A primary function of Central Alabama Community College is the discovery, improvement, transmission, and dissemination of knowledge by means of research, teaching, discussion, and debate, and that to fulfill that function, the Colleges will strive to ensure the fullest degree possible of intellectual freedom and free expression.
- B. It is not the proper role of Central Alabama Community College to shield individuals from speech protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Constitution of Alabama of 1901, including without limitation, ideas and opinions they find unwelcome, disagreeable, or offensive.

- C. Students, administrators, faculty, and staff are free to take positions on public controversies and to engage in protected expressive activity in outdoor areas of the campus, and to spontaneously and contemporaneously assemble, speak, and distribute literature.
- D. Central Alabama Community College supports free association and shall not deny a student organization any benefit or privilege available to any other organization based on the expression of the organization, including any requirement of the organization that the leaders or members of the organization affirm and adhere to an organization's sincerely held beliefs or statement of principles, comply with the organization's standard of conduct, or further the organization's mission or purpose, as defined by the student organization.
- E. Central Alabama Community College will strive to remain neutral, as an institution, on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the institution, and Central Alabama Community College will not require students, faculty, or staff to publicly express a given view of a public controversy.
- F. Central Alabama Community College prohibits all forms of harassment as defined in Act 2019-396, which includes expression so severe, pervasive, and objectively offensive that it effectively denies access to an educational opportunity or benefit provided by the College.

## **II. Speech and Expression in Outdoor Areas, Invited Speakers, and Security**

- A. For purposes of this policy, the "Campus Community" includes Central Alabama Community College's students, administrators, faculty, and staff, as well as the invited guests of the College and the College's recognized student organizations (including organizations seeking recognition), administrators, faculty and staff.
- B. Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of Central Alabama Community College's campus which enjoy general access during regular hours of College operation, subject to the limitations described below. Expressive activities are defined as those activities protected under the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, including any lawful verbal, written or electronic communication ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.
- C. Outdoor areas where expressive activities are not allowed include:
  - 1. Areas within 50 feet of classrooms;
  - 2. Athletic facilities;
  - 3. Outdoor classrooms;
  - 4. Areas where access is restricted due to operational or safety protocols, such as energy or maintenance control areas.
- D. Except for Section II.H. below, this policy does not apply to expressive activities that take place in indoor areas of Central Alabama Community College property including, but not limited to, classrooms or classroom buildings; interior hallways and breezeways; administrative buildings or offices; auditoriums; performing arts venues; events centers; and recreational facilities. Expressive activities in these areas are governed by Central Alabama

Community College policies related to academic freedom, facilities use, and other applicable policies and protocols, subject to the requirement that Central Alabama Community College must be open to any speaker whom the institution's student organizations or faculty have invited. These areas may be used for official events sponsored by the College or for non-college use under ACCS Board of Trustees Policies 500.01 and 507.01.

- E. Members of the Campus Community who engage in expressive activities in permitted outdoor areas may do so freely, spontaneously, and contemporaneously as long as the conduct is lawful, in accordance with laws applicable to conduct and activities on Central Alabama Community College property, and does not materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities. Open-Air Forums have been established at each of the College locations and are limited to times and dates the College is officially open. For information on reserving an Open-Air Forum space, individuals should contact the Office of the Dean of Students, located on the Alexander City campus.
  
- F. Conduct that may materially and substantially disrupt the functioning of Central Alabama Community College or infringe upon the rights of others to engage in expressive activities may include:
  - 1. Obstruction of vehicular, bicycle, pedestrian, or other traffic;
  - 2. Obstruction of entrances or exits to buildings or driveways or impeding entry or exit from any building or parking lot or vehicular path;
  - 3. Violations of a state, federal or local law, regulation, or ordinance;
  - 4. Threats to passerby or the use of fighting words, which are words that by their mere utterance inflict violence or would tend to incite a reasonable person to violence or other breach of the peace;
  - 5. Following, badgering, or forcibly detaining individuals;
  - 6. Interference with scheduled College classes, ceremonies or events, including memorials, dedications or classroom activities, whether indoors or outdoors;
  - 7. Damage to property, including buildings, benches, sidewalks, fixtures, grass, shrubs, trees, flowers, or other landscaping;
  - 8. Use of sound amplification, including bullhorns, except within reasonable limits that will not disrupt normal College operations;
  - 9. Use of placards, banners, or signs that are dangerous or cause obstruction as described in subsections 1 and 2 above;
  - 10. Engaging in expressive activities in prohibited or restricted areas as defined in Sections II.B. and II.C. above;
  - 11. Any other interference with normal College operations beyond a minor, brief, or fleeting nonviolent disruption that is isolated or brief in duration; or
  - 12. Any other conduct or activity not protected by the First Amendment to the United States Constitution and Article I, Section 4 of the Alabama Constitution, or other state law.
  
- G. Nothing herein shall be construed to limit the application of laws related to disruptions, disturbances, or interference with the College and the functions of educational institutions.

H. Central Alabama Community College will provide police officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Nothing in the policy shall prohibit the College from charging a fee for security for events, provided that such fees may not be calculated or otherwise based on the content of the protected expressive or the anticipated reaction to the protected expressive activity.

If the organizer of the event or the College determines that security is needed for an event, beyond what security is typically provided by the College during regular hours of operation, the organizers of the event may be charged a fee based on the number of expected attendees. Information about fees can be obtained from the Dean of Students or Chief of Police upon request.

The President may waive this security fee, but may not base the decision on the basis of the content of the expressive activity or the anticipated reaction to the protected expressive activity, except in emergency situations in which there is a clear and present danger to the Campus Community or to the public.

Central Alabama Community College may also charge a fee for the use of campus facilities, such as for the use of IT resources or cleanup costs. These fees will not be based on the content of expressive activity. Information regarding fees can be obtained from the Office of the Dean of Students.

