

Coastal Alabama Student Handbook



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Failure to read the Student Handbook does not excuse students from the policies and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exemptions from these policies and procedures. All policies contained in the Student Handbook are subject to change without prior notice.

Student Services

Student Services Philosophy

Coastal Alabama Community College is concerned about the development of the student's individuality and the growth of the total personality. As a supplement to academic life, a varied program of activities and organizations are available for the student's different interests and needs. It is hoped that these programs will help students in securing a better education.

Americans with Disabilities Act Policy

Coastal Alabama Community College is committed to the achievement of maximum human potential. In keeping with this, the College fully supports and complies with The Americans with Disabilities Act (ADA). The College endeavors to provide students, employees, and the community any opportunity for success with as few deterrents as possible. The College also strives to create a welcoming environment and will work in good faith to meet the needs of all populations.

Please refer to policy at: [Americans with Disabilities Act \(ADA\) \(coastalalabama.edu\)](http://coastalalabama.edu)

ADA Accommodations

Early registration with the ADA Accommodations Coordinator is available by appointment and is strongly recommended for students with disabilities. Adherence to the official procedures ensures the best possible service the institution can provide. For complete policy information, see the ADA Section of the current College Catalog.

Academic Support and Student Success Centers

In order to promote the student learning experience and enhance student development, all students are assigned academic advisors based upon their declared major.

Students are able to receive the individualized attention needed to launch their academic careers and remain on track to reach their respective goals.

All advisors and counselors hold regular office hours and may meet with students at other pre-arranged times. Also, all advisors may be contacted by telephone, e-mail, or through online course communication. To further bolster the College's academic advising program, students are welcomed and encouraged to visit the Student Success Centers, which are staffed by knowledgeable counselors and advisors. Specific campus locations and office hours are listed on the Coastal Alabama Community College website. These staff members can help students obtain their educational goals through a collaborative effort. They assist students in choosing majors and planning which pathways will help meet their goals.

Job Placement

Coastal Alabama Community College's Job Placement Office serves as the liaison between Coastal Alabama's students and employers. A JOBS bulletin board is located inside the Student Success Centers with information regarding full and part-time job openings. Also, job announcement bulletin boards are strategically located around campuses. Employers from surrounding areas contact the office on a regular basis in an attempt to hire current students as well as graduates. Students seeking part-time work are encouraged to check the JOBS bulletin boards on a regular basis. Students who are graduating and seeking placement in their career fields are advised to register with the Job Placement Office by filing an application (available in the office) and attaching a copy of their Coastal Alabama transcript. Counselors are available to provide individual assistance to persons needing help. Videos and software packages on interviewing, resume writing, and job hunting information, skills and tips are available for use in the Student Success Centers.

ORI 101- Orientation to College

New students are required to register for the academic course ORI 101, Orientation to College. This course aids new students in their transition to the institution; exposes new students to the broad educational opportunities of the institution; and integrates new students into the life of the institution. (Transfer students and Transient students are exempt from taking ORI 101.)

OneACCS

Coastal Alabama has upgraded to a new, easy-to-use student portal called OneACCS. Students can access their OneACCS through the Coastal Alabama homepage by

clicking on the “STUDENT LOGIN” link at the top of the page. Clicking the OneACCS link opens to the login screen where students enter their A-Number (User ID) and PIN.

Once logged into OneACCS, you will have access to do the following:

- Register for classes.
- Drop and add classes during the Drop/Add period.
- View Financial Aid information.
- Pay Tuition.
- Request Coastal Alabama transcripts.
- Request enrollment verifications.
- Apply for graduation.
- And much more!

Learning Management System: CANVAS

CANVAS is Coastal Alabama’s system for delivering online and supplemental education. It provides online tools that instructors can use to facilitate online and hybrid courses as well as enhance classroom courses, such as class e-mail, chat, discussion boards, group based projects, etc. Students may enter CANVAS only if they are enrolled in a class. CANVAS will be accessible to registered students by the first day of class.

Campus Resources

Academic Advising

Each student, upon admission to the College, is assigned an academic advisor who will assist the student in scheduling academic courses that successfully lead to a degree or certificate. Coastal Alabama Community College considers academic advising a core principal that will help a student succeed in class and in college. All students are encouraged to speak with their academic advisors before registering for classes each semester.

Statewide Transfer and Articulation Reporting System (STARS)

Alabama Transfers is an articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded and several private four-year institutions. Alabama Transfers is an efficient

and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made.

Developed and overseen by the Alabama Transfers Coordination Site Troy University, Alabama Transfers is the information link between the State’s two-year and four-year institutions. The Alabama Transfers Coordination Site sets up, maintains, and provides support for the statewide database. The Alabama Transfers database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one institution to another.

These transfer guides, if used correctly, guide students through their first two years of coursework and prevent loss of credit hours upon transfer to the selected public four-year universities in Alabama. This can mean huge savings in time and money. To use the Alabama Transfers guide, students click the Alabama Transfers button on the Coastal Alabama homepage or use the URL – <http://stars.troy.edu> and click on the Transfer Guide button to follow the step-by-step directions. It is important that students meet with their advisor to discuss the transfer guide. Students must keep a copy of the guide for verification purposes upon transfer.

Student Success Centers

A Student Success Center is a learning space/laboratory that provides a variety of academic support services. Coastal Alabama’s Student Success Centers offer a variety of instructional and tutorial services free of charge to enhance students’ success at Coastal Alabama. Counselors in the Student Success Centers help students plan their course of study. The Student Success Centers are equipped with desktop computers, printers, and a wide selection of software. Most of the software will supplement and reinforce classroom instruction. Also, software and programs are available to help students prepare for College tests as well as explore career interests. All Coastal Alabama students are invited to visit one of the Student Success Centers to plan how to best use the Center. Student Success Centers are located on the Bay Minette, Brewton, Monroeville, and Thomasville campuses.

Early Alert System Program (EASP)

The purpose of the program is to identify students with potential problems and to provide some type of intervention at the beginning of potential problems. Specifically, faculty and staff members refer students to Counselors when they observe classroom or campus

behaviors that could possibly indicate that students are struggling and might be in need of some type of intervention. Such clues include:

- Student fails to pre-register for the next semester
- Student requests a transcript to be sent to another institution
- Student fails to respond to his/her financial aid award letter
- Student's attendance in classes is erratic or student has stopped attending classes
- Student displays a sudden, dramatic change in behavior
- Student earns an average below a "C" at any time during the term
- Student refers another student.

Immediately, the Counselors make contact via e-mail, in-person, or by telephone, with the identified students to determine their needs and provide services to assist them. Counselors complete a contact report, identifying the potential problem and recording what type of appropriate action was taken. A copy of the report, which is filed in the Division of Student Services' file, is forwarded to the referring faculty or staff member.

Placement Testing

All entering students who enroll in Associate Degree or certificate programs will be assessed through the administration of the ACT, SAT, ACCUPLACER, or another approved assessment instrument and be placed at the appropriate academic level as indicated by the assessment results with exceptions to be determined by the Instructional Officers. All placement test results are considered a part of the student's permanent academic record. Entering students are requested to have the results of all tests they have taken, including the ACT or SAT, forwarded to the College.

Bookstore

Coastal Alabama Community College uses **BARNES & NOBLE COLLEGE** to manage the Bookstore

TO PURCHASE TEXTBOOKS:

- Visit the Bookstore at the **Bay Minette Campus** or go online to coastalalabama.bncollege.com. Students can choose to pick up books at the Bay Minette Campus or choose for them to be shipped to their home for a shipping charge.

IN-STORE AND ONLINE TEXTBOOK RENTALS:

- Save an average of up to 50% when choosing to rent textbooks (books with access codes not eligible for

rental). You have the option to purchase the rental at the end of the semester. A credit card is required to rent a textbook; however, the books can be paid for with Financial Aid.

RAPIDLY EXPANDING SELECTION OF E-BOOKS:

- The Barnes & Noble free YUZU application provides E-Books in an engaging format that enhances the learning experience.

PAYMENT OPTIONS:

- Financial Aid/Scholarships can be used as a payment tender on the Bookstore Website and in store, in addition to Credit/Debit Cards, PayPal and Barnes & Noble Gift Cards.
- **STARTING MAY 1, 2021, CHECKS WILL NO LONGER ACCEPTED**
- BUYBACK PROGRAM Books that the Faculty plan to reuse for the next semester (that did **NOT** include an access code) will be eligible for up to 50% cash payout, up to needed inventories.

APPAREL AND MERCHANDISE:

- We sell school spirit apparel, laptops/technology gadgets, and gifts for alumni, friends and family. These items are also available on the website

BARNES & NOBLE CAFÉ (BAY MINETTE CAMPUS ONLY)

- Barnes & Noble Café proudly serves Starbucks beverages and a wide variety of breakfast items, sandwiches, pizzas and dessert. It is a popular place for students to gather to relax study and browse through the trade books while enjoying their favorite drinks.
- **STARBUCKS GIFT CARDS ARE NOT ACCEPTED**

Book Refund Policy

The student must bring the sales receipt to the Bookstore within one week from the start of class to receive a refund. You have 30 days to return with proof of withdrawal from a class and receipt. In order to receive a full refund, the textbook must be in the same condition as when purchased. Access codes may not be used or scratched off. If all requirements are met, a refund will be issued in the original form of payment.

Book Buy-Back Policy

The College Bookstore conducts a Book Buy-Back during finals at the end of the semester. Books are bought back only if they are books that may be used in the next semester. They must be in salable condition and students

must have a current ID card. We can not buyback bundles that included an access code. It is at the discretion of the College Bookstore to purchase any books.

Student Centers

Each campus has a designated student center/student union. All students are urged to use these facilities for their relaxation and enjoyment.

Dining Options

The Sun Chief Grill is located on the first floor of the McVay Building on the Bay Minette campus.

Breakfast 7:15 a.m. - 8:45 a.m.

Lunch 11:00 a.m. - 1:15 p.m.

Dinner 4:15 p.m. - 6:00 p.m. (5:30 p.m. on Friday)

Serving Hours (Monday through Friday).The Sun Chief Grill is closed during the Summer term.

The Community Cup is located in the Student Center on the Brewton Campus for Fall and Spring Semesters. In the summer term, it is open the month of June and closed the month of July.

Hours are 7:00 a.m. - 2:00 p.m., Monday-Thursday

Fort Cruse

A multi-purpose activities building, located to the north of the gymnasium, was added to the Bay Minette campus in 1986. This building, named Fort Cruse, offers a place for students, faculty, and staff to socialize at events.

Lost and Found

A lost and found depository is maintained on each campus in the office of College Police.

Student Identification Cards

The student identification card is required for admission to campus athletic events, concerts, enrichment programs, and other campus activities. The Coastal Alabama Community College student photo ID is also required to check out books in all of the College's Library/Learning Resources Centers.

Students who need a student identification card should email studentID@coastalalabama.edu using your official Coastal Alabama student e-mail address and providing the following information:

- Home campus & student ID in the "Subject" line of the email: **For example, Gilbertown - Student ID**
- Name
- Student A#
- Home Campus
- Degree or Major
- Mailing Address (please include City, State, and Zip Code)
- Legal photo ID (Drivers license, government ID, etc.)
- High-quality picture to be used for your student ID. **Please note:** The photo should be taken in front of a solid light-colored background such as a blank wall. Car selfies or photos with sunglasses, hats, or masks will not be accepted.

The following regulations apply to the photo ID card system:

1. Students are to carry their cards at all times on and off campus and present the cards for identification when requested by College officials. Student photo ID cards are made for personal use only.
2. Loss or theft of cards should be reported to the Office of Student Services and/or Campus Director's Office.
3. Only students with valid photo ID cards are admitted to College activities.
4. Allowing anyone else to use their photo ID card is considered misuse and may result in disciplinary action.
5. Replacement fee will be charged for lost ID cards.

Bulletin Boards

All items to be posted on bulletin boards or around campus should be submitted to the SGA office for initial approval. All items posted on campus must have final approval from the Office of Student Services and/or the Campus Director.

Insurance

It is the responsibility of the student to be covered by insurance in case of an injury on campus or related to a college-sponsored event. In any case, the parent or 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. Students who participate in athletic events are covered by school accident insurance. Students in certain programs are required to purchase special liability insurance prior to enrollment into clinical courses.

Library/Learning Resources Center

Coastal Alabama Libraries play an integral role in the instructional objectives of the college by providing access to over 140,000 books and audiovisuals, approximately 275,000 e-books, and more than 70 databases. The librarians and library staff members are committed to providing quality instructional and reference assistance to all students. The goal of Coastal Alabama Libraries is to help shape students into independent, life-long learners who are successful in both educational and occupational settings. The six libraries and three learning resources centers also serve as informational and technical resource centers for students, faculty, and the community at large.

Services include the following:

- Academic journals and popular magazines, both in print and online
- Books and DVDs available for checkout and viewing
- Career resources
- Comfortable and functional study spaces
- Copier and scanner access
- Desktop computers
- Library instruction and reference services
- Research assistance
- Select equipment use, including laptops, webcams, and headphones
- Student IDs
- Wi-Fi access

Koha Online Catalog
(<https://coastalalabama.bywatersolutions.com>)

Koha is the libraries' online catalog system. This database allows users to browse and locate over 140,000 books and materials that are available in the nine library service locations. Students may request an account at any Coastal Alabama library location or online via the Virtual Library Services Canvas page. They may check out books using their Coastal Alabama student IDs. If materials are not available locally, students may place a hold on any available book at one of the Coastal Alabama libraries, and it will be sent to them at their home library. Items in Koha are classified and arranged by the Library of Congress Classification. Students may visit a Coastal Alabama library for full library policies. Please note: fines and fees may apply for overdue and damaged items.

Databases

Coastal Alabama Libraries provide students with access to over 70 databases, including those of the Alabama Virtual Library. The databases provide academic articles with scholarly research from credible and valid sources.

Additionally, these articles can easily be cited using various styles, including APA and MLA. Some of the databases include Academic Search Premier, Associates Program Source Plus, Business Source Premier, CINAHL with Full Text, History Reference Center, Salem Press Online, Ovid Nursing Journals, Veterinary Education in Video, and many others. Additionally, the libraries provide access to full-text magazines and journals in Flipster, as well as academic and technical e-books in EBSCO's Academic eBook Collection and Community College eBook Collection.

Virtual Library Services page in Canvas
(<https://coastalalabama.instructure.com/courses/7>)

The Virtual Library Services page in Canvas is accessible from the Dashboard and provides 24/7 access to library resources. Library information, hours, and locations are provided as well as links to library databases and a form to request a Koha and/or AVL account.

Alabama Virtual Library (<https://www.avl.lib.al.us/>)

The Alabama Virtual Library (AVL) is a free service provided to all citizens of the State of Alabama, as well as to students attending college at public Alabama institutions. The AVL provides online access to over 50 databases and includes a wide range of academic and information resources. While AVL should automatically allow access to any computer within the state, students may request access via the form located on the Virtual Library Services page in Canvas.

Locations

Students are welcome to visit and contact any of the nine Coastal Alabama libraries and learning resources centers, and may submit questions from their student email at any time to Library@CoastalAlabama.edu.

- Atmore: Atmore Campus Learning Resources Center – 251-809-1584
- Bay Minette: Austin R. Meadows Library – 251-580-2145
- Brewton: Leigh Library – 251-809-1584
- Brookley Field: Alabama Aviation Center Learning Resources Center – 251-438-2816
- Fairhope: Fairhope Campus Learning Resources Center – 251-580-2159
- Gilbertown: H. Pat Lindsay Library – 251-843-5265
- Gulf Shores: Gulf Shores Campus Learning Resources Center – 251-580-2159
- Monroeville: John Dennis Forte Library – 251-575-8271
- Thomasville: Kathryn Tucker Windham Museum & Library – 334-637-3147

Campus Policies

Freedom of Expression

In accordance with Alabama Community College System Board of Trustees' Policy 224.01, Coastal Alabama Community College follows the Expressive Activities by the Campus Community as approved:

A primary function of Coastal 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 College will strive to ensure the fullest degree possible of intellectual freedom and free expression.

It is not the proper role of Coastal 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.

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.

The Coastal Alabama Community College should support 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.

Coastal Alabama Community College shall strive to remain neutral on the public policy controversies of the day, except for administrative decisions that are essential to the day-to-day functioning of the College, and the College will not require students, faculty, or staff to publicly express a given view of a public controversy.

The Colleges should prohibit 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

For purposes of this policy, the Campus Community includes the 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.

Members of the Campus Community shall be permitted to engage in expressive activities in outdoor areas of College property with general access during regular hours of College operation, subject to the limitations set by the College. Expressive activities include any lawful verbal, written or electronic communication of ideas; lawful forms of peaceful assembly, protests, and speeches; distributing literature; carrying signs; and circulating petitions.

Outdoor areas where expressive activities are not allowed include areas of restricted access as identified by the College, which include but are not limited to areas adjacent to classrooms or places of residence; athletic facilities; areas being used as outdoor classrooms or educational training; or areas where access is restricted due to operational or safety protocols.

This policy does not apply to expressive activities that take place in indoor areas of College property. Expressive activities in these areas are governed by College policies related to academic freedom, facilities use, and other applicable policies and protocols, subject to the requirement that all Colleges must be open to any speaker whom the institution's student organizations or faculty have invited.

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 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. Conduct that may materially and substantially disrupt the functioning of the College or infringe upon the rights of others to engage in expressive activities may include:

1. Obstruction of traffic;
2. Obstruction of entrances or exits and sidewalks to/from buildings or driveways or parking;
3. Violations of a state, federal or local law, regulation, or ordinance;
4. Threats to passersby 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, and landscaping;
8. Use of sound amplification, including bullhorns, except within reasonable limits;
9. Use of placards, banners, or signs that are dangerous or cause obstruction;
10. Engaging in expressive activities in prohibited or restricted areas;
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.

