Central Alabama Community College Annual Security Report 2018

IN COMPLIANCE WITH THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CRIME STATISTICS ACT

Central Alabama Community College (CACC) prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report includes statistics for the previous three years concerning reported crimes that occurred on the CACC campus and center locations; in certain off-campus buildings or property owned by Central Alabama Community College; and on public property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security; such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

Central Alabama Community College
www.cacc.edu

Alexander City Campus	**Childersburg Campus**	**Talladega Center**
1675 Cherokee Drive	**34091 U. S. Highway 280**	**1009 South Street East**
Alexander City, AL 35010	**Childersburg, AL 35044**	**Talladega, AL 35160**
(256) 234-6346	**(256) 234-6346**	**(256) 480-2068**

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This report is prepared in cooperation with the local law enforcement agencies, the Office of Safety and Security, and the Office of Student Services. Campus crime, arrest and referral statistics include those reported to the Office of Safety and Security, designated campus officials, and local law enforcement agencies. Each year notification is made to all enrolled students, faculty, and staff providing information on how to access the Central Alabama Community College Annual Security report online or request a printed copy from the Office of Safety and Security or the Office of Student Services. Copies of this report may be obtained at the Office of Student Services located on the Alexander City campus and the Childersburg campus, and at the Office of the Administrative Coordinator of Student Services at the Talladega Center.

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Office of Safety and Security in a timely manner.
To report an emergency, call 911. To report a crime or non-emergency, call the following numbers:

Alexander City Campus	Childersburg Campus	Talladega Center
Campus Security Office Administration Building 256-596-0058	Campus Security Office Administration Building 256-596-0054	Campus Security 256-596-0061
Dean of Students Office 256-215-4275	Dean of Instruction 256-378-2022	Administrative Coordinator of Student Services 256-480-2090

When calling for either emergency or non-emergency service, be prepared to:

- Clearly identify yourself;
- State where you are calling from;
- State briefly the nature of your call.

To report a crime that occurs at an off-campus location, contact the appropriate local police department or dial 911. In the case of an emergency, it is always best to dial 911.

To achieve the highest degree of safety and security, community members are encouraged to recognize the importance of following good safety practices. Safety is everyone's responsibility, not just that of those officially charged with enforcing the laws, policies, and rules. Locking valuables and reporting suspicious or criminal activities are ways of promoting safety on a college campus.

Central Alabama Community College employs a Safety and Security Coordinator. The current director is a retired Alabama State Trooper with 38 years of experience in law enforcement. The officers that provide security are certified local police officers that receive P.O.S.T training in security and emergency care. The President's Cabinet ensures that the purposes of the overall safety plan are met and that needed safeguards are updated or revised as needed. The Cabinet and the Emergency Operations Committee reviews and formally evaluates the policies and programs concerning safety and safety-related matters on an annual basis and guides the campuses in safety and environmental health issues. The Alabama Community College Systems (ACCS) reviews and approves the Emergency Operations Plan every two (2) years. ACCS also reviews and approves all changes to the plan. The Office of Student Services also supports annual programs and awareness campaigns.

Timely Warnings

The Office of Safety and Security is responsible for issuing public safety advisories in compliance with the *Clery Act*. In the event a situation arises, either on or off campus, these advisories are issued to keep the campus community informed about safety and security matters. The decision to issue a public safety advisory (*Campus Security Alert*) is decided on a case by case basis in light of all the facts surrounding an incident, including factors such as the nature of the crime, the continuing threat to the campus community, and the possible risk of compromising law enforcement efforts. *Campus Security Alerts* are issued for specific crime classifications: arson, aggravated assault, and criminal homicide, robbery, and sex offenses. *Campus Security Alerts* may also be posted for other crime classifications as deemed necessary. To issue a *Campus Security Alert*, the Office of Safety and Security or the President or her designee informs the campus community via email, text message, and/or voice messages, which are addressed to students, faculty and staff through *SchoolCast*. *SchoolCast* is an emergency notification service that will contact all enrolled students and employees via cell phone, text message, home phone, and e-mail. *Campus Security Alerts* are also issued to the campus community in the event of an imminent or ongoing threat to the community. *Campus Security Alerts* are disseminated with the goal of notifying as many people as possible, as rapidly as possible. (i.e., active threats, bomb threats, or a dangerous chemical spill, etc.). All students, faculty, and staff are encouraged to sign up to receive these notices at the beginning of each semester.

Limited Voluntary Confidential Reporting

Central Alabama Community College policy states that all crimes should be reported to the Office of Safety and Security. Anyone who is the victim or witness to a crime is encouraged to promptly

report the incident. This information is disseminated to the College community members via use of electronic mail messages, informational flyers, CACC Connect (pre-college orientation) and the orientation class. For follow-up emergency information to the College community, all of the above media to include postings on our web site, television, and radio will be utilized. The dissemination of emergency information to the larger community shall be coordinated through the Emergency Operations Committee. To report a crime no longer in progress, members of the community should call the Campus Security Officer or the Office of Safety and Security. To report an emergency or a crime in progress, call 9-1-1 first then call the Campus Security Officer. Criminal activity can also be reported to persons in the following positions on each campus: Dean of Instruction, Dean of Students, Associate Dean of Students, Administrative Coordinator of Student Services, and Safety and Security Coordinator.

The purpose of a confidential report is to comply with the alleged victims wish to keep the matter confidential while taking steps to ensure the safety of the victim and others. Reporting is necessary so that the College can do what is necessary to protect the alleged victim and others and assist the Office of Safety and Security in accurately recording the number of incidents on campus; determining if there is a pattern of crime in regard to certain locations or areas; notifying the campus and local law enforcement in regard to a certain location or assailant; and alert the campus community to potential danger.

Security and Access

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of business, Monday through Friday, and for limited designated hours on Saturday, Sunday, and holidays. Facilities are maintained and security monitored to maintain the best interest of students, staff, and faculty. Many cultural and athletic events held in the College facilities are open to the public. Other facilities such as the bookstores, libraries, athletic fields, tennis courts, walking tracks, Betty Carrol Graham Building, Margie Sanford Building, Talladega Career Center, and the Health, Education and Arts Building are also open to the public. Access to academic and administrative facilities on campus is generally limited to students, employees, and visitors for the purpose of study, work, academic instruction, and other college business. Each building has established hours based on the needs of the college. Security officers provide random patrols of all campus buildings during established business hours.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimized hazardous conditions. Physical plant personnel and security personnel report any unsafe conditions that are observed during their rounds to the appropriate maintenance personnel for repair or correction. All members of the CACC community are encouraged to report and submit maintenance requests for equipment problems or unsafe conditions to the Maintenance Department.

