



2024 - 2025

**POLICIES & PROCEDURES
MANUAL**

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Section 01: Introduction and General College Information

01.01 Welcome, Introduction, and Disclaimer

Policy/Purpose:

The Coastal Alabama Community College (“Coastal”) Policies and Procedures Manual is an all-inclusive document that details all aspects of college policies, the procedures for following those policies, and the forms required for the procedures.

The policies, procedures, and forms contained in this Policies and Procedures Manual are designed to be consistent with applicable federal and state laws and regulations, policies, and regulations of the Alabama Community College System Board of Trustees, and the mission, purposes, and objectives of Coastal Alabama Community College. Refer to www.accs.edu.

Coastal Alabama Community College is a member of the Alabama Community College System (ACCS). The system consists of 24 community and technical colleges. The ACCS mission is “to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.” Coastal Alabama Community College, located in Baldwin, Choctaw, Clarke, Escambia, Mobile, and Monroe counties in South Alabama, has instructional sites located throughout Southwest Alabama. The Bay Minette Campus is the main campus.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

Property of the College: This Policies and Procedures Manual remains the property of Coastal Alabama Community College and supersedes any and all previous policies, written and oral, express or implied, except as expressly incorporated herein.

1. Disclaimer: Coastal Alabama Community College reserves the right to modify, rescind, delete, or add to the provisions of this document from time to time in its sole and absolute discretion. The Policies and Procedures Manual is updated as needed to ensure compliance with state and federal laws, as well as to reflect revisions in college policies, procedures, services, and benefits, applicable to any individual covered under this Manual. Questions about the Policies and Procedures Manual may be directed to the Human Resources Office (HR@coastalalabama.edu).
2. Not Intended to be a Contract: This Policies and Procedures Manual is not a binding contract between the College and any student or employee. It should not be construed as creating a contract of employment nor is it intended to alter the employment relationship between the College and its employees. If any statement contained herein is in conflict with any applicable federal or state law or regulation, then that statement is deemed to be null and void except to the extent that any portion of it may be consistent with applicable laws, policies, and regulations.
3. No Guarantee of Employment: No commitment for employment for any specified duration, including “lifetime” employment, will be valid or binding on the College.
4. Right to Amend Without Notice: Coastal Alabama Community College reserves the right to revise, supersede, or delete any policy, practice, procedure, or form contained herein, with or without prior notice, but will make a reasonable effort to inform students and employees of any and all such changes.
5. Property of the College: This Policies and Procedures Manual remains the property of Coastal Alabama Community College and supersedes any and all previous policies, written and oral, express or implied, except as expressly incorporated herein.

6. Reference Materials: The Policies and Procedures Manual is intended to be the central document for policies, procedures, and resources. References within the Policies and Procedures Manual connect directly to the following documents:

- Handbooks
- College Catalog
- Forms
- Websites

For this reason, it is best practice to use the Policies and Procedure Manual in its electronic form to utilize the hyperlink references within the document since that information is expressly incorporated into and part of this document.

Procedure(s):

1. Refer to the Development and Adoption of Policies and Amending the Local Policies and Procedures Policy for additional information.

Additional Provisions/Information

Refer to all [Alabama Community College Systems \(ACCS\) Policies and Chancellor's Procedures](#).

Refer to the [Coastal Alabama Community College Catalog](#).

01.02 Mission, Vision, Values, Strategic Directives, and Accreditation

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to establish its Mission, Vision, Values, and Strategic Directions that support the overall mission of the Alabama Community College System (ACCS).

Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate degree. Coastal Alabama Community College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Coastal Alabama Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

ALL Students: For the purpose of this policy, ALL Students refers to any student enrolled at Coastal Alabama Community College in credit courses and/or non-credit courses regardless of the location or modality (in person, online, dual enrollment, non-traditional, first-generation, etc.).

Details:

1. **Mission Statement:** Coastal Alabama Community College invests in the success of ALL students, provides excellence in teaching and learning, and advances community development. The College reviews its mission statement in compliance with Alabama Community College System (ACCS) Board Policy 901.01 every two (2) years.
2. **Vision Statement:** To facilitate connections for ALL to thrive.
3. **Values:**
 - Engagement
 - Empowerment
 - Equity
4. **Strategic Directives:** Strategic directives are located in the College's Strategic Plan at <https://www.coastalalabama.edu/about/strategic-plan/>.

5. **Accreditation:**

a. **Culinary:**

American Culinary Federation Educational Institute, 180 Center Place Way, St. Augustine, FL, 32095, 800-624-9458

b. **Dental:**

American Dental Association (ADA); Commission on Dental Accreditation (CODA) – Dental Assisting Programs
211 E. Chicago Avenue, Chicago, IL, 60611-2678, 800-232-1608

c. **EMS/Paramedic:**

Commission On Accreditation of Allied Health Education Programs (CAAHEP) – Upon the Recommendation of the Committee on Accreditation for the EMS Professions (CoAEMSP)
9355 113th St. N, #7709, Seminole, FL 33775, 727-210-2350
8301 Lakeview Parkway, Suite #111-312, Rowlett, TX 75088, 214-703-8445

d. **Medical Assisting:**

Commission On Accreditation of Allied Health Education Programs (CAAHEP) – Upon the Recommendation of the Medical Assisting Education Review Board (MAERB)
9355 113th St. N, #7709, Seminole, FL 33775, 727-210-2350
2020 N. California Ave., #213 Suite 7, Chicago, IL 60647, 312-392-0155

e. **National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):**

5600 N. River Rd., Suite 720, Rosemont, IL 60018-5119, 773-714-8880

f. **Nursing:**

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE Suite 1400, Atlanta, GA 30326, 404-975-5000

g. **Respiratory Therapy:** Commission on Accreditation for Respiratory Care (CoARC)

264 Precision Blvd., Telford, TN 37690, 817-283-2835

h. **Society for Simulation in Healthcare (SSH):**

P.O. Box 856114, Minneapolis, MN 55483, 866-730-6127

i. **Surgical Technology:**

Commission On Accreditation of Allied Health Education Programs (CAAHEP) – Upon the Recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
9355 113th St. N, #7709, Seminole, FL 33775, 727-210-2350
19751 E. Main St., Suite #339, Parker, CO 80138, 303-694-9262

j. **Veterinary Technology:**

American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA)
1931 North Meacham Road, Suite 100, Schaumburg, IL, 60173-4360, 800-248-2862

k. **Approval:**

Alabama Board of Nursing

RSA Plaza, Suite 250
770 Washington Avenue
Montgomery, AL 36104
334-293-5200

<https://www.abn.alabama.gov>

Alabama Department of Public Health Office of Emergency Medical Services

208 Legends Court
Prattville, Alabama 36066
334-290-3088

<https://www.alabamapublichealth.gov/ems/>

l. **Member:**

Alabama Community College System
Alabama Community College Association
American Association of Community Colleges
American Council on Education
Council for Advancement and Support of Education
Council for Higher Education Accreditation
Southern Association of Colleges with Associate Degrees

m. **Licensure:**

Commission For Independent Education, Department of Education
325 West Gaines St, Suite 1414, Tallahassee, FL, 32399-6400, 800-224-6684

Procedure(s):

Strategic Planning Cycle Procedures

1. The Office of Institutional Effectiveness and Planning is responsible for leading the planning cycle. Coastal Alabama Community College identifies major steps for institutional effectiveness planning.
2. Strategic Planning Review of Mission and Goals
3. Formulation of Unit Plans
4. Complete Budget Processes
5. Implementation of Unit Plans
6. Data Collection and Assessment
7. Use of Data and Evaluation Results for Improvement

Accreditation Inquiries Procedures

1. **Inquiries:** Normal inquiries about Coastal Alabama Community College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Coastal Alabama Community College and not the Commission's office.

Additional Provisions/Information

Refer to Institutional Effectiveness Plan.

01.03 Development and Adoption of Policies and Procedures and Amending the Local Policies and Procedures and College Catalog

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to follow the Alabama Community College System (ACCS) policy on policy development. The Board of Trustees, upon recommendation of the Chancellor, will develop policies for the governance of the Alabama Community College System (ACCS). Refer to ACCS [Board Policy 101.01](#) and [Board Policy 210.01](#).

The Chancellor of ACCS has direct oversight and responsibility for the System.

In addition, the President of Coastal Alabama Community College will be responsible for developing local policies governing the institution. Coastal Alabama Community College reviews its Policies and Procedures, the College Catalog, and Handbooks on a scheduled basis. Information contained in these documents is subject to change. In addition, the College may update its documents off schedule, as needed.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **System Wide Policy Development:** Per ACCS [Board Policy 101.01](#) and [Board Policy 210.01](#), the Board of Trustees, upon recommendation of the Chancellor, will develop policies for the governance of the Alabama Community College System. The adoption of policy is the responsibility of the Board of Trustees. Any violations of such policies will be brought to the immediate attention of the Board of Trustees for its review and action.

The ACCS Board of Trustees serves the System's institutions by supporting its missions and goals. The Governor serves as chair of the Board and the remaining board members are appointed from eight districts, with one statewide member and an ex-officio liaison from the State Board of Education.

Learn more about the Alabama Community College System Board of Trustees at <https://www.accs.edu/about-accs/board-of-trustees/>.

2. **Local Policy Development:** Local policies must be in accord with established Board of Trustees policies, Chancellor's regulations or guidelines, federal and state statutes, and appropriate judicial directions.
 - a. Each division and/or department within the College is required to review the policies and procedures that directly impact its area. The employees of Coastal Alabama through official standing committees will assist in the development, review, and revision of policies for the College.
 - b. The proposal of policy revisions, additions, or deletions should be recommended to the Executive Cabinet from the appropriate division or standing committee as an official request. That request is then reviewed by the Executive Cabinet for comment and/or approval. The Executive Cabinet has the authority to approve, deny, or alter a proposed policy. However, the President has the final decision-making authority for any policy adoption at the College.
 - c. The College Catalog and Student Handbook are archived in the Registrar's Office.
3. **College Catalog Development:**
 - a. The Registrar maintains records on active and inactive programs, degrees offered and courses, appropriate approvals, a master course file and program review reports.
 - b. All credit courses offered at Coastal Alabama Community College must have a course syllabus on file in the applicable academic department. Course master templates are updated on a regular cycle.
 - c. The appropriate Instructional Officer ensures that the curriculum and course schedule meets college, state, and accreditation requirements.
 - d. Occasionally, program changes are not made by the publication deadline and will be included in an addendum to the catalog. Every effort is made to create a complete and accurate document since student degree requirements may be governed by the policies outlined in the catalog and addendum.

Procedure(s):

Amending Policies and Procedures Manual Procedures

1. Amendments are recommended by a member of the President's Executive Cabinet and submitted in writing to the Executive Director – Human Resources.
2. The request is placed on the President's Executive Cabinet agenda for review and discussion.
3. Approved Amendments are reviewed and approved by the President's Executive Cabinet and distributed by Human Resources. The Human Resources Office is responsible for the appropriate distribution of Amendments via an electronic notification to all college employees (typically a Coastal News Announcement).
4. Human Resources Office records updates to the applicable document and enters the date and update in the in the Record of Change spreadsheet.
5. Human Resources Office requests that the Marketing and Communication Office (MARCO) save the updated policy on the College's website by completing a web services request at <https://www.coastalalabama.edu/marco/>.
6. Amendments not approved are returned to the originating Administrator by Human Resources with the reason for rejection or a request for revision. Revisions must be resubmitted to Executive Cabinet for review and approval.

Amending the College Catalog (Non-Instructional Departments) Procedures

1. Department supervisors are notified that catalog changes and edits are due by the posted deadline.

2. Updates on policies and procedures are submitted to the Executive Cabinet for review and approval.
3. Changes are updated in the College Catalog and Student Handbook for the next academic year.

Amending the College Catalog (Instructional Departments) Procedures

1. Changes to curriculum and academic policies and procedures are presented at the Curriculum Committee meeting. This committee reviews and/or approves curriculum and academic policies and procedures.
2. Curriculum Committee, the changes are implemented in the next academic year College Catalog.
3. Amendments to the College Catalog are completed using the following schedule:

Item	Reviewed Date(s)	Submission to Registrar Date
Policies notated in the College Catalog	March	April 15
Academic Programs / Course Descriptions	March	April 15
College Directory	April 1	April 15

Additional Provisions/Information

Refer to all [Alabama Community College Systems \(ACCS\) Board Policies and Chancellor's Procedures](#).

01.04 Local Assumption of Responsibility

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/01/2023

Policy/Purpose:

A designee may be named to assume supervision responsibilities in the absence of the President.

Scope:

This policy applies to all Coastal Alabama Community College employees.

Definitions:

There are no definitions applicable to this policy.

Details:

1. At the President's discretion, a designee may be named to temporarily assume the President's responsibilities during the absence of the President

Procedure(s):

1. Individuals may contact the President's office for additional information.

Additional Provisions/Information

There are no Additional Provisions / Information applicable to this policy.

01.05 General College Information and Resources

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure that all of its employees and students have access to resources to ensure a positive and productive work and learning environment.

Scope:

This policy applies to all Coastal Alabama Community College employees during work or any activity involving the College. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with this policy.

Definitions:

There are no definitions applicable to this policy.

Details:

1. General Resources:

- a. **Change of Address, Name, or Educational Degree/Credential:** Employee will promptly notify the Payroll Office and their supervisor if any change occurs in address, name, marital status, telephone number, etc. In addition, if a new degree is earned after being hired, it is the employee's responsibility to have an official transcript sent to the Human Resources Office.
- b. **Coastal News:** The official online source for employee information at Coastal Alabama Community College is Coastal News. Employees can access Coastal News on Canvas to get up-to-date information. Employee forms are located in Employee Resources on Coastal News.
- c. **Facilities Services:** Facilities Services consists of custodial, maintenance, grounds, vehicle maintenance, and facility planning and design. Call 251-580-2238 or 251-809-1556 for assistance.
- d. **Human Resources:** The Human Resources Office is available to answer questions regarding current vacancies, employment procedures, and other personnel-related matters.

Human Resources

Bay Minette Campus

251-580-4898

Email: HR@coastalalabama.edu

- e. **ID Badges:** Upon hire, all employees may submit a request to receive an Identification (ID) Badge.

1. Purposes of the ID Badge:

- Serves as the identification badge and verifies the wearer is a legitimate Coastal Alabama employee.
- Provides proof of employment for employee discounts in the bookstore.
- It is the employee's library card for checking out materials at Coastal Alabama's library.

2. Employee Responsibilities: Employees are encouraged to:

- Wear the ID Badge on any Coastal Alabama campus if a name tag is unavailable;
- Know, understand, and follow the guidelines associated with the badge;
- Do not loan or give the badge to anyone else.

3. Lost or Stolen ID Badges: Report any lost or stolen ID Badges to the Library immediately at studentID@coastalalabama.edu.

- f. **College Owned Vehicles:** The College maintains a fleet of vehicles for business use. An employee must sign out a vehicle and obtain approval for each use. Individuals who are assigned a vehicle for long-term projects do not need to obtain approval each day. All drivers of college vehicles must be age 18 or older and hold a valid driver's license. Only employees and guests of the College are permitted to be passengers in a college vehicle.

If an employee is involved in an accident while driving a college vehicle, the employee must immediately contact their supervisor.

Refer to the College's Travel and Travel Related Expenditures Policy for a request to rent a vehicle.

- g. **Keys:** Employees are issued keys based upon department and position. Report all lost keys to the Facilities Office. Lost keys may result in disciplinary action, depending on the severity of the situation. In an emergency, College Police or Facilities can open a classroom or office if the employee has the proper identification.
- h. **Library Services:** Coastal Alabama Library Services collects and distributes materials to students and employees in support of all programs and pathways at Coastal Alabama. In addition to 5 libraries and 4 learning resources centers, digital library materials are available via the Library Services Course on Canvas at <https://coastalalabama.instructure.com/courses/7> (login required).
- i. **Mail Services for Employees:** A mailbox is provided for each department office.

1. **Personal Mail and Packages:** The College allows employees to send personal mail or packages. Personal mail or packages for which postage has already been paid may be picked up with college mail. Personal packages should already be prepared for shipment, with appropriate wrapping and tape, address label and postage. Packages not appropriate for shipment will not be accepted.
 - j. **Payroll Questions:** Earnings statements for each pay period are available electronically through eServices, which can be accessed via [OneACCS](#). Questions regarding paychecks, including any adjustments or changes, should be referred to the Payroll Office at 251-580-2216.
 - k. **Purchasing Guidelines:** Refer to the Purchasing Policy for additional information.
 - l. **Travel Procedures (Expenses and Mileage Reimbursement):** Refer to the Travel and Travel Related Expenditures Policy for additional information.
2. **Campus Locations:** Coastal Alabama Community College has multiple locations and instructional sites. Refer to the campus maps section on the Coastal Alabama website at <https://www.coastalalabama.edu/about/locations/>.

An employee's job responsibilities may be located at one or more of these locations.

3. **Directory and Contact Information:** Refer to the Directory on Coastal Alabama Community College's website.

Please contact the Help Desk at helpdesk@coastalalabama.edu for assistance.

4. **Standard Hours of Operation:** The standard business hours of the College offices are:
7:30 a.m. to 5:00 p.m. Monday through Thursday 7:30 a.m. to 1:30 p.m. Friday.

Unsupervised students will not be allowed into classrooms or campus buildings after hours without prior authorization.