A College may employ police and security officers and use other security measures to ensure the safety of all participants, the Campus Community, and the public. Security fee, IT fees, and cleanup fees may be imposed based on expected number of attendees or time duration of events. Fees cannot be imposed or waived based on the expressive activity or expected reaction to the protected expressive activity and will follow the College's established facility usage fee assessments.

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 should provide written notice to the President or his/her designee, and to the Chief of Police or appropriate campus security personnel, at least 14 calendar days prior to the event.

Individuals or groups who engage in expressive activity in outdoor areas on College property are subject to College policies relating to the use and operation of College and campus facilities, including without limitation policies relating to firearms and weapons, alcohol, smoking, and trespass. Coastal Alabama will not allow possession or use of clubs, bats, weapons, open flames, or other material objects on campus property or at any College-sponsored event or 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.

Complaints or questions regarding the application of this policy should be addressed by use of the ordinary complaint process at the College for students, faculty, and staff.

III. Commercial Activity on Campus

Individuals, organizations and groups, both internal and external to the College, may not conduct commercial transactions or engage in commercial speech on College property unless approved in accordance with the College's policy regarding solicitation on campus. 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. This includes fundraising.

IV. Policy Distribution

Coastal Alabama Community College includes this policy in new student, new faculty, and new staff orientation programs. The College also disseminates this policy to all members of the campus community and shall make this policy available in College handbooks and on College websites.

VI. Reports

The College shall prepare and submit reports to the Chancellor and Board of Trustees by August 15 for the prior 12-month period ending July 31 that include 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 the Colleges see fit to include.

The Chancellor, on behalf of the Board of Trustees, shall compile this information into a comprehensive report that shall be displayed in a prominent location on the ACCS website by September 1 of each year. In addition, a copy of the report shall be provided to the Alabama Commission on Higher Education

Anti-Litter

Refer to the [*College's Policy on Anti-Litter \(02.03\)*](#).

Dress Code Policy

Students are expected to dress appropriately while on campus. If special dress is required in an instructional area, the appropriate dress will be discussed by the instructor and noted in the course syllabus.

Minors on Campus

As an institution of higher education, Coastal Alabama Community College provides educational and support services to our students. Minors not enrolled as Coastal Alabama Community College students or participating in sanctioned Coastal Alabama Community College activities, which are without supervision of a parent or adult caregiver, may disrupt the educational process or work setting, and possibly create a safety hazard for the minors themselves or for others on the College campus. Please be aware that our facilities are open to the public, a situation that can present risks to minors. The safety and security of the minors are the responsibility of the parent or adult caregiver when those minors are on the campus. The College cannot assume responsibility for the safety of minors left unattended nor can the College act as a babysitter or protector of the minors. Through the following procedures, the College seeks to create a safe environment, which is conducive to and supportive of the learning process.

Procedural Guidelines:

1. No employee, student or visitor should bring minors not enrolled as Coastal Alabama Community College students or participating in College sanctioned events to class or leave a minor unattended at the College.
2. Unattended minors not enrolled in classes or participating in college sanctioned events on any campus may be referred to Campus Police for assistance or to the Department of Human Resources.
3. This procedure pertains to all employees, students, and visitors (including vendors) who attend classes, programs, events, or other activities on the campuses of Coastal Alabama Community College.

Agents, Vendors, and Solicitors

An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization and approved by the Dean of Enrollment Management. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling, as well as ensuring that

the sponsoring student organization receives a significant portion of the receipts from sales. Charitable, tax-exempt organizations will be considered on an individual basis.

Fundraising

Fundraising at Coastal Alabama Community College is considered to be any organized activity or instance of soliciting donations, whether they are in the form of equipment, materials, supplies, services, in-kind contributions, cash, or pledges. When approving fundraising activities, consideration will be given to supporting projects that are consistent with the mission of the College and limiting the potential diversion of funds to projects. All fundraising activities must enhance the image and visibility of the College. When a group raises funds under the College umbrella, an individual receiving the solicitation from that group does not differentiate between that request and other Coastal Alabama solicitations. Fundraisers must be concerned with the content, appearance, timeliness, and accuracy of information given to donors. Therefore, all correspondence, posters, signage, etc. must be approved prior to the activity or event. All fundraising activities must have the prior approval of the President or designee.

Student Work and Copyright

Faculty members should be aware that students own the copyright to their work, including papers and assignments they have completed; therefore student work is protected by copyright regulations. Faculty should have written permission from the student copyright holder to use their work. Any student work that is to be placed on reserve must be accompanied by the written and signed permission of the student (specifying name, contact information, title of item[s], statement giving permission, and dates included). As previously stated students have the right to publish any of their own creative work and are entitled to 100% of the royalties for their work.

Food/Drink in Classroom Policy

Students should not eat or drink in any instructional areas without permission from the instructor responsible for that area. If students have a medical reason for needing to eat or drink during a class or lab, they should inform the instructor. Wherever students consume food or drink on campus, they should properly dispose of all waste in the receptacles provided. Leftover liquids should be emptied before cans or cups are placed in waste receptacles.

Clubs, Organizations and Social Activities

Leadership Organizations / Activities

Ambassadors Leadership Program (All Campuses) Ambassadors are a student leadership organization comprised of three chapters, Eagles, Sun Chiefs, and Warhawks, who are responsible for duties in their respective geographical areas of the College, yet serve the College and its communities as needed. The Ambassadors serve as hosts and hostesses for campus tours, organizations, and social functions and act as liaisons for public relations between the College and Community. This organization works in harmony with the Student Government Association, the Office of Recruitment, the President of Coastal Alabama Community College, as well as College faculty and staff.

Student Government Association (All campuses) The Student Government Association (SGA) is organized to provide a large measure of self-government. The Student Government operates under a constitution drawn up by students. The the development and implementation of programs and projects for the improvement of campus life and services rests with the Student Government Association. This body is the students' official voice in affairs of the College. They are urged to understand its purposes, to use their votes wisely, and to seek to become an effective part of the College. Finally, the success of this organization depends upon the dedication and cooperation of all members.

Student Organization President's Council (SOPC) (All Campuses) SOPC is comprised of presidents of various clubs and organizations on campus. They meet to discuss organization and athletic activities and to make sure all organizations are up-to-date on policies and procedures. SOPC meetings are useful in gaining feedback about student organization programs and the services the Student Activities Department offers.

Resident Assistants (Bay Minette and Brewton) Resident Assistants are chosen in the spring semester to serve as peer helpers in the resident halls for the following academic year. Applications can be found on the College website at the beginning of spring semester.

Resident Hall Association (RHA) (Bay Minette, Brewton) The Residence Hall Association is dedicated to promotion of campus life and resident life concerns.

Academic Organizations / Activities

Alpha Delta Nu Honor Society (All campuses) is sponsored by the Organization for Associate Degree Nursing (OADN). Coastal Alabama's Chapter is Eta Theta. Eta Theta promotes scholarship and academic excellence in the profession of nursing. The objective of the OADN Alpha Delta Nu Nursing Honor Society shall be to recognize the academic excellence of students in the study of Associate Degree Nursing. The society shall encourage the pursuit of advanced degrees in the profession of nursing as well as continuing education as a life-long professional responsibility. Qualified students will be encouraged to apply.

Association of Computational Machinery (Bay Minette, Fairhope, Gulf Shores) is designed to advance the science and arts of information processing, promote the free interchange of information about the science, and to develop and maintain the integrity of the individuals engaged in the science and arts of information processing.

Chamber Singers is the transfer course available to all students who wish to continue singing choral music repertoire from the classics to vocal jazz. This is a required course for Vocal Music Majors and those receiving Vocal Music Scholarships. We perform for events on and off campuses. Scholarships are available.

CHEP (Culinary, Hospitality, Event planning, and Pastry) Club (Gulf Shores) promotes networking, travel, and scholarship opportunities for Hospitality Administration students.

College Bowl (Bay Minette, Monroeville, Thomasville) teams are composed of students interested in competing academically in a question-and-answer game with other teams from two-year colleges throughout the state. Membership is held in the Alabama Junior/ Community College Scholars' Bowl League which sponsors competitions throughout the year and a final competition for the statewide champion at the end of the year.

Engineering Club (All campuses) is aimed at aiding engineering pathways in their knowledge and experience in the engineering field. This organization is open to all students.

History Inquiry Society (All campuses) is a special interest club for students interested in learning more about history, locally and globally. Meetings will be on various campuses.

Jazz Band (Fairhope Campus) provides an opportunity for students to participate in a performing ensemble.

Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion of the course, students should be able to effectively participate in performances presented by the ensemble

Student Nurses Association (All campuses) is comprised of nursing majors. SNA works to provide opportunity for personal, intellectual, professional, and social growth of its members. The SNA participates in community service opportunities each semester. Each Nursing student is encouraged to cultivate leadership skills within the SNA and through membership in The National Student Nurses' Association and The Alabama Nursing Students' Association. The active SNA member is an individual aware of the issues, responsibilities and needs of Nursing profession and the public it serves.

Phi Beta Lambda (All campuses) is an honorary society designed to provide education and leadership experience for business students. Its aim is to encourage improvement in scholarship, promote civic and community responsibilities, and strengthen the confidence of members in themselves and their work. Membership is open to students in business-related fields with an overall grade point average of 2.0.

Phi Theta Kappa (All campuses) is the international honor society for two-year colleges. Membership in this organization is the highest honor attainable by students. Phi Theta Kappa is a scholarly fellowship which embraces community and junior colleges of the nation. The purposes of the society are to promote scholarship, to develop character, and to cultivate fellowship among the students. Membership is based on high scholastic standing, character, leadership, and service on the campus. Students earn invitations for membership by achieving a 3.5 G.P.A. or higher on twelve or more transferrable credit hours of coursework. Members may participate in the induction ceremony following their admittance into Phi Theta Kappa. Alpha Beta Lambda Chapter serves students on the Atmore and Brewton campuses; Phi Upsilon Chapter serves students on the Gilbertown, Thomasville, and Monroeville campuses; and Pi Psi serves students on the Bay Minette, Fairhope, and Gulf Shores campuses.

SkillsUSA (All campuses) is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. SkillsUSA is a national organization serving teachers and students who are preparing for careers in trade, technical, and skilled service occupations. SkillsUSA helps students to excel by providing the training for members to compete in technical contests and earn national recognition.

Sun Chief Sound is the transfer course available for students by audition only. This is a required course for Vocal Music Scholarship recipients. Students perform at local high schools, civic, and community events. Scholarships are available.

Technical Association of the Pulp and Paper Industry (TAPPI) (Thomasville) is one of only two chapters in the state. Membership is open to students interested in working in the paper and chemical industry. Monthly meetings are held which include speakers from local mills and plants. TAPPI membership provides members a world of flexible benefits and opportunities to create solutions through information sharing, knowledge development and interaction with other individuals working in the pulp, paper, and converting industries. Specific benefits for members include numerous periodicals, technical journals, and newsletters, access to www.tappi.org, opportunities to participate in a wide range of member groups, and special savings on all of TAPPI's products and services.

Athletic Organizations / Activities

Intercollegiate Athletics (Bay Minette, Brewton, Monroeville) Coastal Alabama Community College is a member of the National Junior College Athletic Association, which is composed of colleges throughout the nation, and is a member of the Alabama Community College Conference, which is composed of public junior colleges and other junior colleges in the state. Coastal Alabama participates in intercollegiate men's and women's basketball, men's baseball, men's golf, women's volleyball, women's softball, and men's and women's tennis. The excellent coaching staff and athletic facilities at the College encourage student participation in varsity athletics.

Cheerleaders (Bay Minette, Monroeville) The Cheerleader applicants are evaluated, recruited, and selected by the official sponsor during the spring semester of each school year. Anyone who wishes to apply for Cheerleading must have and maintain a 2.0 overall grade-point average and attend Coastal full-time during the academic year of performance. The Cheerleaders perform at many school activities such as basketball games and career days throughout the year.

Intramural Sports Coastal Alabama offers intramural sport activities and opportunities.

Special Interest Organizations / Activities

Ally Coalition (All Campuses) An awareness organization dedicated to the eradication of stereotypes and the promotion of tolerance with the LGBTQ community.

Art Club (All Campuses) The Art Club strives to promote the arts while creating art opportunities and forums for mutual exchange for Coastal Alabama students and members of the communities that we serve. We create exhibitions, host visiting artists, provide workshops, and take regular field trips.

Baptist Campus Ministries (Atmore, Bay Minette, Brewton, Gilbertown, Monroeville) BCM offers Bible study, creative worship, mission opportunities, and fellowship to all students regardless of denomination. Campus Ministries (Thomasville) This organization provides an opportunity for fellowship, Bible Study, service, and leadership development for students interested in Christian activities. Weekly meetings are held, and membership is open to all students regardless of denomination or religious background.

Campus Ministries (Thomasville) This organization provides an opportunity for fellowship, Bible study, service, and leadership development for students interested in Christian activities. Weekly meetings are held, and membership is open to all students regardless of denomination or religious background.

Circle K International (Monroeville) CKI is the world's largest student-led collegiate service organization and seeks to build tomorrow's leaders through community service, fellowship, and leadership opportunities. The Monroeville Campus club is sponsored by the Kiwanis Club of Monroeville and is a member of the Alabama District of Circle K International.

Coastal Alabama Outdoors (Bay Minette) This program, sponsored by the SGA, focuses on providing students with the opportunity to explore their communities through outdoor activities such as biking, running, camping, fishing, kayaking, paddle boarding, skiing, rock climbing, hiking, birding, and the like. All Coastal Alabama students are welcome to participate in planned activities.

Chiefs for Christ (Gulf Shores) This student led Bible study is hosted during the daily activity period.

Coastal Alabama Fishing Club (Bay Minette, Monroeville) This organization promotes recreational and competitive bass fishing while representing Coastal Alabama in area competitions.

Elated Voices of Triumph (Bay Minette) This choir is for those who enjoy fellowship through gospel music. The group entertains at campus events as well as out in the local communities. Anyone who enjoys gospel music is invited to join.

Fellowship of Christian Athletes (Bay Minette) The Campus Ministry is initiated and led by student-athletes and coaches on college campuses.

The KTW Storytelling Club (Thomasville) is affiliated with the National Storytelling Network and with Alabama secondary school Storytelling Clubs. This leadership organization promotes storytelling traditions and reading. Students plan and orchestrate activities and workshops, and hold a regional storytelling competition in collaboration with the Kathryn Tucker Windham Library and Museum.

Ladies Leading (Bay Minette) is a service minded organization design to empower women. The purpose of this organization is to ensure that young ladies on this campus are well-rounded, exude confidence, leadership, and have a sense of community through sisterhood.

NAMI on Campus (Bay Minette) is student-led organization that tackles mental health issues on campus by raising mental health awareness, educating the campus community, supporting students, and promoting services.

SAGE: Study Abroad and Global Education This program, sponsored by the SGA believes that education should be lived and experienced. SAGE seeks to provide Coastal Alabama students with opportunities to travel and study abroad through college study programs and internships. All Coastal Alabama students are invited to participate.

Other Activities

Homecoming Court: A Homecoming Court is selected by popular vote on an annual basis by the student body. Each court consists of Freshmen Attendants and Sophomore Attendants. The Homecoming Court will be selected by popular vote by the student body. The sophomore female receiving the most votes will be crowned Homecoming Queen. The Court reigns during the homecoming basketball game and festivities. Criteria (1) An application must be submitted to the SGA Office by the posted deadline. (2) All students running for the Homecoming Court must clear campaign signs through the SGA Office or the Dean of Student Services and/or Designee.

Miss Coastal Alabama Community College: The Miss Coastal Alabama Community College is a scholarship program held annually with the purpose of choosing a

representative for the College. Miss Coastal Alabama Community College is a preliminary for the Miss Alabama Scholarship Program. Students participating in the program must meet the following criteria:

1. Be in good standing with the College
2. Be a full time student at Coastal Alabama Community College
3. The student must refer to the Miss Coastal Alabama contract for additional criteria

Policies for Clubs and Organizations

The College is dedicated to the total development of the individual and provides many opportunities for student participation. Students bring to the campus a variety of interests as members of the academic community. They are encouraged to continue their interests in various campus clubs and organizations and to form new associations. All club projects are coordinated through the Student Government Association. Any club wishing to sponsor a project of any nature must secure approval by the Dean of Student Services or Designee a minimum of two weeks in advance of the project date. Every student is urged to join and become active in at least one club. Club membership will provide an opportunity for participation in campus life and will enable students to make a real contribution to their College. The membership, policies, and actions of a student organization will be determined by a vote of only those persons who are enrolled students. The sponsors shall be present at all regular and special meetings of the organization, or at any segment or committee meeting of the organization. With the exception of the SGA, sponsors may be chosen by the student organizations with the approval of the Dean of Student Services or Designee.

Student organizations are required to submit a statement of purpose, criteria for membership, a copy of the constitution and by-laws, and a current list of officers. Meetings of student clubs and organizations must be submitted to the Dean of Student Services or Designee for placement on the official school calendar. Campus organizations shall be open to all students without respect to race, creed, national origin, sex, or qualified disability. All clubs and organizations must conform to the laws and policies of the State of Alabama and the Student Government Association. No club or organization shall interfere or support interference with the regular academic pursuit of any student by causing or encouraging nonattendance at classes or College activities without prior consent of proper College officials or by any action that might cause disrepute to a student, instructor, or College activity.

Organization Procedures

To establish a new club or organization on campus, the following steps must be taken: (1) Obtain from the Dean of Student Services or Designee an organizational form for new campus clubs and organizations; (2) Each organization must have a full-time faculty or staff member as an advisor; (3) Request recognition by the SGA by submitting to the Dean of Student Services or Designee a completed copy of the organizational form which must be signed by the faculty or staff advisor. Included with this should be a copy of the proposed constitution and by-laws; and, (4) Upon approval by the Student Government Senate, the SGA president will request recognition of the club or organization by the Dean of Student Services.