Security Awareness and Crime Prevention Programs

Programs to increase security awareness and promote crime prevention are sponsored by the Office of Student Services and the Office of Safety and Security. These programs also promote awareness of dating violence, domestic violence, sexual assault, and stalking. Students are introduced to campus security and safety issues during CACC Connect (pre-orientation), and security and crime prevention are addressed in depth during required orientation classes both during their Freshmen year. CACC athletes review drug and alcohol awareness as well as dating violence and other safety and security awareness programs annually during athletic orientation. Campus security and safety issues and security and crime prevention are discussed twice a year in mandatory professional development for all faculty and staff. Awareness posters and flyers are posted on bulletin boards and walls around campus. In addition, safety and security information is also included in the annual publication of the *Central Alabama Community College Catalog and the Central Alabama Community College Student Handbook.*

Illegal Drug and Alcohol Awareness

Central Alabama Community College provides annual illegal drug awareness programs along with substance abuse educational activities coordinated by the Office of Student Services, the Student Government Association, and the Office of Safety and Security. The Office of Student Services recognizes National Collegiate Alcohol Awareness week with educational activities, and the College promotes the "drug free" lifestyle and provides educational information on the harmful effects of drug abuse/misuse. As part of the orientation program for new students, the College includes a drug awareness program along with other timely topics of concern to college students. Students and employees who show evidence of a drug abuse problem are referred to the community mental health resources. Central Alabama Community College will abide by The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and such regulations as are issued by the Secretary of Education to carry out the purpose of PL 101-226.28

In addition, students who are found in violation of the alcohol policy are required to participate in alcohol awareness education, and student athletes are subjected to drug testing/screening and annual workshops on the prevention of alcohol and drug abuse among student athletes.

National Toll-Free Hotlines
National Institute on Drug Abuse Information and Referral Line
1-800-662-HELP (M-F, 8:30 a.m. – 4:30 p.m.)
Parents' Resource Institute for Drug Education (PRIDE)
1-800-241-9746 (M-F, 8:30 a.m. – 5:00 p.m.)
National Council on Alcoholism and Drug Dependency, Inc.
1-800-622-2255

Illegal Drugs, Alcohol, and Weapons
Central Alabama Community College lends its full support to all state and federal laws and local ordinances regulating the sale and possession of alcoholic beverages. Central Alabama Community College is a public educational institution of the State of Alabama, and as such, does not permit on its premises, or at any activity which it sponsors, the possession, 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,

Central Alabama Community College will take administrative or disciplinary action as is appropriate. For students, the disciplinary action may include actions up to suspension and expulsion. For an employee, administrative or disciplinary action be taken and may include the 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 required to leave the campus. If any employee, student, or visitor engages 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 is subject to referral to law enforcement officials for arrest and prosecution.

Student Code of Conduct

Central Alabama Community College recognizes that students are both citizens and members of the academic community. They do not give up any rights nor do they receive any special privileges not accorded any other citizen. Upon enrolling in the College, they do assume an obligation and are expected to conduct themselves in a manner compatible with the function and mission of the College as an educational institution. Students are expected to obey the statutes of local, state, and federal government and the College policies. The Code of Student Conduct and established disciplinary procedures apply to individual students as well as formal groups of students. The President of the College or Dean of Students or designated administrator in charge may at any time suspend a student pending formal procedures when these officials find and believe that the presence of a student on campus, because of allegations or facts coming to their attention, would seriously disrupt the College or constitute a danger to the health, safety, and/or welfare of students and personnel at the College. The Dean of Students will initiate appropriate formal disciplinary action immediately.

Prescribed Conduct

Generally, the College jurisdiction and discipline shall be limited to conduct which occurs on the College premises or which occurs while participating in official college sanctioned off-campus activities as part of a recognized College group. Official college sanctioned activities are those activities that have been approved by the Dean of Students.

Sexual Assault Prevention and Response

In March of 2013, Congress passed the Campus Sexual Violence Elimination Act as part of the reauthorization of the Violence against Women Act. The new law is aimed at increasing transparency by expanding the types of sexual violence incidents that must be disclosed in the Annual Security Report (ASR) submitted by colleges and universities. The new law represents a regulatory emphasis on specific categories of sexual abuse suffered by members of the college community. There are four central components.

- Identification of Campus Security Authority Personnel
- Creation of a Campus Sexual Assault Victim Bill of Rights
- Expansion of Sexual Crime Reporting on Campus
- Development of Standard Operating Procedures for Handling Incidents of Sexual Violence

Policy Statement

All individuals have the right to a safe campus environment free from threats of violence. Harming another person by committing any form of domestic violence, dating violence, sexual assault, or stalking, as defined under Alabama State Law, is strictly prohibited.

New Protections under the Law

The Campus SaVE Act now provides protection for:

- Offenses against national origin.
- Offenses against gender identity.
    - These categories cover the commission of a hate crime, based on whether the individual was victimized because of their status or because of their perceived status.
- Offenses of domestic violence: offenses against a current or former spouse or cohabitant.
- Offenses of dating violence: violence against a person in a romantic or intimate relationship.
- Offenses against stalking: conduct that would cause a reasonable person to fear for his/her or another's safety or behavior that causes substantial emotional distress.

Campus Security Authorities (CSA)

A campus safety 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 and security officers, athletic coaches, athletic director, advisors, academic success coaches, Division of Student Services staff, professional TRIO staff, and staff sponsors in student clubs and organizations.

Sexual Assault Victim Bill of Rights

- The victim has the right to be notified of their options as it applies to notification of law enforcement.
- The victim has the same rights as the accused to have others present at an administrative/ disciplinary hearing.
- The victim shall be informed of the outcome and sanctions of any administrative/ disciplinary proceeding.
- The victim shall be notified of available counseling services.
- The victim shall have the right to reasonable changes to academic and campus work arrangements.
- The victim shall have the opportunity and assistance to speak or choose not to speak to anyone regarding the outcome.
- The victim shall have the right to confidentiality.

Important Definitions

- Consent (Section 13A-6-70): It is a violation of State law to commit a sexual act without the consent of the individual. The law states that the lack of consent results from: 1) Forcible compulsion, and the 2) Incapacity to consent. A person is deemed incapable of consent if they are: forced, threatened, unconscious, drugged, less than 16, mentally or developmentally disabled, mentally incapacitated, physically helpless, chronically mentally ill, or believe they are undergoing a medical procedure.

    Remember you should:

    - Know your own limits and communicate what you don't want.

