

# Student Process for Housing Community Standards And Policies (CSAP) Violations, Hearings and Appeals

Violations of Housing Policy that do not fall under the Student Code of Conduct will be addressed by Housing staff within a specific Hearings and Appeals process known as the Community Standards and Policies (CSAP). A list of violations and their corresponding sanctions and/or fines can be found in the Student Housing Handbook online at <http://www.coastalalabama.edu/housing/>. The following is an outline of the Housing Community Standards and Policies (CSAP):

- Incident Report reviewed by Housing Staff Member
  - A professional staff member reviews the report and requests any additional information needed. The staff member also adds to the report any possible policy violations that may apply to the incident
    - Letter of warning sent; no further action needed from student
    - Student Life conduct hearing scheduled
      - A student may have a conduct hearing scheduled with the Student Code of Conduct Officer if:
        - The student is an CACC student, but not a resident in College housing
        - The incident was severe and may result in suspension or expulsion from CACC
        - For more information about the Student Life conduct process please visit the Student Catalog and Student Code of Conduct.
- Housing and Residence Life CSAP hearing scheduled
  - The student will receive an email with information about the date/time of the CSAP hearing, as well as a list of the possible policy violations.
  - After the Hearing is held there will be two possible outcomes.
    - Student is not found responsible for a policy violation
      - The student will receive an email letter containing this information and will not need to take any further action
    - Student is found responsible for a policy violation and assigned sanction(s)
      - A student found responsible for a policy violation will be assigned sanctions. A sanction may relate to the student's status as a resident in College housing.
      - A sanction may require follow-up action on the part of the student
      - For more information about possible sanctions, refer to the Sanctions section of the Housing Handbook
- Sanctions
  - Student completes assigned sanction(s) by the deadline
    - A student who is assigned sanctions will also be assigned a deadline to complete any sanctions that require action
    - If all sanctions are completed by the assigned deadline, the CSAP hearing process is finished and no further action is needed
  - Student does not complete sanction(s) by the deadline
    - A student who does not complete a sanction may need to attend another CSAP hearing or may be assigned additional sanctions (such as an extension of probation)
  - Student appeals sanction of suspension/eviction/contract termination
    - A resident has the right to appeal a housing CSAP decision.
      - This is the only opportunity for appeal.
      - All appeals of Housing Staff decisions are made online.
        - The resident has 2 business days from the notice of sanction to appeal via a provided online link.
        - In the event that any technical problems preventing online appeal submission, the resident is responsible for submitting a written appeal to Housing and Residence Life within in the 2 business day window for an appeal.

- The resident can bring a hard copy of their appeal statement to the Housing Department in Memorial Hall or email the appeal statement to [housing@coastalalabama.edu](mailto:housing@coastalalabama.edu) in the event of technical difficulty.
  - The online appeal must specify in detail the grounds on which the appeal is based.
- After submitting an appeal, the resident will be contacted to arrange an appeals meeting with the CSAP Appeals Board.
- - The resident may present documents and to bring witnesses to present statements to the person hearing the appeal.
  - The proceedings are designed to be informal in nature, and no formal rules of evidence or procedure shall apply.
- There are three possible outcomes from the appeals process:
  - The Housing CSAP Appeals Board may decide to uphold the original decision and sanction, which means the student is still evicted from housing
  - The Housing CSAP Appeals Board may decide to uphold the original decision and add additional sanctions
  - The Housing CSAP Appeals Board may decide to overturn the original decision and sanction(s), which means the student is not suspended/evicted from housing and may continue to live on campus
- Appeal Decisions will be provided in writing