

# 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 Dean 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 Students Services or Designee shall determine the course of action. At this stage, the Dean of Student Services or Designee may meet with the students. The student 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 Regional College Judiciary Committee, the Chairperson of the Regional 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