    - Say “no” out loud if you do not feel comfortable.
    - Do not be afraid to tell someone to “stop.”
    - Remember “NO” means no!
    - If they don’t stop when you tell them to, they have committed a sexual assault.
- Sexual Assault (Section 13A-6-65): Sexual assault can be broadly defined as sexual contact that occurs without the explicit consent of the recipient. For example, touching, fondling, kissing, and other unwanted sexual contact can be classified as sexual battery. These include:
    - Sexual intercourse against a person’s will is rape.
    - Sexual intercourse with a minor more than three years younger is unlawful sexual intercourse.
    - Perpetrators of sexual assault can be strangers, friends, and acquaintances, family members, male, or female.
    - Perpetrators may commit sexual assault by means of overt physical violence, threats, coercion, manipulation, pressure, or tricks. Often, sexual assault involves psychological coercion and taking advantage of an individual who is incapacitated or under duress, and therefore is incapable of making a decision on his or her own.
- Rape (Section 13A-6-61): A person commits the crime of rape if he or she engages in sexual intercourse with a member of the opposite sex by forcible compulsion; or if he or she, being 16 years old or older, engages in sexual intercourse with a member of the opposite sex who is less than 12 years old. (Rape in the first degree is a Class A Felony.)
- Domestic Violence (Section 13A-6-130): A person commits domestic violence when he or she commits an offense against a current or former spouse or cohabitant, parent, child, any person who has or had a dating or engagement relationship with the defendant. Domestic violence in the first degree is a Class A felony.
- Dating Violence
    - Forcible sex offenses: Any sexual act directed against another person, forcibly.
    - Non-forcible sex offenses: Any sexual act that includes incest and statutory rape.
- Stalking (Section 13A-6-90): Stalking is defined as a course of conduct directed at a specific person that would cause a reasonable person to feel fear. A person who intentionally and repeatedly follows or harasses another person and who makes a threat, either expressed or implied is guilty of the crime of stalking.
- Bystander: An active bystander is someone who intervenes to interrupt behaviors in social situations that could lead to sexual violence.

Bystander Intervention

Effective intervention is the community responsibility of every person. Individuals are encouraged to speak out against attitudes that promote sexual violence and become more supportive of survivors. There are five stages to effective bystander intervention:

- notice the problem;
- understand that the problem demands action;
- feel responsibility to act;
- choose what form of assistance to provide, and
- respond.

Tips for Safe Bystander Intervention

- Remember intervention doesn't have to be confrontational; say something or do something to call attention to the situation.
- Remain calm, and speak up and challenge inappropriate behavior.
- Tell someone if you believe he/she is acting inappropriately. Challenge inappropriate jokes or conversations.
- Attempt to calmly reason with the perpetrator or distract him/her.
- Ask others in the area for assistance with group intervention.
- Assist the victim by walking him/her to his/her car or to a safe area until assistance arrives.
- Call CAMPUS SECURITY or 911.

Steps for Reporting Sexual and Domestic Violence Offenses

A victim of a sexual or domestic offense crime including: Sexual Assault, Domestic Violence, Dating Violence, or Stalking should immediately report it to Campus Security. Campus Security will contact local law enforcement who will conduct a full investigation of the crime and a report will be filed by the investigating officer. All information will be kept confidential by Alabama State Law. The victim will be informed of the steps of the investigation as well as the steps of the judicial system. The Dean of Students and the Title IX Compliance Officer will be notified immediately of any above listed alleged crimes.

In the event that campus security is not readily available, victims should immediately seek out the assistance of the nearest identified Campus Safety Authority (CSA) who will assist the victim in reporting the incident and receiving assistance and support.

- Assistance will be provided in reporting a crime to off-campus law enforcement by CSAs.
- In the event of a sexual crime, assistance is available in the Student Services Office on each campus.
- A victim may wish to obtain orders of protection or no contact orders. Campus Security will provide assistance and direction to any victim who requests direction on how to file these orders.
- Central Alabama Community College will enforce any and all orders of protection and no contact issued by local jurisdictions.

Prevention Tips

- Date people you know and trust.
- Be cautious when meeting people through social media.
- Tell someone when you are going out on a date.
- Set limits and boundaries.
- Avoid drugs and alcohol.

Warning Signs of Dating/Relationship Violence

- You feel isolated from friends and family.
- Your significant other has angry outbursts.
- Your significant other threatens to harm you or is very jealous of you.

- Your significant other is cruel to animals or children.
- Your significant other belittles you, makes fun of you, or tries to control you.

Campus Resources

- Campus Security:
    - Alexander City: Office of Campus Safety & Security Administration Building 256-596-0058
    - Childersburg: Office of Campus Safety & Security Administration Building 334-596-0054
    - Millbrook: CACC Office Elmore County Technical Center 800 Kelly Fitzpatrick Drive Wetumpka, Alabama 36092 334-567-1218 ext. 7103
    - Talladega: Administrative Coordinator of Student Services 256-480-2090
- Office of Dean of Students: Administration Building Alexander City 256-215-4273, staylor@cacc.edu
- Office of Instruction; Administration Building Childersburg 256- 378-2022, dcoleman@cacc.edu

Community Resources

- Alabama Coalition against Domestic Violence: (334) 832-4842
- Alabama Statewide Domestic Violence Hotline: (800) 650-6522
- National Domestic Violence Hotline: (800) 799-7233
- National Resource Center on Domestic Violence: (800) 537-2238
- Alexander City
    - Crisis Service Helpline: (256) 716-1000
    - Bradford Health Services: (800) 897-7272
    - Nan Coley/Murphy Counseling Center: (256) 329-8463
- Childersburg
    - Crisis Service Helpline: (256) 716-1000
    - Bradford Health Services: (800) 897-7272
    - AltaPointe Health Systems: (256) 245-2201
- Millbrook
    - Crisis Service Helpline: (256) 716-1000
    - Bradford Health Services: (800) 897-7272
- Talladega
    - Crisis Service Helpline: (256) 716-1000
    - Bradford Health Services: (800) 897-7272
    - AltaPointe Health Systems: (256) 245-2201

Code of Conduct Violations

Code of Conduct violations have been divided into various levels of severity and possible sanctions assigned based on this classification. Sexual assault violations and other sexual misconduct violations are considered Level III violations and may result in any one or combination of the College's sanctions.

Sanctions

A student or student organization found responsible for violating the Student Code Conduct, with the exception of violations related to academic dishonesty, may receive one or more of the sanctions listed below, as determined after a review of the findings. Code of Conduct violations have been divided into various levels of severity and possible sanctions assigned based on this classification.

Prior to issuing a sanction, it will be determined whether or not the accused student or student organization has any previous violations of the Student Code of Conduct. This may have an effect on the type and level of the sanction(s) to be imposed.

When a student organization engages in an act of misconduct, the College reserves the right to take action not only against the organization but also against the individual student members of the organization.

The following list of sanctions is intended to show the range of sanctions that may be imposed on a student or student organization, either individually or in combination. This list is not to be regarded as all-inclusive but rather as a sample of sanctions that may be imposed. Other College policies and regulations may impose specific penalties for specific violations and nothing in this section is intended to limit the imposition of those specific sanctions.