Tenure of Student Organizations

A student organization must meet the following criteria in order to continue receiving official recognition: (1) An annual report must be submitted to the SGA and the Dean of Student Service's Office (or Designee) in the month of March. (2) The annual report must show how the organization has continued to fulfill the original purpose, goals, etc., of their charter, constitution, and by-laws. (3) The SGA will be invited to recommend to the Dean of Student Services or Designee whether a particular student organization should be: (a) continued in good standing, (b) continued on probationary status for a specified period of time, (c) reorganized, or (d) disbanded. (4) The officers of the club and the SGA will be advised of the final decision on the annual report and the SGA's recommendations.

Policies Governing Social Events Responsibility

It is expected that all social activities support standards of good taste. Any group sponsoring an event or function will be responsible for any misconduct by its members or guests. Each organization shall do whatever is necessary to check student ID cards for admission to events. Sponsoring organizations will make necessary arrangements through the Dean of Student Services or Designee. College Police must be notified for on-campus activities. Sponsoring organizations are required to make necessary arrangements for physical needs with the Maintenance Department. Signatures of the advisor and Dean of Student Services or Designee are necessary on all job order requests. Any College organization planning a social event must register that event with the Dean of Student Services or Designee on the form available in that office. This must be done before the date of the activity (on or off campus). This form should be filled out completely, including advisor's signature. Approved forms will be kept on file in the Dean of Student Service's Office.

All College events, on or off campus, will be approved by the Dean of Student Services or Designee only after the advisor has approved them.

- **HOURS FOR EVENTS:** Social events will be scheduled at a reasonable time that will not affect or hinder class attendance.
- **ALCOHOLIC BEVERAGES:** The College does not, under any conditions, approve of the use of alcoholic beverages. Public display, possession or the use of alcoholic beverages on campus is prohibited. No alcoholic beverage containers nor signs or other items referring to alcoholic beverages may be displayed on campus.
- **CHAPERONES:** Chaperones will be determined by the type of event. Normally, at least one faculty and/or staff member should be present. Events will normally be approved provided the organization sponsor has given prior approval on the standard form. The responsibility of the social event will rest entirely with the organization and its advisor/sponsor.

Hazing

Hazing is prohibited at Coastal Alabama. Hazing is any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule to any person. Such activities and situations include paddling in any form, scavenger hunts, road trips, excessive fatigue, deprivation of normal sleep, engaging in public stunts and buffoonery, morally degrading or humiliating activities and other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of Coastal Alabama Community College. No club shall allow any of its members or other persons to participate in any hazing ceremony, activity or practice. It is also against the law in Alabama to participate or to allow participation in any form of hazing.

Quiet Week

Quiet Week will extend through the five class days immediately preceding final examinations. During this period, instructors are requested not to require activity which will take students from other classes. The purpose of "quiet week" is to allow students and faculty members to give full attention to preparation for final examinations. Students and student organizations are asked not schedule social activities during quiet week or during the week of final examinations.

Unauthorized Student Group Gatherings

Any and all students and/or persons participating in an unauthorized group meeting on the campus which creates a disturbance or causes destruction of College or personal property, or brings discredit to the College, shall be subject to disciplinary action and possible civil action. Participants are defined as those persons actively engaged in the action and those drawn to the scene out of curiosity as spectators. Any student that can be identified personally by the College officials and/or through photographs taken at the scene of the disturbance are also defined as participants.

Student Government Association

ARTICLE ONE: NAME

The Organization of the Student Body of this institution shall be known as the "Student Government Association of Coastal Alabama Community College." Coastal Alabama Community College may have multiple SGAs based on campus location and student interest.

ARTICLE TWO: PURPOSES

The purposes of this organization are to deal effectively with matters of student affairs, to promote good will and understanding between faculty and students, to control all matters which are delegated to the student government by the administration, to work with the administration in all matters affecting the welfare of the student body, to enact and administer such rules as are deemed necessary for the promotion of the welfare of the students, and to control and direct student activities in order that they may be conducted for the best interests of the student body as a whole and to the credit of Coastal Alabama Community College. The SGA is served by a College advisor who aids the members in all endeavors.

ARTICLE THREE: MEMBERSHIP

1. All registered students are members of this organization and are subject to all rules and regulations enacted by this organization.
2. Only members of the Student Government Association shall be entitled to vote in elections concerning positions in this organization.

ARTICLE FOUR: GENERAL ORGANIZATION

The Student Government Association of Coastal Alabama Community College shall be organized into three branches: the Legislative, the Executive, and the Judicial.

ARTICLE FIVE: LEGISLATIVE BRANCH

Coastal Alabama Community College Student Handbook

1. All legislative powers granted herein shall be vested in a Student Senate whose membership shall be chosen from the student body of the two classes.
2. The freshman class and the sophomore class shall elect senators to the Student Senate.
3. Eligible voters for freshman and sophomore senators shall be all members of the student body at-large.
4. All vacancies occurring in the Student Senate before the fall semester elections, except during the summer semester, shall be filled in the fall semester elections.
5. All vacancies occurring shall be filled by appointment by the President of the Student Government Association until a special election is called or a regular election occurs.
6. During the summer semester, all SGA business shall be conducted informally by those officers and senators in attendance.
7. All Senators must maintain a specific GPA requirement and maintain full time student status. The position is forfeited if the criteria is not met.

PROCEDURE:

- a. A majority of the membership of the Student Senate shall constitute a quorum to do business.
- b. The Student Senate may determine the rules of its proceedings, punish its members for disorderly conduct, compel the attendance of absent members in such manner and under such penalties as the Student Senate may evoke, and with concurrence of three-fourths of the membership expel a member.
- c. The Student Senate shall meet at least every two weeks during the school year, or at the call of the President of the Student Government Association, or upon the written request of a majority of the membership of the Student Senate.
- d. All enactments of the Student Senate, including changes in the Rules and Regulations of the Student Government Association, shall be passed by a majority vote unless otherwise specified in the Constitution.

DUTIES:

- a. To set up permanent and/or temporary committees from within the Student Senate membership as it sees fit;
- d. To approve by two-thirds vote of the Senators present and all voting members of the Executive Cabinet of the Student Government Association;

- e. To override the veto of the President of the Student Government Association by a vote of two-thirds of the membership of the Student Senate;
- f. To create or abolish any Executive Cabinet post upon recommendation by the President of the Student Government Association;
- g. To enact or revise By-Laws of the Student Government Association;
- h. To grant to all student organizations the privilege of establishment on the campus, and to set standards for the recognition of such organizations;

ARTICLE SIX: EXECUTIVE BRANCH

1. All executive powers granted herein shall be vested in a President of the Student Government Association.
2. The President of the Student Government Association shall be assisted by a Vice President, a Secretary, an Executive Cabinet, and an Inter-club Council as needed.
3. The President, Vice President, and Secretary of the Student Government Association shall be chosen for a term of one year in the spring semester elections and must be a full-time student and must maintain a specific GPA with full-time student status. An officer forfeits the office if the criteria is not met.
4. Vacancies:
 - a. If the office of the President shall become vacant, it shall be filled by the Vice President.
 - b. If the office of Vice President shall become vacant before the fall semester elections, it shall be filled in the fall semester elections, but if said office shall become vacant at any other time, it shall be filled by the President Pro-Tem of the Student Senate.
 - c. If the office of both President and Vice President should become vacant after the fall semester elections, the President Pro-Tem of the Student Senate shall assume the office of President unless the Student Senate shall see fit to call a special election to fill said vacancies.
 - d. If the office of either Secretary or Treasurer of the Student Government Association shall become vacant before the fall semester elections, it shall be filled in the fall semester elections, but if it should become vacant at any other time, the President of the Student Government Association shall fill the vacancy by appointment.
 - e. In cases of impeachment, the impeached is subject to immediate expulsion from the Student Government Association by three-fourths vote of the Student Senate

and approval by the President when the President is not being impeached. In cases where the President is being impeached, the Vice President shall act as president.

PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION DUTIES:

1. To execute the Rules and Regulations enacted by the Student Senate;
2. To call and preside over meetings of the Executive Cabinet;
3. To appoint all members of the Executive Cabinet with the approval of two-thirds of those voting in the Student Senate;
4. To remove at will any member of the Executive Cabinet;
5. To recommend that the Student Senate create or abolish Executive Cabinet positions;
6. To fill all vacancies in the Student Senate occurring after the fall semester elections;
7. To call special meetings of the Student Senate;
8. To bring before the Judicial Branch of the Student Government Association charges against any Student Senate approved organization for violation of provisions governing the regulation of such organization;
9. To sign or veto acts of the Student Senate. If the President does not veto any act of the Student Senate within ten days after its passage, such acts shall become valid without the President's signature;
10. To have published prior to all elections, including notice of such vacancies as are to be filled in said elections;
11. To serve as ex-officio member of the Student Senate;
12. To require, when requested, a written interpretation from the Judicial Branch on any provision of the Constitution or the Rules and Regulations of the Student Government Association; and
13. To execute all duties found in this Constitution and the Rules and Regulations of the Student Government Association.

VICE-PRESIDENT OF THE STUDENT GOVERNMENT ASSOCIATION DUTIES:

1. To execute the duties of the President of the Student Government Association in the absence of the President;
2. To preside over all meetings of the Student Senate and to cast a vote in the Student Senate in the case of a tie;
3. To perform such duties as the President of the Student Government Association may assign; and
4. To appoint the members of all committees of the Student Senate and serve as ex-officio member of all such committees.

SECRETARY OF THE STUDENT GOVERNMENT ASSOCIATION DUTIES:

1. To serve as Recording Secretary of the Executive Cabinet;
2. To serve as clerk of the Student Senate;
3. To handle correspondence;
4. To perform all other duties as may be given them by the President of the Student Government Association; and
5. The Secretary shall have the power to appoint secretarial assistants subject to approval by the Student Government President. Their duties shall consist of what the secretary deems necessary and all members are subject to removal at any time by the secretary.

ARTICLE SEVEN: EXECUTIVE CABINET

1. The President of the Student Government Association shall appoint, with approval of two-thirds of the membership of the Student Senate present and voting, the following members of the Executive Cabinet who shall be responsible for the execution of their duties and who may be removed from office at any time by the President of the Student Government Association:
2. Membership on the Executive Cabinet shall be governed by the following qualifications:
 1. a. The grade-point requirements for members of the Cabinet shall be 2.0.
 2. The duties of the members of the Executive Cabinet shall be as follows:
 - a. To serve as advisers to the President of the Student Government Association and to aid in planning the policy for the Executive Branch of the Student Government Association;
 - b. To execute, under the supervision of the President of the Student Government Association, all Rules and Regulations of the Student Government Association;
 - c. To meet at least monthly with the President of the Student Government Association or at their request;
 - d. To appear before the Student Senate, when requested, to discuss student affairs and to answer all questions from members of the Student Senate concerning their respective Cabinet departments; and
 - e. To appoint as many assistants as each department director feels is necessary for the proper functioning of his/her department, and to inform the President of said appointments.

ARTICLE EIGHT: INTER-CLUB COUNCIL

Membership on the Inter-Club Council shall be as follows:

1. a. The President of the Student Government Association, who shall serve as Chairman;
2. b. The Director of Social Activities, who shall serve as Co-Chairman; and c. Two Representatives from each of the recognized clubs and/or extracurricular activities.

The Inter-Club Council shall meet at least monthly or at the call of the Chairman.

ARTICLE NINE: JUDICIAL BRANCH

1. All judicial power granted herein shall be vested in a Judicial Body composed of two faculty members and three student members, who shall be appointed by the President of the Student Government Association and approved by a two-thirds vote of the membership of the Student Senate. The faculty members shall be selected for approval by the faculty senate. A faculty member shall act as chief justice and vote only in case of a tie.
2. All members of the Judicial Body shall take office when needed upon appointment by the President and shall serve for a period of one year or until their successors are appointed.
3. The Judicial Body shall have the following duties:

a. To have sole jurisdiction in all cases involving the interpretation of the Constitution and the Rules and Regulations of the Student Government Association;

b. To have jurisdiction in all cases involving offenses against the provisions of this Constitution or the Rules and Regulations of the SGA;

All decisions of the Judicial Body shall be decided by a majority vote of its membership.

ARTICLE TEN: GENERAL ELECTIONS

1. The schedule for elections shall be as follows:
 - a. The election of Student Government Officers and Sophomore Senators shall be held in April, and the election of Freshman Senators and Senators-at-large shall be in September.
 - b. All appointments for Executive Cabinet and the Judicial Body must be completed within two weeks after the fall semester elections.
 - c. All special elections shall be held on a date designated by the President of the Student Government.

d. The President of the SGA, upon approval of two-thirds of the members voting in the Student Senate, may change the above date for elections.

2. Election procedure shall be as follows:

a. All applications and elections will be handled via myCA

3. Voting qualifications shall be as follows:

a. All members of this organization are eligible to vote in the fall semester elections by virtue of being a registered student of this College.

b. All members of this organization are eligible to vote in any special election affecting all of the student body.

4. Qualifications for candidates for officers shall be as follows:

a. All candidates except those seeking the SGA presidency must have either a 2.0 overall average or a 2.5 average for the preceding semester. Those candidates seeking the presidency must possess a 2.5 overall average.

b. All candidates must be full-time sophomore students at this College during the next academic year.

c. All freshmen running for office in the fall semester elections must be enrolled full-time with this College.

5. The Elections Committee shall see that all candidates meet the qualifications set forth in this Constitution.

6. All candidates elected in the spring shall take office one month prior to the end of the spring semester.

ARTICLE ELEVEN: SCHOOL ORGANIZATIONS

The procedure for any group wishing to organize on campus shall be set forth in a By-Law, which must be approved by two-thirds of the Student Senate.

ARTICLE TWELVE: RULES OF ORDER

Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by this Constitution.

ARTICLE THIRTEEN: METHOD OF AMENDMENT

1. All amendments to this Constitution must be proposed by one of the following methods:

a. By a majority vote of the membership of the Student Senate; or

b. By a petition presented in writing to the President of the Student Government Association carrying the signatures of ten percent of the membership of the student body.

Residence Halls

General Information & Residence Requirements

Residence Hall living at Coastal Alabama Community College will be a unique experience for many students and can prove to be both educational and enjoyable. Rules are inherent in all group living situations because sound laws and regulations provide order essential to personal freedom and achievement. By selecting Coastal Alabama, a student also selects the standards and regulations of the College. Student housing is available on the Bay Minette and Brewton Campuses. Students should refer to the Residential Hall Student Handbook and the current Housing Contract for specific rules and regulations pertaining to resident students.

Rules and Regulations

All students residing in College housing are required to retain their residence for the entire academic year, or the remaining portion thereof. Students are required to be full-time (minimum of 12-15 credit hours) each academic term. Nine of the 12-15 credit hours must be seated classes - unless program requirements or course descriptions are otherwise stated. See the Residence Hall Contract for additional requirements.

Contract Buyout Policy

A residential housing contract buyout may only occur before the spring semester when a student does not fit the current criteria for release of contract, i.e., marriage, documented medical necessity, military service, or graduation midterm (less than 12 credit hours remaining on the student's degree plan). Contract Buyouts can only be considered when the demand for housing exceeds occupancy. Residents may apply to terminate their housing contract by submitting a written request. However, applying for a contract buyout does not guarantee an automatic release from the Housing Contract. The contract buyout request will be reviewed by the Director of Housing or the Dean of Enrollment Management. The student's account must be in good standing. The College must have an applicant prepared to move into the unoccupied space and financially ready to pay no less than the down payment due on the room for

the term. At such time, the contract buyout requestor, if approved, can pay the \$500 buyout fee, and then the student may be released from the Housing Contract. Regardless of the timing for the buyout request, there will be no refund given for the fall semester payment, other than as stated in the Alabama Community College System Board of Trustees Policy 327.01.

Coastal Alabama Community College scholarship athletes seeking a residential contract buyout must submit documentation from their coaches signifying release from their current scholarship.

Coastal Alabama Community College considers the Residence Life Housing Contract to be a legally binding document on the part of the student and College.

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 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

Student Code of Conduct

Coastal Alabama Community College strives to maintain an educational community that fosters the development of students who are ethical, civil and responsible. Students are responsible for reading and reviewing the Code of Student Conduct, and for understanding the responsibilities they assume by enrolling in the College. All are expected to maintain conduct which assures orderly pursuit of educational goals, positive regard for the rights of others, and a safe environment. The following is a summary and explanation of the rights, responsibilities, and rules governing student conduct at Coastal Alabama Community College.

Student Bill of Rights

The College assumes that entering students are adults who have developed mature behavioral patterns, positive attitudes, and conduct above reproach. Students are treated in accordance with this belief. All college students are expected to conduct themselves on all occasions in an appropriate manner. They are expected to maintain a high standard of honor and personal conduct. College is a period of preparation both for the attainment of excellence in one's chosen academic discipline and for a position of responsibility and leadership in society. In order to preserve an environment conducive to the academic and personal development of its members, an educational community must have a Code of Student Conduct to which its members adhere. By becoming a member of an educational community, a student does not forfeit any rights of citizenship. Accordingly, the College will strive to protect the rights of its citizens. In order to protect the rights of its citizens, the institution has developed a Code of Student Conduct. Violation of this code will result in disciplinary action against the student. The College reserves the right to dismiss any student whose on or off campus behavior is considered undesirable or harmful to the College. Reasonable standards of conduct are expected from all students. All personal conduct of students is subject to college jurisdiction, regardless of where the conduct occurs. The College will strive to protect students' individual freedoms and rights as listed below:

- Freedom of speech and expression;
- Freedom of assembly;
- Freedom of inquiry;
- Freedom from all acts of violence;

- Freedom from interference with the learning experience/ educational environment;
- Freedom from unfair or obscene treatment and acts of personal violence from any member of the college community, as well as others from outside the community;
- Freedom from destruction or theft of personal property;
- Right to substantive and procedural due process in all college disciplinary proceedings;
- Right to petition for redress of grievances;
- Right to be informed of all college policies, procedures, and regulations governing social and academic conduct, as well as academic progress and graduation; and
- Right to equitable and fair governance.