Refer to the Working Conditions Policy for information about work hours.

5. **Advisory Committees:** Per ACCS Board Policy 202.01, The President of each college may appoint advisory committees to assist in planning programs to meet the needs of the community(ies) served by the College and of the state. Refer to Policy 01.09 Standing College Committees for additional information.
6. **Institutional Effectiveness, Research, and Planning:** The Office of Institutional Effectiveness, Research, and Planning (IERP) provides accurate and timely data and information in support of the College's mission, vision, and institutional effectiveness efforts. IERP works collaboratively with college departments and offices to plan and implement institution-wide research and assessment projects related to enrollment and retention, student expectations, satisfaction, and performance outcomes to measure institutional effectiveness. Among other services, IERP provides data and reports for operational and academic program planning, community and employer demographics and expectations, and community workforce needs. IERP ensures that the College presents consistent, accurate, and reliable information to its governing agencies and the community by coordinating compliance with state and federal reporting mandates.
For additional information, refer to <https://www.coastalalabama.edu/about/facts-and-figures/student-goals-and-measurements-for-achievement>.
7. **Personal Property:** The College does not insure against theft or loss of personal property. Valuables should be secured, and office doors locked when an office is unoccupied. If valuables are lost, contact College Police.
8. **Service to the College:** The College encourages all employees to become involved in the various councils, committees, and advisory groups of the College, provided such participation does not interfere with the performance of an employee's job duties or the operation of the College. Employees interested in participating in such groups must receive advance approval from their supervisor.

Procedure(s):

Institutional Research and Planning Data Request Procedures (Employees Only)

1. Refer to <https://www.coastalalabama.edu/about/facts-and-figures/institutional-data-request> to submit a data request.

ID Badge Procedures (Employees)

1. **In Person Option:** Visit the Bay Minette, Brewton, Fairhope Learning Resources Center, Monroeville, or Thomasville campus library for same day ID service. Be prepared with a government issued photo ID and Employee A number.
2. **Online Option:** Email StudentID@CoastalAlabama.edu from your Coastal Alabama email account and give all of the following information:
Name

Employee ID Number (A Number)

Campus

Employee Title

Specify pickup at campus library, campus mailbox, or include information to have the ID mailed to an off-site or home address.

Passport quality picture or a cell phone selfie with a light, solid background (no car selfies, hats, or sunglasses)

Scan or photo of a government issued photo ID

NOTE: Please do not send a picture of your Social Security card.

Please check email regularly for a response from library staff pertaining to the ID request. Delays in responding to these emails may result in a delay in receiving your ID. Most IDs are created within one business day, but the requested method of delivery may delay the arrival of an ID.

ID Badge Procedures (Students)

1. **In Person Option:** Visit the Bay Minette, Brewton, Fairhope Learning Resources Center, Monroeville, or Thomasville campus library for same day ID service. Be prepared with a government issued photo ID and Student A number.
2. **Online Option:** Email StudentID@CoastalAlabama.edu using your official Coastal Alabama student e-mail address and provide the following information:

Home campus & student ID for the subject of the email, for example Gilbertown - student ID

Name

Student A#

Home campus

Program of study

Cell phone number

Are you a Dual Enrollment student? If so, which high school do you attend?

Mailing address (street address, city, state, zip code)

Legal photo ID (driver's license, government-issued ID, etc.) Don't have one? Please contact us so that we can make other arrangements. A recent, high-quality photo to be used for your student ID card. Driver's license photos cannot be used for the ID card. The photo should be taken in front of a solid light-colored background such as a blank wall.

Note: Selfies taken in cars or photos with sunglasses, hats, or masks will not be accepted.

Refer to <https://coastalalabama.instructure.com/courses/7/pages/student-id-cards> for additional information.

Parking Decal Procedures

1. Obtain a parking decal at <https://www.coastalalabama.edu/about/locations/safety/parking-decals/>.

Additional Provisions/Information

There are no Additional Provisions / Information applicable to this policy.

01.06 Minors on Campus

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to provide educational and support services to our students. Minors not enrolled as Coastal Alabama Community College students or participating in sanctioned Coastal Alabama Community College activities, which are without supervision of a parent or adult caregiver, may disrupt the educational process or work setting, and possibly create a safety hazard for the minors themselves or for others on the College campus.

Our facilities are open to the public, a situation that can present risks to minors. The safety and security of the minors are the responsibility of the parent or adult caregiver when those minors are on the campus. The College cannot assume responsibility for the safety of minors left unattended nor can the College act as a babysitter or protector of the minors.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Minor: For the purpose of this policy, children are generally defined as children under the age of sixteen (16). All minors under the age of sixteen (16) must be accompanied by an adult or guardian. Some enrolled students are under the age of sixteen (16).

Details:

1. **Minors Not Enrolled as a Student:** No minor may be on any college campus unattended unless enrolled in a course. Any infractions may be referred to College Police for assistance or to the Human Resources Office (HR@coastalalabama.edu).
2. **Specific Campus Events:** The College hosts specific events, activities, etc. when employees are welcome to bring children to campus.
3. **Individual Instances:** When there is a circumstance where the employee must bring the child to work the employee will inform their supervisor immediately to establish a time-limited accommodation.

Procedure(s):

1. Exceptions for specific, individual employee instances are rare. If an employee needs to bring a minor to the workplace on a rare particular occasion, they must obtain approval in advance from the immediate supervisor as soon as the need is known. Approval may be granted for each single instance if all of the following conditions are met:
 - a. The employee's need to bring the minor to campus is urgent, compelling, not recurring, and of short duration.
 - b. The only alternative to bringing a minor to campus is the employee's absence from work.
 - c. The College derives a clearly identifiable benefit from the employee being at work at the particular time (e.g., meeting a deadline).
 - d. Arrangements for the safety and supervision of the minor are satisfactory to the manager or supervisor.
 - e. The supervisor believes that distractions for the parent or custodian and distractions for other employees are minimal.
 - f. If approval is granted for an exception, but the supervisor determines that one or more of the conditions listed above ceases to be the case, the employee will be directed to leave the workplace. Upon return to work, the employee must report the absence. Approval of the absence will be automatically granted for the period of time for which the employee originally had approval to bring the child to the workplace. Approval for an additional period of absence, if any, will be considered in accordance with the customary guidelines and procedures. The immediate supervisor will determine the appropriate accrual or leave to be used for the time off (e.g., annual leave, sick leave (if applicable), FMLA, etc.).

Additional Provisions/Information

There are no additional provisions / information applicable to this policy.

01.07 Right to Privacy

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College that, with the exceptions specified below, no oral or video conversation or other oral or video statement by any student, employee, or contractor of Coastal Alabama Community College will be recorded by any other student, employee, or contractor of Coastal Alabama Community College upon any campus of Coastal Alabama Community College, or at any event conducted by Coastal Alabama Community College, unless the person whose statement(s) is/are being recorded gives prior consent to the recording of the statement(s).

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. This policy will apply to all oral statements made or received on campus, or at any event conducted by the College, whether made in person, by telephone, or otherwise, and the consent can be withdrawn at any time by the person making the statement(s), in which case any further recording is prohibited. Persons voluntarily leaving voice mail messages or other recorded messages will be considered to have given consent for the recording of the message.
2. The only exceptions to the above prohibition will be (1) the recording of public events, speeches or lectures, including classroom lectures, or (2) situations in which an authorized College investigation is being conducted by a College official with the prior consent of the President of Coastal Alabama. In such instances, permission to make such a recording will only be upon the initiation or prior written consent of the appropriate supervisor, subject to the final written consent of the President, or upon the initiation of the President. College employees and students will also be expected to fully comply with all applicable statutes relating to the intercepting or recording of private conversations, such as federal eavesdropping laws and other federal and state statutes relating to offenses against privacy.
3. Employees who fail to comply with this policy may result in disciplinary action up to termination of employment.

Procedure(s):

Employee Complaint Procedure

1. Refer to the Employee Complaints and Grievances Policy.

Student Complaint Procedure

1. Refer to the Complaints (Formal – Student) Policy.

Additional Provisions/Information

Refer to Employee Complaints and Grievances Policy.

Refer to Complaints (Formal – Student) Policy.

01.08 Standing College Committees

Original Approval: 02/05/2024

Last Updated: 07/01/2024

Last Reviewed: 07/01/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to comply with ACCS [Board Policy 202.01](#), with regard to the appoint advisory committees.

The College is committed to utilizing various institution-wide standing committees to support effective planning and decision making within the College. The purpose of this policy is to identify the College's standing committees and to provide a general framework for committee responsibilities and procedures.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Committee: A body of persons assigned by procedure and membership and delegated to consider, investigate, and take action and report on some matter; a committee has a sustained presence that is seen through regularly scheduled meetings.

Sub-Committee: Organized for a specific purpose to continue an aspect of committee work and whose members may or may not stem from the standing committee.

Task Force, Ad Hoc, Work Group: A temporary grouping of individuals for the purpose of accomplishing a definite objective, with members that may or may not stem from a standing committee. These groupings typically remain active for less than one year.

Administrator: An Administrator is a position that is a Manager level or higher on the College's organizational chart.

Professional Staff: A Professional Staff is a position that is exempt from the Fair Labor Standards Act (FLSA). These positions are typically Accountants, Advisors, Career Coaches, Coordinators, Specialists, or Supervisors and are typically on the local C salary schedule.

Support Staff: A Support Staff is a position that is non-exempt from the Fair Labor Standard Act (FLSA). These positions are typically Assistants, Generalists, or Technicians and are typically on the E salary schedule.

Instructor: An Instructor is a full-time instructional position and is typically on the D salary schedule.

Quorum: The minimum number of members of a committee/sub-committee that must be present at any of its meetings to make the proceedings of that meeting valid is more than 50% of voting members.

Details:

1. **Standing Committees and Sub-Committees:** Coastal Alabama Community College's standing committee structure includes five standing committees that may include sub-committees. Standing Committees function under the direction of the Executive Cabinet.
 - a. **Executive Cabinet:**
 1. **Committee Purpose:** The Executive Cabinet evaluates the College's programs and services, is responsible for providing advice and counsel to the President, and develops and approves all policies within the framework of the Board of Trustees policies. The Executive Cabinet also evaluates the overall operation of the College and its goals and objectives and makes necessary recommendations to the President to enhance the College's efforts in accomplishing its mission.
 2. **Authority:** The Executive Cabinet has local authority over all college decision making granted by the Board of Trustees. The Executive Cabinet also provides oversight and direction the Sub-Committees under its direction. Sub-Committees include:
 - Behavioral Threat Assessment Sub-Committee
 - Sick Leave Bank Sub-Committee
 3. **Committee Chair(s):** College President
 4. **Committee Membership:**
 - Chief Communication Officer
 - Chief Financial Officer (Regional)
 - Dean – Academic Instruction
 - Dean – Career Technology
 - Dean – External Funding and Institutional Effectiveness
 - Dean – Nursing and Allied Health
 - Dean – Student Services
 - Dean – Workforce
 - Executive Director – Human Resources
 - Executive Director – Technology Services (in absence of a Chief Information Officer)
 - Vice President
5. **Behavioral Intervention Team (BIT) Sub-Committee**

- I. Sub-Committee Purpose: The sub-committee is responsible for evaluating behavioral threats and intervening as appropriate.
- II. Sub-Committee Authority: The sub-committee has the authority to make recommendations on policy related matters to the Executive Cabinet. Non-policy decisions are brought to Executive Cabinet for informational purposes.
- III. Sub-Committee Chair(s): Executive Director – Human Resources and Dean – Student Services
- IV. Sub-Committee Membership:
 - College Police Chief
 - Title IX Coordinator
 - Campus Director (where applicable)
 - Director – Student Development (where applicable)
 - Manager – Housing (where applicable)
 - Specialist – ADA (where applicable)
 - Agency liaisons, as needed

6. Sick Leave Bank Sub-Committee:

- I. Sub-Committee Purpose: The sub-committee approves the loan of sick leave days for its participating members after their accumulated sick leave days have been exhausted. The bank will be operated, managed, and governed by the Sick Leave Bank Sub-Committee. The sub-committee elects the chair. The Sick Leave Bank Sub-Committee provides governance of the Sick Leave Bank according to State guidelines.
- II. Sub-Committee Authority: The Sick Leave Bank Sub-Committee provides governance of the Sick Leave Bank according to State Guidelines.
- III. Sub-Committee Chair(s): Manager – Human Resources (President’s designee)
- IV. Sub-Committee Membership: Per <https://codes.findlaw.com/al/title-16-education/al-code-sect-16-22-9.html> members of the sick bank will elect four (4) members of the sick bank to serve as committee members.

b. Administrative Services Committee:

1. Committee Purpose: The Administrative Services Committee provides oversight and direction the Sub-Committees under its direction. Sub-Committees include:
 - Courtesy Fund Sub-Committee
 - Data Security Response Sub-Committee
 - Emergency Response Sub-Committee
2. Committee Authority: The Administrative Services Committee has the authority to bring policy recommendations from Sub-Committees to Executive Cabinet for approval. Non-policy decisions are brought to Executive Cabinet for informational purposes.
3. Committee Chair(s): Chief Financial Officer, Executive Director – Human Resources, and Executive Director – Technology Services (in absence of Chief Information Officer)
4. Committee Membership:
 - Courtesy Fund Sub-Committee Chair
 - Data Security Response Sub-Committee Chair
 - Emergency Response Sub-Committee Chair
5. **Courtesy Fund Sub-Committee:**
 - I. Sub-Committee Purpose: The sub-committee dispenses pre-determined funds for members in circumstances such as bereavement, marriage, retirement, childbirth, hospitalization, and other matters as approved by the members.
 - II. Sub-Committee Authority: The sub-committee has the authority to distribute funds to members of the Courtesy Fund for the reasons identified in the sub-committee purpose. Non-policy decisions are brought to the Administrative Services Committee for informational purposes.
 - III. Sub-Committee Chair(s): Director – Fiscal Services
 - IV. Sub-Committee Membership:
 - 2 Administrators
 - 2 Professional Staff
 - 2 Support Staff
 - 3 Instructors
6. **Data Security Response Sub-Committee:**
 - I. Sub-Committee Purpose: The purpose of this sub-committee is to ensure compliance with data security policies and procedures. The sub-committee may make recommendations concerning changes to data security policies and procedures.

- II. Sub-Committee Authority: The committee has the authority to make recommendations on policy related matters to the Administrative Services Committee. Non-policy decisions are brought to the Administrative Services Committee for informational purposes.
- III. Sub-Committee Chair(s): Executive Director – Technology Services
- IV. Sub-Committee Membership:
 - College Police Chief
 - Director – Financial Aid
 - Director – Fiscal Services
 - Executive Director – Human Resources
 - Registrar
 - 1 Instructor

7. Emergency Response Sub-Committee:

- I. Sub-Committee Purpose: The sub-committee ensures that appropriate health and safety standards are maintained and are in compliance with applicable codes and regulations. The sub-committee is also responsible for the annual review of the College's Emergency Operations Plan and Annual Security and Fire Safety Report.
- II. Sub-Committee Authority: The sub-committee has the authority to make recommendations on policy related matters to the Administrative Services Committee. Non-policy decisions are brought to the Administrative Services Committee for informational purposes.
- III. Sub-Committee Chair(s): College Police Chief.
- IV. Sub-Committee Membership:
 - Chief Communications Officer
 - College Police Sergeants
 - Coordinator – Operations Projects
 - Directors – Facilities
 - Vice President

c. Curriculum Committee:

- 1. Committee Purpose: The committee reviews and/or approves curriculum matters. The Curriculum Committee provides oversight and direction to the sub-committees under its direction. Sub-Committees include:
 - Distance Education Sub-Committee
 - General Education Competencies Sub-Committee
- 2. Committee Authority: The committee has the authority to make recommendations on policy related matters to Executive Cabinet. Non-policy decisions are brought to Executive Cabinet for informational purposes.
- 3. Committee Chair(s): Dean – Academic Instruction, Dean – Career Technology, Dean – Workforce Development, and Vice President.
- 4. Committee Membership:
 - Director – Academic Instruction
 - Director – Career Technology
 - Director – Nursing
 - Director – Allied Health
 - All Division Chairs

5. Distance Education Sub-Committee:

- I. Sub-Committee Purpose: The sub-committee reviews the online courses and distance education opportunities for students. The sub-committee makes recommendations concerning online course improvements for student success. The sub-committee serves as an advisory committee to provide recommendations to the Instructional Officers non-traditional learning activities including, but not limited to, those involving technological advances.
- II. Sub-Committee Authority: The sub-committee has the authority to make recommendations on policy related matters to the Curriculum Committee. Non-policy decisions are brought to Curriculum Committee for informational purposes.
- III. Sub-Committee Chair(s): Director – Center for Teaching and Learning
- IV. Sub-Committee Membership:
 - Director – Library Services
 - Director – Financial Aid
 - Specialist – ADA
 - 2 Administrators

- 3 Instructors
- 2 Professional Staff
- 2 Support Staff

6. General Education Competencies Sub-Committee:

- I. Competencies Sub-Committee is to provide continuous review and evaluation of the College's general education competencies and to oversee the following processes for student learning outcomes: development, assessment, analysis, and implementation of improvement plans.
- II. Sub-Committee Authority: The sub-committee has the authority to make recommendations on policy related matters to the Curriculum Committee. Non-policy decisions are brought to Curriculum Committee for informational purposes.
- III. Sub-Committee Chair(s): Director – Academic Instruction.
- IV. Sub-Committee Membership:
 - 6 Instructors.