- I. To promote a safe and effective event, individuals or groups from the Campus Community planning to engage in expressive activity that they anticipate will require the assistance of security are expected to provide sufficient notice to the Dean of Students and to the Chief of Police at least one week, but no less than 48 hours in advance of the event. Such arrangements enable Central Alabama Community College to ensure the event takes place in a safe and constructive manner.
- J. Individuals and groups who engage in expressive activity in outdoor areas on Central Alabama Community College property are subject to Central Alabama Community College policies relating to the use and operation of campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. Central Alabama Community College prohibits the possession or use of clubs, bats, weapons, open flames, or other dangerous materials on campus property during these events.
- K. Central Alabama Community College shall not permit members of the Campus Community to engage in conduct that materially and substantially disrupts protected expressive activity or infringes on the right to engage in expressive activity. Any act of reprisal, interference, coercion, or restraint, by a student or employee, of protected expressive activity, violates this policy and will result in appropriate disciplinary action. Disciplinary sanctions for members of the Campus Community under the jurisdiction of Central Alabama Community College who violate this subsection shall be handled through existing processes provided for under law and through established disciplinary procedures for students and staff.
- L. Nothing in this policy shall be construed to prevent Central Alabama Community College from regulating and restricting expressive activity that is not protected by the United States

Constitution, the Constitution of Alabama of 1901, or state law, including, but not limited to, any of the following:

1. Violations of state or federal law, including, but not limited to, actions that damage institutional property.
2. Expressions that a court has deemed unprotected defamation.
3. Harassment.
4. True threats, which are defined as statements meant by the speaker to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.
5. An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
6. An action that unlawfully disrupts the function or security of the institution.
7. Any constitutional time, place, and manner restrictions for outdoor areas of campus when they are narrowly tailored to serve a significant institutional interest and when the restrictions employ clear, published, content-neutral, and viewpoint-neutral criteria, and provide for ample alternative means of expression.

M. Complaints or questions regarding the application of this policy should follow the complaint policies and procedures of the College.

### **III. Commercial Activity on Campus**

Individuals, organizations and groups, both internal and external to Central Alabama Community College, may not conduct commercial transactions or engage in commercial speech on Central Alabama Community College property unless authorized pursuant to ACCS Board of Trustees Policy 515.01 and approved by the Dean of Students in advance. No on-campus individual or organization may distribute literature, advertise, solicit customers, recruit volunteers, employees or members, seek donations, or make sales on campus without sponsorship by a registered student organization and approval by the Dean of Students.

Commercial speech means speech in which the speaker is engaged in commerce, the intended audience is commercial or actual or potential consumers, and the content of the message is commercial. Fundraising, including political fundraising, is considered solicitation and is, therefore, deemed commercial speech under this policy.

### **IV. Policy Distribution**

This policy will be included in new student, new faculty, and new staff orientation programs. Central Alabama Community College shall disseminate this policy to all members of the Campus Community and make this policy available in College handbooks and on the College website.

### **V. Relationship to Other Policies**

This policy shall supersede and nullify any previous Central Alabama Community College policies that could regulate speech on Central Alabama Community College campus. However, this policy is not intended to supersede, nullify, or amend any Central Alabama Community College policy that regulates the reservations and use of interior spaces on campus, or that charge incidental fees for the use of such spaces.

## **VI. Annual Report**

Central Alabama Community College will submit an annual report to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that includes the following:

1. The date and description of each violation of the policy.
2. A description of the administrative handling and discipline relating to each violation.
3. A description of substantial difficulties, controversies, or successes in maintaining a posture of administrative and institutional neutrality.
4. Any additional assessments, criticism, commendations, or recommendations Central Alabama Community College sees fit to include.

### **STUDENT INSURANCE (College Sponsored Event)**

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.ope.ed.gov/security](http://www.ope.ed.gov/security)

Athletic Disclosure: [www.ope.ed.gov/athletics](http://www.ope.ed.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

### 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
Prattville	First Office Suite on left (main entrance)

### 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
Prattville	Security Office

### 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. All students must obtain a parking decal from the library on the Alexander City campus and Childersburg campus, and the front office at the Talladega and Prattville Campus. 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 the 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 the 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 issue 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 Safety and Security Coordinator, with a copy also being sent to the Dean of Students and Dean of Financial Services.

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**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 Student Records Manager.

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. Dean of Student Services: The Dean of Student Services has the overall responsibility of assuring that each student entering Central Alabama Community College has an adequate record system that is maintained, kept up-to-date, and controlled by all provisions as set forth in this policy and governed by Public Law 93-380. The Dean of Student Services will be assisted in this responsibility by the following individuals.
2. Student Records Manager: The Student Records Manager will ensure that all students, upon acceptance to the institution, have an individual student record file containing all admission criteria. The Student Records Manager is further charged with the responsibility of continuously maintaining all student files in a safe and orderly manner, updating all records needed on the individual student, and updating and maintaining an adequate backup system for all student records. The Student Records Manager will ensure that all provisions of this policy are met concerning the release of public information, as well as the release of information to students, institutional instructors, counselors, advisors, administrators, and local, state, and national organizations and agencies. Current student files are maintained in the Office of Records. Files of students that are not currently enrolled or being processed for enrollment are maintained at secure locations in the Records Storage Departments. The Student Records Manager is the ultimate custodian of student records.
3. Director of Financial Aid: The Director of Financial Aid has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Director of Financial Aid will see that all provisions of federal, state, and local policies concerning individual student financial aid records are adhered to as stated in the policies.
4. 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. Title IX	<i>Dean of Students Office</i>

h. Complaints/Grievances	<i>Dean of Students Office</i>
i. Nursing Records	<i>Health Science Division</i>
j. Technical Education	<i>Technical Education Division</i>
k. 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 Complaint and Grievances Procedures section of the *Student Handbook*.

