

Disciplinary Action Definitions

Reprimand may be an oral or written warning issued to the student informing the student that he or she is currently in violation of, or has been in violation of, the Code of Student Conduct and that continued violation will result in further sanctions against the student.

Probation is a strong restriction designed to encourage and require a student to cease violating college regulations. Students under this restriction are notified in writing. Students on Disciplinary Probation are warned that:

1. Any further violations on their part while under probation will lead to an extension of their restriction, disciplinary suspension, or disciplinary expulsion; and
2. They may not hold any office, elective or appointive, in any student organization. Disciplinary Probation generally is not less than one academic semester.

Restitution is a requirement to make restitution, monetary, service, or otherwise to the College, organization(s), and/or person(s) for damage by the student's violation of the Student Code of Conduct.

Discretionary Sanctions are at the discretion of the Judiciary Committee and may be research projects, work projects, or service to the College that may be assigned as a result of any violation.

Suspension is the removal of a student from class rolls at Coastal Alabama Community College for a designated period of time, usually not less than one semester. At the end of the designated period of time, the student must make formal application for admission.

a) Class Suspension: A student may be suspended from attending class for improper behavior. Class suspensions are for the remainder of the semester and the student will be assigned a grade of "W".

b) Library Suspension: A student may be suspended from using the library for improper behavior in the library. Suspension will be for a period of time not to exceed the remainder of the semester.

c) Housing Suspension: A student may be suspended from living on-campus after infractions of housing regulations.

d) Building Suspension: A student may be suspended from entry into a specific building (i.e. Gymnasium, Cafeteria, Grill, Student Union, Student Center, Student Success Center, etc.)

e) Immediate Temporary Suspension will be imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. Notice will be given within 10 hours and a hearing will be held as soon as practical, usually within 72 hours. During the period of immediate temporary suspension, the student shall be denied access to college property, as the Dean of Enrollment Management or Designee deem appropriate.

Voluntary Withdrawal may be given as an option to the student. To qualify for readmission, the student may be required to meet all reasonable requirements and academic standards for readmission. Students will not be eligible for any refund from the College. In the instance a student withdraws before disciplinary procedures are carried out, the student may be subject to discipline, as may be imposed by the Dean of Enrollment Management or Designee, at the time of re-entry to the College.

Expulsion is the strongest disciplinary restriction. This category of severe penalty generally indicates the recipient may not return to the College unless granted special dispensation from the College Judiciary Officers. Disciplinary expulsion normally would be applied to students who were guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

Judicial Procedures for Coastal Alabama Community College

Charges may be filed against a student by any member of the College community. Charges must be submitted according to the following guidelines:

- Charges must be submitted in writing;
- Charges must be submitted to the Vice-President of Student Services or Designee;
- Charges must be submitted as soon as possible after the alleged violation occurs, preferably within 72 hours.

Within five days of receipt of the charges, the Dean of Enrollment Management or Designee shall determine the course of action. At this stage, the Dean of Enrollment Management or Designee may meet with the students. The students can admit to the charge and waive his/her right to a hearing before the College Judiciary Committee. The sanctions/punishment will then be determined by the Dean of Enrollment Management or Designee and the students will be notified in writing of the sanctions/punishment within three business days. The Dean of Enrollment Management's decision is final and the student forfeits his/her right to appeal.

If the issue cannot be resolved by mutual consent, the Dean of Enrollment Management or Designee will inform the students of their "Rights to Due Process" and have the option of forwarding the accusations to the College Judiciary Committee, or of referring original jurisdiction of the case to the Judicial Officer designated by the College President. If the case is forwarded to the Judiciary Committee, the Chairperson of the College Judiciary Committee will arrange the date, time and location of the hearing. If the designated Judicial Officer retains jurisdiction, the Dean of Enrollment Management or Designee will arrange the date, time and location of the hearing. At this time the accused will be so informed by written notice at least five days before the hearing. The written notice to the students will include the name of the accuser, the specific charge, and a copy of the College's policy on Code of Student Conduct.

Any student whose presence poses a threat of danger to persons or property or a threat of disrupting the academic process may be immediately removed from campus by the Dean of Enrollment Management or Designee. In this situation, written notice of the charge of misconduct will be delivered to the student within 24 hours and the College Judiciary Committee and/or Judicial Officer will conduct the hearing within five days.