d. Institutional Effectiveness Committee:

1. Committee Purpose: The Committee ensures that the institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission. In addition, the Committee ensures compliance with SACSCOC standards. The Institutional Effectiveness Committee provides oversight and direction to the Sub-Committees under its direction. Sub-Committees include:
 - Program Review Sub-Committee
 - Strategic Planning Sub-Committee
2. Committee Authority: The committee has the authority to make recommendations on policy related matters to the Executive Cabinet. Non-policy decisions are brought to Executive Cabinet for informational purposes.
3. Committee Chair(s): Dean – External Funding and Institutional Effectiveness and Director – Institutional Effectiveness, Research, and Planning.
4. Committee Membership:
 - Director – Academic Instruction
 - Director – Allied Health
 - Director – Center for Teaching and Learning
 - Director – Career Technology
 - Director – Early College Enrollment
 - Director – Enrollment Services
 - Director – Financial Aid
 - Director – Fiscal Services
 - Director – Library Services
 - Director – Nursing
 - Director – Student Development
 - Executive Director – Human Resources
 - Specialist – Institutional Effectiveness
 - Student Government President or designee
 - Registrar
5. **Program Review Sub-Committee:**
 - I. Sub-Committee Purpose: The sub-committee reviews programs for vitality, retention, and success.
 - II. Sub-Committee Authority: The sub-committee has the authority to make recommendations on changes or improvements to academic programs that are under review per the program review schedule. Program Committee recommendations are made to the applicable Instructional Dean and the President.
 - III. Sub-Committee Chair(s): Dean – Workforce Development
 - IV. Sub-Committee Membership:
 - Chief Financial Officer
 - Dean – Academic Instruction
 - Dean – Career Technology
 - Dean – External Funding and Institutional Effectiveness
 - Dean – Nursing and Allied Health
 - Director – Early College Enrollment

- Director – Enrollment Services
- Director – Institutional Effectiveness, Research, and Planning
- Director - Marketing
- Executive Director – Human Resources

6. Strategic Planning Sub-Committee:

- I. Sub-Committee Purpose: The sub-committee is the long-range planning entity for the College. It is responsible for developing and planning the College's ongoing one-year, three-year, and five-year strategic plan of operation. In addition, the specific role of the sub-committee is to review and update the College's mission, philosophy, and objectives, continually evaluate the College's progress toward meeting its objectives, and to assess and recommend research studies and evaluation methods to measure the achievement of the College's overall institutional effectiveness.
- II. Sub-Committee Authority: The sub-committee has the authority to make recommendations on policy related matters to the Institutional Effectiveness Committee. Non-policy decisions are brought to the Institutional Effectiveness Committee for informational purposes.
- III. Sub-Committee Chair(s): Dean – External Funding and Institutional Effectiveness and Director – Institutional Effectiveness, Research, and Planning
- IV. Sub-Committee Membership:
 - All Directors
 - All Managers
 - Executive Cabinet

e. Student and Academic Affairs Committee:

1. Committee Purpose: The Student and Academic Affairs Committee serves in an advisory capacity to Instructional and Student Services Officers on the following matters:
 - Changes to the College Catalog
 - Development and recommendation of the College's Academic Calendar
 - Development and implementation of the Enrollment Management Plan (including development of recruitment materials, communication plan, orientation, registration, and data analysis)
 - Recommendations on Admissions Policies
 - Recommendations on Student Withdrawal Policies
 - Reviews and makes recommendations of student record keeping procedures
2. The Student and Academic Affairs Committee provides oversight and direction to the Sub-Committees under its direction. Sub-Committees include:
 - Scholarship Policy Sub-Committee
 - Scholarship Award Sub-Committee
 - Student Appeals Sub-Committee
3. Committee Authority: The committee has the authority to make recommendations on policy related matters to the Executive Cabinet. Non-policy decisions are brought to the Executive Cabinet for informational purposes.
4. Committee Chair(s): Dean – Student Services and Dean – Nursing and Allied Health
5. Committee Membership:
 - Coordinator(s) - Instructional
 - Director – Academic Instruction
 - Director – Adult Education
 - Director – Allied Health
 - Director – Career Technology
 - Director – Early College Enrollment
 - Director – Enrollment Services
 - Director – Financial Aid
 - Director – Fiscal Services
 - Director - Marketing
 - Director – Nursing
 - Director – Student Development
 - Manager – Payroll
 - Registrar
 - 2 Support Staff

- 3 Instructors

6. Scholarship Policy Sub-Committee:

- I. Sub-Committee Purpose: The sub-committee acts in an advisory capacity to the Student and Academic Affairs Committee in the formulation of procedures and responsibilities for the College's scholarship program. The Scholarship sub-committee also recommends the procedure with which scholarships are awarded.
- II. Sub-Committee Authority: The sub-committee has the authority to make recommendations on policy related matters to the Student and Academic Affairs Committee. Non-policy decisions are brought to Student and Academic Affairs Committee for informational purposes.
- III. Sub-Committee Chair(s): Dean – Student Services
- IV. Sub-Committee Membership:
 - Chief Financial Officer
 - Dean – Academic Instruction
 - Dean – Career Technology
 - Dean – Nursing and Allied Health
 - Director – Enrollment Services
 - Director – Financial Aid
 - Instructor (Full-Time)- 1
 - Student - 1

7. Scholarship Award Sub-Committee:

- I. Sub-Committee Purpose: The sub-committee acts in an advisory capacity to the Student and Academic Affairs Committee in the award of scholarships for the College's scholarship program.
- II. Sub-Committee Authority: The sub-committee has the authority award scholarships to students. Non-policy decisions are brought to Student and Academic Affairs Committee for informational purposes.
- III. Sub-Committee Chair(s): Dean – Student Services
- IV. Sub-Committee Membership:
 - Chief Financial Officer
 - Dean – Academic Instruction
 - Dean – Career Technology
 - Dean – Nursing and Allied Health
 - Director – Enrollment Services
 - Director – Financial Aid

8. Student Appeals Sub-Committee:

- I. Sub-Committee Purpose: The sub-committee responds to student appeals related to academic suspension or admissions. The sub-committee decides if the recommendation is justified and sends recommendations to the applicable Dean. The applicable Dean determines whether to concur and, if concurrence is reached, the decision is forwarded to the President for final approval.
- II. Sub-Committee Authority: The sub-committee has the authority to make recommendations on policy related matters to the Student and Academic Affairs Committee. Non-policy decisions are brought to Student and Academic Affairs Committee for informational purposes.
- III. Sub-Committee Chair(s): Registrar
- IV. Sub-Committee Membership:
 - Director – Academic Instruction
 - Director – Allied Health
 - Director – Career Technology
 - Director – Enrollment Services
 - Director - Nursing
 - Student Government President or designee

2. **Standing Committee and Sub-Committee Member Terms:** Except where membership is defined by job title or another term length is noted, all standing committee members serve three-year terms that are staggered with appointments being made each year for the following three years. For purposes of committee assignment, the year begins on the first day of the Fall Semester and runs through the last day of Summer Semester. Members may be re-appointed to serve more than one term. Student representation on standing committees is specifically described in the committee procedure.

3. **Standing Committee and Sub-Committee Recording Secretary:** A recording secretary will be voted upon by the members of the Standing Committee or Sub-Committee annually. The Recording Secretary will take minutes during the committee meeting and provide completed minutes to the Standing Committee Chair/Co-Chair by the established due date.
4. **Standing Committee and Sub-Committee Chairs/Co-Chairs:**
 - a. **Standing Committee and Sub-Committee Chairs/Co-Chairs Appointments:** Standing Committee Chairs/Co-Chairs are reviewed by Executive Cabinet by May 1 for the upcoming academic year.
 - b. **Duties of Chairs and Co-Chairs:** The committee chair and/or co-chairs will:
 1. Conduct meetings at the date/time established on the Standing Committee schedule.
 2. Establish meeting locations.
 3. Seek agenda items by the due date.
 4. Create and distribute an agenda and all supplementary meeting materials by the due date.
 5. Conduct meetings in an orderly manner, using Robert's Rules of Order, allowing appropriate participation of all individuals present.
 6. Ensure that minutes are written, approved, distributed promptly and posted to the Standing Committee site located in the Standing College Committees Section of the Employee Resources page <https://coastalalabama.instructure.com/>.
 7. Ensure that a clear consensus or vote is taken on action items.
 8. Act as a mentor or assign a mentor to new committee members who are unfamiliar with the committee.
 9. When utilizing a co-chair, announce to the committee members how chair/co-chair duties will be divided.
 10. When serving as co-chairs, communicate regularly with each other over the construction of the agenda and other relevant work.
5. **Standing Committee and Sub-Committee Members:**
 - a. **Standing Committee and Sub-Committee Member Appointments:** Standing Committee member appointments are made by Executive Cabinet by May 1 for the upcoming academic year.
 - b. **Duties of Members:** All members will:
 1. Attend a minimum of 50% of scheduled meetings per year.
 2. Keep constituent groups informed of committee actions.
 3. Complete assignments associated with committee work by due dates established.
 4. Perform duties in a courteous and professional manner.
6. **Standing Committee Charters/Bylaws:** This policy and procedure replaces individual standing committee charters.
7. **Meeting Attendance:** Attendance at standing committee meetings and participation in electronic communication is required. After a committee member has missed two meetings, the committee may, through a majority vote, to replace the absent member.
8. **Ex-Officio Members:** All standing committees may elect to request ex-officio members by title in their committee description. Ex-Officio Members do not vote on committee action and may not serve as a Committee Chair/Co-Chair. All others in attendance at meetings are guests or visitors.
 - a. **Duties of Ex-officio Members:**
 1. Serve a committee by providing information and advice as deemed necessary by the committee.
9. **Meetings:**
 - a. Each standing committee will meet in accordance with the pre-determined meeting schedule.
 - b. Meetings may be face to face or by other electronic/digital means.
 - c. Meetings will be conducted in accordance with Robert's Rules of Order (<http://www.rulesonline.com/>).
 - d. A quorum must exist when a majority of voting members is present.
 1. During the meeting, voting will be by voice unless a written ballot is requested by any member of the committee.
 2. By a majority decision of the standing committee, a vote may be conducted electronically. When conducting an electronic vote, members submit their vote to the committee chair/co-chair in a manner that follows the spirit of an in-person written ballot (for example, votes will not be cast via a "reply all" email). All voting must remain open a minimum of 24 hours occurring within College business days. Results of a vote may be announced immediately following the close of the voting period.
10. **Agendas and Minutes:**
 - a. **Agendas:**
 1. A call for agenda items will be sent via a Coastal News message one week prior to the standing committee meeting. The call for agenda items will include a due date for all requested agenda items.
 2. Any member of the committee may request to have an item placed on the agenda within the established due date. The chair/co-chair will decide to add the item, defer the item, or decline the item with an explanation.
 3. Any non-member may request to have an item placed on the agenda by contacting the committee chair/co-chair or applicable constituent representative member. The chair/co-chair will decide to add the item, defer the item, or decline the item with an explanation.

4. Agendas will be distributed in the Standing College Committees Section of the Employee Resources page <https://coastalalabama.instructure.com/>.
- b. **Minutes:** Minutes will be posted in the Standing College Committees Section of the Employee Resources page <https://coastalalabama.instructure.com/> by the recorder determined by each committee.
11. **Action/Recommendations:** All action and/or recommendations from a Standing Committee will be placed on the Executive Cabinet agenda for review and approval. Items that are denied by Executive Cabinet will be communicated to the Chair/Co-Chair with an explanation for the denial.
12. **Communication of Standing Committee Outcomes:** Standing Committee Chair/Co-Chairs will communicate a summary of committee meetings in November and April via the Administrative Counsel meeting and via a Coastal News announcements.
13. **Request for a New Committee:** Requests for a new committee must be made in writing and submitted to Executive Cabinet for consideration.

Procedure(s):

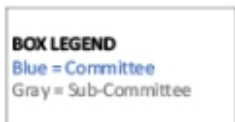
Strategic Planning Cycle Procedures

1. Committee Chair schedules the committee/sub-committee meeting based upon the meeting schedule.
2. Committee Chair requests Agenda Items by the established due date.
3. Committee Chair distributes Agenda and Supplementary Materials by the established due date.
4. Committee Chair hosts the meeting in accordance with Roberts Rules of Order.
5. Minutes are taken for all meetings.
6. Actions / Recommendations from sub-committee meeting are reviewed by/approved by Committee.
7. Actions / Recommendations from sub-committee meeting are reviewed by/approved by Executive Cabinet.
8. Actions / Recommendations denied by Executive Cabinet will be explained.

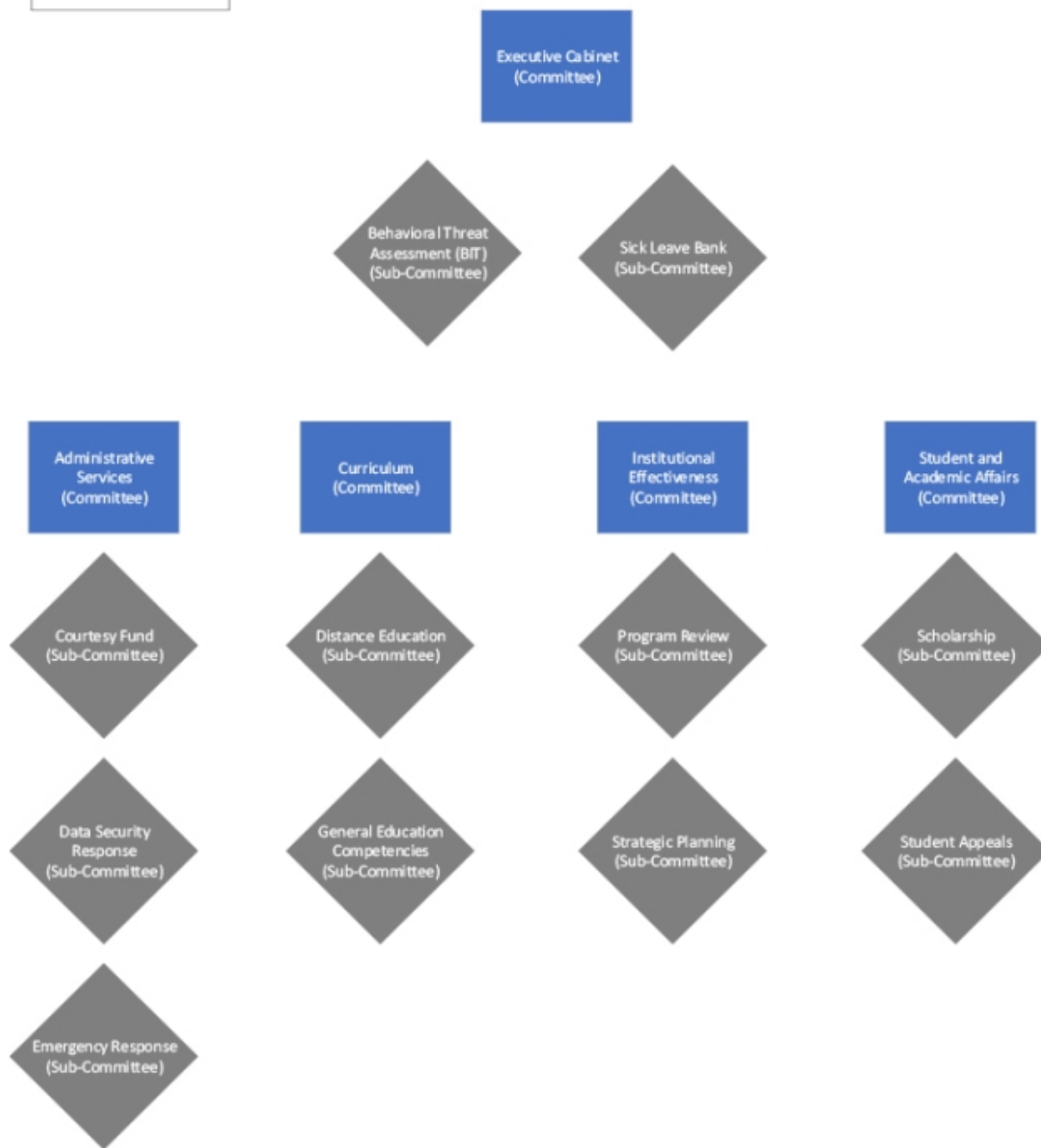
Additional Provisions/Information

Refer to the Standing College Committee Chart below.

Refer to Robert's Rules of Order <http://www.rulesonline.com/>



Standing College Committees Chart



01.09 Notice and Flyer Posting

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 04/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to provide bulletin boards, cork strips, and other posting areas to allow internal and external posting of college-related materials and advertisements under the guidelines outlined below.

Scope:

This policy applies to all individuals wishing to post posters, flyers, notices, advertisements, or any other types of materials on Coastal Alabama Community College property.

Definitions:

Communication Centers: Communication centers are identified as bulletin boards enclosed in glass cases.

Open Bulletin Boards: Open bulletin boards are identified as bulletin boards that are not enclosed in glass cases.

Posting Strips: Posting strips are narrow strips typically made of cork that are not enclosed.

Residence Halls: Bulletin boards and other types of posting strips located in residence halls and are dedicated to information for students living in the residence halls.