- **Disciplinary Reprimand**. This reprimand may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.
- **Disciplinary Probation**. This probation is designated to encourage and require a student to follow College regulations. Students on probation are notified in writing that any further misconduct will lead to more severe action.
- **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 be the Dean of Students or his/her designee.
- **Fines and Restitution**. Compensation for loss, damage, and injury may be imposed upon students for violations of the Student Code of Conduct or failure to complete community service. A hold on the student's account may occur if fines and/or restitution is not paid.
- **Loss of Privileges**. Denial of specific privileges for a designated period of time.
- **Payment of Damages**. Charges will be assessed against students for the amount necessary to repair damage caused by their misconduct.
- **Organizational Sanctions**. Loss of privileges, including College recognition for a specific period of time or permanently. Loss of privileges may include, but is not limited to, a prohibition on social events or fund-raising projects. In addition, the completion of community service hours and special projects may be required.
- **Disciplinary Suspension**. This suspension excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission. If

suspension is imposed when there are less than 30 days in the academic term, the suspension will carry over into the next semester of enrollment.

- **Facility Suspension**. A student may be suspended from using various campus facilities for misconduct in those facilities.
- **Disciplinary Expulsion**. This sanction is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are responsible for chronic misbehavior or a major misconduct. The College reserves the right, but has no duty, to lift prohibition against re-enrollment if the student submits a written application for readmission showing that he/she has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.
- **Counseling/Substance Abuse Counseling**. Central Alabama Community College does not provide mental health counseling. If counseling is necessary, referrals may be made to off-campus professional services. CACC can also provide a list of off-campus counseling resources to faculty, staff, and students for counseling services as well as resources for substance abuse. CACC is not responsible for the cost of professional counseling for students. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

Interim Suspension

In certain circumstances, the Dean of Students may impose a College suspension prior to a hearing. Interim suspension may be imposed only:

- to ensure the safety and well-being of members of the College community or preservation of College property;
- to ensure the student's own physical or emotional safety and well-being;
- if a student poses a threat to themselves or others or
- if a student poses a threat of disruption of or interference with the normal operations of the College.

During an interim suspension, students may be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. The student will be responsible for working with faculty members to make-up any missed work (if possible). If an interim suspension is imposed, the hearing should follow within three (3) business days. The student must be notified in writing through official CACC email and/or certified mail or personal service.

Notification Process for Code of Conduct Violations

When a student is charged with a violation of the Student Code of Conduct, the student will be notified to appear for a meeting with the Dean of Students to respond to the charges in the following manner and a notification will be sent either via certified mail to the address on file with the Office of Enrollment Services or will be emailed to the student's official CACC email.

Due Process

The Due Process Clause of the federal Constitution prohibits the government from depriving an individual of life, liberty, or property without certain procedural protections. The minimum

requirements for due process were established by *Dixon v. Alabama State Board of Education* which said:

1. The student be given written notice of the alleged violations(s),
2. The student be given a written explanation of the alleged violation(s),
3. The student be given an opportunity to be heard by an appropriate Hearing Officer which may be written.

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 reading and abiding by the provisions of the Student Code of Conduct.

Withdrawals during the Conduct Process

A student's withdrawal from the College does not absolve the student from student conduct responsibility. Students who withdraw before their case is closed will have their cases adjudicated according to the hearing procedures outlined in this document. Students will not be permitted to enroll in subsequent semesters until their disciplinary cases are resolved.

Standards of Evidence

The evidentiary standard to be used by the Dean of Students, Student Conduct Committee, or Student Conduct Appeals Committee is based strictly on the evidence presented whether it was more likely than not that the allegation(s) made against the accused student was (were) true based upon a reasonable belief of the Dean of Students, Student Conduct Committee, or Student Conduct Appeals Committee.

The Dean of Students, Committee, or Campus Administrator 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, Committee Chairperson, or Appeals Committee chair determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible, prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other information offered at the hearing, the Dean of Students, Committee Chairperson, or Appeals Committee Chairperson will have the authority to determine the admissibility of the testimony or other information, and this decision shall be final and binding.

Student Conduct Hearing Procedures

Central Alabama Community College will appoint a Student Conduct Committee which will be composed of faculty members (one of whom serves as chairperson), non-faculty staff members; and student representative(s).

The chairperson of the committee shall be the administrative officer of the committee. The chairperson's duties shall include:

- arranging for appropriate times and places for committee meeting and hearings;
- informing committee members of the times and places of committee meetings and hearings;
- securing and distributing to the committee written materials appropriate for its consideration;
- arranging for the recording of committee proceedings;
- maintaining committee records which are to be kept on permanent file in the Office of the Dean of Students and informing, in writing, the appropriate persons of the decision of the committee.

Members of the committee may at any time disqualify themselves from consideration of any given case or cases because of personal bias or a conflict of interest.

Either party to the hearing may request of the chairperson that any member or members of the committee be excluded from consideration of the case. Such a request must be for cause and brought to the chairperson's attention as the first step in the hearing. In the event a member is disqualified by a majority vote of the committee from consideration of a case, the President shall appoint a replacement. The replacement must meet the general requirements of regular committee members.

In a majority of cases, the alleged student will receive a minimum of twenty-four (24) hours prior to the time of the hearing to prepare for the hearing unless the severity of the charge(s) indicates a danger to the accused or the community.

The Chairperson of the Committee will schedule a hearing and provide the accused student a written statement of the charges. This statement shall a) provide reasonable notice of the circumstances on which the alleged violation is based; b) include the date, time, and place of the hearing; c) advise the accused student that he/she may appear alone or with an advisor; d) set out that the accused student will be provided the opportunity to present evidence in his/her own behalf; and e) inform the student that he/she may choose to waive the right to appear before the Student Code of Conduct Committee.

The Committee may hear charges and evidence concerning alleged student misconduct and determine the action to be taken in cases appealed by students and referred to the Committee by the Dean of Students. A student Conduct Appeals Committee will be appointed to hear appeals of decisions rendered by the Student Conduct Committee. The Student Code of Conduct Appeals Committee will consist of faculty members (one of whom serves as chairperson), non-faculty staff members, and student representative(s).

- Hearings will held in be a private, confidential area.
- Access will be limited to persons officially involved, which includes Committee members, the Dean of Students or his/her designee, the student who is the subject of the hearing and his/her advisor, appropriate staff members, a recorder and witnesses for both parties.
- Witnesses will be present only when providing information to the Committee.