Jurisdiction of the College's Student Code of Conduct

The college Student Code of Conduct shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The administration may also regard actions off-campus, which threaten or harm larger community welfare as occasions for disciplinary action either through normal conduct proceedings or administrative decision. The Student Conduct Administrator shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis.

Rights and Responsibilities during the Student Conduct Proceedings

Responding Student Rights. Students responding to student complaints are afforded the following rights in Student Conduct proceedings:

1. To be informed in writing of the alleged violation(s) and alleged misconduct.
2. To not be presumed responsible of any alleged violations unless so found through the appropriate student conduct proceeding.

3. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
4. To request reasonable accommodations through ADA to participate in these proceedings.
5. To have a reasonable length of time to prepare a response.
6. To be informed of the evidence upon which a charge is based and afforded an opportunity to offer a relevant response.
7. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
8. To be afforded privacy.
9. To request that a staff member be disqualified from serving in the conduct process based on the grounds of personal bias.
10. To appeal a decision based on approved grounds.

Complainant Student Rights. Students submitting student complaints are afforded the following rights in Student Conduct proceedings:

1. To be informed in writing of the violation(s) and alleged misconduct.
2. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
3. To request reasonable accommodations through ADA to participate in these proceedings.
4. To have a reasonable length of time to prepare a response.
5. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
6. To be afforded privacy.
7. To request that a staff member be disqualified from serving in the conduct process based on the grounds of personal bias.
8. To appeal a decision based on approved grounds.

Academic Conduct Process

Coastal Alabama Community College expects all members of its academic community to perform according to the highest ethical and professional principles.

Academic grievances include, but are not limited to, such conduct as academic dishonesty, grade disputes, unfair grading, and instructor disputes.

Steps for addressing an academic grievance:

1. The student is to discuss the grievance with his/her instructor. Students should attempt to resolve grievances prior to start of final exams in the

semester for which the grievance has occurred. The instructor is to respond to the student with a decision regarding the grievance within 5 business days.

2. If the student does not agree with the resolution, the student may submit the grievance and results of the instructor's resolution to the appropriate Division Chair using the Grievance Appeal Form. Division Chair contact information is listed in the course syllabus. The Division Chair is to respond to the Grievance Appeal within 5 business days.
3. If the student is not satisfied with the response of the Division Chair, the student may forward the appeal to the appropriate Instructional Officer within 5 business days from receipt of the Division Chair decision. The Instructional Officer will respond to the student within 5 business days. The Instructional Officer's decision is final.

Academic dishonesty includes but is not limited to:

- Cheating– The use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer related information;
- 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, or copying another's ideas;
- Fabrication– Presenting as genuine, falsified data, citations, or quotations;
- Abetting– Helping another student commit an act of academic dishonesty. Examples include allowing a fellow student to copy quiz/examination answers or use one's work as his/her own;
- 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.

Disciplinary actions for academic dishonesty range from:

- a grade of "F" or a "0" for the respective assignment or test;
- an "F" (failure) for the respective course;
- resubmission of an assignment or retaking a test;
- a reprimand in writing with clear consequences for subsequent incidents;
- impose other similar sanctions designed to preserve academic integrity.

The student must be given written notice by the course instructor addressing the academic misconduct before disciplinary action can be applied. The student is to be

given the opportunity to prove he/she did not perform the act of academic dishonesty prior to imposing disciplinary sanctions.

If the instructor feels the College's Code of Conduct has been breached, the misconduct may be referred to the Student Conduct Administrator for disciplinary review. Only the Student Conduct Administrator may suspend or expel a student.

Student Conduct Process

Coastal Alabama Community College strives to maintain an educational community that fosters the development of students who are ethical, civil, and responsible. Students are responsible for reading and reviewing the Code of Student Conduct, and for understanding the responsibilities they assume by enrolling in the College. All are expected to maintain conduct which assures orderly pursuit of educational goals, positive regard for the rights of others, and a safe environment. The following is a summary and explanation of the rights, responsibilities, and rules governing student *conduct* at Coastal Alabama Community College.

A. Jurisdiction of the College's Student Code of Conduct

The college Student Code of Conduct shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a conduct matter is pending. The administration may also regard actions off-campus, which threaten or harm larger community welfare as occasions for disciplinary action either through normal conduct proceedings or administrative decision. The Student Conduct Administrator shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on an individual basis.

A student must disclose to the Office of Student Conduct any arrests or convictions for a criminal offense—excluding minor traffic violations that do not

result in an arrest or injury to others—that occurs after the student is first admitted to the College. This disclosure obligation applies to all arrests and convictions described above that occur inside or outside the State of Alabama at any time, regardless of whether the College is in session at the time. Such disclosures must be made within seven (7) calendar days of the arrest or conviction, whichever occurs first. If the arrest or conviction involves a juvenile proceeding, the Student has been granted youthful offender status, or the conviction has been sealed, expunged, or overturned, the Student is not required to disclose the arrest or conviction.

Failure to comply with this disclosure obligation without a valid legal basis for doing so shall be deemed a violation of the Code of Student Conduct.

B. Rights and Responsibilities during Student Conduct Proceedings

Responding Student Rights. Students responding to student complaints are afforded the following rights in Student Conduct proceedings:

1. To be informed in writing of the alleged violation(s) and alleged misconduct.
2. To not be presumed responsible of any alleged violations unless so found through the appropriate student conduct proceeding.
3. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
4. To request reasonable accommodations through ADA to participate in these proceedings.
5. To have a reasonable length of time to prepare a response.
6. To be informed of the evidence upon which a charge is based and afforded an opportunity to offer a relevant response.
7. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
8. To be afforded privacy.
9. To request that a staff member be disqualified from serving in the conduct process based on the grounds of personal bias.
10. To appeal a decision based on approved grounds.

Complainant Student Rights. Students submitting student complaints are afforded the following rights in Student Conduct proceedings:

1. To be informed in writing of the violation(s) and alleged misconduct.

2. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
3. To request reasonable accommodations through ADA to participate in these proceedings.
4. To have a reasonable length of time to prepare a response.
5. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
6. To be afforded privacy.
7. To request that a staff member be disqualified from serving in the conduct process based on the grounds of personal bias.
8. To appeal a decision based on approved grounds.

C. Student Conduct Process

Any student whose presence poses a threat of danger to persons or property or a threat of disruption to the academic process may be immediately removed from campus by the Dean of Student Services or Campus Police. In this situation, written notice of the charge of misconduct and Interim Measures will be delivered to the student by campus police. Any student who is removed from campus, must contact campus police before returning to campus for hearing.

Step 1: Complaint is filed with the Student Conduct Office (Online Form)

A complaint can be submitted by any member of the campus community. This can include student, faculty, staff, campus police, or visitor.

Step 2: Investigate

After receiving a complaint, a Student Conduct Administrator will begin an investigation. The SCA will schedule a preliminary conference with the respondent to determine if a violation has occurred. If it is determined that a violation has occurred and there is evidence to proceed, case will move to a *Preliminary Hearing Conference*, if not case will remain open as an *Unverified Report*. Both the complainant and the respondent have access to the file.

Step 3: Preliminary Hearing Conference vs. Administrative Formal Hearing

After the investigation is complete, the respondent will be notified in writing via student email of the time and date of their preliminary hearing. The student can bring an advisor to sit with them through the hearing. An advisor can be a counselor, friend, family member, instructor, trusted adult. Advisors cannot speak during the hearing but may serve as a comfort to the student.

Two Resolution Options: Administrative Decision or Administrative Formal Hearing

Administrative Decision

-- **Accepting Responsibility** or disposed by the mutual consent of all parties involved.

*Student(s) accept(s) responsibility for violating the Code of Student Conduct. SCA will keep the case and determine appropriate **sanctions** with no opportunity for appeal. Student will receive written notification of the outcome of the hearing.*

Administrative Formal Hearing- **Not Accepting Responsibility**

If the student(s) do not accept responsibility and the matter cannot be disposed of by mutual consent, an Administrative Formal Hearing will be scheduled. The SCA who investigated the case will step aside and a new Student Conduct hearing officer will be assigned to hear and decide the case and appropriate sanctions. Student will receive written notification of the outcome of the hearing.

After the Preliminary Hearing Conference is complete, the respondent will be notified in writing via student email of the time and date of their administrative formal hearing. The student is encouraged to submit evidence and/or witness statements on their behalf. The student can bring an advisor to sit with them through the hearing. An advisor can be a counselor, friend, family member, instructor, trusted adult. Advisors cannot speak during the hearing but may serve as a comfort to the student. The student will receive written notification of the outcome of the hearing and steps for appeal. When the student is notified of the decision of the Administrative Formal Hearing, that student will have 72 hours to submit a request for an appeal.

Step 4: Appeal Process

The [Code of Student Conduct](#) provides students the right to appeal the decision of the Administrative Formal Hearing. However, the Code provides specific grounds upon which students can appeal:

- Procedural error.
- Discovery of substantial new evidence that was unavailable at the time of the hearing and which reasonably could have affected the decision of the hearing body; or
- Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

When the student is notified of the decision of the Administrative Formal Hearing, that student will have 72 hours to submit a request for an appeal.

Step 5: Student Conduct Appeals Committee

The Code of Student Conduct provides students the right to an appeal. If an appeal is granted, the case will be heard and decided by the Student Conduct Appeals Committee. This committee is made up of College faculty, staff and students.

This decision is final. Notification of outcome must be provided to both the complainant and respondent.

Step 6: Exit/Entrance and Continuing Counseling

After the final decision has been made, the student(s) should meet with a College counselor to discuss future academic plans, additional services and community referrals (as needed). This applies to both the complainant and respondent.



D. Conduct

Category 1: Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions

- 1.1 Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, on or off campus.
- 1.2 Disrespect (harassment, non-compliance, defamation, and obscenity) for a college official while carrying out their official job responsibilities.
- 1.3 Failure to comply with directions of college officials acting in performance of their duties and/or failure to identify oneself and present College ID to these persons when requested to do so.
- 1.4 Use, possession, manufacturing, or distribution of alcoholic beverages or public intoxication. The display, on campus, of any alcoholic beverage in the original container by anyone, regardless of age.
- 1.5 Use of tobacco, e-cigarette, smokeless tobacco or like product on campus.
- 1.6 Participation in any form of gambling.
- 1.7 Violation of policies set forth in the Residence Life section of the Student Handbook.
- 1.8 Littering is strictly prohibited on all campuses

Category 2: Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions

- 2.1. Habitual or egregious Category I violations.

Acts of dishonesty, including but not limited to the following:

Cheating, plagiarism, or other forms of academic dishonesty as outlined in the student handbook.
- 2.2. Furnishing false information to any college official, faculty member, or office.

Forgery, alteration, or misuse of any college document, record, or instrument of identification.

Obtaining services by false pretenses, including funds, supplies, equipment, labor, and/or spaces.

Physical, mental, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct, including, but not limited to abuses on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age and disability, of any person on college premises or at College-sponsored or College-supervised functions, which threatens or intimidates, or endangers the health or safety of any person.
- 2.3. Sexual misconduct such as sexual harassment, sexual exploitation, sexual assault, stalking, intimate partner violence, cyber misconduct, or any other sexually related unwanted behaviors. (See Title IX and Sexual Misconduct Policy)
- 2.4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
- 2.5. Hazing and/or Bullying, defined as any act or behavior whether physical, emotional, or psychological, which subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which may in any fashion compromise her or his inherent human dignity. The express or implied consent of the victim will not be a defense.
- 2.6. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises, including trespassing.
- 2.7. Making, transmitting or promotion of any video, audio or data recording which is reasonably determined to be of an obscene, profane, abusive, indecent, or violent nature which bring disrepute to the College or any student or employee of the College.
- 2.8. Violation of any federal, state or local law.
- 2.9. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, or possession of drug paraphernalia except as expressly permitted by law.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Coastal Alabama Community College on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, or authorized by or on behalf of Coastal Alabama Community College. A "controlled substance" shall include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).
- 2.10.

- 2.11. Possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- 2.12. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community.
- 2.13. Arson or other intentional setting of fires or misuse of alarms or equipment.
- Abuse of the Student Conduct System, including but not limited to:
- Failure to obey the notice from Student Conduct Staff or college official to appear for a meeting or hearing as part of the Student Conduct System.
- Falsification, distortion, or misrepresentation of information before Student Conduct Staff.
- Disruption or interference with the orderly conduct of a Student Conduct proceeding.
- 2.14. Institution of a Student Conduct proceeding in bad faith.
- Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
- Attempting to influence the impartiality of a member of Student Conduct Staff and/or the Student Conduct proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of Student Conduct Staff prior to, during, and/or after a Student Conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.

E. Sanctions

1. Sanctions for Category 1 Violations:

One or any combination of sanctions, as appropriate:

- **Administrative Letter of Reprimand**-A written letter from the Student Conduct Administrator. The letter may include a sanction or a warning to a student that conduct was inappropriate, and that further misconduct will result in more severe disciplinary action.
- **Probation**- A status between good standing and suspension from the College. It is ordinarily imposed for a period of not less than one semester. It may also include such restrictions as a denial of the opportunity to represent the College as officer or member of a student organization. Future violations may result in additional sanctions
- **Restitution**- Repayment for theft or damage
- **Fines**-Monetary payments for violations
- **Discretionary Sanctions**-Seminars or mentoring, research project or service to the College

- **Building/Facility Suspension**-Suspension from a building or space on campus
- **Contact parents**- FERPA permits a college to notify parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

2. Sanctions for Category 2 Violations:

Any combination of sanctions for Category 1 Violations, including:

Class Suspension- class suspension is defined as a temporary separation from the college, for one or more semesters. Once suspended, a student is withdrawn from course rolls. The student will not receive credit for those courses and will not be allowed to attend any College-sponsored event or activity.

A student who completes all required sanctions will be welcomed back to the College after the suspension period. Though, sometimes the student's return comes with one or more of the following stipulations:

- Not permitted to live on campus
- Can no longer participate in (*certain activity*)
- Subject to random drug screenings
- Restricted from certain campus areas or buildings

Dismissal- A permanent separation from the College. When dismissed, a student is withdrawn from course rolls and is no longer allowed on ANY campus. Students who are dismissed from campus have a hold place on their account and cannot later enroll.

3. Determining Sanctions: Each student situation will be evaluated individually when considering the following mitigating and aggravating impacts:

- The nature of the violation
- A student's level of involvement in the violation
- Actual harm caused by the behavior
- The potential risk of harm
- The student's intent
- The impact on the campus community
- The severity and pervasiveness of the behavior
- The student's demonstrated understanding and sincere remorse
- The student's level of cooperation and compliance
- The level of success of prior intervention

F. Violation of Law and College Conduct

Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. The college will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

G. Interim Sanction (IS), No Contact Order (NCO) and No Contact Agreement (NCA)

Coastal Alabama is committed to providing support and resources to any student who may be the recipient of violence, assault and persistent unwanted or harassing contact by another student. Any student whose presence poses a threat of danger to persons or property or a threat of disruption the academic process may be immediately removed from campus by the Dean of Student Services. In this situation, written notice of the charge of misconduct and Interim Measures will be delivered to the student by campus police and the Judicial Officer will conduct an expedited hearing. Any student who is removed from campus must contact campus police before returning to campus for preliminary hearing conference. It may become necessary for the College to formalize an arrangement between two students to no longer have contact with one another other than that which is necessary for either party to continue their academic pursuits. Such an arrangement is designed as a protective measure to help mitigate the potential for future problematic interactions between the two students.

- **Interim Sanction (IS)** is a directive from the Dean of Students or the SCA removing a student from campus in advance of a preliminary hearing conference.
- **No Contact Agreement (NCA)** is a mutual agreement between two students who voluntarily affirm that they will not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.
- **No Contact Order (NCO)** is a directive from the Office of Student Conduct indicating that two students may not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.

1. A No Contact Order is an official College notice from the Office of Student Conduct restricting two Coastal Alabama Community College students from initiating contact with each other.

2. A No Contact Order may be issued a measure protecting the safety of the complainant or in response to a student who has been found responsible for an interpersonal violence offense and who is returning to campus following a period of suspension.
3. A No Contact Order remains in place until it has been terminated, in writing, following a determination that the arrangement is no longer warranted or necessary.

Conduct Violations

Category 1: Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions

- 1.1 Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, on or off campus.
- 1.2 Disrespect (harassment, non-compliance, defamation, and obscenity) for a college official while carrying out their official job responsibilities.
- 1.3 Failure to comply with directions of college officials acting in performance of their duties and/or failure to identify oneself and present College ID to these persons when requested to do so.
- 1.4 Use, possession, manufacturing, or distribution of alcoholic beverages or public intoxication. The display, on campus, of any alcoholic beverage in the original container by anyone, regardless of age.
- 1.5 Use of tobacco, e-cigarette, smokeless tobacco or like product on campus.
- 1.6 Participation in any form of gambling.
- 1.7 Violation of policies set forth in the Residence Life section of the Student Handbook.

Category 2: Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions

- 2.1. Habitual or egregious Category I violations. (How many is considered habitual/egregious?)
Acts of dishonesty, including but not limited to the following:
 - Cheating, plagiarism, or other forms of academic dishonesty as outlined in the student handbook.
 - Furnishing false information to any college official, faculty member, or office.
- 2.2.

- Forgery, alteration, or misuse of any college document, record, or instrument of identification.
- Obtaining services by false pretenses, including funds, supplies, equipment, labor, and/or spaces.