Student Center: Bulletin boards and other types of posting strips located in the Student Center and are dedicated to student-related information

Details:

1. Supervision / Approval of Postings:

- a. The Campus Director or designee supervises the use of the communication centers, the posting strips, postings in the Residence Halls and all other non-student posting areas.
- b. Specific offices such as Campus Directors, Student Services, Financial Aid, Human Resources, and Fiscal Services are responsible for approving, posting, and removing materials on bulletin boards.

2. Permitted Postings:

- a. Approved college-related postings are permitted in classrooms, communication centers, along posting strips throughout the College, and on bulletin boards in Residence Halls and the Student Center.
- b. Sidewalk chalk may be used on sidewalks only and its use must be approved by the Campus Director or designee.
- c. Other bulletin boards are managed by various College committees, offices, and organizations.
- d. External organizations are limited to posting information on an open bulletin board located in the Student Center or in Residence Halls with the approval of the Campus Director or designee.

3. Prohibited Postings:

- a. Only official college postings are permitted on glass surfaces, doors (excluding staff and instructor office doors), painted surfaces, window and doorframes, floors, building signs and exterior surfaces of the buildings.
- b. Posting on external surfaces of College buildings, light poles, automobiles, and sidewalks is prohibited.
- c. Posting business solicitations without approval is prohibited.
- d. Posted materials in violation of this policy will be removed.

Procedure(s):

1. Communication Centers:

- a. Individuals interested in posting at a communication center must receive advanced approval from the Campus Director or designee.
- b. The request is approved, not approved, or modified by the approver.
- c. The approver is responsible for signing and dating the document that is approved and displaying and removing postings and flyers in the communication centers and all other non-student posting areas.

2. Residence Halls and Student Center:

- a. Individuals interested in posting at the student center must receive advanced approval from Campus Director or designee.
- b. The request is approved, not approved, or modified by the approver.
- c. The approver is responsible for signing and dating the document that is approved and for displaying and removing postings and flyers in the Student Center as well as ensuring the suitability of materials on the posting strips.

3. Removal of postings:

Postings will be removed the day after the event. If the posting does not regard a specific event, it will be allowed to stay for two weeks.

Additional Provisions/Information

There are no Additional Provisions / Information applicable to this policy.

Section 02: Compliance with Federal And State Law

02.01 Age Act Discrimination

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

The Office of Civil Rights (OCR) enforces the Age Discrimination Act of 1975 (Age Act), which prohibits discrimination on the basis of age in U.S. Department of Health and Human Services (HHS) funded programs and activities. Under the Age Act, recipients may not exclude, deny, or limit services to, or otherwise discriminate against, persons on the basis of age. The Age Act does not cover:

- Employment discrimination – enforced by the EEOC.
- Certain age distinctions in federal, state, or local statutes and ordinances
- An action that reasonably takes age into account as a factor that is necessary to the normal operation or achievement of a statutory objective of a program

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. OCR can only investigate health programs and activities that receive federal financial assistance from the HHS or are administered by HHS or any entity established under Title I of the Affordable Care Act or its amendments.
2. Individuals may report acts of discrimination based on age in programs or activities that receive federal financial assistance, to the College's Age Act Coordinator (also the Title IX Coordinator).
3. The College requests the complainant submit a written complaint which (a) identifies the parties involved; (b) gives the date of the alleged violation or when the complainant first knew of the alleged violation; and (c) generally describes what happened; and (d) is signed by the complainant. An investigation will be timely conducted. If this does not resolve your complaint, complaints involving HHS recipients and beneficiaries may also be sent to: Office of Program Operations, Office for Civil Rights, Department of Health and Human Services, 330 Independence Avenue, S.W., Washington, D.C. 20201.

Procedure(s):

Employee Complaint Procedure

1. Refer to the Employee Complaints and Grievances Policy.

Student Complaint Procedure

1. Refer to the Student - Formal Complaints Policy.

Additional Provisions/Information

Refer to the Employee Complaints and Grievances Policy.

Refer to the Student - Formal Complaints Policy.

02.02 Americans with Disabilities Act (ADA)

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

The Americans with Disabilities Act (ADA) provides federal civil rights protection to people who are considered disabled.

It is the policy of Coastal Alabama Community College to comply with the Americans with Disabilities Act. To ensure institutional compliance, the College administration has:

- appointed one individual to oversee compliance with the Americans with Disabilities Act;
- required comprehensive self-evaluation of all programs and activities of the institution, including employment;
- provided a committee to assist the ADA Coordinator in their functions in preparation of the self-evaluation and implementation of a plan of compliance;
- provided funding for the activities of the ADA Coordinator and for reasonable accommodations of auxiliary aids and services;
- prepared, published, and distributed policy statements and procedures; and,
- initiated additional activities deemed necessary by the administration to comply with the Americans with Disabilities Act, unless these are deemed to pose an undue burden or would result in a fundamental alteration of programs of the institution.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Self-Evaluation:** The College conducts a self-evaluation in setting priorities for compliance.
2. **Providing Services for Employees and Students with Disabilities:** Services and reasonable accommodations are provided pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Alabama Community College System is committed to working with individuals with disabilities. It is a goal of The Alabama Community College System to ensure that students with disabilities have the programmatic and architectural accesses needed for integration into campus life.

Any requests for academic adjustments, should be directed to the ADA Coordinator or designee. All applicants must meet the academic and technical standards requisite to admission or participation in programs and/or activities at Alabama Community College System institutions. Alabama Community College System institutions will not reduce standards in the grading and/or evaluation of students. Academic requirements that are determined by the respective college to be essential or fundamental will not be modified.

Alabama Community College System institutions strive to eliminate barriers to learning or participation in other institutional activities, and provide the following services for students and employees:

- Screening of disability documentation
- Determination of appropriate accommodations
- Communication with faculty and/or staff regarding student needs
- Referral to other available campus and/or community resources

Providing reasonable accommodations for students and employees with disabilities requires an individual assessment of need and is a

problem-solving process. Specific accommodations depend upon the nature and requirements of a particular course or activity and the skills and functional abilities of a particular student or employee.

3. **Criteria for Disability Documentation:** The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students or employees with disabilities who meet the technical and academic standards at Alabama Community College System institutions are entitled to reasonable accommodations. Under these laws a disability is defined as any physical or mental impairment which substantially limits a major life activity, a history of such an impairment, or the perception of such an impairment. Alabama Community College System institutions do NOT provide disability documentation for students. It is the student's responsibility to provide appropriate documentation to the college office responsible for handling the request and to request accommodations. Appropriate documentation is defined as that which meets the following criteria, including recommendations to address each functional limitation.
4. **Health Condition, Mobility, Hearing, Speech, or Visual Impairment:** A letter or report from treating physician, orthopedic specialist, audiologist, speech pathologist, or ophthalmologist (as appropriate), including:
 - Clearly stated diagnosis
 - Defined levels of functioning and any limitations
 - Current treatment and medication
 - Current letter/report (within 1 year), dated and signed
 - Recommendations to address functional limitations
5. **Psychological Disorder:** A letter or report from a mental health professional (psychologist, neuropsychologist, licensed professional counselor), including:
 - Clearly stated diagnosis (DSM-IV criteria)
 - Defined levels of functioning and any limitations
 - Supporting documentation (i.e., test data, history, observations, etc.)
 - Current treatment and medication
 - Current letter/report (within 1 year), dated and signed
 - Recommendations to address functional limitations
6. **Traumatic Brain Injury (TBI):** A comprehensive evaluation report by a rehabilitation counselor, speech-language pathologist, orthopedic specialist, and/or neuropsychologist (or other specialist as appropriate), including:
 - Assessment of cognitive abilities, including processing speed and memory
 - Analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities)
 - Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.)
 - Current treatment and medication
 - Current letter/report (post-rehabilitation and within 1 year), dated and signed
 - Recommendations to address functional limitations
7. **Learning Disabilities:** A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:
 - Clear statement of presenting problem; diagnostic interview
 - Educational history documenting the impact of the learning disability
 - Alternative explanations and diagnoses are ruled out
 - Relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language; (c) Woodcock-Johnson Cognitive Processing Battery to substantiate any processing problems
 - Clearly stated diagnosis of a learning disability based upon DSM-IV criteria
 - Defined levels of functioning and any limitations, supported by evaluation data
 - Current report (within 3 years of enrollment date), dated and signed
 - Recommendations to address functional limitations
 - **Note:** High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document a learning disability.
8. **Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD):** A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:
 - Clear statement of presenting problem; diagnostic interview
 - Evidence of early and current impairment in at least two different environments (comprehensive history)
 - Alternative explanations and diagnoses are ruled out

- Relevant test data with standard scores are provided to support conclusions, including at least: (a) WAIS-R; (b) Woodcock-Johnson Psychoeducational Battery-Revised, including Written Language; (c) Behavioral Assessment Instruments for ADD/ADHD normed on adults
- Clearly stated diagnosis of ADD or ADHD based upon DSM-IV criteria
- Defined levels of functioning and any limitations supported by evaluation data
- Current report (within 3 years of enrollment date), dated and signed
 - **NOTE:** High School IEP, 504 Plan, and/or a letter from a physician or other professional will not be sufficient to document ADD or ADHD. Medication cannot be used to imply a diagnosis.

Procedure(s):

Coastal Alabama Community College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual will, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

1. All complaints will be addressed to the Dean of Student Services, ADA Coordinator, Coastal Alabama Community College, 1900 US Highway 31 South, Bay Minette, AL 36507, telephone 251-580-2103 or 1-800-381-3722
2. A complaint must be filed in writing. It must contain the name and address of the person filing it, and it must briefly describe the alleged violation of the regulation.
3. A complaint must be filed within ten (10) business days after contacting the ADA Coordinator/Office of the alleged violation.
4. An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by the ADA Coordinator. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.
5. A written determination as to the validity of the complaint and a description of the resolution will be issued by the ADA Coordinator and a copy forwarded to the complainant no later than ten (10) business days after the completion of the investigation, via certified mail.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration must be made to the President of the College within ten (10) business days after receipt of the findings.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder will not be impaired by the person’s pursuit of other remedies, such as the filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
8. These rules will be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that Coastal Alabama Community College complies with the American with Disabilities Act (ADA) in implementing regulations.
9. The ADA Coordinator will maintain the files and records of the College relating to the complaints filed.

Additional Provisions/Information

There are no Additional Provisions / Information for this policy.

02.03 Anti-Litter

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with [Alabama Code 13A-7-29](#).

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Littering is strictly prohibited on all campuses, and there is a \$25 fine for violation of this policy.

Procedure(s):

Employee Complaint Procedure

1. The employee's need to bring the minor to campus is urgent, compelling, not recurring, and of short duration.

Student Complaint Procedure

1. Refer to the Student – Formal Complaints Policy.

Additional Provisions/Information

Refer to the Employee Complaints and Grievances Policy.

Refer to the Student – Formal Complaints Policy.

02.04 Copyright, Trademark, and Patent Ownership

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 321.01](#) and [Chancellor's Procedures 321.01](#).

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Royalties: Compensation to the owner of intellectual property (IP) or natural resources for the right to use or profit from the property.

Copyright: Type of intellectual property that protects original works of authorship as soon as an author fixes the work in a tangible form of expression

Details:

1. Copyrighted or trademarked material of patented inventions developed totally or partially on institution time with the use of institution materials or facilities or with institution funding will be owned by the institution.
2. An employee has the right to trademark or copyright any literary material and to patent any invention unless duties of the employment contract or program agreement charges the employee with, or includes, the duty of producing material for the College to copyright or trademark, or to develop an invention for the College to patent. Profit earned from the creation of any invention, or literary materials that have been developed by the employee are considered to belong to the employee as long as said invention, or literary materials have been developed on the employee's own time and college funds, materials, or facilities have not been used. However, provided college funds, materials, or facilities have been used, the College is considered the owner.
3. Faculty members should be aware that students own the copyright to their work, including papers and assignments they have completed; therefore, student work is protected by copyright regulations.
4. Faculty should have written permission from the student copyright holder to use their work.
5. Students have the right to publish any of their own creative work and are entitled to 100% of the royalties for their work.
6. Any student work that is to be placed on reserve must be accompanied by the written and signed permission of the student (specifying name, contact information, title of item[s], statement giving permission, and dates included).

Procedure(s):

1. Refer to [Chancellor's Procedures 321.01](#).

Additional Provisions/Information

There are no Additional Provisions / Information applicable to this policy.

02.05 Drug Free College and Workplace

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to be in compliance with the provisions of the federal Public Law 100-690 of the Drug-Free Workplace Act of 1988, and the Drug-Free Scholar and Communities Act of 1989, and the Alabama Community College System [Board Policy 613.01](#). Coastal Alabama Community College will take such steps as are necessary in order to provide a drug-free environment in accordance with these Acts and appropriate disciplinary action will be taken against employees and students for violations of such prohibitions:

1. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Coastal Alabama Community College on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, or authorized by or on behalf of Coastal Alabama Community College. A "controlled substance" will include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.). The use, possession, or distribution of alcoholic beverages on campus, including Residential Halls, is also prohibited, with the exception of College-sponsored events where it has been authorized by the College.
2. Other types of misconduct for which appropriate disciplinary action may be taken include, but are not limited to, the commission of, or the attempt to commit, any of the following offenses on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored, or conducted by the College, or at any off-campus function or event in which the College is a participant: intoxication, or the display, possession, sale, distribution, or use of any alcoholic beverage or any unprescribed controlled substance or illicit drug, or of any marijuana plant or part of a marijuana plant.

As a condition of employment, Coastal Alabama Community College employees will abide by the terms of this policy and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) calendar days after such conviction.

Scope:

This policy applies to all employees and contractors during work hours and whenever an employee is on duty, on call conducting business or representing Coastal Alabama Community College, present on college property or in a college-owned vehicle, or participating in college-sponsored events.

Students must also comply with federal and state laws regulating smoking and/or use of tobacco or cannabis products, controlled substances and alcohol.

Definitions:

Controlled Substance(s): The term "controlled substance" means a controlled substance in schedules I through V of section 202 of the Comprehensive Drug Abuse Prevention and Control Act of 1970 (21 U.S.C. 812).

College Property: Any property owned or leased by Coastal Alabama Community College including buildings, land, or vehicles.

Criminal Drug Statute Conviction: When an employee is convicted of or pleads guilty to a drug statute under federal, state or local laws or regulations.

Medical Review Office (MRO): Physician officially designated by regulated agency with specific training in Department of Transportation drug and alcohol regulations and drug testing requirements.

Reasonable Suspicion Testing: Testing that is conducted after there is reasonable cause for suspicion of using or being under the influence of drugs or alcohol while at work.

Smoke or Smoking: The carrying, using, burning, inhaling, or exhaling of any kind of lighted pipe cigarette, cigar, weed, herb, hookah, water pipe, bong, or other lighted smoking equipment, including products containing or delivering tobacco, nicotine, or cannabis (including medical cannabis). This includes the use of "e-cigarettes" or personal vaporizers.

Details:

1. **Tobacco Free Campus:** Smoking and/or use of tobacco or cannabis products is prohibited on all premises and property of Coastal Alabama Community College, including but not limited to, all land, buildings, facilities and college-owned or controlled vehicles. The federal Drug-Free Schools and Communities Act Amendments of 1989 prohibits the use and possession of cannabis on College property.
2. **Substance Free Campus:** As a condition of employment, Coastal Alabama Community College requires that employees adhere to a strict policy regarding the use, possession, distribution, manufacture, and sale of illegal drugs, controlled substances, and unauthorized prescription drugs and alcohol.

The use, possession, distribution, manufacture or sale of any illegal drug, cannabis or its derivatives, controlled substance, unauthorized prescription drug, or alcoholic beverage on College property, in College-owned vehicles, while on duty or while participating in any College activity is prohibited.

3. **Drug- Free Awareness Program:** Coastal Alabama Community College has and will maintain a drug-free awareness program to inform employees and students about:

- Dangers of drug abuse in the workplace;
- Coastal Alabama Community College's policy of maintaining a drug-free workplace;
- Available drug counseling, rehabilitation, and employee assistance program; and
- Penalties that may be imposed upon employees and students for drug abuse violations.

The College will provide a program of education designed to encourage all members of the College community to avoid involvement with alcohol and/or illegal drugs. Education programs in orientation and other special presentations will:

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

Procedure(s):

Coastal Alabama Community College is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. The procedures below are intended to provide employees with information regarding Coastal Alabama's Smoke-Free/Tobacco-Free Campus and Substance-Free Awareness Program.

1. **Prohibited Behavior:**
 - a. It is a violation of the College's Smoke-Free/Tobacco-Free Policy to smoke and/or use tobacco products on all premises and property of the College, including but not limited to, all land, buildings, facilities and college-owned or controlled vehicles.
 - b. It is a violation of the College's Drug Free College and Workplace Policy for an employee to use, possess, distribute, manufacture, or sell any illegal drug, cannabis or its derivatives, controlled substance, unauthorized prescription drug, or alcoholic beverage on the premises of any college building or facility, in college-owned vehicles, or in any other location while the employee is on duty, on call, or otherwise participating in college activities.
 - c. Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of their job. If the use of a

medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use available leave, request change of duty or to notify supervisor) to avoid unsafe workplace practices.