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.

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

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

FERPA states that certain information from student records may be classified as "directory information." The following information has been declared by Central Alabama Community College as directory information: name, address, telephone listing, date and place of birth, 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 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.

### ***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 Prattville Campus, and the Talladega Center. Any complaints or violations of FERPA may be reported to The Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920; 205/260-3887; FAX: 202/ 260-9001, website: [www2.ed.gov/policy/gen/guide/fpc/index.html](http://www2.ed.gov/policy/gen/guide/fpc/index.html), e-mail: [ferpa@ed.gov](mailto:ferpa@ed.gov).

To review and obtain a paper copy of the Annual Notification of Rights under FERPA, please contact the Office of Records at (256) 215-4273.

### ***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  
1675 Cherokee Rd  
Alexander City, AL 35010

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  
Prattville Campus: 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.

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# TITLE IX



# SEXUAL HARASSMENT PROCEDURES

## TITLE IX SEXUAL HARASSMENT COMPLAINT PROCEDURES

### INTRODUCTION

Central Alabama Community College (CACC) is committed to providing a workplace and campus community free of sexual misconduct and harassment. As required by Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs and activities. This includes discrimination affecting employees of the college and applicants for employment, students and applicants for admission, or members of the public. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others, whether on college premises or at any College owned off campus location and while participating in any educational program or activity of the College.

Sexual harassment, which includes sexual misconduct and sexual assault, is a form of sex discrimination which is prohibited under Title IX of the Education Amendments of 1972 and the Violence Against Women Act. This policy is intended to reaffirm the College's commitment to address sexual harassment and take steps to prevent its reoccurrence and preserve or restore equal access to the College's education programs and activities. Dating violence, domestic violence, and stalking may also be considered forms of sexual discrimination. Due to the seriousness of these offenses, the College has adopted specific policies and procedures, outlined in the Student Handbook, employment policies, and webpage, to address alleged instances of sexual harassment, sexual misconduct, sexual assault, dating violence, domestic violence, and stalking. The College believes that no person should bear the effects of sexual harassment alone. When such conduct occurs, paramount concern of the college is for the safety and well-being of those impacted. The College will support individuals by referring students and employees to community and local resources.

Under Title IX, individuals reporting allegations related to sexual harassment and/or sexual violence, have the right to a resolution of their complaint, to have the college conduct a prompt, thorough and impartial investigation, and to receive supportive measures to ensure the safety and wellbeing of the individuals involved and the college community.

When allegations of sexual harassment and/or sexual violence in any form are brought to the attention of the Title IX Coordinator, and if a responding party is found to have violated this policy, serious sanctions will be used to prevent its reoccurrence. CACC does not tolerate or condone retaliation. Individuals wishing to report reporting sexual harassment and/or sexual violence and/or to make inquiries concerning the application of Title IX at the College may contact:

Tina Shaw (Employees)  
Building A Childersburg Campus  
34091 US Highway 280  
Childersburg, AL 35044  
Phone: 256-378-2010  
Fax: 256-378-2097  
Email: [tshaw5@cacc.edu](mailto:tshaw5@cacc.edu)

Jerri Carroll (Students)  
Administrative Building Alexander City Campus  
1675 Cherokee Road  
Alexander City, AL 35010  
Phone: 256-215-4273  
jcarroll@cacc.edu

and/or

Assistant Secretary  
U.S. Department of Education  
Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
Fax: 202-453-6012; TDD: 800-877-8339  
Email: [OCT@ed.gov](mailto:OCT@ed.gov) (mailto: [OCR@ed.gov](mailto:OCR@ed.gov))

Information regarding the Title IX Coordinator and their role will be provided to all faculty, staff, students, applicants for admissions, and applicants for employment. Also, this information is available on the College website at [www.cacc.edu](http://www.cacc.edu) under the Title IX webpage.

## **POLICY**

The U.S. Department of Education's [Office for Civil Rights](#) (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states 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 education program or activity receiving Federal financial assistance.”

## **DEFINITIONS RELATING TO SEXUAL HARASSMENT**

Many terms are used in the context of sexual harassment. The following will provide some common definitions and examples.

### ***Actual knowledge***

The notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official of the College who has authority to institute corrective measures on behalf of the College shall be deemed actual knowledge on the part of the College.

### ***Complainant***

Complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. For the purposes of this procedure a Complainant may be an individual applying for

admission or employment, an employee, a student or an individual otherwise participating in or attempting to participate in the education programs and activities of the college.

***Respondent***

Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

***Formal complaint***

A formal complaint is a document filed by the complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. Note: At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an educational program or activity of the College at which the formal complaint is filed.

***Consent***

“Consent” must be informed, voluntary, and mutual and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether or not a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

***Incapacitation***

An individual who is incapacitated is unable to give consent to sexual contact. States of incapacitation include sleep, unconsciousness, intermittent consciousness, intoxication, or any other state where the individual is unaware that sexual contact is occurring or is otherwise unable to give informed and voluntarily consent. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to consent to sexual contact. Example: A person who is taking pain medication and falls asleep under the influence of the medication can be incapacitated and not be able to give consent to sexual contact.

***Sexual Misconduct***

Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined below or under Alabama state law.

***Harassment***

The striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying or alarming; and/or directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming. Example: Making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person’s safety is in jeopardy.

***Sexual Harassment***

Conduct on the basis of sex that satisfies one or more of the following:

- A school employee conditioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);

- Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Stalking, dating violence, or domestic violence.

## **DEFINITIONS OF SEXUALLY BASED OFFENSES**

### Domestic Violence:

Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction (34 U.S.C.12291(a)(8)).

In Alabama, domestic violence includes felony and misdemeanor crimes of violence committed by a current or former spouse, parent, child, any person with whom the defendant has a child in common, a present or former household member, or a person who has or had a dating or engagement relationship with the defendant (Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees).

