



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

Philosophy

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

Statement on Conduct

Central Alabama Community College students are expected to obey national, state, and local laws; to respect the rights of members of the campus community, and to accept responsibility for the consequences of their behavior. In the event students fail to demonstrate such behavior, Central Alabama Community College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community. This action may include pursuing disciplinary

Definition of Terms

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

Due Process

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

Code of Conduct Violations

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

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

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

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

- 1. Tobacco**
 - a. use of any tobacco product on college premises
- 2. Gambling**
 - a. engaging in any form of gambling that is in violation of the law
- 3. Pets**
 - a. possession of animals within campus buildings; service animals and medically approved emotional support animals are the only exception
- 4. Solicitation and Sales**
 - a. solicitation and sales of any kind on campus without prior permission from the Dean of Students
- 5. Skateboards, Hover Boards, and Roller Blades**
 - a. Use of skate boards, hover boards, or roller blades on campus

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

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

- 1. Alcohol Possession and Use**
 - a. manufacturing, distributing, dispensing, possessing, or using alcoholic beverages on college premises
 - b. manufacturing, distributing, dispensing, possessing, or using alcoholic beverages during a college event
 - c. being in a state of alcohol intoxication on college premises or at a college event


2. Damage or Destruction of Property

- a. any damage or destruction of college property or another person's property on campus or at any event with which the College is affiliated

3. Deception

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

4. Disorderly Conduct

- a. all lewd, obscene or indecent beha

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

3. Drug Possession and Use

- a. manufacturing, distributing, dispensing, possessing, or using controlled or illegal substances and/or drug paraphernalia on college premises
- b. manufacturing, distributing, dispensing, possessing, or using controlled or illegal substances and/or drug paraphernalia during a college event
- c. being in a state of drug intoxication on any college premises or at any college events

4. Hazing

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

5. Sexual Assault*


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

6. Sexual Misconduct*

- a. Committing sexual abuse, sexual assault, sexual harassment, sexual exploitation, or statutory rape, as defined in the Code of Conduct or under Alabama state law

7. Sexual Harassment *

- a. Conduct on the basis of sex that reflects one or more of the following:
- b. A school employee questioning education benefits on participating in unwelcome sexual conduct

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

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

16. Theft

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

17. Unauthorized Entry

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

18. Weapons and Firearms

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

19. Violations of Law


- a. any act that violates a provision of the laws of the United States, the laws of any state in which such act occurs, the ordinances of any county, city, municipality, or other political subdivision, or the laws of another nation or political subdivision thereof in which such act



Conduct Procedures


Withdrawals during the Conduct Process

A student's withdrawal from the College does not absolve the student from student conduct responsibility. A student may be given the option to voluntarily withdraw from a class or from the College in lieu of disciplinary action. The Dean of Students or Disciplinary Committee, in some circumstances, may specify a period of time before the student may apply for readmission or



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

In the event of an objection by any party to any testimony or other information offered at the



Cease and Desist Orders. Written notice to the alleged perpetrator to cease and desist any activity noted by the alleged victim as offensive or threatening and that may be a violation of the Sexual Misconduct Policy is a cease and desist order.

Educational Sanction. An educational sanction may consist of the assignment of specific projects to be performed by a student or student organization, such as writing a research paper on a specific topic, performing community service hours, attending an educational program, and/or writing reaction papers on a specified topic.

Community Service. Students may be assigned to complete a certain number of hours of community service work to improve their campus. Tasks will be assigned and completion of hours will be monitored by the Dean of Students or his/her designee.

Fines and Restitution. Compensation for loss, damage, and injury may be imposed upon students for violations of the Student Code of Conduct or failure to complete community service. A hold on the student's account may occur if fines and/or restitution is not paid.


Loss of Privileges. Denial of specific privileges for a designated period of time.

Payment of Damages. Charges will be assessed against students for the amount necessary to repair damage caused by their misconduct.

Organizational Sanctions. Loss of privileges, including College recognition, for a specific period of time or permanently. Loss of privileges may include, but is not limited to, a prohibition on social events or fund-raising projects. In addition, the completion of community service hours and special projects may be required.


Disciplinary Suspension. This suspension excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time,





Complainant will have the opportunity to present oral information and offer other supporting information as he/she deems appropriate to his/her claim of the violation of the Code of Conduct. The Respondent (student against whom the violation of the Code of Conduct was filed) will then be given the opportunity to present oral information and offer other supporting information as he/she deems appropriate to the his/her defense against the charges.

Any party to a Student Disciplinary Hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum of



of a finding that the Violation of the Code of Conduct was supported, in whole or in part, by the information presented, the Dean of Students will advise the Respondent of any available appeal.

Presidential Appeals

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

1. A notice of appeal is filed with the Dean of Students and the President within fifteen (15) calendar days following the receipt of the Committee report and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), and conclusion(s) and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the receipt of the Committee report, the right to appeal to the President will have been waived. If the appeal does