- d. The illegal or unauthorized use of prescription drugs is prohibited. It is a violation to misuse and/or abuse prescription medications while at work. Appropriate disciplinary action and drug/alcohol testing will be undertaken if job performance is impacted and/or at work safety accidents occur because of this misuse.
2. **Confidentiality:** All related information received by the College will be treated as confidential information. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.
 3. **Notification of Convictions:**
 - a. Any employee who is convicted of a criminal drug violation must notify their supervisor within five (5) calendar days of the conviction. The employee's supervisor will notify the Human Resources Office. By law, the College must then provide written notice within ten (10) calendar days to the appropriate person or office in the federal agency from which the College receives a contract or grant. The notice must include the convicted employee's position title and grant or contract identification number. The College must notify the appropriate federal contact regardless of how the College was informed of the employee's conviction (i.e., by the employee, a co-worker, the newspaper, etc.).
 - b. Persons who are convicted of drug related crimes arising at the workplace may be terminated and may be reinstated, at the College's sole discretion, only after satisfactory completion of a drug abuse assistance or rehabilitation program acceptable to the College.
 4. **Drug Testing:**
 - a. To ensure the accuracy and fairness of the College's testing program, all testing will be conducted by an independent third-party according to Department of Health and Human Services/Substances Abuse and Mental Health Services (DHHS/SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody. All drug-testing information will be maintained in separate confidential records.
 - b. Each employee, as a condition of employment, will be required to participate in the following testing program, as applicable:
 1. Post-Accident Testing: Employees may be required to take a drug and/or alcohol test after having been involved in, or after causing, an accident or incident, which caused or could have caused personal injury or damage to College equipment or property. Drug and alcohol testing by use of blood will only be used for post-accident/incident testing when the employee is unable to provide a normal urine drug test and/or breath screen.
 2. Reasonable Suspicion/Cause Testing: Employees may be subject to a drug and/or alcohol test based on the reasonable and articulated belief that an employee is using or has recently used drugs, alcohol or substances while on College property, in a College-owned vehicle, while participating in College activities, or while on duty. A decision to test will be based on specific physical, behavioral, and/or performance indicators as documented by a supervisor who has received training in the detection of possible symptoms of drug and alcohol use. Supervisors should contact Human Resources to discuss the concern. Human Resources will assist the employee in scheduling the employee's appointment with the testing center.
 3. Return to Work Testing: Employees will be required to successfully pass a drug and alcohol test upon release from an approved drug abuse assistance or rehabilitation program and prior to returning to work.
 4. Commercial Driver's License (CDL) License Testing: Employees holding a Commercial Driver's License (CDL) must adhere to drug free testing as dictated by federal and/or state licensing procedures.
 5. **Violation of Policy:**
 - a. Employees are encouraged to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates College Policy or this Procedure, the consequences are considered serious misconduct and may result in disciplinary action up to and including termination of employment.
 - b. If an employee fails to pass a reasonable suspicion authorized drug test, they will be subject to disciplinary action. In such cases, the employee must sign and abide by the terms set forth in a Drug Free Workplace Return to Work Agreement Form as a condition of continued employment. An employee who enters a drug abuse assistance or rehabilitation program and who is unsuccessful in completing the program will be terminated from employment. Nothing in this Procedure prohibits the employee from being disciplined or discharged for violations of other College policies or procedures and/or as a result of other performance problems. Refer to the Employee Discipline section of the Policies and Procedures Manual for additional information.
 - c. Any employee who tests positive will be immediately removed from duty.
 - d. An employee will be subject to the same consequences of a positive test if they refuse the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms, or refuses to cooperate in the testing process in such a way that prevents completion of the test.

6. **Searches:** Entering Coastal Alabama Community College property constitutes consent to searches and inspections. An individual who is suspected of using, possessing, distributing, manufacturing or selling a prohibited substance while on college property, in a college-owned vehicle or while participating in college activities may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases, lunchboxes, desks, and workstations.
7. **Shared Responsibility:**
 - a. A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and administration have important roles to play.
 - b. If an employee is impaired due to on or off duty use of drugs or alcohol, they are not to report to work. If the employee is at work, the employee is to be relieved of their work duties and provided with safe transportation home.
 - c. In addition, employees are encouraged to:
 - Be concerned about working in a safe environment;
 - Support fellow workers in seeking help;
 - Seek treatment;
 - Report dangerous behavior to their supervisor.
 - d. It is the Supervisor's responsibility to:
 - Inform employees of the Drug Free Schools and Communities Act;
 - Observe employee performance;
 - Investigate reports of dangerous practices;
 - Document negative changes and problems in performance;
 - Counsel employees as to expected performance improvement;
 - Clearly state consequences of policy violations.
8. **Communicating Drug-Free Workplace Policy:** Communicating the drug-free workplace policy to both supervisors and employees is critical. To ensure all employees are aware of their role in supporting our drug-free workplace program:
 - a. The policy will be reviewed in orientation sessions with new employees.
 - b. Every supervisor will receive training to help them recognize and manage employees with alcohol and other drug problems.
9. **Communicating Smoke Free/Tobacco Free Campus Policy:** No Smoking signs and additional signage educating students, employees and guests on the Tobacco-Free Policy will be clearly and conspicuously posted on each campus.
10. **Education:** Coastal Alabama will provide ongoing educational programs to educate employees about the dangers of drug abuse as well as the College's policy on Drug Free Awareness. Educational program may include educational seminars, brochures and/or posters, video materials, and online learning.

Additional Provisions/Information

Refer to Drug-Free Workplace Act of 1988; as amended 1994

Refer to Controlled Substances Act (21 U.S.C. § 811)

Refer to Drug-Free Schools and Communities Act (20 U.S.C. § 1145g)

Refer to Part 86 of the Drug and Alcohol Prevention Regulations (34 C.F.R. Part 86)

02.06 Equal Employment and Educational Opportunities

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) Board Policy 601.01.

Coastal Alabama Community College is an Equal Opportunity Educator and Employer. It is the policy of the College that no student or other person because of age or race/color, national origin, sex, religion, disability, or the like will be excluded or limited from participation in or be denied the benefits of any college program or activity. Coastal Alabama Community College facilities and devices are in compliance with the Americans with Disabilities Act (ADA).

Coastal Alabama Community College complies with non-discriminatory regulations under Title VI, Title VII, and Title IX of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Inquiries of recipients concerning the application of the above regulations and their implementing regulations may be referred to the College's Human Resources Office at 251-580-2108 or HR@coastalalabama.edu or the Office for Civil Rights.
2. Employees and Students should also refer to the College's policies prohibiting harassment and discrimination.

Procedure(s):

Employee Complaint Procedure

1. Refer to the Employee Complaints and Grievances Policy.

Student Complaint Procedure

1. Refer to the Student – Formal Complaints Policy.

Additional Provisions/Information

Refer to the Employee Complaints and Grievances Policy.

Refer to the Student – Formal Complaints Policy.

02.07 Ethics

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state ethics laws <https://www.ethics.alabama.gov/>.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Legal Duty to File Statement of Economic Interests: Ala. Code § 36-25-14 requires all full-time public employees who make a salary of \$97,000 or higher to file a Statement of Economic Interests no later than April 30. Each person who meets the necessary criteria, regardless of whether they retired the previous year or served/worked in the public position for any time (even a portion of one day) during the previous year, is required to file. The duty of an employee to comply with the Ethics Act, including the duty to file the Statement of Economic Interests, rests with the employee, not Coastal Alabama Community College. Employees who are required to file but fail to timely file a Statement of Economic Interests with the Ethics Commission may be fined \$10.00 per day not to exceed \$1,000.00 or be charged with a Class A misdemeanor for intentional failure to file [Ala. Code §6-25-14(d) & (e)]. More information about this requirement and the Statement of Economic Interests is available at: <http://ethics.alabama.gov/forms-ecint2.aspx>.

2. **Proof of Mandatory Online Ethics Training Within 90 Days of Date of Hire:** Under the December 2010 Amendments to the Alabama Ethics Act, all public employees required to file Statements of Economic Interests forms were required to participate in an online educational review of the Alabama Ethics Law provided by the Ethics Commission by April 30, 2011. Employees hired after 1/1/2011 have 90 days to comply with the law. Per the law, an employee must provide evidence of completion of the educational review to the Ethics Commission via an electronic reporting system provided on the State Ethics Commission website. The online training may be located at <https://ethics.alabama.gov/training/intro.aspx>.
3. **Requirement to Timely Provide Proof of Training to the Human Resources Office:** ALL NEW EMPLOYEES of the College must complete the Ethics Training (regardless of salary level). It is the responsibility of each new employee to complete their individual online Ethics training within 90 days of their hire date. Employees must print a certificate after completing the training session and send a copy of the certificate to their respective Supervisor and the Human Resources Office via email to hr@coastalalabama.edu.
4. **Ethics Act and Gifts to Public Employees:** Additional information about the 2010, 2011, and 2012 Amendments to the Ethics Act, which contain rules regarding conflicts of interest, public contracts, lobbying activities, and restrictions on gifts to public employees may be found at: <http://ethics.alabama.gov/news2.aspx>. For example, public employees may not solicit or receive anything for the purpose of corruptly influencing official action, regardless of whether the thing solicited or received is a thing of value. Family members of public employees may not receive anything given to them for the purpose of corruptly influencing official action. No public employee will, other than in the ordinary course of business, solicit a thing of value from a subordinate or person or business with whom he or she directly inspects, regulates, or supervises in his or her official capacity. Excluded from the definition of "thing of value" are meals at educational functions/workshops/widely attended functions or items or services of de minimis value, or meals under \$25 (maximum of \$50 per year).
5. **Ethics Law Pertaining to College Employees Selling Textbooks:** College employees who consider selling instructor editions or complimentary copies of textbooks provided by textbook publishing companies will be aware of their obligations as state employees under the state ethics law. This law says that state employees cannot receive personal gain for themselves or members of their families as a result of their state employment. Violations of the state ethics law occur if a college employee sells his or her instructor edition or a complimentary copy of a textbook or any related materials (study guides, test banks, supplementary CDs, etc.) to anyone, including a student, bookstore, or online textbook reseller, unless the proceeds of that sale are retained by the College rather than the employee. For example, the sale proceeds can be deposited into a departmental account to purchase office supplies or used for similar institutional purposes.
6. **Selection of Textbook and/or Instructional Materials Authored by a Faculty Member:** This policy is designed to ensure compliance with the Ethics Act which prohibits use of position for personal gain. Each academic department is expected to have a textbook selection committee, which can include each member of the department. If a faculty member wants to use a textbook, lab manual, computer software or other materials from which the faculty member or any person or business associated with the faculty member's family obtains direct financial gain, the faculty member will submit a recommendation to the textbook selection committee at least three (3) months prior to the beginning date of the semester in which the course will be taught. The committee reviews the recommendation, considers the appropriateness of the materials and alternative materials, and informs the faculty member, and appropriate division chair, director, and dean of their decision. Decisions on selection of materials authored by a faculty member, or from which the faculty member receives royalties, must be made prior to the start of an academic year (Fall Semester) and are effective for all semesters beginning in the next subsequent twelve (12) months if the faculty member elects to continue using the textbook or materials.
7. **Use of College Property for Personal Gain:** College property, including equipment, supplies, tools, and building materials are to be used for conducting official business of the College. Private or personal use of college property without proper authorization is prohibited. Employees will not: a) make use of property or personnel of the College for the purpose of obtaining compensation from sources external to the College, except when such use is permitted by law and is a normal part of the individual's professional academic activities, or b) use or permit the use of the name of the College in a way that would suggest that the activity is sponsored or endorsed by the College without prior authorization.
8. **Criminal Act to Use Property/Human Labor for Personal Reasons:** It is a violation of the State Ethics Code (felony or misdemeanor, depending on facts) for a College employee to use or cause to be used equipment, facilities, time, materials, human labor, or other College property under their discretion or control for the private benefit or business benefit of that employee, except as otherwise provided by law or pursuant to a lawful employment agreement. It is also illegal for a person to solicit a College employee to do these things for that person's private or business benefit, except as otherwise provided by law. (See Alabama Code Sec. 36-25-5). This includes using students and/or employees to perform personal errands or favors for non-work-related purposes.

9. **Criminal Act to Use Position for Financial Gain/Rules for Contracts with the College:** It is a violation of the State Ethics Code (felony or misdemeanor, depending on facts) for a College employee to use their position with the College to obtain personal gain for themselves, a family member, or any business with which the employee is associated. (See Alabama Code Sec. 36-25-5). Section 36-25-11 of the Code of Alabama 1975, as amended, prevents any public official or public employee, or members of their households, or any businesses associated with these people from entering into a contract that will be paid for using government funds unless the contract has been awarded through the state's competitive-bidding process. The contract must then be filed with the appropriate state official within 10 days of its execution.
10. **Violation of the Code of Conduct for Employees to Use Students for Private Advantage:** It is a violation of the Code of Conduct for an employee to exploit students for their private advantage. An employee will also acknowledge significant assistance from students, demonstrate respect for the student as an individual, and assure that evaluation of that student reflects their true merit.
11. **Electronic Media Policy:** All electronic media systems, including but not limited to, voice mail, text messages, e-mail, the Internet, fax machines, hardware, software, local area networks, files, and all information composed, transmitted, accessed, received, or stored in these systems are the property of the College. Those systems are to be used for conducting College business, although limited incidental personal use is permitted provided it does not consume a significant amount of computing resources, does not interfere with job performance or work or other employees and does not violate laws, rules, policies, or licenses. However, the use of this equipment for personal commercial purposes or for personal financial or other gain is strictly prohibited.
12. **Rules for Discarding College Property:** As a state-funded entity, College property cannot be thrown away or discarded by employees. When items are no longer useful to a department, they may be sent to Surplus Property and then sold to the public. The only way an item that was purchased with State funds can be sold is to offer it to the general public through a public auction.
13. **Inappropriate Conduct Regarding Use of State Property:** Employees are prohibited from engaging in the following conduct and may be disciplined, up to and including dismissal: dishonest acts; appropriating state or student equipment, time, or resources for personal use or gain; misusing or neglecting College property, funds, materials, equipment or supplies; or stealing or possessing without authority any equipment, tools, materials, or other College property or attempting to remove them from the premises without approval or permission from the appropriate authority.

Procedure(s):

1. Refer to the Employee Complaints and Grievances Policy.

Additional Provisions/Information

Refer to the Employee Complaints and Grievances Policy.

02.08 Fair Labor Standards Act (FLSA)

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all applicable provisions of the Fair Labor Standards Act (FLSA) and Alabama Community College System (ACCS) Board Policy 614.01.

Scope:

This policy applies to all Coastal Alabama Community College employees during work or any activity involving the College.

Definitions:

Fair Labor Standards Act (FLSA): Federal law that establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. Generally speaking, the FLSA establishes minimum wage and overtime regulations.

Exempt: An individual in a position that is executive, administrative, professional and outside sales: (as defined in Department of Labor regulations) and who are paid on a salary basis are exempt from both the minimum wage and overtime provisions of the FLSA.

Non-Exempt: An individual who is not exempt from the overtime provisions of the FLSA and is therefore entitled to overtime pay for all hours worked beyond 40 in a workweek (as well as any state overtime provisions). Nonexempt employees may be paid on a salary, hourly or other basis.

Details:

1. **Determination of FLSA Status:** When a new position is developed, the Executive Director – Human Resources creates a job description. Refer to the Job Descriptions policy. During job description development, the Executive Director – Human Resources determines FLSA status, using the procedure below.
2. **Record Keeping:** The Human Resources and Payroll Offices are responsible for ensuring compliance with FLSA record keeping requirements.

Procedure(s):

Determining FLSA Status

1. Refer to the Employment Policy.

Worker Classification – Employee or Independent Contractor Procedure

1. Refer to the Employment Policy.

Additional Provisions/Information

Refer to the Employment Policy.

Refer to the Working Conditions Policy.

Refer to the Pay and Salary Administration Policy.

02.09 Family Educational Rights and Privacy Act (FERPA) – Buckley Amendment

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

Coastal Alabama Community College (Coastal) upholds the Federal law, The Family Educational Rights & Privacy Act (FERPA), giving students the right to inspect, review, and amend their educational records. Coastal students are permitted to inspect their own educational records. In addition, the College will not release or disclose information or allow inspection of records without prior written permission from the student, unless, by law, prior consent is not required under certain circumstances. Students also have a right to file a complaint with the U.S. Department of Education.

FERPA applies to all educational records directly related to a student and maintained by the College or by a party (faculty, staff, administrator, etc.) acting on behalf of the College. At Coastal Alabama, the official transcript is used as the typical educational record.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday.

FERPA applies to faculty and staff in a variety of situations, such as posting of grades, inquiries from parents or spouses, internal requests for information (from one faculty/staff member to another), subpoenas and summons, emergency situations, recommendations and/or letters of reference, and release of transcripts.

Definitions:

College Official: A person employed by the College in an administrative, supervisory, academic, research, support staff, or an outside contractor (e.g., health or medical professional, attorney, auditor) acting as an agent for the College or the Alabama Community College System (ACCS) or a student employed in the College work study/student worker program.

Educational Data or Education Records: Any data in any form directly relating to an individual student maintained by the College or by a person acting for the institution.

Eligible Parent: A parent or guardian providing documentation that supports the student is a legal dependent for tax purposes, or provides a signed release as designated by official documentation.

Student: An individual currently or formerly enrolled or registered or individuals who receive shared time educational services from a public agency or institution. All students at the College have the same rights regarding their educational data regardless of age.