2.3. Physical, mental, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct, including, but not limited to abuses on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age and disability, of any person on college premises or at College-sponsored or College-supervised functions, which threatens or intimidates, or endangers the health or safety of any person.

2.4. Sexual Misconduct, which includes, but is not limited to sexual harassment, sexual violence, sexual exploitation, stalking, cyber-stalking, bullying, cyber-bullying, aiding or facilitating the commission of a violation, and retaliation (See Sexual Misconduct Policy)

2.5. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.

2.6. Hazing and/or Bullying, defined as any act or behavior whether physical, emotional, or psychological, which subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which may in any fashion compromise her or his inherent human dignity. The express or implied consent of the victim will not be a defense.

2.7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises, including trespassing.

2.8. Making, transmitting or promotion of any video, audio or data recording which is reasonably determined to be of an obscene, profane, abusive, indecent, or violent nature which bring disrepute to the College or any student or employee of the College.

2.9. Violation of any federal, state or local law.

2.10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances, or possession of drug paraphernalia except as expressly permitted by law.

2.11. Possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

2.12. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community.

2.13. Arson or other intentional setting of fires or misuse of alarms or equipment.

Abuse of the Student Conduct System, including but not limited to:

- 2.14.
- Failure to obey the notice from Student Conduct Staff or college official to appear for a meeting or hearing as part of the Student Conduct System.
 - Falsification, distortion, or misrepresentation of information before Student Conduct Staff or Student Judiciary.

- Disruption or interference with the orderly conduct of a Student Conduct or Student Judiciary proceeding.
- Institution of a Student Conduct proceeding in bad faith.
- Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
- Attempting to influence the impartiality of a member of Student Conduct Staff or Student Judiciary prior to, and/or the Student Conduct or Student Judiciary proceeding.
- Harassment (verbal or physical) and/or intimidation of a member of Student Conduct Staff or Student Judiciary prior to, during, and/or after a Student Conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.

Sanctions

1. Sanctions for Category 1 Violations:

One or any combination of sanctions, as appropriate:

- **Administrative Letter of Reprimand**-A written letter from the Student Conduct Administrator. The letter may include a sanction or a warning to a student that conduct was inappropriate, and that further misconduct will result in more severe disciplinary action.
- **Probation**- A status between good standing and suspension from the College. It is ordinarily imposed for a period of not less than one semester. It may also include such restrictions as a denial of the opportunity to represent the College as officer or member of a student organization. Future violations may result in additional sanctions
- **Restitution**- Repayment for theft or damage
- **Fines**-Monetary payments for violations
- **Discretionary Sanctions**-Seminars or mentoring, research project or service to the College
- **Building/Facility Suspension**-Suspension from a building or space on campus

2. Sanctions for Category 2 Violations:

Any combination of sanctions for Category 1 Violations, including:

Class Suspension- class suspension is defined as a temporary separation from the college, for one or more semesters. Once suspended, a student is withdrawn from course rolls. The student will not receive credit for those courses and will not be allowed to attend any College-sponsored event or activity.

A student who completes all required sanctions will be welcomed back to the College after the suspension period. Though, sometimes the student's return comes with one or more of the following stipulations:

- Not permitted to live on campus
- Can no longer participate in (certain activity)
- Subject to random drug screenings
- Restricted from certain campus areas or buildings

Dismissal- A permanent separation from the College. When dismissed, a student is withdrawn from course rolls and is no longer allowed on ANY campus. Students who are dismissed from campus have a hold place on their account and cannot later enroll.

3. Determining Sanctions: Each student situation will be evaluated individually when considering the following mitigating and aggravating impacts:

- The nature of the violation
- A student's level of involvement in the violation
- Actual harm caused by the behavior
- The potential risk of harm
- The student's intent
- The impact on the campus community
- The severity and pervasiveness of the behavior
- The student's demonstrated understanding and sincere remorse
- The student's level of cooperation and compliance
- The level of success of prior intervention

Violation of Law and College Conduct

Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. The college will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

Interim Sanction (IS), No Contact Order (NCO) and No Contact Agreement (NCA)

Coastal Alabama is committed to providing support and resources to any student who may be the recipient of violence, assault and persistent unwanted or harassing contact by another student. Any student whose presence poses a threat of danger to persons or property or a threat of disruption the academic process may be

immediately removed from campus by the Dean of Student Services. In this situation, written notice of the charge of misconduct and Interim Measures will be delivered to the student by campus police and the Judicial Officer will conduct an expedited hearing. Any student who is removed from campus must contact campus police before returning to campus for preliminary hearing conference. It may become necessary for the College to formalize an arrangement between two students to no longer have contact with one another other than that which is necessary for either party to continue their academic pursuits. Such an arrangement is designed as a protective measure to help mitigate the potential for future problematic interactions between the two students.

- **Interim Sanction (IS)** is a directive from the Dean of Students or the SCA removing a student from campus in advance of a preliminary hearing conference.
- **No Contact Agreement (NCA)** is a mutual agreement between two students who voluntarily affirm that they will not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.
- **No Contact Order (NCO)** is a directive from the Office of Student Conduct indicating that two students may not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.
- No Contact Orders issued after a finding of responsibility are most often binding only on the responding party. However, in limited circumstances, they may be mutual.
- A No Contact Order is an official College notice from the Office of Student Conduct restricting two Coastal Alabama Community College students from initiating contact with each other.
- A No Contact Order may be issued a measure protecting the safety of the complainant or in response to a student who has been found responsible for an interpersonal violence offense and who is returning to campus following a period of suspension.
- A No Contact Order remains in place until it has been terminated, in writing, following a determination that the arrangement is no longer warranted or necessary.

Waiver of Due Process

If a student(s) accepts responsibility of an offense that warrants disciplinary action by the Student Conduct Administrator and wishes to do so, that student(s) may waive the right to a hearing and accept the decision of the Student Conduct Administrator. Once the student(s) selects to waive their right to a due process hearing and an administrative decision is made, that decision is final with no appeal.

- Accepting Responsibility
- Disposed by Mutual Consent

Student(s) accept(s) responsibility for violating the Code of Student Conduct and complete a **Waiver of Due Process form**. The SCA will keep the case and determine appropriate **sanctions** with no opportunity for appeal.

Sexual Misconduct and Title IX

Coastal Alabama Community College does not tolerate sexual misconduct including but not limited to, sexual harassment, sexual assault, stalking, domestic violence, or dating violence. These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, staff, and visitors. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations will be subject to appropriate disciplinary action including the possibility of separation from the College. State and federal laws also address conduct that may meet the College's definitions of conduct prohibited under this policy, and criminal prosecution or civil court actions may take place independently of any disciplinary action instituted by the College.

In light of these commitments, the College has adopted this policy, which includes investigation and disciplinary procedures that will be followed in response to allegations of sex or gender discrimination, including sexual misconduct allegations.

TITLE IX

Title IX is a comprehensive federal civil rights law, prohibiting discrimination based on sex or gender in the College's programs and activities. Title IX says:

"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."

In its early years of existence, Title IX was most often known for creating equity in sports programs. Since then, institutions became aware of other forms of gender inequity, most notably instances of sexual misconduct.

The College will respond to complaints or reports about conduct prohibited under this policy with measures designed to stop the behavior, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in College-related programs or activities. Coastal Alabama Community College is committed to providing an inclusive environment, free from sexual and gender-based discrimination.

NONDISCRIMINATORY POLICY

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

The College encourages any students or employees who believe that they have been subjected to harassment on the basis of race, color, or national origin, to report the harassment to the College, and note the College's commitment to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects.

Any students or employees found to engage in acts of discrimination or harassment on the basis of race, color, or national origin, will be promptly disciplined and may include, if circumstances warrant, suspension or expulsion for said students and employees.

TITLE IX COORDINATORS

Any community member concerned about a Title IX violation should immediately contact the College's Title IX Coordinators:

Dean Vinson Bradley and Dr. Celeste Robertson

Student Judiciary Office

1900 Highway 31 S

Bay Minette, AL 36507

251-580-2103

Celeste.robertson@coastalalabama.edu

Vinson.bradley@coastalalabama.edu

The Senior Personnel Officer serves as the Title IX Coordinator for employee complainants. Employee complainants should be directed to the Senior Personnel Officer in person or by campus phone at 251-580-4898.

The Title IX Coordinators will be informed of all complaints or reports of violations of this policy and will oversee the College's centralized response to ensure compliance with Title IX and any other applicable Federal or State statute or regulation related to sexual misconduct on campus.

HOW TO FILE A FORMAL COMPLAINT

Formal complaints should be directed to the Student Judiciary Officer, electronically, in person, by phone, by postal service or electronic mail. Formal complaints can be submitted at 24 hours a day, 7 days a week.

Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible to maximize the College's ability to respond promptly and effectively. Complaints and reports may be made at any time without regard to how much time has elapsed since the incident(s) in question. If the respondent is no longer a student or employee at the time of the complaint or report, the College may not be able to take disciplinary action against the respondent, but it will still seek to meet its Title IX obligations by providing support for the complainant and taking steps to end the prohibited behavior, prevent its recurrence, and address its effects. The College shall also reserve the right to consider the complaint if the respondent should ever again attempt to become a student or employee of the College.

HOW THE COLLEGE RESPONDS TO A FORMAL COMPLAINT

GRIEVANCE PROCEDURES

1. SCOPE OF THIS POLICY

This policy governs the conduct of students, employees, and third parties while participating in any College's educational programs or activities regardless of the physical location of the occurrence, including but not limited to:

- Events occurring while involved in one of the College's educational programs or activities, regardless if determined to be on-campus or off-campus.
- Events occurring during College sponsored events and involving circumstances when the College

exercises substantial control over the context of the alleged harassment and the persons accused of committing sexual harassment.

- Events occurring at any property officially recognized by the College or by a college organization or program.

2. PROHIBITED CONDUCT

Sexual Harassment- is determined to be any misconduct on the bases of sex.

At Coastal Alabama Community College, Sexual Harassment can include verbal behavior such as unwanted sexual comments, suggestions, jokes or pressure for sexual favors; nonverbal behavior such as suggestive looks or leering; and physical behavior where such behaviors are severe, offensive, and so severe that it warrants immediate action.

Examples of such behavior include, but are not limited to:

- Quid Pro Quo- offering a benefit in exchange for sexual behaviors
- Unwelcomed Conduct- conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to a College program or activity.
- Sexual Assault, Domestic Violence, Dating Violence, Stalking as defined by the U.S. Department of Justice.

3. DEFINITIONS

Sexual Assault-The term "sexual assault" includes any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

Domestic Violence-The term "domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

Dating Violence- The term "Dating violence" covers a variety of actions, and can include physical abuse, physiological and emotional abuse, and sexual abuse. It

can also include “digital abuse”, the use of technology, such as smartphones, the internet, or social media, to intimate, harass, threaten, or isolate a victim.

Stalking-The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress.

Complainant- A victim who has made a complaint of a violation of this policy, or on whose behalf a complaint was made or disciplinary action was initiated.

Respondent-The term respondent refers to the individual(s) who has been accused of prohibited conduct.

Third-party- The term third party refers to any individual who is not a College student, a faculty member, or a staff member (e.g., vendors, alumni/ae, or residents). Being a third party does not preclude a person from coverage by this policy, even where the person may not be subject to internal disciplinary action by the College.

Consent- the voluntary, informed agreement through words and actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts.

4. ESTABLISHING CONSENT

Consent- In reviewing possible violations of sexual misconduct, the College considers consent as the voluntary, informed, uncoerced agreement through words and actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner knowingly, willfully, and affirmatively chooses to participate in the activity.

Consent is not present when physical force is used or there is a reasonable belief of the threat of physical force; when duress is present; when one person overcomes the physical limitations of another person; when the person against whom an action is taken is induced by fraud or deceit; and when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person lacks the capacity to consent.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.

- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in a person’s manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent to any further activity.
- Silence, passivity, or lack of resistance does not necessarily constitute consent.
- Engaging in sexual activity with an individual who is unable to consent constitutes sexual misconduct.

5. PRIVACY AND CONFIDENTIALITY

The College is committed to protecting the privacy of all individuals involved in a report of a Title IX violation.

Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report. Requests for confidentiality may limit the College’s ability to conduct an investigation. In some circumstances, the reporting responsibilities of College employees, or the College’s responsibility to investigate, may conflict with the preferences of the complainant and/or respondent concerning privacy and confidentiality.

When a report involves suspected abuse of a minor under the age of 18, the College is required by law to notify local law enforcement and the local agency for child protective services.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that does not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant. Any additional disclosure of information related to the complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), the Title IX requirements, or other applicable Federal or State laws or regulations.

6. COMMUNITY RESOURCES

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off-campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense.

In the event of an emergency, call 911

Coastal Alabama Campus Police 251-580-2222

Atmore Police Department: 251-368-9141

Baldwin County Sheriff's Office: 251-937-0202

Bay Minette Police Department: 251-580-2559

Brewton Police Department: 251-867-3212

Clarke County Sheriff's Office: 251-275-8156

Choctaw County Sheriff's Office: 205-459-2166

Escambia County Sheriff's Office, Atmore: 251-368-4779

Escambia County Sheriff's Office, Brewton: 251-867-0304

Fairhope Police Department: 251-928-2385

Gilbertown Police Department: 251-843-2766

Gulf Shores Police Department: 251-968-2431

Jackson Police Department: 251-246-4484

Monroeville Police Department: 251-575-3246

Monroe County Sheriff's Office: 251-575-2963

Thomasville Police Department: 334-636-2174

3. Area Hospitals:

North Baldwin Infirmary, Bay Minette: 251-937-5521

Thomas Hospital, Fairhope: 251-928-2375

South Baldwin Hospital, Foley: 251-949-3400

D.W. McMillan Hospital, Brewton: 251-867-8061

Grove Hill Memorial Hospital, Grove Hill: 251-275-3191

Monroe County Hospital, Monroeville: 251-575-3111

Atmore Community Hospital, Atmore: 251:368-2500

Crisis Centers:

Rape Crisis Center: 251-473-7273 / 251-928-9500: The Center provides immediate medical attention and counseling. This includes the collection of personal physical evidence and a blood test for sexually transmitted diseases. Counseling, on an on-going basis, is available after the incident.

Baldwin Mental Health Crisis Center 251-928-9500

Lighthouse Crisis Hotline 251-947-4393: A Beacon of Hope for Domestic Violence survivors serving Baldwin, Monroe, Conecuhand Escambia Counties in Alabama

Alabama Crime Compensation Commission:
1-800-541-9388

7. OPTIONS FOR FILING COMPLAINT

The College encourages all individuals to report any alleged or suspected violation of this policy to the appropriate Title IX Coordinator and to report potential criminal conduct to law enforcement. Anyone who seeks to make a complaint or report may:

- File a complaint or report with the Title IX Coordinators, thereby invoking the College's internal disciplinary process.
- Contact local law enforcement or the Coastal Alabama Campus Police department to file a criminal complaint.

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue an internal complaint and a criminal complaint). When initiating any of the above, an individual does not need to know whether they wish to request any particular course of action, nor how to label what happened. Before or during this decision-making process, complainants and other reporting persons are encouraged to seek assistance from support resources.

8. INVESTIGATIONS AND DISCIPLINARY PROCEDURES IN GENERAL FOR THIS POLICY

The College is committed to providing a prompt and impartial investigation of all alleged violations of this policy. During the disciplinary process, both parties (complainant and respondent) have equivalent rights, including the opportunity to present evidence, to be accompanied by an adviser of their choice, and to appeal. The College will concurrently provide both parties with written notification of the process, outcome, and of any appeal. About any proposed disciplinary action against a student or employee, the action shall be carried out following applicable student or employee disciplinary laws, regulations, policies, and procedures.

1. Responsibility to Investigate: To protect the safety of the campus community, the Title IX Coordinators may investigate allegations of violations of this policy even absent the filing of a formal complaint or report, or if a complaint or report has been withdrawn. The Title IX Coordinators may need to proceed with an investigation even if a complainant specifically requests that the matter

not be pursued. In such a circumstance, the Title IX Coordinators will take into account the complainant's articulated concerns, the best interests of the campus community, fairness to all individuals involved, and the College's obligations under Title IX.

This policy differs from Alabama criminal law. Proceedings under this policy may be carried out before, simultaneously with, or following civil or criminal proceedings off-campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

2. **Assessment of Formal Complaints:** The investigative process is initiated when the Title IX Coordinators receive a complaint or report of a violation of this policy. Title IX Coordinators will conduct an initial assessment and notify both the complainant and respondent of the following:
 - Actual allegations: names, dates, location, misconduct resulting in violation
 - Presumption of innocence
 - May secure an advisor of choice
 - Right to review evidence
 - Copy of Code of Conduct
 - Time frames for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both complainant and respondent.
3. Following the initial assessment, Title IX Coordinators may dismiss and refer to Student Conduct for review:
 - If the Title IX Coordinators determine that the complaint, even if substantiated, would not meet the definition of sexual harassment.
 - If the Title IX Coordinators determine that the complaint, even if substantiated, did not occur in the United States.
 - If the Title IX Coordinators determine that the complaint is outside the scope of this policy, the Title IX Coordinators may refer the complaint to another office for review.
 - If the complainant withdraws the complaint in writing to the Title IX Coordinator.
 - If the Title IX Coordinators determine that the respondent is no longer employed or enrolled.
 - If the Title IX Coordinators determines that the complaint cannot be substantiated.

If dismissed, the Title IX Coordinators must notify both the complainant and the respondent. The decision to dismiss can be appealed by both parties.