### Dating Violence:

Means violence committed by a person –

(a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) Where the existence of such a relationship will be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship,
- The frequency of interaction between the persons involved in the relationship (34 U.S.C.12291(a) (10)).

In Alabama, dating violence is covered under Alabama Code Section 13A, Article 7 Domestic Violence in 1st, 2nd, and 3rd Degrees.

### Stalking:

Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress 34 U.S.C.12291(a)(30).

In Alabama, stalking is when a person intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied, with the intent to place that person in reasonable fear of death or serious bodily harm (13A-6-90 Stalking in the first degree) or a

person who, acting with an improper purpose, intentionally and repeatedly follows, harasses, telephones, or initiates communication, verbally, electronically, or otherwise, with another person, any member of the other person's immediate family, or any third party with whom the other person is acquainted, and causes material harm to the mental or emotional health of the other person, or causes such person to reasonably fear that his or her employment, business, or career is threatened, and the perpetrator was previously informed to cease that conduct (Section 13A-6-91 Stalking in the second degree).

Sexual assault:

Means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting systems of the Federal Bureau of Investigation 20 U.S.C.1092 (f)(6)(A)(v).

(NOTE: Additional definitions of sex based offenses under Alabama law may be included in this section.)

## **VICTIMS OPTION TO REPORT**

Students and employees who are victims of crime including rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking, are encouraged by the College to report but do have the option not to report the incident to campus law enforcement, or local law enforcement. In those cases, the victim may still seek assistance confidentially from Crisis Services of North Alabama or any other victim service agency of their choosing.

## **FORMAL COMPLAINT PROCESS**

### **A. INITIAL STEPS**

Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

### **B. REPORTING A COMPLAINT**

Any individual may report a sexual harassment incident to the Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the Complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

### **C. SUPPORTIVE MEASURES**

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The College must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Supportive measures will be offered to the Complainant within five (5) business days of receipt of the complaint.

Supportive measures will be offered to the Respondent simultaneously with the Notice of Allegations.

### **D. STANDARD OF EVIDENCE FOR DETERMINING RESPONSIBILITY**

For the purposes of the College's Title IX procedures, the College will use a "preponderance of evidence" standard for determining responsibility. Preponderance of the Evidence means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is evidence which as a whole shows that the fact sought to be proved is more probable than not.

## **E. FORMAL COMPLAINT PROCESS**

A formal complaint must be submitted in electronic (email) or written format to the Title IX Coordinator and must be signed by the Complainant. In the event that under the circumstances a formal complaint should be pursued notwithstanding a Complainant's desire not to file a formal complaint, the Title IX Coordinator may sign the complaint. The complaint must include the following:

- the date of the original complaint,
- names of Complainant and Respondent,
- facts and description of the complaint, and
- the request to investigate complaint.

A Complainant must be participating in or attempting to participate in a College sponsored program or activity at the time the complaint is filed.

## **F. DISMISSAL OF FORMAL COMPLAINT**

The College may dismiss a formal complaint or allegations therein if:

- the Complainant informs the Title IX Coordinator in writing that the Complainant desires to withdraw the formal complaint or allegations therein,
- the Respondent is no longer enrolled or employed by the school, or
- specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

The College must dismiss a formal complaint or allegations therein if:

- the allegations do not meet the definitions of sexual harassment
- the alleged conduct did not occur within the United States, or
- the alleged conduct did not occur within a College sponsored program or activity.

If the College determines the formal complaint or allegations therein will be dismissed, the Title IX Coordinator will provide written notice to both parties of the dismissal of allegations, and the reason for dismissal within five (5) business days of the decision to dismiss the complaint.

## **G. NOTICE OF ALLEGATIONS**

The Title IX Coordinator will provide simultaneous written notice of allegations, including sufficient details, and intent to investigate to the Complainant and Respondent no later than ten (10) calendar days after receipt of the formal complaint. The Title IX Coordinator will also provide both parties with the formal complaint, grievance and appeal process, possible sanctions and remedies, and availability of advisors. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct, that the parties and their advisors may review and inspect evidence, and advise the parties of the provisions of the College Code of Conduct relating to making false statements or submitting false information during the grievance process.

The Title IX Coordinator will additionally notify the Title IX investigator of the pending investigation and provide a copy of the formal complaint.

## **H. ADVISORS**

In addition to providing the Complainant and Respondent with written notice of allegations and intent to investigate, the Title IX Coordinator will inform the parties of the availability of advisors. Both parties shall have the right to retain, at the respective party's own cost, the assistance of legal counsel or other personal representative advisor. In the alternative, either or both parties may also request an advisor provided by the College.

Only an advisor may conduct cross-examination during the live hearing.

Neither party may dismiss a College appointed advisor.

## **I. INVESTIGATION PROCEDURE**

The Title IX investigator is responsible for conducting an investigation of the submitted formal complaint. The Title IX investigator will have received Title IX investigator training within the current academic year.

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College and not on the parties.

The Title IX investigator will notify the Complainant and Respondent in writing of the intent to investigate within five (5) business days of receipt of the formal complaint and will commence interviews within ten (10) business days of receipt of the formal complaint. The Title IX investigator will notify the Complainant and Respondent and their respective advisors in writing of all individuals the investigator intends to interview.

Either party may identify other witnesses with relevant information for interview or other evidence for review by the investigator.

The Title IX investigator will conduct a factual investigation of the formal complaint and shall research applicable statutes, regulations, and/or policies, if any. The Title IX investigator will notify any interviewees in writing of the intent to interview. Interviewees will have at least five (5) business days' notice of an interview. Notice will include the participants, date, place, purpose, and time of the interview.

The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory (tending to establish fault or guilt) and exculpatory (clearing or tending to clear from alleged fault or guilt) evidence. Creditability determinations may not be based on a person's status as a complainant, respondent or witness.