Student Records: Student records include any and all records, in any medium, formally maintained by the College that is directly related to a student.

Details:

- 1. Requests for Student Record Information:** Any request for student record information or questions related to FERPA guidelines must be directed to the Registrar. Information requests regarding student employees must be directed to the Human Resources Office (HR@coastalalabama.edu). Only the following information may be made public and released from the Registrar's Office 251-580-2227 (registrar@coastalalabama.edu):
 - Student's full name;
 - Affirmation of the student's enrollment (full-time or part-time) and class level. The student's class schedule may not be released;
 - Dates of attendance, graduation, degree(s) or certificate(s) earned, and honors received;
 - Pertinent information relating to participation in officially recognized activities and sports (e.g., debate tournaments, basketball games, etc.).
- 2. Annual Notification of FERPA Rights:** Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.
- 3. Violation of Drug and Alcohol Policies:** In accordance with the Family Educational Rights and Privacy Act, students under the age of 21 who commit a violation of drug and alcohol policies and laws may have such violation(s) reported to their parents/guardians.
- 4. References or Recommendations:** Because of the Family Educational Rights and Privacy Act (FERPA) of 1974 <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> and the potential effects of any future amendments on traditionally confidential documents, employees will use prudence in writing references, recommendations, evaluations, and other documents which contain subjective judgments about individual students. Such documents in the future may not be considered confidential parts of a student's record.
- 5. Local Policy:** Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of FERPA. Copies of the policy are available to students in the Registrar's Office. Also refer to the Student Records Policy. Questions concerning the Family Education Rights and Privacy Act may be referred to the Registrar's Office.

Procedure(s):

1. If an employee receives any request for student information and has questions or concerns, they should contact the Registrar at 251-580-2227 or registrar@coastalalabama.edu.

Additional Provisions/Information

There are no additional provisions / information applicable to this policy.

02.10 Freedom of Expression

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 224.01](#), related to Expressive Activities by the Campus Community.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. The details of this policy can be referenced in ACCS [Board Policy 224.01](#), related to Expressive Activities by the Campus Community.

Procedure(s):

Employee Complaint Procedure

1. Refer to the Employee Complaints and Grievances Policy.

Student Complaint Procedure

1. Refer to the Student – Formal Complaints Policy.

Additional Provisions/Information

Refer to the Employee Complaints and Grievances Policy.

Refer to the Student – Formal Complaints Policy.

02.11 Genetic Information Nondiscrimination Act (GINA)

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with the Genetic Information Nondiscrimination Act (GINA) requirements and does not discriminate against covered individuals based on genetic information.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Genetic information: Includes family medical history and information regarding individuals' and family members' genetic tests and genetic services.

Details:

1. Genetic information is not used to make eligibility, coverage, underwriting, or premium-setting decisions.

Procedure(s):

1. Refer to the Employee Complaints and Grievances Policy.

Additional Provisions/Information

Refer to the Employee Complaints and Grievances Policy.

02.12 Harassment

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws related to unlawful harassment as well as the Alabama Community College System (ACCS) [Board Policy 601.04](#).

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

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Harassment of students or employees by non-employees is also a violation of this policy.

Definitions:

Harassment: Harassment can be defined as but is not limited to:

- Disturbing conduct which is repetitive;
- Threatening conduct;
- Intimidating conduct;
- Inappropriate or offensive slurs, jokes, language, or other verbal, graphic, or other like conduct;
- Unwelcome sexual advances or requests for sexual favors;
- Assault;
- Repeated contact solicited during non-traditional business hours which may be perceived as harassment by recipient unless it is specifically associated with work related duties.

Details:

1. Violation of this Policy: Employees and students who are found in violation of this policy will be disciplined as deemed appropriate by the investigating authority.
2. Reporting Harassment: This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the appropriate official at the institution within ten (10) days of when the alleged incident occurred. Any reprisals will be reported immediately to appropriate official. Failure to act, which includes initial investigation, will be deemed in direct violation of this policy.
3. Policy Distribution: This policy will be distributed, communicated, and implemented in a manner which provides all interested parties the opportunity to be informed of this policy.

4. Educational Program: A system-wide educational program will be utilized to assist all members of the community to understand, prevent, and combat harassment. Coastal Alabama Community College is required to provide annual training related to harassment, including sexual harassment.
5. Sexual Harassment: Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#) for additional information.

Procedure(s):

Student Complaints of Harassment Procedures

1. Refer to <https://www.coastalalabama.edu/about/title-ix-and-student-complaints/submit-a-student-complaint-process> for additional information.

Student Complaints of Harassment Procedures

1. Refer to the Employee Complaints and Grievances Policy.

Additional Provisions/Information

Refer to the Age Act Discrimination Policy.

Refer to the Americans with Disabilities Act (ADA) Policy.

Refer to the Equal Educational and Employment Opportunities Policy.

Refer to the Employee Discipline Policy.

Refer to the Family Educational Rights and Privacy (FERPA) – Buckley Amendment Policy.

Refer to the Nondiscrimination Policy.

Refer to the Rehabilitation Act Policy.

Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).

Refer to the Student Code of Conduct Policy.

Refer to the Students First Act Policy.

02.13 Intellectual Property

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all intellectual property (IP) and copyright laws and Alabama Community College System (ACCS) [Board Policy 321.01](#) and [Chancellor's Procedures 321.01](#) regarding ownership of materials, copyright issues, and the use of revenue derived from the creation and production of all IP.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with college policies.

Definitions:

Intellectual Property (IP): An intellectual property (IP) is a trademark, copyright, or patent resulting from the creation of any instructional resource or technology. (Examples are copyrights from textbooks, literary works; patents from inventions of machines, software; and trademarked materials.

Ownership: IP created by the individual on his or her own time and without the use of College resources (i.e., laboratories, library), the ownership in trademark, copyright, or patent belongs to the person creating the property.

Royalties: Compensation to the owner of IP or natural resources for the right to use or profit from the property.

Details:

1. **ACCS Policy:** The College's intellectual property policy regarding ownership of materials, copyright issues, and the use of revenue derived from the creation and production of all intellectual property is based upon Alabama Community College System [Board of Trustees Policy 321.01](#) and [Chancellor's Procedures 321.01](#).
2. **Ownership:**
 - a. The IP created by the individual on his or her own time and without the use of College resources (i.e., laboratories, library), the ownership in trademark, copyright, or patent belongs to the person creating the property.
 - b. Copyrighted or trademarked material of patented inventions developed totally or partially on institution time with the use of institution materials or facilities or with institution funding will be owned by the institution. The IP created by the individual partially on his or her own time and partially on college time using college resources (i.e., laboratories, library), the ownership in trademark, copyright, or patent belongs to Coastal Alabama Community College. Examples are copyrights from textbooks, literary works; patents from inventions of machines, software; and trademarked materials.
 - c. All materials developed by Coastal Alabama Community College instructors are the property of Coastal Alabama Community College and are subject to revision by individual instructors teaching the courses.
3. **Royalties:** Where a marketable IP is created, the individual may share in royalties. Coastal Alabama Community College and the individual who creates a marketable IP will be treated equally and on a fair basis with regard to any compensation supplemental to the pay of the individual where appropriate. Any financial compensation made will be made solely from the proceeds derived from the sales of the IP and not from any other state or federal funds. The portion of any royalty received will be in direct relationship to the verifiable amount of personal time, resources, and funds that are reasonable and necessary for the creation of the product. Coastal Alabama Community College and the individual must enter into an agreement for compensation prior to the creation of the product. This agreement must be approved in writing by the Chancellor of the Alabama Community College System prior to payment of any compensation, according to Alabama Community College System Board of Trustees Policy. The compensation agreement between the College and the individual must contain a caveat that the agreement is not necessarily in compliance with, and is not an exemption from, the Alabama Ethics Law. Thus, within ten (10) days of the execution of an agreement, a copy must be filed with the Alabama Ethics Commission.

Procedure(s):

1. Refer to [Board Policy 321.01](#) and [Chancellor's Procedures 321.01](#).
2. Coastal Alabama Community College and the individual must enter into an agreement for compensation prior to the creation of the product. This agreement must be approved in writing by the Chancellor of the Alabama Community College System prior to payment of any compensation, according to Alabama Community College System Board Policy. The compensation agreement between the College and the individual must contain a caveat that the agreement is not necessarily in compliance with, and is not an exemption from, the Alabama Ethics Law. Thus, within ten (10) days of the execution of an agreement, a copy must be filed with the Alabama Ethics Commission.

Additional Provisions/Information

Refer to [Alabama Ethics Law](#).

02.14 Mandatory Reports of Child Abuse and Neglect

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with ALA.CODE § 26-14-3.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Requirement for Reporting Child Abuse and Neglect: The Code requires employees of public and private institutions of postsecondary and higher education to “report orally, either by telephone or direct communication immediately, followed by a written report, to a duly constituted authority” when the child is known or suspected to be a victim of child abuse or neglect.

Procedure(s):

1. Report incidents of child abuse or neglect to:
Alabama Department of Child Abuse & Neglect Prevention
60 Commerce St., Suite 1000
PO Box 4251
Montgomery, AL 36104
Phone: 334-262-2951
www.ctf.alabama.gov

Additional Provisions/Information

There are no Additional Provisions / Information applicable to this policy.

02.15 Misrepresentation

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

Coastal Alabama Community College is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency or to the Department of Education.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Misleading Statements: Misleading statements include any statement that has a likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required in participation in a program

Details:

1. **Substantial Misrepresentation:** Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person’s detriment.
 - a. The regulations regarding misrepresentation describe misrepresentation with respect to:
 - Nature of the education program
 - Nature of financial charges
 - Employability of graduates
 - b. A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.
2. **Maintenance of Promotional Materials:** The Communications and Marketing Department maintains electronic copies of all promotional materials, including quotes and statements made by College personnel.
3. **Training of Personnel:**
 - a. The Dean of Student Services is responsible for the training of personnel under the Dean’s supervision regarding misrepresentation of admissions requirements and other College information.

- b. The Financial Aid Director is responsible for the training of personnel under the Director’s supervision regarding misrepresentation of College financial aid information.
4. **Disciplinary Action:** Any violation of this directive will be taken seriously and acted on swiftly by the College.

Any employee’s conduct resulting in disciplinary actions from deliberate misrepresentation activity will be documented in the Human Resources Office and maintained in the employee’s personnel file.

Procedure(s):

Employee Complaint Procedures

1. Refer to the Employee Complaints and Grievances Policy.

Student Complaint Procedures

1. Refer to the Student – Formal Complaints Policy.

Additional Provisions/Information

Refer to the Employee Complaints and Grievances Policy.

Refer to the Student – Formal Complaints Policy.

02.16 Missing Persons

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with the [Higher Education Opportunity Act of 2008](#) by establishing procedures for the College’s response to reports of missing residential students.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Missing Person: For purposes of this policy, a Coastal Alabama Community College residential student may be considered to be a “missing person” if the person’s absence is contrary to their usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report of suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation or has been with persons who may endanger the student’s welfare.

Details:

1. Coastal Alabama Community College Police Department will actively investigate any report of a missing person(s), as defined.
2. There is no waiting period before the commencement of an investigation and procedures will be governed by federal, state and local laws.

Procedure(s):

Procedures for Designation of Emergency Contact Information

1. **Residential students age 18 and above and emancipated minors:** Student will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than twenty-four (24) hours after the time the student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

2. **Residential students under age 18:** Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the College no more than twenty-four (24) hours after the time the residential student is determined missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. A student's emergency contact can be updated in the Registrar's Office or by accessing their OneACCS account, then selecting "Personal Information" from the student services dashboard.

Official Notification Procedures for Missing Persons

1. Any individual on campus who has information that a residential student may be a missing person must notify Coastal Alabama Police as soon as possible.
2. Coastal Alabama Police will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last seen wearing, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, and class schedule, etc.). Appropriate Coastal Alabama staff will be notified to aid in the search for the student. If the student is determined missing, the Coastal Alabama Police will issue a Regional Welfare Alert for the missing person through the National Crime Information Center (NCIC). Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.
3. If the above actions are unsuccessful in locating the student, or it is immediately apparent that the student is a missing (e.g., witnessed abduction) person, the Coastal Alabama Community College Police will contact the appropriate local law enforcement agency to report the student as a missing person and request assistance as needed.
4. No later than 24 hours after determining that a residential student is missing, the Dean of Student Services, or designee, will notify the emergency contact (for students 18 or older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing. All inquiries to Coastal Alabama Community College regarding missing students, or information provided to any individual at the College about a missing student, will be referred to the Coastal Alabama Community College Police immediately.

Additional Provisions/Information

There are no Additional Provisions / Information applicable to this policy.

02.17 Nondiscrimination

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state discrimination laws as well as the Alabama Community College System (ACCS) [Board Policy 601.02](#).

"No student will be discriminated against on the basis of any impermissible criterion or characteristic including, but not limited to, race, color, national origin, religion, marital status, disability, gender, age or any other protected class as defined by federal and state law."

Further, no employee or applicant for employment or promotion, will be discriminated against on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age or any other protected class as defined by federal and state law.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Harassment: Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, genetic information, or other protected class. Harassment as to employees becomes unlawful where (1) enduring the offensive conduct

becomes a condition of continued employment, or (2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment as to students becomes unlawful where it interferes with the access or participation in the educational process and programs at the College. Harassment, whether verbal, physical or visual, that is based on any of the above characteristics, is a form of discrimination. This includes harassing conduct affecting tangible educational benefits, interfering unreasonably with an individual's academic performance, or creating what a reasonable person would perceive is an intimidating, hostile or offensive environment.

Examples of harassment may include, but are not limited to:

- making a grading decision because of the person's protected status;
- jokes or epithets about another person's protected status;
- teasing or practical jokes directed at a person based on their protected status;
- the display or circulation of written materials or pictures that degrade a person or group based upon a protected characteristic; and
- verbal abuse or insults about, directed at, or made in the presence of an individual or group of individuals in a protected group.

Hostile Environment: A hostile environment may be created by oral, written, graphic, or physical conduct that is sufficiently severe, persistent or pervasive so as to interfere with, limit or deny the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits or opportunities. Merely offensive speech of a generic nature and not on the basis of a protected status does not rise to the level of unlawful harassment. Harassment can include verbal or non-verbal behavior that demeans or stereotypes individuals in a harmful way. While the College is committed to the principles of free inquiry and free expression, discrimination and harassment identified in this Policy are neither legally protected expression nor the proper exercise of academic freedom.

Details:

1. **Violation of this Policy:** Any student, employee, guest, or visitor who acts to deny, deprive or limit the educational, employment, and/or social access, benefits and/or opportunities of any student or employee on the basis of their actual or perceived membership in the protected classes listed above is in violation of the College's policy on nondiscrimination.
2. **Disability Discrimination:** The College is committed to full compliance with the Americans With Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws pertaining to individuals with disabilities. Refer to the Americans with Disabilities Act (ADA) Policy for additional information.
3. **Sexual Harassment:** Refer to the [Sex Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\)](#) Policy for additional information.
4. **Reporting Discrimination:** The College encourages any individual who believes that he or she has been subjected to discrimination or harassment based on their race, color, national origin, religion, marital status, disability, sex, age, or any other protected class to report the discrimination or harassment to the appropriate College official and submit a written complaint. Refer to the Reporting Discrimination Incidents procedures below.
5. **Confidentiality:** All reports will be handled with discretion, care and sensitivity and the College will make every effort to respect requests for confidentiality, but the College's ability to investigate and take appropriate action may be limited if individuals do not provide identifying information or request confidentiality. In addition, there may be circumstances when the College determines that it must investigate a particular matter to help protect the learning and working environment at the College despite a request for confidentiality.
6. **Retaliation:** It is a violation of College Policy to retaliate in any way against a person or persons because they have opposed any practices forbidden under these policies or have filed a report, assisted, or participated in any manner in an investigation or proceeding under these policies. This includes action taken against a bystander who intervened to stop or attempt to stop a bias related incident. Retaliation may take many forms, and may include intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. The College will take immediate and responsive action upon receiving any report of retaliation and may pursue disciplinary action as appropriate.
7. **Records Maintenance:** The College will maintain documentation and records regarding alleged reported incidents and their resolution in a manner that protects the confidentiality of the parties involved, complies with the Family Educational Rights and Privacy Act (FERPA), and to the extent possible excludes personally identifiable information about victims of bias incidents. If a student, instructor, or staff member has been found responsible for a discrimination incident, this finding remains a part of that student's or employee's conduct record.

Procedure(s):

1. Reporting Discrimination Incidents:

- a. **Students or Members of the College Community Reporting Discrimination:** Students or other members of the college community who feel they have witnessed or been subjected to a discrimination incident are highly encouraged to report the incident as soon as possible.
- b. **Employee Duty to Report Information on Discrimination:** In order to enable the College to respond effectively and to address violations of its Policy all College employees must, within twenty-four (24) hours of receiving the information, report information they have about alleged or possible discrimination and harassment, including sex discrimination, sexual harassment, sexual misconduct, interpersonal violence or stalking, to the appropriate College official. Based on the alleged Policy violation, the College official reference in the table above will evaluate the information received and determine what further actions should be taken.

College officials receiving reports alleging acts of discrimination or harassment based will refer those reports to the appropriate individual listed in the table above. Any questions or comments concerning the Policy addressing discrimination or harassment on the basis of other categories listed above should be directed to the appropriate College official listed above.