4. **Cooperation with Investigation and Disciplinary Procedures:** Coastal Alabama Community College expects all members of the College community to cooperate fully with the investigation and disciplinary procedures, including the preservation of all material evidence by the alleged victim. The College recognizes that an individual may be reluctant to participate in the process; nevertheless, any student or member of the faculty or staff who refuses to cooperate in an investigation may be subject to discipline. Refusal to cooperate includes delaying or failing to acknowledge requests from College officials for information and delaying or failing to make oneself available for meetings with College officials. It is understood that there may be circumstances in which a complainant wishes to limit their participation. If a respondent chooses not to answer any or all questions in an investigation for any reason, the College process will continue, findings will be reached following the preponderance of evidence standard concerning all available credible evidence in support of or contrary to the alleged conduct, and the College will take such action or actions as are appropriate to findings supported by the evidence. The College will not, however, draw any adverse inference from a respondent's silence.
5. **Consolidation of Investigation:** The Title IX Coordinators have the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.
6. **Circumstances Relating to Misconduct Affecting Health or Safety:** In connection with this policy, in circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the College to carry out its essential operations is seriously threatened or impaired, the president or an authorized representative may summarily suspend, dismiss, or bar any person from the College, subject to a post-action review on the action taken by the College. In all such cases, actions taken will be reviewed promptly, typically within one week, by the appropriate College authority.

9. DISCIPLINARY ACTION WHEN THE RESPONDENT IS A STUDENT

In addition to any criminal or civil actions that may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against the respondent(s). Persons found responsible for sexual assault may expect disciplinary actions up to and including

dismissal from the College. Policies and procedures contained in the Student Code of Conduct will be followed in all disciplinary procedures.

10. DISCIPLINARY ACTION WHEN THE RESPONDENT IS AN EMPLOYEE

In addition to any criminal or civil actions that may be pending or in process, the College reserves the right separately to pursue appropriate disciplinary action against the respondent(s). For violations of this policy by faculty or staff members, disciplinary penalties may include (following the employment laws, regulations, and policies governing the employee in question) counseling or training, written warning, formal reprimand, suspension with or without pay, demotion, or termination. The College also reserves the right to place an accused employee on paid administrative leave during the pendency of the investigation and/or hearing of an allegation of a violation of this policy.

11. DISCIPLINARY PROCEDURES WHEN ONE PARTY IS A MEMBER OF THE COLLEGE COMMUNITY AND THE OTHER PARTY IS A NON-MEMBER OF THE COLLEGE COMMUNITY

When a third party, (i.e., a non-member of our College community) is involved as a complainant or a respondent, the College will use disciplinary procedures that are appropriately modified based on the particular circumstances involved and taking into account privacy requirements and the like. In no case will a member of our community (i.e., current student, faculty member or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the College community.

12. OTHER INVESTIGATION AND RESOLUTION PROCEDURES

If a complaint or report of conduct prohibited by this policy is made against multiple individuals, an office, or the College in general, the Title IX Coordinators will review the matter and take appropriate action, following this policy. The Title IX Coordinators may conduct an investigation, using investigative and disciplinary procedures that are generally consistent with those stated in this policy, appropriately modified based on the particular circumstances involved.

13. REPORTING AND PRESERVATION OF INFORMATION

Each respective Title IX Coordinator will be responsible for the preservation of the records involved in every complaint received, and investigation and hearing conducted, under this policy and shall further be responsible for ensuring that all reports are made to such Federal and State agencies as are required to be notified

under Title IX and related laws and regulations. In conjunction with ensuring that the required reports are made on a timely basis, the respective Title IX Coordinator shall notify the President of the appropriate reports having been made.

Student Records

Family Educational Rights and Privacy Act (Handbook)

(Buckley Amendment, 20 U.S.C. 1230, 1232G)

Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

In accordance with the Family Educational Rights and Privacy Act, students under the age of 21 who commit a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents/guardians.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy are available to students in the Registrar's Office. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

Student Records Policy

Coastal Alabama Community College compiles and maintains information about students which facilitates educational development of the student and effective administration of the College. To better guarantee the rights of privacy as provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment, 20 U.S.C. 1230, 1232g), Coastal Alabama Community College has adopted the following policies and procedures:

General Policy

Coastal Alabama Community College shall not permit access to or the release of education records or personally identifiable information contained therein, other than

directory information as defined within the paragraph titled Directory Information, without the written consent of the student, to any party other than the following:

1. Other school officials and teachers of the College who have been determined by the College to have legitimate educational interests;
2. Officials of those schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
3. Certain authorized representatives of federal departments or agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way which prevents personal identification except when specifically authorized by federal law. The data will be destroyed when no longer needed for such purposes;
4. In connection with a student's application for, or receipt of, financial aid;
5. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
7. Accrediting organizations in order to carry out their accrediting functions;
8. Parents of a student who is a dependent for income tax purposes;
9. Pursuant to a lawful subpoena or court order;
10. Other appropriate persons in an emergency to protect the health or safety of the student or others. Students shall have access to all such information in accordance with the procedure outlined in this statement with the exceptions specified within the following paragraph.

Definition of Education Records

Student 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 student inspection 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 and which are created, maintained or used only in connection with the provision of 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, but such records are available to a physician or appropriate professional of the student's choice.

Definition of Student

For the purpose of this policy, "student" means any person who has been enrolled in and is attending or has attended any course offering of Coastal Alabama Community College. It does not include prospective students.

Directory Information

The following categories of information with respect to each student have been designated by the College as directory information which may be made available to the public, absent a student's request that any such information should not be released without the student's prior consent:

1. Student's name, address, telephone number;
2. Dates of attendance;
3. The most recent previous educational agencies or institutions attended by the student;
4. Weight and height of a member of an athletic team;
5. Major and minor fields of study, degree desired, and classification;
6. Participation in officially recognized activities and sports; and/or
7. Degrees and awards received (i.e., Dean's List, Who's Who, etc.).

If any student has an objection to any of the aforementioned information being released about himself/herself during any given semester or academic year, the student should notify in writing the appropriate

campus Registrar, during the first three weeks of the respective semester or academic year. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The address of the office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

Location of Records

The College has designated the following offices as responsible for student records within their respective areas of responsibility:

1. Instructional Affairs Office
2. Student Services Office
3. Business Office
4. Financial Aid Office

The administrators in the aforementioned offices shall hereinafter be referred to as "records officials." Each official is responsible for maintaining a listing of student records within such records official's area of responsibility, which listing shall indicate the location and general content of the records. Any student request concerning his or her records or files, including requests that information not be disclosed to the public, requests for disclosure to third parties, and requests for access by the student shall be directed to the appropriate records official. Forms for all such requests may be obtained from these officials. The appropriate records official will also attempt to resolve any challenges to the records at an informal hearing with the student and, if an agreeable solution is not reached, the records official will refer the student and his challenge to the Dean of Student Services, who shall set a hearing within 10 days thereafter for final decision.

Access of Student Records to Students

The student is afforded the right to inspect and review, in the presence of a College staff member, any records, files and data directly related to the student. To inspect his or her personal folder or file, a student shall submit a written request to the appropriate records official signed by the student and, if not personally submitted by the student, then the student's signature shall be acknowledged by the affidavit of a Notary Public. The request for inspection shall be acted upon within 45 days from the date such request is received. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies shall be made and provided to the student.

Limitations on Access

The right of inspection of personal information described in the above paragraph does not include:

1. Financial records of the parents of the student or any information contained therein;
2. Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975. If such letters or statements are not used for purposes other than those for which they were specifically intended; or,
3. Other confidential records, access to which has been waived by the student in accordance with policy concerning waivers.

Challenging the Contents of the Record

If, after inspecting his or her record, a student wishes an explanation or to challenge any part of the contents of such record, then the student shall submit a written request for a hearing in the same manner and under the same procedures as provided within the preceding paragraph titled Location of Records.

The request for hearing should identify the item or items in the file to be challenged and state the grounds for the challenge, e.g., inaccuracy, misleading nature, inappropriateness, etc. The records official shall examine the contested item, shall hear the person responsible for placing the item in the file if appropriate and possible, and shall examine any documents or hear any testimony the student wishes to present. The records official may decide that the contested item should be retained or that it should be deleted or revised or he may refer the matter to the hearing officer who shall set a hearing within 10 days thereafter for final decision. In the event any part of the challenged item is retained, the student shall be allowed to place a written explanation thereof in the file. A written decision shall be delivered or mailed to the student within 10 days from the date such hearing is concluded, either by the records official or the hearing officer.

Waiver of Access

A student or a person applying for admission may waive his or her right of access to confidential statements concerning that student's application for admission, financial aid, employment, honorary recognition or any other benefit made available by Coastal Alabama. The student may sign and return the waiver or may request a list of the names of persons who will be asked for recommendations as to such application prior to signing and returning such waiver or the student may decline to

waive the right of access. No such application shall be conditioned upon or prejudiced by the student's failure or refusal to sign such waiver.

Providing Records to Third Parties

The policy of Coastal Alabama Community College is to refuse access to student records to third parties without the written consent of a student except as provided within the preceding General Policy and Directory Information paragraphs. Any records pertaining to a student, which are not excluded by the provisions of the paragraph titled Definition of Educational Records, shall be released upon receipt of that student's written requests directed to the proper records official specifying the records to be released, the reason for such release, the person to whom the records are to be released, and whether a copy thereof is also to be furnished the student.

Transfer of Information by Third Parties

Any information released under the preceding paragraph shall be expressly conditioned upon the understanding that the party to which the information is being transferred will not permit any other party to have access to such information without the consent of the student. Such conditional understanding shall be in writing, and included in or attached to each release of information.

Record Access

Coastal Alabama shall maintain a record, kept with the education records of each student, which will indicate all parties (other than those specified within the paragraph titled General Policy) which have requested or obtained access to a student's education records. This record will indicate specifically the legitimate interest that each such party has in obtaining this information. Such record of access shall be available only to the student, to the school official and his assistants who are responsible for the custody of such records, and to persons or organizations authorized in, and under the conditions of the paragraph titled General Policy, 1 and 3, as a means of auditing the operation of the system.

Destruction of Records

Coastal Alabama Community College retains the right, if not otherwise precluded by law, to destroy records as a matter of policy. However, upon written request, a student shall be granted access to and copies of his or her records, which are not excluded by the provisions included within the paragraph titled Definition of Educational Records, prior to the destruction of such

records. Without a request on file prior to destruction, no copy of records to be destroyed will be furnished to the student.

Emergency Contact Information

In case of a true emergency, call 911.

Coastal Alabama Police Department
251-580-2222 • 1-800-381-3722

Alabama Aviation Center at Brookley Field

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

- (a) 911
- (b) College Police Department: (251) 580-2222
- (d) The City of Mobile Police Department: (251) 208-1700

Building Security: The buildings at the Alabama Aviation Center will be secured as soon as possible after the office closes or after the last class of the day.

Atmore Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

- (a) 911
- (b) College Police Department: (251) 580-2222
- (c) Atmore Police Department at (251) 368-9141

Building Security: The buildings at the Atmore Campus will be secured as soon as possible after the office closes or after the last class of the day.

Brewton Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

- (a) 911
- (b) College Police Department: (251) 202-1250
- (c) Brewton Police Department: (251) 867-3212

Building Security: The buildings at the Brewton Campus will be secured as soon as possible after the office closes or after the last class of the day.

Fairhope Campus

Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

- (a) 911
 - (b) College Police Department: (251) 580-2222, or
 - (c) Fairhope Police Department: (251) 928-2385.
- Building Security: All buildings on the Fairhope Campus will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day.

Foley Career and Technical Facility

Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

- (a) 911,
 - (b) College Police Department: (251) 968-3103 or (251) 580-2222, or
 - (c) Foley Police Department: (251) 943-4431.
- Building Security: All buildings at this facility will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day.

Gilbertown Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

- (a) 911
 - (b) College Police Department: (251) 580-2222
 - (c) Gilbertown Police Department: (251) 843-2766.
- Building Security: The buildings at the Gilbertown Campus will be secured as soon as possible after the office closes or after the last class of the day.

Gulf Shores Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

- (a) 911
 - (b) College Police Department: (251) 580-2222
 - (c) Gulf Shores Police Department at (251) 968-2431.
- Building Security: The buildings at the Gulf Shores Campus will be secured as soon as possible after the office closes or after the last class of the day.

Monroeville Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

- (a) 911
 - (b) College Police Department: (251) 202-1240
 - (c) The Monroeville Police Department: (251) 575-3246.
- Building Security: The buildings at the Monroeville Campus will be secured as soon as possible after the office closes or after the last class of the day.

Thomasville Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus.

To report a crime or emergency call:

- (a) 911
 - (b) College Police Department: (251) 202-1239
 - (c) Thomasville Police Department: (334) 636-2174 .
- Building Security: The buildings at the Thomasville Campus will be secured as soon as possible after the office closes or after the last class of the day.

Off-Campus Sites

In compliance with the Campus Security Act of 1990, off-campus sites will establish linkages with the local police agency to ensure that all criminal activity at those sites is recorded and reported. These linkages include the following provisions:

- Local police will submit on a timely basis to the Regional Campus reports of all criminal incidents which occur at other campus sites.
- College Police will maintain these records and submit applicable data to the Secretary of the Department of Education and make statistics available to all students and employees.
- Coastal Alabama Community College will develop policies and procedures for dealing with the occurrences of criminal activity at these off-campus sites to include preventative measures, educational efforts and disciplinary actions.

Coastal Alabama Safety & Security

Safety and Security Policy

Coastal Alabama Community College provides a safe environment for students, faculty, staff and other campus

visitors. A person who is not a student, officer or employee of Coastal Alabama Community College, who is not authorized by employment or by status as a student of Coastal Alabama Community College to be on campus or at any other facility owned, operated or controlled by the governing board of Coastal Alabama Community College, or who does not have legitimate business on the campus or facility, or any other authorization, license or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal, orderly, peaceful or efficient conduct or activities of such facility, may be directed by an official of the College to leave the campus or facility. If the person fails to do so, trespass charges may be made by Coastal Alabama Community College through the College Police as well as local law enforcement agency or court.

College Disturbance Policy

Definition of College Disturbance: Any activity on any campus which does any of the following:

1. Violates the law;
2. Disrupts the orderly process of the institution; or Endangers the life or property of the individual or the College.
3. Notification Method: notify College Police at 251-580-2222

Parking and Driving Regulations

Registration

Any student who drives a car or a motorized vehicle on the campus, day or night, must abide by state laws and must secure a parking decal online during the first two weeks of the semester. These decals must be affixed to the left side of the rear window of the student's car. All students must abide by the following regulations.

Regulations

1. Speed limit will not exceed 15 m.p.h. on campus.
2. The registered driver is responsible for his automobile regardless of who is driving.
3. Visitors to the campus, including students who drive an unregistered car on a temporary basis, must obtain a visitor's parking permit from the College Police Office or the administrative office of the respective campus.
4. The College reserves the right to deny, for cause, any person the privilege of operating and/or parking a motor vehicle on the campus.
5. The College assumes no responsibility for losses from fire, theft, or from any other cause when cars are parked on the campus.

6. City and State regulations and rules, and all directive signs governing the use of motor vehicles, must be observed at all times.
7. Spaces for persons with disabilities are for the exclusive use of qualified permit holders and visitors with disabilities. Permits for persons with disabilities are good in any legal parking space.
8. Parking is prohibited except in marked spaces. Parking spaces are marked by painted lines or specific signs.
9. Parking on the grass, on sidewalks, or blocking sidewalks is prohibited.
10. Double parking is prohibited. Double parking is parking across the line, either to the side or the back or front of the vehicle.
11. The registered driver of a vehicle is responsible for all citations issued to the vehicle.
12. Decals are registered to individual vehicles and shall not be transferred to other vehicles.
13. The College reserves the right, after a reasonable attempt is made to contact the owner(s), or notice has been posted, to remove and impound illegally parked or abandoned vehicles; any vehicle found on campus without a decal, with an unauthorized or altered decal, or with no license plate; or any vehicle parked in such a way as to constitute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner(s) shall thereafter be responsible for any costs involved in removing, impounding and storing of such vehicle. The College shall not be liable for any damage to such vehicle occurring during removal or impoundment.

Violations and Fines

All traffic fines are paid and/or appealed online through the Coastal Alabama Community College website under the Student>Safety section. All fines are doubled if not paid within 30 days from the date shown on the ticket. Appeals made after 5 days will not be considered. The following schedule of penalties will be applied to violators of these parking regulations.

\$25 Fines:

- No Decal
- Decal improperly displayed
- Unauthorized parking in visitor areas
- Improper parking
- No parking zone
- Stop Sign violation
- Smoking violation
- Unauthorized parking in Faculty/Staff parking areas
- Excessive noise from vehicle (city and campus noise violation)

- Unauthorized parking in Administration Only/ Authorized College Vehicle parking areas

Fines for other violations:

- Reckless driving and/or speeding – \$25.00 minimum
- Unauthorized parking in handicap areas – \$100.00

Vehicles violating parking regulations may be wheel locked or towed away. Wheel locking fee is \$50.00 plus cost of fine. Towing cost will be assessed by wrecker service.

College Police Reports Disclosure of Campus Police Policies and Statistics

The information contained in this disclosure document is provided by Coastal Alabama Community College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to the Dean of Operations.

Emergency Notification System & Timely Warnings - Emergency Response Policy

Students at Coastal Alabama Community College will be notified of emergencies, inclement weather and other safety messages through the College's mass notification systems. Students are encouraged to sign up on these systems and to maintain accurate information on their student accounts to ensure they will receive these important messages.

Coastal Alabama Community College uses the RAVE Mobile Safety Alert System to notify students (both pre-registered and registered) and faculty/staff of emergency situations and important College notices. The Coastal Alabama Police Department works closely with the Marketing and Communications Office to determine when and how an alert will be issued. The current situation will be monitored, and College officials will determine the type of notice, if any, that will be sent. The Marketing and Communications Office staff has the charge of issuing an alert upon the decision of College Police, select administrators or the President of Coastal Alabama Community College. The Student Services Office monitors affects on students; the Operations Office monitors weather and campus situational analysis; the College Police Department monitors the safety and security of the College community; and, the Marketing and Communications Office, which houses the Public Information Office, communicates with each

individual or office to stay abreast of developing situations. The President is notified and informed of situations throughout the lifetime of the occurrence(s).