The College will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or

proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the College may establish restrictions regarding the extent to which the advisor may participate in proceedings, as long as the restrictions apply equally to both parties.

The College will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.

The College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal access opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

Prior to the completion of the investigative report, the Title IX investigator will submit all reviewed evidence to the Title IX Coordinator.

The Title IX Coordinator will provide copies of all evidence reviewed during the investigation to the Complainant, Respondent, and their respective advisors. All parties will have ten (10) business days to review the evidence and respond in writing to the Title IX Coordinator.

Subsequent to the ten (10) business day review period, the Title IX Coordinator will direct any responses from the Complainant, Respondent, or their respective advisors to the Title IX Investigator for additional review. The Title IX Investigator will submit a final report and the reviewed evidence to the Title IX Coordinator. At least 10 days prior to the live hearing, the Title IX Coordinator will simultaneously provide the Complainant, Respondent, their respective advisors, with the final report and all reviewed evidence for their review and written response. The President will select a Hearing Officer to conduct the live hearing. The Hearing Officer shall be provided a copy of the investigative report and reviewed evidence.

## **J. LIVE HEARING PROCEDURE**

Upon receipt of the final investigative report, the Hearing Officer will convene a Decision Maker panel and schedule a live hearing. The panel will consist of three (3) individuals selected by the Hearing Officer who have completed Decision Maker training during the current academic year. The Hearing Officer will designate one of the Decision Makers as Primary Decision Maker. Hearing Officer will notify the Complainant, Respondent, their respective advisors, Title IX Coordinator, Title IX Investigator, witnesses named in the final report, and the Decision Makers of the live hearing date within five (5) business days of receipt of the final investigative report. The live hearing date must provide the Complainant, Respondent, and their respective advisors with no less than ten (10) business days to review the final investigative report and all supporting evidence.

The hearing must be a live, recorded hearing with the opportunity for both advisors to conduct cross-examinations. The hearing shall be recorded by either a court reporter or on audio or video tape or by other electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

Upon request, the Complainant and Respondent may participate in the hearing via on-campus video conferencing provided that all parties, including the Decision Making Panel, are able to see and hear the party or witness answering questions in real-time.

The Hearing Officer, Decision Makers, Complainant, Respondent, and their respective advisors will attend the hearing. The Title IX investigator, Title IX Coordinator and witnesses will be called to provide testimony if requested by the Decision Makers, parties or their respective advisors. If a party does not have an advisor present at the live hearing, the College shall provide without fee or charge to that party, an advisor of the College's choice, who may be, but is not required to be an attorney.

The hearing process will consist of:

- Opening statement by Hearing Officer
- Review of hearing procedures, formal complaint and notice of allegations by Hearing Officer
- Review of potential hearing outcomes and sanctions by Hearing Officer
- Complainant Testimony
- Cross-examination of Complainant by Respondent advisor
- Testimony of Witnesses of Complainant
- Cross-examination of Complainant Witnesses by Respondent advisor
- Respondent Testimony
- Cross-examination of Respondent by Complainant advisor
- Witnesses of Respondent Testimonies
- Cross-examination of Respondent Witnesses by Complainant advisor
- Decision Maker inquiries
- Review of appeal process by Hearing Officer
- Closing statement by Hearing Officer
- Dismissal of parties
- Decision Maker deliberations

At the hearing, the Hearing Officer shall read the hearing procedures, notice of allegations, formal complaint, potential hearing outcomes, and potential sanctions. After the Hearing Officer concludes opening statements, the Complainant shall have the opportunity to present such oral testimony and offer such other supporting evidence as deemed relevant to the formal complaint. Subsequent to Complainant testimony, the Respondent advisor may conduct cross-examination. The Decision Makers may question the Complainant after the cross-examination. The Complainant may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Respondent advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

The Respondent shall then be given the opportunity to present such testimony and offer such other evidence as deemed relevant to the Respondent's defense against the formal complaint. Subsequent to Respondent testimony, the Complainant advisor may conduct cross-examination. The Decision Makers may question the Respondent after the cross-examination.

The Respondent may call witnesses to provide testimony as deemed appropriate to the formal complaint. The Complainant advisor may conduct cross-examination of the witnesses. The Decision Makers may question the witnesses after the cross-examination.

Only relevant cross-examination and other questions may be asked of a party or witness.

During cross-examination, the advisor will pose each question orally to the Primary Decision Maker. The Primary Decision Maker will determine if the Complainant, Respondent, or witnesses may respond to the question. If the Primary Decision Maker chair determines that the question is not relevant, the Primary Decision Maker will explain the rationale for dismissing the question. Rape shield protection is provided for Complainants which deems irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged misconduct or if the questions and evidence concern specific incidents of Complainant's prior sexual behavior with respect to the Respondent and offered to prove consent.

If a witness or party is not available or declines cross-examination, the decision makers must not rely on any statement of that witness in reaching a determination regarding responsibility; provided, however, that the decision makers cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Upon conclusion of the presentation of the evidence and cross-examinations, the Hearing Officer shall read the appeal process and closing statements. The Complainant, Respondent, their respective advisors and all witnesses shall be dismissed.

The Decision Makers will deliberate to determine if the Respondent is deemed responsible and submit a written hearing report which contains:

- identification of the allegations potentially constituting sexual harassment;
- a description of the procedural steps taken from the receipt of the formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the College's code of conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
- the College's procedures and permissible bases for the complainant and respondent to appeal.

The Hearing Decision Maker (or Primary Decision Maker) will submit the hearing report to the Title IX Coordinator within ten (10) business days of the live hearing.

The Title IX Coordinator will submit the hearing report simultaneously to the Complainant, Respondent, and their respective advisors within three (3) business days of receipt of the hearing report.