When reporting the incident:

- Please provide a detailed account of the incident including date, time, and location.
 - Do not remove or tamper with physical evidence. Contact the College Police Department to document and collect physical evidence.
 - If the incident involves a verbal act, write down exactly what was said to the best of your recollection.
 - Identify the accused if known or provide a detailed description of the individual(s) involved.
 - List all witnesses including their names and contact information.
 - Include other pertinent information that may assist the College in responding to the incident.
 - If the incident was in the form of graffiti, vandalism, or public postings, office of the College Police Department will document it for evidence.
 - If the incident was in the form of email, text, message, or communication through a social network site, do not delete the message. If at all possible, print the message so it may be used in the investigation.
 - If the incident was in the form of a telephone call, then record the time and date of the call and keep a record of the telephone number if you have caller ID. It is recommended that a report be completed as soon as possible after the incident and that the reporting party keep a written record of the above details
- c. **Reporting Disability Discrimination Complaints:** Refer to the Americans with Disabilities Act (ADA) Policy for additional information.
 - d. **Reporting Incidents of For reports or complaints alleging acts of Sexual Harassment, Sexual Misconduct, Sexual Assault, Interpersonal Violence and Stalking:** Refer to the [Sex Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\)](#) Policy for additional information.
- ### 2. Investigation and Response:
- Depending on the nature of the alleged Policy violation and whether the parties involved are instructors, staff, students, contractors, visitors, or guests, the individuals who will be responsible for addressing and resolving discrimination incidents may vary. In all cases, the Procedures include the basic elements outlined below for resolution of allegations of discrimination.
- Initial assessment by the appropriate College official.
 - Interim measures and remedies where appropriate.
 - Consideration of voluntary resolution, where appropriate.
 - Investigation and resolution if voluntary resolution is not appropriate.
 - Sanctioning by the appropriate College official.
 - Recourse to the appropriate appeal process.
 - Protection from retaliation.
- ### 3. Disciplinary Actions or Sanctions:
- Employee discipline and/or student sanctions may be recommended as appropriate. Student sanctions may be referred to the Dean of Student Services for determination and action. Employee discipline may be referred to the Human Resources Office for determination and action. Complaints against an employee may result in disciplinary action. Refer to the Employee Discipline Policy for additional information. Complaints against students may result in sanctions up to and including expulsion in accordance with the Coastal Alabama Community College. Refer to the Student Code of Conduct Policy. In the event of policy violations, a number of factors will be considered in determining appropriate discipline or remedial action, including the nature of the violation, the severity and pervasiveness of the conduct. Nothing in this procedure limits or delays the College's right to take appropriate disciplinary actions, up to and including termination, when an employee's behavior warrants the action.

Additional Provisions/Information

Refer to the Age Act Discrimination Policy.

Refer to the Americans with Disabilities Act (ADA) Policy.

Refer to the Equal Educational and Employment Opportunities Policy.

Refer to the Employee Discipline Policy.

Refer to the Family Educational Rights and Privacy (FERPA) – Buckley Amendment Policy.

Refer to the Harassment Policy.

Refer to the Rehabilitation Act Policy.

Refer to the [Sex Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\)](#) Policy

Refer to the Student Code of Conduct Policy.

Refer to the Students First Act Policy.

02.18 Rehabilitation Act

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and does not discriminate on the basis of disability in admission of, access to, or treatment or employment in its programs or activities.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Questions or concerns regarding this Act should be directed to the institutional ADA Coordinator via email at ada@coastalalabama.edu or 251-580-2109.

Procedure(s):

1. Refer to the Americans with Disabilities Act (ADA) Policy.

Additional Provisions/Information

Refer to the Americans with Disabilities Act (ADA) Policy.

02.19 Records Confidentiality, Retention, and Destruction

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws related to the confidentiality of records and the retention and/or destruction thereof.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with college policies.

Definitions:

Types of Records: Types of formats: paper, ledger book, database, PDF, JPEG, floppy disk, microfilm, hard drive, etc.

Temporary Record: Must be kept for a temporary amount of time known as the retention period. Note that temporary records that are digitized do not require paper copies to be kept. Therefore, if the temporary paper records are digitized the paper records can be destroyed without having to be documented.

Permanent Record: Records with enduring historical or administrative value and records that fall under the scope of an RDA retention schedule and must be kept forever. Even if permanent records are digitized, the paper copy must still be maintained as a back-up copy.

Transitory Records: Created by the institution that documents the work that you do, such as duplicates, drafts, personal notes, blank stationery, etc. Transitory records are eligible for destruction without having to be documented.

Non-Records: Not created by the institution and do not reflect the work that you do, such as catalogs/junk mail, spam messages, reference material, etc. Non-records are eligible for destruction without having to be documented.

Details:

1. **Family Educational Rights and Privacy Act (FERPA):** Refer to Family Educational Rights and Privacy Act (FERPA) – Buckley Amendment Policy.
2. **Confidentiality of Records:** Employees are the creators and custodians of many types of information. Such information may relate to students, employees, alumni, donors, and others. Employees are expected to comply with applicable legal, contractual, and policy obligations to maintain the confidentiality of such information, protect it from improper disclosure, and protect the privacy interests of individuals. To meet these responsibilities, employees are expected to follow document preservation and retention guidelines and maintain data security using electronic and physical safeguards.
3. **Confidentiality of Employee Records:** Many of the records that the College maintains, including information about employees, are considered confidential information and cannot be openly shared.

Unless it is required by law or there is a legitimate business reason, personnel information will not be disclosed or released. Individuals who are not employees of the College will not have access to personnel records or confidential employee information without the permission of the employee or the Executive Director of Human Resources or designee. Certain other records are the property of the College and are not available to employees.

Coastal Alabama Community College Human Resources Office will only disclose the position(s) held and dates of employment of individuals about whom a reference is requested without written authorization of the employee.

Refer to Access to Personnel File Policy for information about accessing personnel records.

4. **Records Retention and Destruction:** The retention of certain records must comply with the retention schedules identified by the Alabama State Records Commission. Individual record types are identified for public Alabama colleges, including community colleges at <https://archives.alabama.gov/manage/state/temporary-records.aspx>.

Procedure(s):

1. **Review Record Retention Requirements:** Review the state agency's RDA (Records Disposition Authority) for retention requirements. Refer to the Colleges of Alabama, Public (including Alabama Industrial Development Training, Alabama Skills Training Consortia, and the Veterinary Technology Program) manual for guidance on which records should be retained temporarily and those that must be retained permanently at <https://archives.alabama.gov/RDA?id=47>. This includes record retention requirements for Alabama Community Colleges Alabama RDA - Community Colleges.
2. **Permanent Records:** Follow procedures to transfer permanent records. Store permanent records in a designated area for your department as determined by your departmental supervisor or dean, unless further instruction is issued by the college's records liaison.

3. Temporary Records:

- a. Determine if the record(s) have met the minimum retention requirements.
- b. Determine whether litigation or other hold(s) prevent legal destruction of records.
- c. Complete a [State Records Destruction Form](#) and seek departmental approval signature to destroy records, and forward the approved records destruction form to the records liaison as indicated on the form.
- d. Ensure the appropriate individual signs the destruction notice.
- e. Securely destroy records through shredding or another secure method once the records destruction form has been officially approved and returned to you by the records liaison. Review the [annual collegewide records destruction notification](#) issued by the records liaison for additional guidance.
- f. Ensure that all records destroyed are properly documented in the mandated annual report.

Additional Provisions/Information

There are no Additional Provisions / Information applicable to this policy.

02.20 Sexual Harassment, Sexual Misconduct, and Interpersonal Violence (Title IX)

Original Approval: 04/01/2022

Last Updated: 06/01/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws related to unlawful harassment as well as the Alabama Community College System (ACCS) [Board Policy 620.03](#) and [Chancellor's Procedures 620.03](#).

Coastal Alabama Community College does not tolerate sexual misconduct such as sexual harassment, sexual exploitation, sexual assault, stalking, intimate partner violence, cyber misconduct, or any other sexually related unwanted behaviors.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Refer to the Coastal Alabama Community College Sexual Harassment, Sexual Misconduct, and Title IX policy located at <https://www.coastalalabama.edu/about/title-ix-and-student-complaints/> for the detailed policy including complaint procedures.

Details:

1. Refer to the Coastal Alabama Community College Sexual Harassment, Sexual Misconduct, and Title IX policy located at <https://www.coastalalabama.edu/about/title-ix-and-student-complaints/> for the detailed policy including complaint procedures.

Procedure(s):

1. Refer to the Coastal Alabama Community College Sexual Harassment, Sexual Misconduct, and Title IX policy located at <https://www.coastalalabama.edu/about/title-ix-and-student-complaints/> for the detailed policy including complaint procedures.

Additional Provisions/Information

There are no Additional Provisions / Information applicable to this policy.

02.21 Solicitation, Advertisement, Product, or Sample Product Dissemination

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state ethics laws <https://www.ethics.alabama.gov/> as it relates to solicitation, advertisement, and product or sample product dissemination.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Solicitation:** An agent, vendor, or solicitor will not be allowed on campus to sell merchandise or services to students except when sponsored by a student organization and approved by the Dean of Student Services or designee. Sponsorship by a student organization involves bearing the responsibility for the reputation of the vendor. Sponsorship by a student organization also involves the requirement of student participation in the actual selling, as well as ensuring that the sponsoring student organization receives a significant portion of the receipts from sales.
2. **Exceptions:** Charitable, tax-exempt organizations will be considered on an individual basis.

Procedure(s):

1. Individuals and/or organizations may contact the Student Services Office for additional information at 251-580-2103.

Additional Provisions/Information

Refer to the Foundation Policy.

02.22 Students First Act

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with the [Students First Act](#), Act No. 2011-70. The Students First Act of 2011 repeals and replaces the Alabama Fair Dismissal Act. The Students First Act returns primary decision-making authority and responsibility to the employer. The act provides rights, remedies, procedures, and obligations with respect to employment actions, such as discipline, termination, transfer, and reassignment affecting or involving certain employees or categories of employees of city and county boards of education and of two-year educational institutions operated by the Alabama Community College System. The following information is referenced in the Students First Act:

- Tenure/Non-Probationary Status
- Termination of Probationary Employees
- Reduction in Force
- Suspensions
- Transfers

All employment with institutions of the Alabama Community College System (ACCS) is subject to the provisions of the [Students First Act](#) of 2011-270.

Scope:

This policy applies to all Coastal Alabama Community College employees.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Positions Not Eligible for Tenure/Non-Probationary Status:** Per the 2016 Code of Alabama, Title 16 Education, Students First Act (Section 16-24C-4), “neither tenure nor non-probationary status may be attained as a chief executive officer, a chief school financial officer, as a president or vice president of a two-year educational institution operated under the authority and control of the Department of Postsecondary Education, or in or by virtue of employment in temporary, part-time, substitute, summer school, occasional, seasonal, supplemental, irregular, or like forms of employment, or in positions that are created to serve experimental, pilot, temporary, or like special programs, projects, or purposes, the funding and duration of which are finite.”

“The employment of executive and administrative management personnel by public two-year institutions of higher education hired on or after July 1, 2024, on a contract basis.”

This includes positions funded with restricted funds (generally grant funded positions), unless the employee was hired prior to May 26, 2011, and is, therefore, grandfathered from this rule.

2. **Loss of Tenure/Non-Probationary Status:** Per the 2016 Code of Alabama, Title 16 Education, Students First Act (Section 16-24C-4), “Service performed as a teacher may not be converted to, recognized, or otherwise credited to the employee for the purpose of attaining non-probationary status as a classified employee. Service performed in the capacity of a classified employee may not be converted to, recognized, or otherwise credited to the employee for the purpose of attaining tenure as a teacher, whether or not the classified employee holds a certificate issued by the State Department of Education.”

This means that an employee may lose their tenure under one of the following conditions:

- Moving from a staff to faculty position;
- Moving from a faculty to staff position;
- Moving from a restricted funded position to a non-restricted funded position; and/or
- Moving from a non-restricted funded position to a restricted funded position.

3. **Terminations of Employment:** Refer to Section 5 and 6 of the [Students First Act](#).
4. **Reductions in or Modifications to Employee Compensation or Benefits or Length of Work or School Year:** Refer to Section 6 of the [Students First Act](#).

Suspensions: Refer to Section 6 of the [Students First Act](#).

Procedure(s):

1. The College will follow the provisions listed within the [Students First Act](#).

Additional Provisions/Information

There are no Additional Provisions / Information applicable to this policy.

02.23 Tobacco Free Environment

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College comply with Alabama Community College System (ACCS) Board Policy 514.01.

Refer to <https://www.alabamapublichealth.gov/tpts/assets/coastalalabamacommunitycollege.pdf> for additional information.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with college policies.

Definitions:

Tobacco Products: For the purpose of this policy, tobacco products include any products containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, dipping tobacco, etc. Smoking or the use of tobacco products and vapor-producing electronic devices (excluding meter-dose inhalers and nebulizers prescribed by a physician) are prohibited on any Coastal Alabama Community College property. The College also prohibits littering the campus with remains of any tobacco products.

Details:

- 1. Tobacco Products Prohibited:** The use of any tobacco products is prohibited at all times and at all locations on all Coastal Alabama Community College campuses, including College-owned and leased facilities, properties, and grounds. This includes but is not limited to the following:
 - All outside property or grounds of the campuses, including sidewalks, parking lots, and recreational areas;
 - Within any college-owned vehicles;
 - All indoor and outdoor athletic venues and facilities.
 - All College employees, students, visitors, and contractors are required to comply with this policy, which will remain in force at all times.
- 2. Violations of Policy:** Any College employee or student found to be in violation of the tobacco-free policy will be subject to a monetary fine. Tickets will be issued for violations of the College tobacco-free policy. Monetary fines will be imposed as listed below, depending on whether the offender is an employee or student.

Any Coastal Alabama Community College student found to have violated this policy will be subject to the following fines:

- First student ticket – Warning
 - Second student ticket - \$25.00
- 3. Student Hold for Non-Payment of Fine:** A student who has pending fines may not register for classes nor have transcripts released until all fines are paid in full.

Procedure(s):

Employee Complaint Procedures

1. Refer to the Employee Complaints and Grievances Policy.

Student Complaint Procedures

1. Refer to the Student – Formal Complaints Policy.

Appeals Procedures

1. **Appeals:** Any student or employee desiring to appeal a fine arising from the finding of a tobacco-free violation under this policy may do so with the Chief of Police or designee.

Additional Provisions/Information

Refer to the Employee Complaints and Grievances Policy.

Refer to the Student – Formal Complaints Policy.

Refer to Employee Discipline Policy.

Refer to Student Code of Conduct Policy.

02.24 Violence Against Women Reauthorization Act (VAWA)

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/06/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to comply with Title IX of the Education Amendments of 1972 (“Title IX”), the Violence Against Women Reauthorization Act (“VAWA”), Title VII of the Civil Rights Act of 1964 (“Title VII”), the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the Preventing Sexual Violence in Higher Education Act, and all other applicable laws and local ordinances regarding unlawful sex-based discrimination, harassment, or other misconduct.

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

Scope:

Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).

Definitions:

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person: A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and B) Where the existence of such a relationship will be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) The type of relationship, and (iii) The frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: A) Fear for his or her safety or the safety of others; or B) Suffer substantial emotional distress.

Details:

1. Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).

Procedure(s):

1. Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).

Additional Provisions/Information

Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).

02.25 Whistleblower Protection

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state whistleblower protection laws.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Whistleblower: A whistleblower is an individual who reports an activity that they consider illegal or dishonest to their supervisor.

Wrongful Conduct, Unethical or Illegal Activity: Conduct that may relate to workplace harassment; health or safety violations; fraud; dishonesty or deception regarding accounting, financial controls, financial reporting, or auditing; discrimination or harassment; unauthorized alteration of personnel records; or any violations of federal, state or local laws.

Details:

1. **Whistleblower Protection:** Coastal Alabama Community College's Whistleblower Protection is intended to encourage, enable, and protect employees, students, and volunteers who report good faith concerns about suspected wrongful conduct, unethical, or illegal activity to a College official or public body. As a whistleblower, the employee is not responsible for investigating the activity or for determining fault or corrective measures. Whistleblower protection also extends to participants in the investigation.
2. **Protection Against Retaliation:** Employees, students, and volunteers are also protected against retaliation for the act of whistleblowing.
3. **False Allegations:** Employees, students, and volunteers who make unsubstantiated, malicious, or false allegations of wrongful conduct will not receive whistleblower protection and may face disciplinary action as referenced in the Employee Discipline Policy or Student Conduct Policy.

Procedure(s):

1. An individual who has reasonable grounds to suspect a violation of law or college policy should act in good faith and disclose that information to their supervisor or the Human Resources Office. Individuals reporting concerns are encouraged to provide as much detail as possible to enable a full and complete investigation. Protected disclosures and investigatory records will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Additional Provisions/Information

Refer to the Employee Discipline Policy.

Refer to the Student Code of Conduct Policy.

Section 03: College Communications

03.01 College Communications

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to comply with all Alabama Community College System (ACCS) policies and to ensure all media and external requests for information follow standards developed by the College and facilitated by the Chief Communications Officer. In addition, it is the policy of Coastal Alabama Community College to ensure that all brand standards are followed as found in the College's official Brand Guides.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Brand: An intangible marketing or business concept that helps people identify a company or product.