- One student advisor may be present during the hearing. The advisor may not address the hearing committee to give evidence on behalf of the student. However, in answering or asking questions, the student may seek advice from the advisor before proceeding.
- Minutes of the proceedings will be recorded and will be filed in the Office of the Dean of Students and will be kept confidential.
- The Committee shall not have the power to require sworn testimony of witnesses. A requested witness may decline to make an oral or written statement. An accused student has the right to remain silent, and such silence shall not be used against him/her.
- Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Committee at the discretion of the chairperson. The Committee shall not be bound by state or federal rules of evidence but may allow or exclude evidence, including testimony of witnesses, at the discretion of the chairperson.
- All procedural questions are subject to the final decision of the chairperson.
- The hearing before the Committee shall be scheduled as soon as practical, but no later than fourteen college working days from the date of the written complaint. The Office of the Dean of Students makes itself available to help in the location of all witnesses to the circumstances that prompted the hearing.
- After the hearing, the Committee shall determine by majority vote of the members present, excluding the Chairperson, whether the student has violated each section of the Student Code of Conduct that the student is charged with violating. The chairperson will vote only to break a tie.
- In the event a complainant or the accused student fails to attend a formal hearing after notification of the designated date, hour, and location, he/she waives the right to appear before the Committee. In the absence of the complainant or the accused student, the Committee's determination shall be based on the evidence and testimony presented. If the complainant or the accused student is unable to attend the hearing for good cause, he/she shall make a written request stating the reason for delay at least three college working days prior to the designated date. This request shall be directed to the Chairperson of the Committee. The chairperson of the Committee shall review the request and determine if an extension will be granted. If approved by the chairperson, a new date shall be established and appropriate notification will be provided to all parties involved. If the chairperson does not approve the request, the student shall be notified of the chairperson's decision to continue the hearing as scheduled. Only one extension shall be granted. If the complainant or the accused student fails to appear, the student forfeits the right to present his/her case and the Committee may proceed with the hearing.

At the commencement of any conduct hearing, Hearing Officer shall introduce the other members of the committee, reiterate the rights of the parties, and present the alleged violation(s). The officer shall ask each party for the name of his or her Hearing Advisor and advise that the Hearing Advisor is present solely for the purposes of consultation (i.e. suggest questions or points of clarification for the party to raise). The parties will also be reminded that lying to any College official during the hearing is itself is a violation of this Code and subject to sanctions.

Witnesses may participate in hearings. Students must submit the name of their advisor and a list of witnesses to the Dean of Students no later than two (2) business days before the hearing. The list should include each witness's name and a summary of the witness' expected testimony, and

the Advisor's name. Students must indicate if they wish to have their legal representation (lawyer) present, in writing, two (2) business days prior to the hearing. A person who serves as a witness may not serve in any other capacity during the hearing.

Order of Student Code of Conduct Hearings

At the commencement of any conduct or conduct appeals hearing, the Chairperson of the Student Code of Conduct Committee, who serves as the Hearing Officer, will conduct the order of the hearing as follows:

1. Facilitate introductions of all members of the Committee;
2. Ask each party for the name of his or her Hearing Advisor and explain that the hearing advisor is present solely for the purposes of consultation for his/her party and may not directly ask questions or make points of clarification on behalf of any party;
3. Explain the rights of the parties, and present the alleged violation(s) of the Student Code of Conduct;
4. Reiterate the policy of confidentiality and remind the parties that lying to a College official during the hearing is considered an additional violation of the Student Code of Conduct and subject to sanctions;
5. Review the hearing process with the parties and ask the parties if there are any questions. The student(s) accused of the violations must verbally acknowledge understanding of the hearing procedures and verbally acknowledge understanding of the alleged violations;
6. Review the alleged violation(s) and ask the students(s) who is charged in the hearing if he/she admits to the violations or denies the violations.
   NOTE: If the student admits to the violations, the hearing will move to the determination of sanctions by the Committee. All witnesses will be excused, and the accused party may speak on his/her own behalf prior to the determination of sanctions. The Dean of Students and/or the party who has filed the violation of the Code of Conduct on the accused party may be allowed to speak. After allowing the parties to speak, all parties will be excused from the hearing, and the Committee will determine the sanctions. If the student denies the violation(s), the hearing will proceed to the presentation of information regarding the violation(s);
7. Facilitate the presentation of evidence by parties, including testimony and questioning of witnesses. Evidence of the alleged violation(s) of the Student Code of Conduct and witnesses for the College will present information first. Both parties to the action and the members of the Committee have the right to question witnesses; however, questioning of witnesses may not be made directly by either party and must be made through the Hearing Officer, Dean of Students, or member of the Committee;
8. Facilitate the presentation of evidence and witness testimony by the student.

The Committee will conduct deliberation in a closed and confidential session, and all parties will be excused during the session. After reaching a decision, the Hearing Officer will reconvene the accused party and the Dean of Students and inform them of the decision and/or sanctions. Each party will subsequently be provided a written summary of the findings of the Committee within 48 hours via official CACC email and certified letter through the U.S. Postal Service. Students who are suspended from the campus must immediately leave the campus and not return until after the conclusion of the suspension. Students who are suspended from campus may only return to campus during the period of suspension with the official written permission of the Dean of Students and/or for an official appeals hearing. The College does not record the results of

disciplinary action on a student's permanent records. Files are maintained to indicate the student is not in good standing for a stated period of time. This status reverts to good standing on a specific date.

Rights of Victims

Students who feel they are victims of either a violation of the law or of the Student Code of Conduct have the following rights:

- Regardless of whether an act is in violation of the law, the victim may file a charge against the student with a violation of the Student Code of Conduct;
- To have a person (advisor) of their choice accompany them throughout the student conduct process;
- To submit a statement prior to a penalty being imposed;
- To have past "unrelated" behavior excluded from the hearing.

Sexual Violence Consideration and Rights

Consideration and rights to be afforded to all campus community members who are victims of sexual violence include:

- the right to have all sexual violence against them treated with seriousness and the right to be treated with dignity;
- the right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurs and the right to the full and prompt cooperation and assistance of campus personnel notifying the proper authorities;
- the right to be free from pressure that would suggest that the victim not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials or to report crimes as lesser offenses than the victim perceives them to be;
- the right to be free from suggestions that sexual assault victims not report or under-report crimes because:
    - victims are somehow "responsible" for the commission of crimes against them;
    - victims were contributorily negligent or assumed the risk of being assaulted or
    - by reporting crimes they would incur unwanted personal publicity;
- the right to the full and prompt cooperation from campus personnel in responding to the incident.

Consideration and additional rights will be afforded to campus community members who are victims of sexual assaults committed by another member of the campus community or on campus property. After campus sexual assaults have been reported, the victims of such crimes shall have:

- the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact or proximity with alleged assailants;
- the right to be informed of the disciplinary proceedings as well as the outcome of such proceedings and;
- the same right to assistance or ability to have others present which is afforded to the accused during any campus disciplinary proceedings.