In the event of a significant emergency situation, Coastal Alabama Community College will send an emergency notification via text message, voice-to-text and/or e-mail. The Clery Act defines a significant emergency situation as an immediate threat, such as a fire, health outbreak, inclement weather, gas leaks, etc.

Some situations do not require an emergency notification if they are not causing imminent danger to the College community. Examples of these situations include power outages and strings of larcenies, as defined by the Clery Act. Students may receive a notification through the RAVE Alert System, even in the event of a non-emergency situation. These types of notifications are called Timely Warnings. The Marketing and Communications Office with other key College officials, will determine what type of alert should be sent.

Any type of emergency notification or timely warning will include pertinent information for the College community to respond to or to be aware of a current situation. Information included in notifications do not compromise any type of criminal investigation but do include information to allow individuals to respond appropriately. For instance, if there is a suspect of a crime on campus, descriptive details regarding the individual's appearance or attire will be included. Evacuation or lockdown information may also be included should the situation require those types of responses.

Coastal Alabama Community College, without delay, and taking into account the safety of the community, determines the content of the notification and initiates the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Testing Emergency Procedures and Notifications - Coastal Alabama Community College frequently tests emergency procedures and notifications. Each fall, the College sends an annual notice to students, faculty and staff via the RAVE Mobile Alert System. In addition, the College performs routine drills and evacuations annually. The College may choose to coordinate these tests, announced or unannounced. The Coastal Alabama Police Department also performs active shooter drills for faculty, staff and students. These exercises are performed during professional development sessions for employees and during training for specific student groups, such as Resident Assistants. All drills will be documented through the College Police Department.

Reporting Criminal Actions or Other Emergencies

1. It is the policy of Coastal Alabama Community College that any criminal act, or threat of violence, injury, destruction of College or personal property, traffic accident, or other situation which occurs on the main campus of, any branch campus of, or any other site operated by, Coastal Alabama Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to College Police, at 251-580-2222. In the event of the absence or unavailability of the Police Chief, the situation should be reported to the Dean of Operations and/or Designee.
2. All witnesses to any situation which fits into any of the above-described categories shall make themselves available to make written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Coastal Alabama Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in paragraph 1 above.
3. It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in paragraph 1 above, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Coastal Alabama Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.
4. The Coastal Alabama Police Department is under the supervision of the Dean of Operations. The Regional Police Office is located on Hammond Circle on the Bay Minette Campus. The Chief of Police is responsible for the management of the College Police Department and reports to the Dean of Operations. All public safety services are coordinated with other key College officials and local law enforcement officers and agencies.

Security of College Facilities

The College Police Department provides continuous year-round security and enforcement to the College community. Regular patrol is provided with access to municipal emergency services. College Police Officers are certified by the Alabama Peace Officers Standards and Training Commission and are sworn with all of the powers of a peace officer of Alabama. The College Police work in close cooperation with other local law enforcement agencies. College Police can be contacted by calling 251-580-2222, or 911. Whether one is a victim or a witness, one should report a crime or suspicious activity or any other emergency on campus. It is important to provide the following information when calling:

- Name;
- Location of the incident;
- A description of the individual or any vehicles involved in the incident, especially a license plate number.

Outdoor lighting is a priority for campus safety/security. The College has attempted to insure that all areas of the campus are well-lighted, especially around the residence halls and areas frequently traveled by students. Additional and improved lighting is continuously being added to enhance the security of students. The College Police officers make regular "lights out" reports of all street, sidewalk and parking lot lights, to insure speedy light replacement. Students and staff members are encouraged to report any areas that they feel need additional lighting or lights that need replacing. After dark, individuals are encouraged not to go out alone.

Building Security

All academic buildings are open by 7 a.m. Monday through Friday and are locked by 10:30 p.m. Monday through Thursday and 5 p.m. on Friday. Administrative and academic buildings are normally locked on Saturday and Sunday.

All buildings will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day. The dean or department head who has a need for a classroom, laboratory, or office to be opened after the normal closing time of the building should follow the facilities reservation guidelines. Students should not be in buildings alone after normal closing hours. Buildings are secured by College Police who make regular checks of each building to insure that they remain locked.

Off-campus sites: In compliance with the Campus Security Act of 1990, off-campus sites will establish

linkages with the local police agency to ensure that all criminal activity at those sites is recorded and reported. These linkages include the following provisions:

- Local police will submit, on a timely basis, to the Bay Minette Campus of College Police reports of all criminal incidents which occur at other campus sites.
- College Police will maintain these records and submit applicable data to the Secretary of the Department of Education and make statistics available to all students and employees.
- Coastal Alabama Community College will develop policies and procedures for dealing with the occurrences of criminal activity at these off-campus sites to include preventative measures, educational efforts and disciplinary actions.

The Academy at the Fairhope Airport

Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- (a) 911
- (b) The College Police Department: (251) 580-2222
- (b) The Fairhope Police Department: (251) 928-2385

Building Security: The building at The Academy at the Fairhope Airport will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day.

Alabama Aviation Center at Brookley Field

Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- (a) 911
- (b) College Police Department: (251) 580-2222
- (c) City of Mobile Police Department: (251) 208-1700

Building Security: The building at the Alabama Aviation Center at Brookley Field will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day.

Atmore Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- (a) 911;
- (b) College Police Department: (251) 580-2222
- (c) Atmore Police Department at (251) 368-9141

Building Security: The buildings at the Atmore Campus will be secured as soon as possible after the office closes or after the last class of the day.

Brewton Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- (a) 911
- (b) College Police Department: (251) 202-1250
- (c) Brewton Police Department at (251) 867-3212

Building Security: The buildings at the Brewton Campus will be secured as soon as possible after the office closes or after the last class of the day.

Fairhope Campus

Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- (a) 911
- (b) College Police Department: (251) 202-1238
- (c) Fairhope Police Department: (251) 928-2385

Building Security: All buildings on the Fairhope Campus will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day.

Gilberttown Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- (a) 911
- (b) College Police Department: (251) 580-2222
- (c) Gilberttown Police Department: (251) 843-2766

Building Security: The buildings at the Gilberttown Campus will be secured as soon as possible after the office closes or after the last class of the day.

Gulf Shores Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- (a) 911
- (b) College Police Department: (251) 580-2222
- (c) Gulf Shores Police Department: (251) 968-2431

Building Security: The buildings at the Gulf Shores Campus will be secured as soon as possible after the office closes or after the last class of the day.

Jackson Center

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- (a) 911
- (b) College Police Department: (251) 580-2222
- (c) Jackson Police Department at (251) 246-4484

Building Security: The buildings at the Jackson Center will be secured as soon as possible after the office closes or after the last class of the day.

Monroeville Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- (a) 911
- (b) College Police Department: (251) 202-1240
- (c) Monroeville Police Department: (251) 575-3246

Building Security: The buildings at the Monroeville Campus will be secured as soon as possible after the office closes or after the last class of the day.

Thomasville Campus

Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:

- (a) 911
- (b) College Police Department: (251) 202-1239
- (c) Thomasville Police Department: (334) 636-2174

Building Security: The buildings at the Thomasville Campus will be secured as soon as possible after the office closes or after the last class of the day.

Campus Access After Hours

Coastal Alabama Community College facilities are open to students, faculty, and staff during normal hours of operation for approved college and educational purposes. While the college endeavors to provide an open academic environment, college officials and College Police are also concerned with providing a safe environment and may request to see your student identification card at any time. After regular operating hours or when the campus is closed, College Police may, at their discretion, deny access

to anyone who is unable to produce proper identification; to anyone they believe has no legitimate business on campus; or to anyone whose presence causes a safety concern to themselves or others.

Access to Campus Facilities

All buildings are open by 7:00 a.m. Monday through Friday and will be closed and secured as soon as possible after the offices close; or in the case of a classroom building, after the last class of the day. Buildings are normally closed on Saturday and Sunday. Students should not be in a building alone after normal closing hours. The buildings are secured by the campus security service, and it is their responsibility to make regular checks of each building to ensure that they remain locked. Outdoor lighting is a priority for campus safety/security. The College has attempted to ensure that all areas of the campuses are lighted, especially around parking lots, walkways, classrooms, and areas frequently traveled by students and college personnel. College Police personnel report light outages to the college maintenance department for light replacement. Students and staff members are encouraged to report lights that need replacing at the earliest convenience.

College officials and College Police are concerned with providing a safe environment and may request to see your faculty, staff or student identification card at any time.

College Law Enforcement Policies and Procedures

1. Officers shall at all times abide by the Peace Officer's Code of Ethics and take appropriate action to preserve the peace, protect life and property, apprehend criminals, prevent crime, recover lost and stolen property and enforce the laws of the United States, the State of Alabama, and regulations of Coastal Alabama Community College.
2. Violation of rules: Violation of College rules and regulations or criminal offenses are reported in writing to the Dean of Student Services and/or Designee. College regulations, disciplinary actions, and disciplinary procedures are outlined in the College Catalog and Student Handbook.
3. Room searches: College Jurisdiction: If deemed necessary and advisable for the safety, security, and the maintenance of an educational atmosphere, a room may be searched. Searches will be conducted only in accordance with the preceding sentence or if there is reasonable cause to believe that a student is using his/her room for a purpose in violation of federal, state or local laws, or College regulations. Any room search, except one conducted by law

enforcement officers with probable cause or duly issued search warrants, must be approved by the Dean of Student Services and/or Designee

4. Code of Conduct: Officers are expected at all times to abide by the Coastal Alabama Community College Police Department Code of Conduct.

Violence Against Women Reauthorization Act (Effective March 7, 2014)

VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the Clery Act reporting requirements.

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 who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, 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.

Dating Violence: 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 shall be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) The type of relationship, and (iii) The frequency of interaction between the persons involved in the relationship.

Stalking: 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.

Identification of Campus Security Authority Personnel

Who is Campus Safety Authority (CSA)? A campus security authority is defined as any administrator or staff person who has responsibility for a student or campus activity outside of the classroom including campus security officers, athletic coaches, professional staff, and staff advisors in student clubs and organizations.

Who is not a campus safety authority CSA? A faculty member or instructor who does not have responsibility for a student or campus activity beyond the classroom is not

a CSA. The following positions are also not considered campus safety authority: clerical staff, bookstore staff, facilities or maintenance staff.

Title IX Sexual Harassment Complaint Procedure

A. INTRODUCTION

Coastal Alabama Community College 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, the College's paramount concern is for the safety and well-being of those impacted. To support and assist students, the College provides a range of resources that include a trained counselor.

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. Coastal Alabama Community College 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:

Student Complaints
Dr. Celeste Robertson
Student Conduct Administrator
1900 Highway 31 S
Bay Minette, AL 36507
251-580-2152
Celeste.robertson@coastalalabama.edu

Vinson Bradley
Dean of Student Services
1900 Highway 31 S
Bay Minette, AL 36507
251-580-2103
vinson.bradley@coastalalabama.edu

Employee Complaints
Human Resources
1900 Highway 31 S
Bay Minette, AL 36507
251-580-4898
Hr@coastalalabama.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: 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.coastalalabama.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."

B. 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 of behalf of the College shall be deemed actual knowledge on the part of the College.

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 College's education programs and activities.

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

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

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).

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).

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).

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).

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; or
- (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).

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).

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).

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 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 [link to Title IX webpage]. 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 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.

C. SUPPORTIVE MEASURES

Supportive measures means 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 College 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. Credibility 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 Primary Decision Maker will submit the hearing report to the Hearing Officer within ten (10) business days of the live hearing.

The Hearing Officer will submit the hearing report simultaneously to the Title IX Coordinator, 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 Coastal Alabama Community College or his/her designee shall be the appeal authority in upholding, rejecting, or modifying the recommendations of the Decision Maker Panel. The President or his/her designee shall not be bound in any manner by the recommendation(s) of the Decision Maker Panel, 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 review the decision of the Decision Maker Panel. 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 (10th) 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. § 160.45(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 circumstance or as may be otherwise agreed by the parties.

If the Respondent 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:

1. 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;
2. obtains the parties' voluntary, written consent to the informal resolution process; and
3. 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.

Range of Possible Sanctions – On final determination of responsibility the following sanctions may be imposed against a respondent:

Student Respondent:

1. Sanctions for Category 1 Violations:

One or any combination of sanctions, as appropriate:

- **Administrative Letter of Reprimand**-A written letter from the Student Conduct Administrator. The letter may include a sanction or a warning to a student that conduct was inappropriate, and that further misconduct will result in more severe disciplinary action.
- **Probation**- A status between good standing and suspension from the College. It is ordinarily imposed for a period of not less than one semester. It may also include such restrictions as a denial of the opportunity to represent the College as officer or member of a student organization. Future violations may result in additional sanctions
- **Restitution**- Repayment for theft or damage
- **Fines**-Monetary payments for violations
- **Discretionary Sanctions**-Seminars or mentoring, research project or service to the College
- **Building/Facility Suspension**-Suspension from a building or space on campus

2. Sanctions for Category 2 Violations:

Any combination of sanctions for Category 1 Violations, including:

Class Suspension- class suspension is defined as a temporary separation from the college, for one or more semesters. Once suspended, a student is withdrawn from course rolls. The student will not receive credit for those courses and will not be allowed to attend any College-sponsored event or activity.

A student who completes all required sanctions will be welcomed back to the College after the suspension period. Though, sometimes the student's return comes with one or more of the following stipulations:

- Not permitted to live on campus
- Can no longer participate in (*certain activity*)
- Subject to random drug screenings
- Restricted from certain campus areas or buildings

Dismissal- A permanent separation from the College. When dismissed, a student is withdrawn from course rolls and is no longer allowed on ANY campus. Students who are dismissed from campus have a hold place on their account and cannot later enroll.

3. Determining Sanctions: Each student situation will be evaluated individually when considering the following mitigating and aggravating impacts:

- The nature of the violation
- A student's level of involvement in the violation
- Actual harm caused by the behavior
- The potential risk of harm
- The student's intent
- The impact on the campus community
- The severity and pervasiveness of the behavior
- The student's demonstrated understanding and sincere remorse
- The student's level of cooperation and compliance
- The level of success of prior intervention

For Employees:

Human Resources

For Individuals other than employees or student:

Sanctions will be determined by federal, state, local law

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.coastalalabama.edu

Non-Discrimination Policy (Handbook)

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment. The College encourages any students or employees who believe that they have been subjected to harassment on the basis of race, color, or national origin, to report the harassment to the College, and note the College's commitment to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Any students or employees found to engage in acts of discrimination or harassment on the basis of race, color, or national origin, will be promptly disciplined and may include, if circumstances warrant, suspension or expulsion for said students and employees. Coastal Alabama Community College complies with nondiscriminatory regulations under Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act (ADA), Title IV, VI, and IX of the Civil Rights Act. Questions or concerns regarding Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act (ADA) should be directed to the ADA Coordinator on the appropriate campus.

The President of Coastal Alabama Community College has assigned responsibility for Titles IV, VI, and IX as follows:

- Students with questions or any concerns, including discrimination or harassment, that are academic in nature should contact the Instructional Affairs Office (251) 580-2289.

- Students with questions or any concerns, including discrimination or harassment, that are non-academic in nature should contact the Dean of Enrollment Management (251) 580-2103.
- Employees and other individuals who have questions or any concerns, including discrimination or harassment, should contact the Senior Personnel Officer (251) 580-4849.

These individuals can be contacted at the following address: Coastal Alabama Community College, 1900 U.S. Highway 31 South, Bay Minette, Alabama, 36507. Information on the College's nondiscrimination policy will be made available in large type upon request. Also this information will be read to any person making the request. Also, the College will distribute the statement in languages other than English, as necessary.

Harassment Policy (Handbook)

Coastal Alabama Community College is committed to providing both employment and educational environments free of harassment in any form. Employees shall adhere to the highest ethical standards and professionalism and refrain from any form of harassment. Both employees and students shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is respected. Any practice or behavior that constitutes harassment shall not be tolerated.

1. Harassment can be defined as but is not limited to:
 - Disturbing conduct which is repetitive;
 - Threatening conduct;
 - Intimidating conduct;
 - Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
 - Unwelcome sexual advances, requests for sexual favors, or sexual based offenses;
 - Assault;
 - Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.
2. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority.
3. Harassment of employees or students by non-employees is also a violation of this policy.
4. This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the Title IX Coordinator, Human Resources Director/Coordinator

or President at the institution. within ten days of when the alleged incident occurred. Any reprisals shall be reported immediately to the Title IX Coordinator, Human Resources Director/Coordinator or President. Any employee or student who becomes aware of any harassment shall report the incident to the Title IX Coordinator, Human Resources Director/Coordinator or President. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

5. This policy shall be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program shall be utilized to assist all members of the community to understand, prevent and combat harassment. Each community and technical college is required to provide annual training related to harassment, including sexual harassment.
6. Complaints or Reports concerning sexual harassment should be made, processed and addressed under Policy 620.03 - Sexual Harassment Complaint Procedures.

Civil Rights Act of 1964, as amended in 1972 and 1991; Title VI; Title VII; Equal Opportunity

Act of 1972; Title VII Education Amendments of 1972; Title IX of the Education Amendments of

1972;; Section 504 of the Rehabilitation Act of 1973; Pregnancy Discrimination Act of 1978;

Americans With Disabilities Act of 1990

Standards of Conduct Related to Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs

Coastal Alabama Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises, or at any activity which it sponsors, the possession, influence, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Coastal 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 shall not be limited to, suspension or expulsion. For an employee, such administrative or disciplinary action may include, but shall not be limited to, reprimand, or suspension or termination of employment, or requirement that the employee participate in and/or successfully complete an appropriate rehabilitation program. Any visitor engaging in any act prohibited by this policy shall be called upon to immediately desist from such behavior. If any employee, 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. The alcohol and drug awareness program will be owned by the Police Department to ensure federal compliance.