The College must provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator will retain the recording of the hearing, the hearing report, the investigative report, and all evidence obtained during the investigation and all evidence offered at the hearing.

## **K. APPEAL PROCEDURE**

Appeals of a determination regarding responsibility and from the College's dismissal of a formal complaint or any allegations therein are available to both parties on the following grounds: (1) procedural irregularity that affected the outcome of the matter; (2) new evidence that was not reasonably available at the time the decision regarding responsibility or dismissal was made, that could affect the outcome; and/or (3) the Title IX Coordinator, Investigator, or a Decision Maker had a conflict of interest or bias that affected the outcome.

The President of Central Alabama Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Hearing Decision Maker(s). The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Hearing Decision Maker(s), but shall take it (them) into consideration in rendering his/her decision.

Either party may file a written request with President requesting that the President (or his/her designee) review the decision of the Hearing Decision Maker(s). The written request must be filed within ten (10) business days following the party's receipt of the hearing report. If the appeal is not filed by the close of business on the tenth (10<sup>th</sup>) business day following the party's receipt of the report, the party's opportunity to appeal shall have been waived.

As to all appeals, the College will:

- notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

- ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator.
- ensure the decision-maker(s) for the appeal complies with the standards set for in 34 C.F.R. § 106.45(b)(iii);
- give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
- issue a written decision describing the result of the appeal and the rationale for the result; and
- provide the written decision simultaneously to both parties.

A decision on a party's appeal shall be rendered within 30 calendar days of the initiation of the appeals process. The time for decision may be extended for exigent circumstances or as may be otherwise agreed by the parties.

If the Complainant is also an employee of the College, the individual may also file a claim with the Equal Employment Opportunity Commission within 180 days of the alleged discriminatory act.

### ***Informal Resolution***

The College may not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the College may not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the College may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the College does the following:

- provides to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- obtains the parties' voluntary, written consent to the informal resolution process; and
- does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student

## **L. RETALIATION PROHIBITED**

Neither the College nor other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated in any manner an

investigation, proceeding, or hearing conducted under this policy. Complaints alleging retaliation may be filed according to the grievance procedures included in the formal complaint process. The College shall keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness except as may be permitted by FERPA statute, 20 U.S.C. 1232g or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

**M. RANGE OF POSSIBLE SANCTIONS** – On final determination of responsibility the following sanctions may be imposed against a respondent:

**For Students:**

- **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 Employees:**

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;

## **For Individuals other than employees or student:**

- A no trespass order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.
- A no contact order may be issued for individuals who have been accused of and/or found in violation of sexual harassment.

At any time in the grievance process the College may impose a temporary delay or limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

Neither the College assigned Investigator or Decision Makers and any person who facilitates an informal resolution process shall require, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The College's Title IX Coordinators, Investigators, Decision Makers shall all have received training for their respective roles prior to participating in a Title IX Complaint or grievance process. All materials used to train the Title IX Coordinators, Investigators, Decision Makers and any person who facilitates an informal resolution process may be found on the College's website at [www.cacc.edu](http://www.cacc.edu).

## **COLLEGE AND COMMUNITY RESOURCES**

### **College Resources**

#### ***Campus Security***

Alexander City: Betty Carol Graham Technology Center (256) 307-6849

Childersburg: Building A (256) 307-8003

Talladega: (256) 307-0432

Prattville: (334) 312-0589

#### ***Chief of Police***

Mario Hodge

Alexander City Campus

1675 Cherokee Road

Alexander City, AL 35010

Betty Carol Graham Technology Center

(256) 215-4360

[mhodge@cacc.edu](mailto:mhodge@cacc.edu)

***Office of Dean of Students***

Jamie Thornton, Administrative Assistant to the Dean of Students  
Administration Building, Alexander City Campus  
(256) 215-4275  
deanofstudents@cacc.edu

***Office of Dean of Students***

Jerri Carroll, Dean of Student Services  
Administration Building, Alexander City Campus  
(256) 215-4273  
jcarroll@cacc.edu

***Office of Student Services***

LaResea Embry, Registrar and Director of Student Services  
Administration Building, Alexander City Campus  
(256) 480-2090  
lembry@cacc.edu

***Talladega Center Student Services Office***

Leslie Mitchell, Student Services Specialist/ADA Coordinator  
(256) 378-2003  
lmitchell@cacc.edu

***Prattville Campus Student Services Office***

Erin Brock, Administrative Coordinator of Student Services  
(334) 595-6647  
ebrook@cacc.edu

***ADA Coordinator***

**Michael Lovett, Student Services Specialist**  
Alexander City Campus, Administration Building  
(256) 215-4247  
mlovett@cacc.edu

Leslie Mitchell, Student Services Specialist/ADA Coordinator  
Talladega Center  
(256) 378-2003  
lmitchell@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

***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 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 policy and prevention measures that may be utilized;
- Information regarding the Sexual Harassment Policies and Procedures on the College website;

### ***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.

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# 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, et seq).
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 phencyclidine (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. Analog of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness.
    - Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired perceptions.
  - Alcohol: ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer and distilled spirits.
    - Ethyl alcohol can produce feelings of well-being, sedation and intoxication and can cause unconsciousness or death depending on how much is consumed and how fast it is consumed.
    - Alcohol is a “psychoactive,” or mind-altering drug, as are narcotics and tranquilizers. It can alter moods, cause changes in the body and become habit forming. Alcohol

depresses the central nervous system and too much can cause slowed reactions, slurred speech and unconsciousness.

Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver, stomach, colon, larynx, esophagus and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys; high blood pressure, heart attacks and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility and premature aging.