Counseling Services
Central Alabama Community College does not provide mental health counseling. If counseling is necessary, referrals may be made to off-campus professional and pastoral counseling services. CACC can also provide a list of off-campus counseling resources to faculty, staff, and students for counseling services as well as resources for substance abuse. CACC is not responsible for the cost of professional counseling for students. This information is provided only to assist students and is not intended as an endorsement of a particular resource.

Confidentiality and Protection from Retaliation
Every effort possible shall be made to ensure confidentiality of information received as a part of an investigation. Complaints will be handled on a "need to know" basis with a view toward protecting the interest of all parties involved. The College will do everything consistent with enforcement of this policy and with the law to protect the privacy of all parties involved and to ensure that all involved are treated fairly.

A student bringing a complaint or assisting in the investigation of a complaint will not be adversely affected as a result of being involved in said complaint. Any act of reprisal, including interference, coercion or restraint by a student, employee or anyone acting on behalf of the College violates this policy and will result in appropriate disciplinary action.

Sex Offender Registration

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

How to Inquire
Members of the Central Alabama Community College community may request information about sex offenders in Alabama by contacting the Alabama Bureau of Investigation at 334-353-1172. Your questions may be answered in the Sex Offender Registry FAQ at http://the offenderlist.com or at the Alabama Department of Public Safety at http://dps.alabama.gov. Locally, information about registered sex offenders may be obtained at the Alexander City Police Department, City of Childersburg Police Department, City of Talladega Police Department, Tallapoosa County Sheriff's Department, and Talladega County Sheriff's Department.

Penalties for Improper Use of Sex Offender Registry Information
Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by not more than two and one-half years in a house of correction or by a fine of not more than $1,000 or both.

Harassment and Discrimination

Harassment and Communication

Central Alabama Community College is committed to providing a positive, discrimination-free educational and working environment. Central Alabama does not discriminate on the basis of race, color, disability, sex, religion, creed, national origin, gender stereotyping, age, or any other characteristic protected by state or federal law, in its programs and activities. For these purposes, harassment includes, but is not limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, gender stereotyping, age, or disability. Definition of Sexual Harassment

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972.

For these purposes, "harassment" includes, but is not limited to: slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, gender, religion, national origin, gender stereotyping, age, disability, or any other characteristic protected by state or federal law. Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature. Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

- Physical assault,
- Direct or implied threats that submission to or rejection of requests for sexual favors will affect a
- term, condition, or privilege of employment or a student's academic status,
- Direct propositions of a sexual nature,
- Subtle pressure for sexual activity,
- Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (1) comments of a sexual nature; or (2) sexually explicit statements, questions, jokes, or anecdotes;
- Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed that includes one or more of the following:
- Touching, patting, pinching, hugging, or brushing against another's body;
- Commentary of a sexual nature about an individual's body or clothing, or
- Remarks about sexual activity or speculations about previous sexual experience(s);
- Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
- Displaying objects or pictures which are sexual in nature that would create a hostile or offensive employment or educational environment, and serve no educational purpose related to the subject matter being addressed;
- Gender stereotyping or harassment about gender identification.

Complaint and Grievance Procedures

Central Alabama Community College promotes the open exchange of ideas among all members of the College community, students, faculty, staff and administration. An environment conducive to the open exchange of ideas is essential for intellectual growth and positive change. Central Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by the College.

Complaint Procedures

For purposes of this policy, a complaint will mean a specific event, activity or occurrence within the scope of the authority of the College administration or faculty about which an individual has a specific concern.

1. Complaint Related to Academic Matters: Complaints involving academic disputes must follow the "Academic Appeal Policy" of the College.
2. Complaint Related to Disability: Complaints related to a disability should be reported in writing to the ADA Coordinator, (Tiffanie Character for Alexander City and Millbrook or Leslie Mitchell for Childersburg and Talladega) within ten (10) business days of occurrence of the event prompting the complaint.
3. Complaint Related to Title IX: Complaints related to claims of sexual discrimination should be reported in writing to the Title IX Coordinator, Dr. Sherri Taylor, within ten (10) business days of the occurrence of the event prompting the complaint.
4. Other Types of Complaints. Complaints related to any other matter should be reported in writing to the Dean of Students within ten (10) business days of the event prompting the complaint.
    a. If it is determined that the complaint is valid and can be resolved immediately and informally after discussion between the student and the respective College official, the College official will take action to resolve the complaint. The College official who received the complaint will record and keep a written report of the complaint and the resolution of the complaint.
    b. If the student's complaint cannot be resolved immediately and informally, the appropriate College official who received the complaint will submit a written report (a "Plan of Resolution"), to the Dean of Students. The report will be submitted within ten (10) business days of the complaint and will detail the complaint and the plan to resolve the complaint. If the Plan of Resolution does not result in a satisfactory resolution to the complaint, the complainant may choose to pursue a grievance.

General Grievance Procedures

A student who submits a written complaint to the appropriate college official and who is not informed of a satisfactory resolution or plan of resolution of the complaint within fifteen (15) business days then has the right to file a grievance with the Dean of Students. Grievance Procedure Forms are available online at www.cacc.edu and in the Office of Dean of Students.

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

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

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

Investigation Hearing and Findings
The College will have thirty (30) calendar days from the date of the receipt of the grievance by the Dean of Students to conduct an investigation of the allegation(s), hold a hearing on the grievance (if requested) and submit a written report to the Grievant of the findings arising from the hearing. The Grievance Form will be used to report both the grievance and the hearing findings. The Dean of Students will report the grievance findings to the Grievant by either personal service or certified mail sent to the Grievant's home address.

Investigation Procedures
The Dean of Students will conduct a factual investigation of the grievance allegations, either personally or with the assistance of any person(s) designated by the President, and will research any applicable statutes, regulations and/or policies, if any. After completion of the investigation, the Dean of Students will determine whether there is substantial support of the grievance. The factual findings of the investigation and the conclusions of the Dean of Students will be stated in a written report which will be submitted to the Grievant and to the party or parties against whom the grievance was made (the "Respondent"). The report will be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties will have the opportunity to file written objections to any of the factual findings and to make their objections part of the hearing record if there is a hearing. Publications or verified photocopies containing relevant statutes, regulations and policies will also be prepared by the Dean of Students for the hearing record. If the Dean of Students finds that the grievance is substantially supported, he or she will also make a recommendation in the report as to how the grievance should be resolved. Upon the receipt by the Grievant of the Dean of Students report, the Grievant will have five (5) business days to notify the Dean of Students whether or not the Grievant demands a hearing on the grievance. The failure by the Grievant to request a hearing by the end of the fifth business day will constitute a waiver of the opportunity for a hearing. However, the Dean of Students may, nevertheless, at his or her discretion schedule a hearing on the grievance if doing so would appear to be in the best interest of the College. In the event that no hearing is to be conducted, the Dean of Students report will be filed with the President, and a copy provided to the Grievant and each Respondent.