Legal Sanctions for Drugs and Alcohol

Legal sanctions regarding unlawful use, possession, or distribution of alcoholic beverages and illicit drugs.

1. 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:

- Schedule I consists primarily of “street drugs” such as heroin, morphine, marijuana, LSD, mescaline, etc. Schedule II includes opium, cocaine, and methadone, among other illicit drugs.
- Schedule III drugs include those which have less potential for abuse than Schedule I or II, and those substances with the least potential for abuse are included in Schedules IV and V.

The Schedules may be found in Code of Alabama (1975), sec. 20-2-23, et seq.

- Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975] sec. 13A-11-10).
- Possession, consumption, or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by a fine of \$25 - \$100 or a 30 day jail term. (Code, sec. 28-1-5).
- Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50 - \$100 and, in the discretion of the judge, a jail sentence of up to six (6) months. (Code, sec. 28-4-20, et seq).
- 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, in the discretion of the judge, a jail sentence of up to six (6) months. (Code, sec. 28-1-1).

- Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable upon the first conviction, by a fine of \$250 - \$1,000 and/or one year in jail plus suspension of driver's license for 90 days. (Code, sec. 32-5A-191).
- 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).
- Possession of marijuana for other than personal use is punishable by a fine of up to \$5,000 and a prison sentence of not more than ten years. (Code, sec. 13A-12-213).
- The selling, furnishing, or 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 more than 20 years. (Code, sec. 13A-12-211).
- The selling, furnishing, or giving by a person 18 years or older to a person under the age of 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 prison term of up to life. (Code, sec. 13A-12-215).
- Possession of a controlled substance enumerated in Schedule I-V is punishable by a fine of not more than \$5,000 and/or a prison term of not more than 10 years. (Code, sec. 13-12-212).
- Conviction for an unlawful sale of a controlled substance in or, within a three-mile radius of, an educational institution brings with it an additional penalty of 5 years of imprisonment with no provision for parole. (Code, sec. 13A-12-250).
- The use, or possession with intent to use, of drug paraphernalia is punishable by up to three months in jail and/ or a fine of up to \$500. (Code, sec. 13A-12-260).
- The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by no more than 10 years in prison and/or fine of up to \$5,000. If 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.

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

- to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or
- to create, distribute, or dispense, or counterfeit 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" when compared with drugs in Schedule I-IV. Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Schedule II drug. Amphetamine is a Schedule III drug, while Barbitol is a Schedule IV drug. An example of Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams).

The penalties for a first offense conviction of violating the laws described in items (1) and (2) above are:

- In case of a Schedule I or II drug which is a narcotic drug, not more than fifteen (15) years in prison, a fine or not more than \$25,000, or both.
- 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 (5) years in prison, a fine of not more than \$15,000 or both.
- In the case of a Schedule IV drug, not more than three (3) years in prison, a fine of not more than \$10,000 or both.
- In the case of a Schedule V drug, not more than one (1) year in prison, a fine of not more than \$5,000 or both.
- Notwithstanding subparagraphs (a) through (b) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one (1) year and/or a fine of not more than \$5,000.
- Notwithstanding subparagraph (a) through (b) above, the manufacture, possession, or distribution, or intent to manufacture, possess, or distribute phencyclidine (PCP, "angel dust") is punishable by up to ten (10) 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.

3. Local Ordinances: The State of Alabama Code has been adopted locally.

Health Risks of Drug and Alcohol Use and Abuse

Following is a list of some of the health risks and symptoms associated with the following categories of substances. It 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.

1. Cannabis

- Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
- Regularly observed physical effects of cannabis are a substantial increase in the 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 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 is damaging to 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. The drug can become the center of their lives.

2. Cocaine

- Includes cocaine in powder form and “crack” in crystalline or pellet form.
- 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 can cause AIDS, hepatitis, and other diseases. Preparation of freebase, 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.

3. Other Stimulants

- Includes amphetamines and methamphetamines (speed); phenmetrazine (Preludin); methylphenidate (Ritalin); and “anorectic” (appetite suppressant) drugs such as Didrex, Pre-State, 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 a rapid or irregular heartbeat, 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 amounts 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.

4. Depressants

- Includes such drugs as barbiturates, methaqualone (Quaaludes), and tranquilizers such as Valium, Librium, Equanil, Miltown, 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.

5. Narcotics

- Includes such substances as heroin, morphine, opium, and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin), and such drugs as Percocet, Percodan, Darvon, Talwin, 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 diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

6. Hallucinogens

- Includes phencyclidine (“PCP”), lysergic acid diethylamide (“LSD”), mescaline, peyote, and psilocybin.
 - 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—depression, 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 and coma, heart and lung failure, or ruptured blood vessels in the brain. 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.

7. Inhalants

- Includes such substances as nitrous oxide (“laughing gas”), amyl nitrite, butyl nitrite, 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 also decrease the heart and respiratory rates, and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine 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 concentrations of inhalants can cause suffocation by displacing the 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.

8. Designer Drugs

- 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 illegal drugs to produce analogs known as 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. Analogous 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, hallucination, and impaired perception.

9. 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, intoxication, 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.

Campus Programs on Security, Safety, and Alcohol/Drug Education

The College has an awareness campaign designed to encourage all members of the College community to avoid involvement with alcohol and/or illegal drugs. Education programs in New Student Orientation, video presentations, and other special presentations:

1. Provide current, accurate information on health risks;
2. Provide accurate information on symptoms of illegal drug/alcohol abuse;
3. Promote an institutional climate that discourages the use of illegal drugs and/or alcohol;
4. Provide information on treatment centers and community agencies for referral;
5. Provide in-house counseling for those with alcohol/drug problems;
6. Provide accurate information concerning local, state, and federal laws dealing with the use of illegal drugs and alcohol; and,
7. Provide a clear explanation of Coastal Alabama Community College’s policy on the use of alcohol and/or illegal drugs and including College disciplinary procedures.

Summary of Fires Reported on Campus

[Bay Minette Campus Fire Summary](#)

[Brewton Campus Fire Summary](#)

Campus Crime Statistics

The following are statistics relating to incidents occurring on all campuses and sites operated by Coastal Alabama Community College for the academic years 2016-2018. For the purposes of this report, the definitions expressed below shall apply. These definitions are consistent with those used by the U.S. Department of Justice in the Uniform Crime Reports published by the Federal Bureau of Investigation. The classification by the College of any criminal offense which occurs on campus shall be based on its designation by the investigating law enforcement agency, as opposed to the determination of a court, medical examiner, coroner, jury, or other judicial body.

Definitions:

a. Murder (including non-negligent manslaughter) is the willful killing of one human being by another. Not included in this classification are deaths caused by negligence, suicide, accident, or justifiable homicide, attempted murder and assault to murder shall also be excluded, but will be classified as “aggravated assaults” as defined below.

b. Rape is the carnal knowledge of a male or female forcibly and against his or her will. Assaults or attempts to commit rape by force or threat of force are also included; however, statutory rape and other sex offenses are excluded from this classification.

c. Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

d. Motor Vehicle Theft is defined as the theft or attempted theft of a motor vehicle. This offense includes stealing of automobiles, trucks, buses, motorcycles, motorscooters, snowmobiles, etc. It does not include the taking for temporary use by a person having lawful access to the respective vehicle.

Arrest Statistics Relating to Alcohol, Drugs and Weapons

The arrest statistics stated in this section are subject to the following definitions:

- *Arrest* is the lawful detention by a person with arrest powers of a person for whom there is probable cause to believe violated one of the offenses covered in this section.
- A *Liquor Law Violation* is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage or beverages.

- A *Drug Abuse Violation* is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of those items categorized as illicit drugs, controlled substances, or illegal drug paraphernalia.
- *Weapons Possession* shall be the illegal possession or control of an item designated as a “weapon” by ordinance, statute, or case law.

2018 Campus Crime Data

[Atmore Campus](#)

[Bay Minette Campus](#)

[Brewton Campus](#)

[Fairhope Campus](#)

[Gilbertown Campus](#)

[Gulf Shores Campus](#)

[Jackson Campus](#)

[Monroeville Campus](#)

[Thomasville Campus](#)

Reporting of Off-Campus Criminal Incidents Occurring at Student Functions

Statistics for the three most recent years by campus: Coastal Alabama Community College’s Code of Student Conduct is the code of conduct by which students and organizations are expected to abide. The College expects all students and organizations to be knowledgeable of the Standard of Conduct, and they should be aware that they are expected to conform to the standard of behavior on campus as well as at all College-sponsored events off College premises, such as athletic events, field trips, social activities, etc.

Crime Prevention for Students and Employees

The College will provide a program of education designed to instruct all members of the College community on how to better protect themselves and their property. Through campus publications, Orientation, and special presentations, students and employees will become aware of criminally induced dangers and appropriate responses to these dangers.

1. Videos on topics such as sexual assault and response to active shooter scenarios will be shown in the residence halls.
2. A Crime Awareness program is presented.
3. Through in-service workshop programs, employees are taught how to protect themselves and their students.
4. Group meetings and seminars are presented in the residence halls to alert students of security in the residence halls.
5. Guest speakers are invited to campus throughout the year.

TREATMENT FACILITIES

American Addiction Center Substance Abuse and Mental Health Services Administration

1-888-984-3206 1-877-726-4727

National Council on Alcoholism National Association of Addiction Treatment Providers

1-800-622-2255 1-888-574-1008

National Institute of Drug Abuse Hotline

1-800-662-4357

National Council on Alcoholism and Drug Dependence

1-800-622-2255

national@ncadd.org

National Alliance for Hispanic Health

1-866-783-2645

Student Resources

Alabama Workforce Solutions

The Alabama Workforce Solutions Program of the Center for Professional Development is a partnership with local business and industry in the south Alabama community. The College provides short and long- range training programs and will customize training to meet specific needs. Examples of previous training include, but are not limited to, Certificate of Supervision, Waste Water Management Program, Lean Manufacturing, Mechanical Maintenance and Troubleshooting, Electrical Maintenance and Troubleshooting, Human Resources, computer skills, and other technical skills. A variety of training sites is available, including many of the College’s campuses. Some programs can also be conducted on site upon request.

Professional/Continuing Education

The Center for Professional Development supports Coastal Alabama's education and service missions and offers study opportunities to the community by extending the resources of the College to the region. Offerings include a broad range of subjects in professional development, including continuing education units (CEUs) in accounting, nursing, electricity, etc. In addition, the Center also offers non-credit programs, such as Certified Nursing Assistant. Continuing Education offerings carry CEU credit only.

Personal/Recreational Education

The Center for Professional Development and Continuing Education Program also offers short-term, non-credit offerings to meet the challenging needs of the community and help individuals fulfill personal goals. Offerings may include, but are not limited to, digital photography, culinary, youth exploration camps, and computer literacy.

Career Pathways

Career Pathways courses are non-credit classes and services designed specifically to prepare participants to prepare for workforce entry or advancement, gain access to postsecondary education, increase skills or gain necessary CEU's in a particular field. Instructors work with students to identify and write goals and a comprehensive career plan. Coastal Alabama staff works with participants to identify sources of applicable financial assistant and other support services available to support participant success.

Workplace and Work Based Project Learner Classes

Workplace education classes are designed to assist business and industry by providing literacy skills to current employees. Work Based classes are non-credit, short-term classes designed to teach specific work based skills and competencies needed for employment.

Job Readiness Classes

Job Readiness classes provide career pathways for individuals with limited education and employment experience. Classes provide the skills required for entry-level employment with many Alabama industries and businesses. The curriculum covers Basic Education, Computer Skills, Problem Solving, and Job Acquisition. Participants benefit from the free, quality training by industry professionals. Participants also prepare to take the WorkKeys® assessment for a Career Readiness Certificate.

Refunds for Professional/Personal Offerings

A student who withdraws from a Continuing Education or Alabama Workforce Solutions class may claim a refund of fees under certain allowances. If such withdrawal is made after registering, but before any offerings begin, the student may claim full fees. No refunds will be made after the offering begins. The College reserves the right to cancel those offerings with insufficient enrollment.

Adult Education Program

The Adult Education (AE) Program offers a variety of class options including Career Pathways, Ready to Work, ESL, High School Diploma Option, and GED preparation free to the citizens of our service area. Career Pathways classes currently consist of Building Construction and Office Administration. The Ready to Work class is offered each semester on the Fairhope and Atmore campuses. For students wanting to learn English as their section language, ESL classes are offered in Baldwin and Escambia Counties. The GED Preparation classes are designed for adults age 16 and older who were not able to complete high school. The class helps prepare individuals for the GED test by improving their basic reading, language, and math skills. Adults age 19 or older may qualify for the the Alabama High School Diploma Option course that is also offered through the AE program. All materials needed for AE Program classes will be provided free to all enrolled learners. Individuals interested in enrolling in AE classes may contact the Adult Education Office at Coastal Alabama Community College at 1-251-580-2105. GED classes operate on an open-enrollment basis; therefore, a participant may register at any time by simply attending the class and notifying the instructor. Other class options will require pre-enrollment. Classes are offered at more than 30 locations in the service area. Refer to the College's website for the most current locations and times.

In keeping with the mission of the Alabama Community College System, applicants with less than a high school diploma or GED may be admitted to courses not creditable toward an associate degree or programs comprised exclusively of courses not creditable toward an associate degree, provided that he/she meets all criteria listed below:

- Students must be co-enrolled in the Adult Education Program and a program of study. The chosen program of study must be defined as an eligible career pathway under the Workforce Innovation and Opportunity Act (WIOA) and by federal Pell Grant Ability to Benefit criteria.

The College may establish higher or additional admission requirements for a specific program or service when student enrollment must be limited or to assure ability-to-benefit.

Alabama Technology Network (ATN)

The Alabama Technology Network (ATN) of the Alabama Community College System links two-year colleges, the University of Alabama System, Auburn University and the Economic Development Partnership of Alabama together to solve the needs of the State's existing manufacturing industry. This link allows Alabama manufacturers to "make things better in their business." As Alabama's Affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, our employees are able to provide training and services that meet local needs and provide innovative and cost-effective solutions. Through ATN's resources, we put our clients in touch with our experts to provide solutions to their business needs.

The College, through the local Alabama Technology Network Center, offers various types of seminars, workshops, and courses for employees of area businesses and industries on a cost-share basis. Recognizing that economic development and continued economic stability are essential to the community it serves, the College extends its facilities and other resources to businesses and industries by providing training in such areas as Lean Manufacturing, Six Sigma, Environmental Safety, and Health, Maintenance, Executive Coaching, and various other process improvement and continuing education opportunities.

Special Testing for High School Equivalency Diploma

Coastal Alabama Community College has been designated by the Alabama State Department of Education as a test center for the General Education Development (GED) Test. This Test is used as the basis for granting the diploma of high school equivalency issued by the State Department of Education. The Alabama High School Equivalency Diploma is designed to benefit veterans, service personnel, and adults over 18 years of age who did not complete high school. Most colleges, employers, training agencies, and state and federal civil service agencies accept the Alabama High School Equivalency Diploma.

To be eligible for the certificate a person must: (1) be 18 years of age or may take the Test at 16 or 17 years of age, if the school superintendent provides written approval,

and if the parent(s) or guardian also provide a letter of agreement: (2) be a resident of the State of Alabama; and (3) make an acceptable score on the GED Test.

Persons may take the GED Test regardless of the amount of previous education. Also, all GED applicants must provide photographic identification and a valid social security card to the test center official(s) as part of the identification process prior to taking the GED Test. Interested persons may obtain further information concerning the Test by calling 1-800-381-3722.

TRIO Student Support Services

The Student Support Services Program is funded by the U.S. Department of Education and is designed to provide supportive services to first generation, low-income and/or disabled participants in order to enhance their skills and increase their retention and graduation rates, and, as appropriate, to facilitate their entrance into graduate and professional programs. Benefits of being a participant in Student Support Services includes the following:

- Academic assistance and personal development,
- Individual tutoring,
- individual and group counseling, and
- financial aid assistance.

Services also include academic tutoring in most classroom subjects; advising; workshops on time management, financial aid, career choices, preparing research papers, building self-esteem, career development groups which explore decision making, interpersonal relationship skills, employability skills, interest inventories, and employment opportunities; study skills sessions covering note-taking, test-taking, time management, listening skills, and reading skills, cultural enrichment, trips to four year institutions, and supplemental grant aid. The needs of each student are assessed, and those services needed by the individual student are provided.

Students applying for the Student Support Services Program must be United States citizens, must show academic potential, and must meet one or more of the following requirements:

- meet certain financial requirements as established by the United States Department of Education;
- show an academic need; and/or
- have a disability

For more information, go to www.coastalalabama.edu or call 1-800-381-3722. Coastal Alabama has multiple Student Support Services on various campuses, so students should specify which campus they will be taking courses when requesting information. The goal of the program is to

increase retention, graduation, and transfer rates of eligible students through offering a range of academic support services.

Student Success Centers

A Student Success Center is a learning space/laboratory that provides a variety of academic support services. Coastal Alabama's Student Success Centers offer a variety of instructional and tutorial services free of charge to enhance students' success at Coastal Alabama. Counselors in the Student Success Centers help students plan their course of study. The Student Success Centers are equipped with desktop computers, printers, and a wide selection of software. Most of the software will supplement and reinforce classroom instruction. Also, software and programs are available to help students prepare for College tests as well as explore career interests. All Coastal Alabama students are invited to visit one of the Student Success Centers to plan how to best use the Center. Student Success Centers are located on the Bay Minette, Brewton, Monroeville, and Thomasville campuses.

Learning Assistance/Tutorial Support

Coastal Alabama offers free tutoring for all students, including students taking courses through distance learning classes. Assistance may be provided on a one-on-one basis or in group settings. Tutors are selected based upon recommendations from faculty or staff and academic records. Tutors receive training prior to an assignment and participate in regular professional development opportunities.