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

***Where to Get Assistance***

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

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

***Local Treatment Facilities***

The treatment facilities listed below provide either alcohol, 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**

<b>Lighthouse of Tallapoosa County</b> 36 Franklin Street Alexander City, AL (256) 234-4894	<b>East Alabama Mental Health Center</b> <b>Opelika Addictions Center</b> 2300 Center Hills Drive, Building #1 Opelika, AL
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<b>AltaPointe</b> 10 Bemiston Avenue Talladega, AL (256) 362-8600	<b>AltaPointe</b> 1721 Old Birmingham Highway Sylacauga, AL 35150 (256) 249-2395
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**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](http://www.cacc.edu) for class cancellations/College closings.
- Stay clear of dropped or sagging power lines.
- Avoid areas with many trees; snow or ice may cause tree limbs to fall.
- Stay inside if possible.
- Use extreme caution when walking outside or driving.
- If you must travel:
  - Travel during the day.

- Stay on main roads; avoid back-road shortcuts.
- Carry emergency supplies or kits.
- Dress warmly to prevent frostbite or hypothermia.

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

#### General Tips

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

Do not use elevators.

If caught inside an elevator during a power outage:

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

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

#### General Tips

- Call 911 as soon as possible and relay the following information:
  - Location of the incident
  - Type of incident
  - Subject's physical description, location, and/or direction of travel
  - Weapon information
  - Stay on the phone until released by the dispatcher.
- If you cannot speak, dial 911 and leave the line open to allow the dispatcher to hear what is going on at your location.
- Trust your instincts.
- If you can evacuate, do so

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

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

#### General Tips

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

#### Signs of Suspicious Activity

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

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

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

#### Telephone Threat

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

#### Written Threat

- Call 911 (depending on the situation),

- State your location and report the information in the written threat,
- Stay on the phone until released by the dispatcher.
- Don't touch or move the letter; it should NOT be altered or destroyed.
- Prevent others from handling or going near the letter.

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

#### Characteristics of a Suspicious Package

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

#### General Tips

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

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

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

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

#### Evacuate

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

- Try not to inhale gases, fumes, or smoke.
- Cover mouth with a cloth while leaving the area.
- Those contaminated by the spill should avoid contact with others and remain in a safe location nearby to receive medical assistance.

Call 911 and tell the dispatcher:

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

Wet Chemicals

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

Dry Chemicals

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

Shelter in Place (Instructed to Stay Indoors)

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

If in a Vehicle

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

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

### Definitions

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

### Minimizing Disease Transmission

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

1. Wet your hands with clean, warm, running water and apply soap.
2. Rub hands together to make lather and scrub all surfaces.
3. Continue rubbing hands for 20 seconds (imagine singing “Happy Birthday” twice).
4. Rinse hands well under running water.
5. Dry your hands using a paper towel or air dryer.
  - If possible, use the paper towel to turn off the faucet.
6. 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.

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# 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' 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.

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# STUDENT CODE



# OF CONDUCT

## **STUDENT CODE OF CONDUCT (Revised 08/13/2020)**

### ***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. the striking, shoving, kicking, or otherwise touching or making physical contact in regard to another for the purpose of harassing, annoying, or alarming

- b. directing abusive or obscene language or making an obscene gesture toward someone for the purpose of harassing, annoying, or alarming (i.e. making or using persistent derogatory comments, epithets, or slurs that place a person in a hostile or fearful environment or where the person's safety is in jeopardy.)

**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. 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
- 3. 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
- 4. 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
- 5. 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.
- 6. Sexual Misconduct\***
  - a. Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined in the Code of Conduct or under Alabama state law
- 7. Sexual Harassment \***
  - a. Conduct on the basis of sex that reflects one or more of the following:
  - b. A school employee questioning education benefits on participating in unwelcome sexual conduct (i.e. quid pro quo);
  - c. Unwelcomed conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
  - d. Stalking, dating violence, or domestic violence.
- 8. 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
- 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. Sexual abuse in the first degree\***
  - a. A person commits the crime of sexual abuse in the first degree if:

- 1) He subjects another person to sexual contact by forcible compulsion; or
  - 2) He subjects another person to sexual contact who is incapable of consent by reason of being physically helpless or mentally incapacitated.
- b. Sexual abuse in the first degree is a Class C felony (Alabama Code 13A-6-66).

**11. Sexual abuse in the second degree\***

- a. A person commits the crime of sexual abuse in the second degree if:
- 1) He subjects another person to sexual contact who is incapable of consent by reason of some factor other than being less than 16 years old; or
  - 2) He, being 19 years old or older, subjects another person to sexual contact who is less than 16 years old, but more than 12 years old.
- b. Sexual abuse in second degree is a Class A misdemeanor, except that if a person commits a second or subsequent offense of sexual abuse in the second degree within one year of another sexual offense, the offense is a Class C felony (Alabama Code 13A-6-67).

**12. Rape in the first degree\***

- a. A person commits the crime of rape in the first degree if:
- 1) He or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or
  - 2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
  - 3) He or she, being 16 years or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old.
- b. Rape in the first degree is a Class A felony (Alabama Code 13A-6-61).

**13. Rape in the second degree\***

- a. A person commits the crime of rape in the second degree if
- 1) Being 16 years old or older, he or she engages in sexual intercourse with a member of the opposite sex less than 16 and more than 12 years old; provided, however, the actor is at least two years older than the member of the opposite sex.
  - 2) He or she engages in sexual intercourse with a member of the opposite sex who is incapable of consent by reason of being mentally defective.
- b. Rape in the second degree is a Class B felony (Alabama Code 13A-6-62).

**14. Sodomy in the first degree\***

- a. A person commits the crime of sodomy in the first degree if:
- 1) He engages in deviate sexual intercourse with another person by forcible compulsion;
  - 2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being physically helpless or mentally incapacitated; or
  - 3) He, being 16 years old or older, engages in deviate sexual intercourse with a person who is less than 12 years old.
- b. Sodomy in the first degree is a Class A felony (Alabama Code 13A-6-63).