Hearing Procedures
In the event that the Grievant requests a hearing within the time frame designated by the Dean of Students, the President will designate a qualified, unbiased person or committee to conduct the grievance hearing. The hearing officer and/or committee members will generally be employees of Central Alabama Community College. However, the President will have the discretion to select individuals that are not Central Alabama Community College employees to serve as a hearing officer or as a committee member.

The hearing officer and/or committee will notify the Grievant and each Respondent of the time, place, and subject matter of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing will be conducted in a fair and impartial manner and will not be open to the public unless both parties agree in writing for the hearing to be public.

At the hearing, the Grievant and the Respondent will be read the grievance statement. After the grievance is read into the record, the Grievant will have the opportunity to present oral information and offer other supporting information as he/she will deem appropriate to his/her claim. Each Respondent will then be given the opportunity to present oral information and offer other supporting information as he/she deems appropriate to the Respondent's defense against the charges.

If the College, or the administration of the College at large, is the party against whom the grievance is filed, the President will designate a representative to appear at the hearing on behalf of the College. Any party to a grievance hearing will have the right to retain, at the respective party's cost, the assistance of legal counsel or other personal representative. However, the respective attorney or personal representative, if any, will act in an advisory role only and will not be allowed to address the hearing body or question any witnesses. The College must be given a minimum of 48 hours notice if the Grievant is being assisted by an attorney or personal representative. The names of the personal representative, attorney, or witnesses must be submitted 48 hours prior to the hearing to the Dean of Students. In the event that the College is the Respondent, the College representative will not be an attorney or use an attorney unless the Grievant is also assisted by an attorney or other personal representative. The hearing will be recorded either by a court reporter or on audio/video or by other electronic recording medium. In addition, all supporting documents or information offered by the parties, whether admitted or not, will be marked and preserved as part of the hearing record.

The hearing officer or committee will make the participants aware that the rules relating to the admissibility of statements and information during the hearing will be less stringent than those which apply to civil trials. Generally speaking, irrelevant, immaterial and privileged information (such as personal medical information or attorney-client communications) will be excludable. However, hearsay conversations and unauthenticated documentary information may be allowed if the hearing officer or chairperson determines that the information offered is of the type and nature commonly relied upon or taken into consideration by a reasonably prudent person in conducting his affairs.

In the event of an objection by any party to any statement, information or documentation offered at the hearing, the hearing officer or committee chairperson will have authority to make a final ruling on the objection.

Report of Findings

Within five (5) working days following the hearing, there will be a written report given to the Dean of Students (with a copy to the President, the Grievant and each Respondent) of the findings of the hearing officer or the chairperson of the hearing committee, whichever is applicable, and the report will contain at least the following:

1. Date and place of the hearing;

2. The name of the hearing officer or each member of the hearing committee, as applicable;
3. A list of all witnesses for all parties to the grievance;
4. Findings of fact relevant to the grievance;
5. Regulations or policies relevant to the grievance, and
6. Recommendation(s) arising from the grievance and the hearing.

Resolution of Grievance
In the event of a finding by the hearing officer/committee that the grievance was unfounded or was not supported by the evidence presented, the Dean of Students will notify the Grievant of any appeal that may be available to the Grievant. In the event of a finding that the grievance was supported, in whole or in part, by the information presented, the Dean of Students will meet with the Grievant and the appropriate college representative(s) (which may include the Respondent[s]) and attempt to bring about resolution of the grievance.

Appeals
The purpose of an appeal is to review the procedures of the hearing in order to determine if there has been any error. Students have the right to appeal decisions made by the Dean of Students to the Student Code of Conduct Committee provided relevant grounds for an appeal are cited. All appeal requests and responses in this process are transmitted by electronic mail. When informing the student of the original decision in a hearing, the Dean of Students or Committee Chair will also explain the student's right to appeal the situation to the Student Code of Conduct Appeals Committee. If the student wishes to appeal the case, he/she must send a written request, stating the reason(s) for the appeal, to the Dean of Students within five (5) working days from receipt of the notice. The Dean of Students will then have 48 hours to refer the case to the Student Code of Conduct Appeals Committee. The Committee will conduct a hearing under the guidelines in "Hearing Procedures" potion of this Handbook and will submit a decision in writing to the Dean of Students and the accused student.

Appeal Guidelines
The purpose of an appeal is to review the procedures of the hearing in order to determine if these has been any error. The grounds for appeal are:

- a violation of due process;
- a violation of hearing procedures;
- sanction(s) inappropriate for the nature of the violation or
- evidence that becomes available during the review process that was not previously available during the original hearing.

Appeal outcomes can include affirming the original decision, changing the sanctions imposed, referring the case for rehearing before another hearing body, finding the accused student not responsible and terminate the proceedings.

Appeals Procedure Conducted by the Appeals Committee

- Within twenty-four (24) hours of receipt of the outcome notice, the Accused may submit a written appeal via official college email to the Dean of Students based only on the following grounds: a) to determine whether there was a material deviation from the

substantive and procedural protections provided in this Code; b) to determine whether the final decision was based on substantial evidence or information; c) the sanctions were too severe; or d) to consider new information sufficient to alter the decision or relevant facts not brought out in the hearing. An appeal based solely on any reassertion of innocence will not be considered.

- Upon his or her receipt of a valid written appeal, the Dean of Students shall forward the appeal to the Chairperson of the Appeals Committee for review by the Committee.
- The Student Code of Conduct Appeals Committee shall then have the authority to inquire into the circumstances of the case by interviewing the party making the appeal; discussing the case with the principal administrator involved; interviewing any witnesses upon whose testimony the hearing body or hearing official relied; and performing a careful review of the minutes and other records of any hearing or administrator connected with the case.
- The Student Code of Conduct Appeals Committee shall review its finding with the Dean of Students prior to disclosing the findings to the party who appealed.
- Each party will be notified of the other party's appeal submission and outcome.