**15. Sodomy in the second degree\***

- a. A person commits the crime of sodomy in the second degree if:
- 1) He, being 16 years old or older, engages in deviate sexual intercourse with another person less than 16 and more than 12 years old.
  - 2) He engages in deviate sexual intercourse with a person who is incapable of consent by reason of being mentally defective.
- b. Sodomy in the second degree is a Class B felony (Alabama Code 13A-6-64).

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.

**16. 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

**17. 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

**18. 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

**19. Violations of Law**

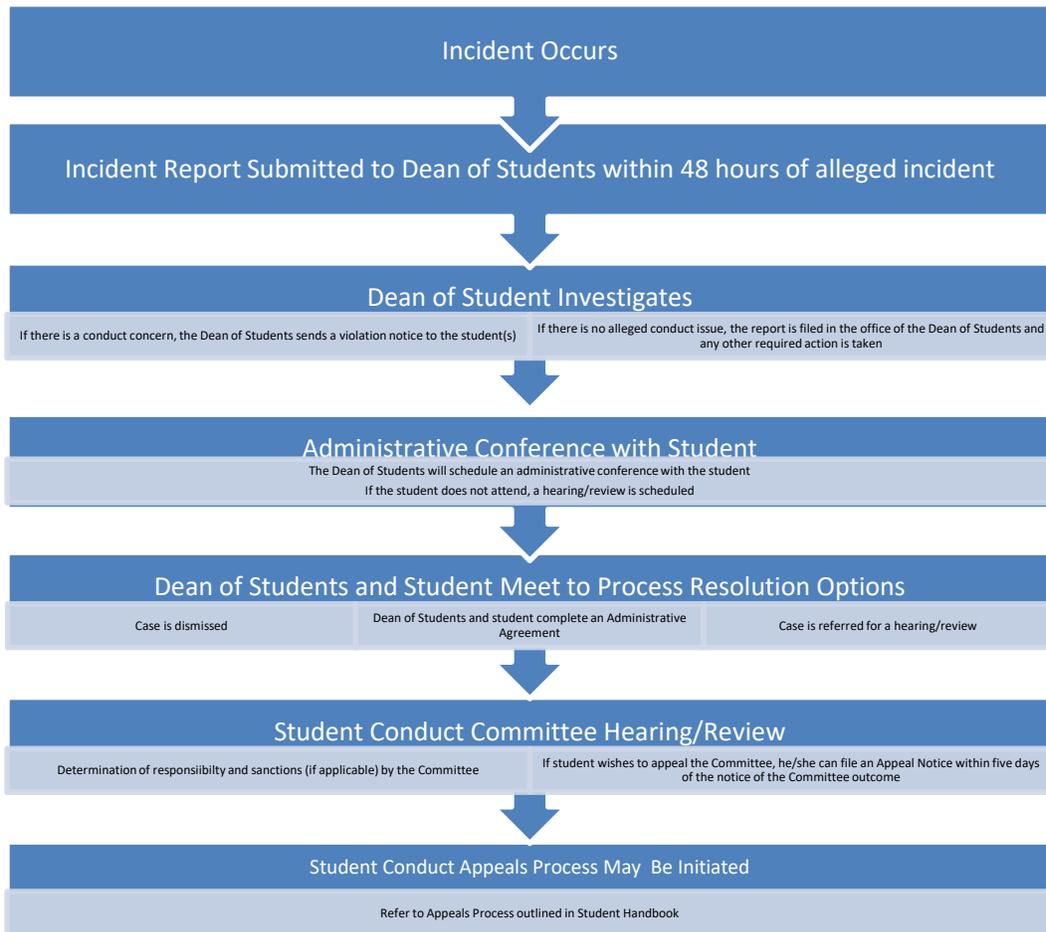
- a. any act that violates a provision of the laws of the United States, the laws of any state in which such act occurs, the ordinances of any county, city, municipality, or other political subdivision, or the laws of another nation or political subdivision thereof in which such act occurs is deemed 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 Title IX Sexual Harassment Procedure 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:

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), 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.
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 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/>)

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# 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.
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).
3. Any student or employee of the College or applicant for employment or admission who has a complaint against a student or a member of the College faculty, staff, or administration concerning sexual harassment (Title IX of the Educational Amendments of 1972) or has knowledge of any conduct constituting sexual harassment in an educational program or activity of the College or which occurred on property owned by the College or controlled by the College should report the complaint to the campus Title IX Coordinator. An educational program or activity of the College includes, but is not limited to locations, events or circumstances over which the College exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by the College.

Any individual may report sexual harassment incident to Title IX Coordinator in person, by email, by telephone, or in writing. The report must include the names of the Complainant(s) and Respondent(s), approximate date of incident, facts of the incident, and contact information for the person submitting the complaint.

The Title IX Coordinator will respond in writing to the person submitting the complaint as soon as practicable, but not exceeding five (5) business days. If the person submitting the complaint is not the Complainant, the Title IX Coordinator will also contact the Complainant within five (5) business days.

If after a discussion with the Complainant, the Title IX Coordinator determines that the complaint does not qualify as a Title IX Complaint, the Title IX Coordinator will notify the complainant in writing and may redirect the Complaint to the appropriate committee.

If after a discussion between the Complainant and the Title IX Coordinator, the Title IX Coordinator determines that the complaint meets the criteria of a Title IX Complaint and the Complainant requests to file a formal complaint, the Title IX Coordinator will initiate the formal complaint process.

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](http://www.cacc.edu) and in the Office of Dean of Students.

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

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

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

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

The College will have thirty (30) calendar days from the date of the receipt of the grievance by the Dean of Students to conduct an investigation of the allegation(s), hold a hearing on the grievance (if requested) and submit a written report to the Grievant 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 Disciplinary 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:

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 the respective mailing 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/>)