Presidential Appeals

If the grievance does not involve a claim of illegal discrimination based on gender, race, or disability, the Grievant will have the right to appeal the decision of the hearing officer or committee to the President of Central Alabama Community College, provided that:

1. A notice of appeal is filed with the Dean of Students and the President within fifteen (15) calendar days following the Grievant's receipt of the committee report and
2. The notice of appeal contains clear and specific objection(s) to the finding(s), conclusion(s) and/or recommendation(s) of the hearing officer or committee. If the appeal is not filed by the close of business on the fifteenth (15th) day following the Grievant's receipt of the report, the Grievant's right to appeal to the President will have been waived. If the appeal does not contain clear and specific objections to the hearing report, it will be denied by the President.
3. President's Review: If an appeal is accepted by the President, the President will have thirty (30) calendar days from his/her receipt of the notice of appeal to review and investigate the allegations contained in the grievance, to review the hearing record, to hold a hearing (if deemed appropriate by the President) and to produce a report of the President's findings of fact. The President will have the authority to (1) affirm, (2) reverse or (3) affirm in part and reverse in part the findings, conclusions and recommendations arising from the college grievance hearing. The President's report will be served to the Grievant and Respondent(s) by personal service or by certified mail, return receipt requested, at their respective home addresses.

Chancellor Appeals

Students may file consumer/student complaints with the Alabama Community College System by following these procedures:

1. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is contained on the College's website at the following this link, http://www.cacc.edu/wp-

content/uploads/2017/02/Complaint-and-Grievance-Procedures.pdf and is also available online at the ACCS website (www.accs.edu). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to complaints@accs.edu or (2) mailing it to: Alabama Community College System Attention: Office of the Vice Chancellor for Instructional and Student Services P.O. Box 302130 Montgomery, AL 36130-2130.

2. The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.

3. The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.

4. The Vice Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.

5. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action. f) The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.

Education

A sexual harassment educational program may consist of seminars, workshops, videos, and/or printed materials. The educational elements of this policy seek to achieve the following goals through dissemination of this policy and providing a training program by:
(1) ensuring that all administrators, faculty, students, and all employees are made aware of their rights concerning sexual harassment; (2) notifying individuals of conduct that is prohibited; (3) informing administrators and supervisors about the proper procedures in addressing complaints.

Emergency Response and Evacuation Procedures

The College has established procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. These procedures provide for rapid notice to law enforcement and senior administration to evaluate and confirm an emergency or dangerous situation and if confirmed, for same persons to determine the appropriate segment or segments of the campus community to be notified and the content of the notification.
In the event of a serious incident that poses an immediate threat to members of the College community, the College has systems in place for quickly communicating information. Some or all of these methods of communication may be activated in the event of an immediate threat the College community. These methods of communication include SchoolCast, which is the emergency notification system that utilizes voice messages to phone numbers, text messages to cell phones, and e-mail messages.

The following individuals are responsible for carrying out the emergency response and evacuation procedures: the President, Dean of Financial Services, Dean of Adult and Community Education, Dean of Instruction, Dean of Students, and Safety and Security Coordinator.

Institution Procedures to Test the Emergency Response and Evacuation Procedures

Central Alabama Community College will conduct annual emergency response and evacuation procedures drills. The drills will be conducted on each campus and center and procedures will be publicized annually. The Dean of Students will organize the drill in conjunction with the Office of Safety and Security. The exercise will be documented by the Office of Safety and Security and include a description of the exercise along with the date and time of the exercise and whether it was announced or unannounced. Local law enforcement will be notified when the annual drill is going to take place as well as the results of the drill. The Dean of Students and Office of Safety and Security will meet for a debriefing after each drill.

A performance evaluation of each instance in which the Emergency Plan and emergency response and evacuation procedures is activated will be completed following the emergency. The evaluation will examine the cause of the emergency, possible preventative measures, the response of the employees and the effectiveness of the procedures currently in place. The evaluation will also include recommendations for improvement. The Emergency Response and Evacuation Procedures will be evaluated annually with a report being made to Executive Committee. The evaluation will include a review of the written plan and a copy of the performance evaluation of all instances in which the Emergency Plan was activated.

Annual Disclosure of Crime Statistics

As required by federal law, CACC yearly crime statistics for this report are compiled on a calendar year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning crimes that occurred on campus and were reported to the CACC Office of Safety and Security, designated campus officials (including but not limited to directors, deans, department heads, Division of Student Services staff, and advisors to students, security personnel, and athletic coaches). In addition, these statistics also include persons referred for campus disciplinary action for categories required under the *Clery Act*, including liquor and drug law violations, sexual misconduct, and illegal weapons possession. Statistical information for certain off-campus locations or property owned or controlled by CACC as well as public property within or immediately adjacent to and accessible from the campus are collected from the Alexander City Police, Childersburg City Police, Talladega City Police, and Tallapoosa and Talladega Sheriff Departments. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year during which the crime was reported.

Central Alabama Community College Crime Statistics 2015-2017
Alexander City Campus On- Campus

Criminal Offense	2015	2016	2017
Murder/Non-Negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
Hate Crimes	0	0	0
Arrests			
Illegal Weapons Possession	0	0	0
Drug Law Violation	1	1	0
Liquor Law Violation	1	1	0
Disciplinary Referrals			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0

Alexander City Campus Noncampus

Criminal Offense	2015	2016	2017
Murder/Non-Negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Crimes	0	0	0
Arrests			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0
Disciplinary Referrals			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0

Alexander City Campus Public Property

Criminal Offense	2015	2016	2017
Murder/Non-Negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Arrests			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0
Disciplinary Referrals			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0

Childersburg Campus On-Campus

Criminal Offense	2015	2016	2017
Murder/Non-Negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Arrests			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0
Disciplinary Referrals			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0

Childersburg Campus NonCampus

Criminal Offense	2015	2016	2017
Murder/Non-Negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

Arrests			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0
Disciplinary Referrals			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0

Childersburg Campus Public Property

Criminal Offense	2015	2016	2017
Murder/Non-Negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
Hate Crimes	0	0	0
Arrests			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0
Disciplinary Referrals			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0

Talladega Campus On-Campus

Criminal Offense	2015	2016	2017
Murder/Non-Negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Arrests			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0
Disciplinary Referrals			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0

Talladega Campus Noncampus

Criminal Offense	2015	2016	2017
Murder/Non-Negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

Arrests			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0
Disciplinary Referrals			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0

Talladega Campus Public Property

Criminal Offense	2015	2016	2017
Murder/Non-Negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
Arrests			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0
Disciplinary Referrals			
Illegal Weapons Possession	0	0	0
Drug Law Violation	0	0	0
Liquor Law Violation	0	0	0

This report has been produced in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, formerly know at the Student Right to Know Act of 1990. To additional information, please contact the Office of Student Services on the respective campus or the Safety and Security Coordinator at 256-596-0063.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

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

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

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

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

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

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

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

The Compliance Officers for Central Alabama Community College are:

Student Contact

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

Employee Contact

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

Region Four Office of Civil Rights
U.S. Department of Health and Human Services
Sam Nunn Atlanta Federal Center Suite
16770 61 Forsyth, St. S. W.
Atlanta, Georgia 30303-8909
800-368-1019 PHONE
404-562-7881 FAX
800-537-7697 TDD