Media Requests: Any requests for quotes, information, or interviews by any type of media outlet, including broadcast, print, etc.

MARCO: Marketing & Communications Office.

Details:

1. **Brand Standards:** Coastal Alabama Community College has specific marketing brand standards to be used for all types of college communications, including, but not limited to logos, colors, photography, graphic elements, fonts, and messaging.
2. **Communications:** MARCO is responsible for promoting Coastal Alabama's brand but offers basic marketing needs to all of Coastal Alabama Community College. Services available include design, public relations, photography, social media coverage, promotional items, media responses, etc. Any requests for coverage or for items such as business cards should be submitted at the MARCO website at <https://www.coastalalabama.edu/marco/>.
 - a. **Media Requests:** All requests for information from the media must be forwarded to the MARCO and the Chief Communications Officer for approval. No one representing the College should provide information to media outlets without first seeking approval. Any dealings with media organizations must be approved through MARCO and/or the Chief Communications Officer.
 - b. **Event Publicity:** In order to ensure adequate public coverage of the many activities at Coastal Alabama, faculty and staff must relay noteworthy items to the MARCO as far in advance of the event as possible. Requests for photography must also be requested as far in advance as possible.
 - c. **Publication Requests:** Publication dates vary for preparing copy and for mailing. A timeline for ordering and receiving items or publications can be provided by MARCO upon request.
 - d. **Branding and Promotion:** Any materials or items representing the College must follow the standards listed in the College's official Brand Guides. Materials include publications, flyers, brochures, promotional items, business cards, news stories, web pages and web posts, etc. This will ensure the public receives consistent and accurate information on behalf of the College. Any questions as to what materials need approval prior to dissemination need to be directed to MARCO.
3. **Social Media:** Legal, professional, and ethical standards that apply to correspondence and other forms of communication generated by Coastal Alabama Community College employees also apply to communications and statements made or publicized through social media (e.g., confidentiality requirements). Refer to the Standards of Behavior Policy and Student Code of Conduct Policy. With that in mind, Coastal Alabama Community College has established procedures for employees to ensure that personal use of social networking sites does not violate state or federal law or college policies and does not negatively impact their professional reputation or their ability to perform their duties.
4. **Use of College Name or Logo:** Coastal Alabama Community College does not permit the use of its name or logo in any announcement, advertisement, publication, or report if such use in any way implies institutional endorsement of any person, product, or service. The College does not permit the use of its name, logo, or likeness on social media platforms without express consent of the Chief Communications Officer.

Any firm or its advertising agency requesting the use of pictures or facilities of the institution or any likeness representing the College for sale or advertising purposes or requesting the use of any copy relating to such pictures or facilities, will be referred to the Chief Communications Officer.
5. **Employee Communication and Standards of Behavior:** Employees are expected to demonstrate moderation, restraint, and civility in interactions and communication with students, parents, co-workers, and stakeholders and, in general, to serve as ambassadors for the College in all behavior and demeanor.

Under no circumstances should employees engage in communication of any kind that constitutes, solicits, or suggests sexual, romantic, or inappropriately familiar interaction with students. Refer to the Standards of Behavior Policy.

Employees may not represent their political beliefs or positions on political matters to be those of the Coastal Alabama Community College, Coastal Alabama employees, the Alabama Community College System Board of Trustees or other Board officials, or to falsely assert or imply that their political activities or positions are endorsed by or undertaken in the name of Alabama Community College System Board of Trustees or other Board officials.

All employees will be subject to disciplinary action if their conduct relating to use of technology or online resources violates applicable college policy, Alabama Community College System Board of Trustees policy, statutory, or regulatory provisions governing employee conduct or the protection of confidential information; or if it impairs the employee's job performance or effectiveness in the work setting whether or not their conduct is specifically addressed in these guidelines.
6. **Nondiscrimination:** MARCO and all efforts and materials developed within are expected to refer to and follow the College's Nondiscrimination Policy.

Procedure(s):

1. For MARCO services, refer to <https://www.coastalalabama.edu/marco/>.

Additional Provisions/Information

There are no Additional Provisions / Information applicable to this policy.



Section 04: Instruction and Academic

04.01 Instructional Affairs – General Operations

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 608.02](#)

[Chancellor's Procedures 608.02](#)

[Board Policy 723.01](#)

[Chancellor's Procedures 723.01](#)

[Board Policy 705.01](#)

[ACCS Chancellor's Procedures 705.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Attendance: The action or state of going regularly to or being present at a place or event.

Attendance Verification: The process of verifying a student's initial attendance in a course.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating on line may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: Traditional courses are delivered in-person at an approved instructional location on specified days and times. Students are expected to attend all scheduled meetings in person.

Details:

1. General Operations – Instructional Affairs:

a. **Academic Committees:** The instructional program is assisted by the work of several academic committees including:

1. Standing College Committees:

- Student and Academic Affairs.
- Curriculum.

2. Standing College Sub-Committees:

- Distance Education.
 - General Education Competencies.
 - Scholarship.
 - Student Appeals.

3. **Advisory Committees:** Career and technical education programs will have an advisory committee and conduct a minimum of one meeting per year.

2. **Assessment of Student Learning:** The College has a plan for assessment of learning at the classroom level, program level, and for achievement of college general education competencies.

3. Class Enrollment:

- a. **Traditional Courses:** Class enrollment is determined by the appropriate Instructional Officer. Some exceptions may apply, depending on the academic program.
- b. **Online Courses:** Class enrollment is determined by the appropriate Instructional Officer. Some exceptions may apply, depending on the academic program. Specifically, online courses will be limited to 30 (except for English and Speech courses which will be capped at 20 and the Orientation to College course which will be capped at 30).
- c. **Hybrid Classroom:** Class enrollment is determined by the appropriate Instructional Officer. Some exceptions may apply, depending on the academic program.
- d. **Hybrid Online:** Class enrollment is determined by the appropriate Instructional Officer. Some exceptions may apply, depending on the academic program. Specifically, Hybrid Online courses will be limited to 30 (except for English and Speech courses which will be capped at 20 and the Orientation to College course which will be capped at 30).
- e. **HyFlex:** Class enrollment is determined by the appropriate Instructional Officer. Some exceptions may apply, depending on the academic program. Specifically, HyFlex courses will be limited to 30 (except for English and Speech courses which will be capped at 20 and the Orientation to College course which will be capped at 30).

4. **Class Records and Permanent Records:** Each faculty is required to keep a performance record for each student in their classes. At the conclusion of a course, the faculty completes a final grade roster, and these grades are transferred to the student's permanent record. Faculty will maintain grade records for one year following course completion.
5. **Course Schedules:** An instructional administrator develops a schedule of courses for each term to meet the needs of students and the College and in accordance with the Academic Calendar.
6. **Instructional Data:** Instructional data is reported to the Alabama Community College System (ACCS) and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and other accrediting and regulatory agencies, as required.
7. **Program Reviews:** Program reviews are conducted by the Program Review Committee over a three-year cycle.
8. **Student Progress:** Student progress is monitored and a review of progress is conducted for students completing programs, certificates, and degrees.
9. **Instructor Evaluation:** Coastal Alabama Community College has adequate instructor resources to ensure the quality and integrity of its academic programs. Coastal Alabama Community College evaluates faculty teaching distance education courses, dual enrollment courses, and traditional courses based on the same evaluation procedures and criteria. Faculty who teach distance education programs and dual enrollment courses receive appropriate ongoing training on the learning management system, affiliated technologies, and instructional and pedagogical strategies.
10. **Instructor Qualifications:** Instructors (both full time and adjunct) are required to ensure the following items:
 - a. Instructors assigned to a course must meet the qualifications described in the job description.
 - b. Instructors assigned to a distance education course must complete training before developing and offering such a course.
 - c. Instructors must provide a syllabus to the learning management system (LMS) and save on the current college LMS for student access.
 - d. Instructor contact information must be provided on the current college LMS for student access.
 - e. An electronic copy of the instructor's grade book must be made available to the appropriate Instructional Officer (this includes the grade book available in the current college LMS).
 - f. Attendance verification, Midterm reports, and final course grades must be completed by the due date.
 - g. Instructors are required to respond to college provided email and the LMS messaging system. **NOTE:** *All other responsibilities/requirements are provided in the appropriate job description.*
11. **Instructional Resources Selection:** Faculty (or faculty committees) submit instructional resource selection (including textbooks) choices to the appropriate Instructional Director.
12. **Training for Faculty:** The College will provide an onboarding program, which will include an evaluation component.
13. **Technical Support for Instruction:** Instructional and technical support for faculty will be coordinated by the College, under the direction of the Alabama Community College System (ACCS).
14. **Intellectual Property Rights:** All materials developed by Coastal Alabama Community College instructors are the property of Coastal Alabama Community College and are subject to revision by individual instructors teaching the courses.
15. **Program Length and Courses of Study:** All programs, regardless of method of delivery, adhere to equivalent program length and courses of study as defined by the Alabama Community College System.
16. **Reporting Enrollment:** Coastal Alabama Community College reports accurate headcount enrollment on its annual Institutional Profile to SACSCOC. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. These data are available to students and parents on the College's website www.coastalalabama.edu and to researchers and others through the Integrated Postsecondary Education Data System ([IPEDS Data Center](#)).
17. **Statement on Copyright:** Refer to the Copyright, Trademark, and Patent Ownership Policy.

Procedure(s):

There are no procedures for this policy.

Additional Provisions/Information

Refer to [Board Policy 608.02](#)

Refer to [Chancellor's Procedures 608.02](#)

Refer to [Board Policy 723.01](#)

Refer to [Chancellor's Procedures 723.01](#)

Refer to the Paid Leaves and Time Off Policy.

Refer to the Employment Policy.

Refer to the Working Conditions Policy.

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.01 Academic Bankruptcy

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to allow students at certain intervals of their academic career or training to declare bankruptcy.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [ACCS Board of Trustees Policy 713.03 - Grading System-Academic Bankruptcy](#)
- [Chancellor's Procedures - Grading System-Academic Bankruptcy](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Bankruptcy: The removal of one to three semesters of grades from the calculation of a student's cumulative grade point average (GPA).

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Cumulative Grade Point Average (GPA): The grade point average based on all hours attempted at the institution based on a 4-point scale.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Prerequisite: A course or other requirement a student must have successfully completed prior to enrolling in a specific course or program.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. Academic bankruptcy is initiated by the student by completing the [Academic Bankruptcy Request Form](#).
2. Upon receipt of the completed form, the College will inform the student that an award of academic bankruptcy may impact their financial aid status.
3. Academic bankruptcy may only be declared once and may be applied to no more than three (3) semesters, which do not have to be consecutive.
4. The bankrupted courses and grades remain on the transcript but are not calculated in the student's cumulative GPA.
5. None of the coursework taken during a semester for which academic bankruptcy is declared, including hours completed satisfactorily, will be used to fulfill degree requirements.
6. Developmental courses successfully completed during a period of academic bankruptcy can be used to fulfill prerequisites.
7. To be eligible for academic bankruptcy, the student must have completed 12 semester credit hours of coursework at the College since the most recent semester for which academic bankruptcy is requested. A grade of "C", "S", or higher is required in each course in 12 semester credit hours in the post-bankruptcy period.
8. When a student receives a declaration of academic bankruptcy, a permanent notation of "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each semester affected.
9. Approval of the academic bankruptcy status at a college does not guarantee other institutions will honor that status. This determination will be made by the respective transfer institution(s).

Procedure(s):

1. Students must request academic bankruptcy using the online form located on the Registrar page of the College website at <https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms>.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.02 Academic Calendar

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to develop and publish the academic calendar based on dates and information outlined Alabama Community College System (ACCS) [Board Policy 608.02](#), [Chancellor's Procedures 608.02](#), [Board Policy 723.01](#), and [Chancellor's Procedures 723.01](#). The Academic Calendar is developed in accordance with Alabama Community College System (ACCS) and Southern Association of Colleges and Schools Commission on College's (SACSCOC) guidelines.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 608.02](#)

[Chancellor's Procedures 608.02](#)

[Board Policy 723.01](#)

[Chancellor's Procedures 723.01](#)

[Board Policy 705.01](#)

[ACCS Chancellor's Procedures 705.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. The Academic Calendar is located at <https://catalog.coastalalabama.edu/important-dates>.
2. The prescribed Academic Calendar will include:
 - a. 175 duty days for fall and spring semesters; 156 (78 for fall and 78 for spring) of which must be instructional days. Fifty-four (54) duty days or equivalent for the summer term; 50 of which must be instructional days.
 - b. The calendar will include registration, final examination days, drop/add, and holidays.
 - c. The fall semester will include two days for statewide professional development. A minimum of two local professional development days are required for the year.
 - d. The fall semester must begin in August and end in December. Spring semesters must begin in January and end in May.
 - e. Days that the institution is officially open are duty days for all full-time non-instructional personnel.
 - f. Prescribed personnel holidays are located in the Paid Leaves and Time Off Policy.
 - g. Normal work week for employees is located in the Employment Policy and Working Conditions Policy.
 - h. The normal work week for instructors, librarians, and counselors is located in the Employment Policy and Working Conditions Policy.

Procedure(s):

1. Student and Academic Affairs Committee chair(s) develops a proposed annual calendar with standard dates from the details above.
2. Committee meets to review and make recommendations for proposed calendar.
3. Committee chair(s) submits final draft to Executive Cabinet for approval.
4. The calendar is published collegewide.

Additional Provisions/Information

Refer to [Board Policy 608.02](#)

Refer to [Chancellor's Procedures 608.02](#)

Refer to [Board Policy 723.01](#)

Refer to [Chancellor's Procedures 723.01](#)

Refer to the Paid Leaves and Time Off Policy.

Refer to the Employment Policy.

Refer to the Working Conditions Policy.

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.03 Academic Freedom

Original Approval: 06/03/2024

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to comply with Alabama Community College System (ACCS) [Board Policy 719.01](#) as it relates to academic freedom.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Freedom: The freedom of an instructor or student to discuss or investigate topics in the academic discipline or course without fear of interference or penalty.

Details:

1. **Academic Freedom:** Coastal Alabama Community College allows faculty and students the freedom to cultivate a spirit of inquiry and scholarly criticism when discussing the academic discipline or course related subjects. However, the principle of academic freedom will not prevent the College from ensuring that instruction is delivered in accordance with its mission and goals. Any instructor or student who believes that their academic freedom has been violated has the right to file a complaint following the College's appropriate complaint policy.

Procedure(s):

There are no procedures applicable to this policy.

Additional Provisions/Information

Refer to the Employee Complaints and Grievances Policy.

Refer to the Student – Formal Complaints Policy.

04.01.04 Academic Honors

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to recognize students who demonstrate academic excellence based on dates and information outlined in the Alabama Community College System (ACCS) [Board Policy 716.01](#) and [Chancellor's Procedures 716.01](#).

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 716.01](#)

[Chancellor's Procedures 716.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Appeal of Suspension: The process by which the College will allow a student suspended for one term or one year (whether a "native" student or a transfer student) to request readmission without having to serve the suspension.

Course Load: The number of credit hours in which the student is enrolled.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is

any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. Coastal Alabama Community College hosts Honors and Awards Ceremonies annually.
2. Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A Dean's List will be compiled at the end of each semester. Requirements for the Dean's List will be (1) a semester grade point average of 3.50 or higher but below 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.
3. Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A President's List will be compiled at the end of each semester. Requirements for the President's List will be (1) a semester grade point average of 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.
4. Superior academic achievement by graduating students will be designated on transcripts by the following:
 - Graduating with Honors (cum laude) 3.50-3.69 GPA.
 - Graduating with High Honors (magna cum laude) 3.70-3.89 GPA.
 - Graduating with Highest Honors (summa cum laude) 3.90-4.00 GPA.

Procedure(s):

There are no procedures related to this policy.

Additional Provisions/Information

There are no additional provisions to this policy.

04.01.05 Attending Class

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

It is the policy of Coastal Alabama Community College that students follow class attendance requirements as indicated in the course syllabi.

The following ACCS policies are referenced in this policy:

- [ACCS Board of Trustees Policy 809.01 - Attendance](#)
- [Chancellor's Procedures for Policy 809.01 - Attendance](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Attendance: The action or state of going regularly to or being present at a place or event.

Attendance Verification: The process of verifying a student's initial attendance in a course.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid: These courses are delivered approximately fifty percent (50%) asynchronously online and approximately fifty percent (50%) face-to-face on campus.

Online: These courses are delivered one hundred percent (100%) asynchronously online using the College's learning management system.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course.
2. Participation in a college-sponsored activity may be regarded as an excused absence. Students are responsible for informing their instructor of an absence due to a college-sponsored activity.
3. All students are responsible for preparing all assignments for the next class and for completing work missed.
4. Excused absences are subject to verification and may include but may not be limited to the following: active military duty, jury duty, and/or other absences as approved by the Dean of Student Services. Other excused absences may be approved by the appropriate Instructional Officer.

NOTE: Nursing and Allied Health clinical and skills lab attendance is defined by accreditation standards and state board policies. Refer to individual course syllabi or Program Handbook.

Procedure(s):

1. Attendance must be verified for each student in each class at the beginning of each term through the completion of each course's syllabus quiz. Students whose attendance is not verified through the syllabus quiz will be reported as non-attending and purged from the course roll. They may request that the instructor approve their reinstatement.
2. Students who are conditionally reinstated are required to complete the syllabus quiz. Students who do not complete the syllabus quiz after reinstatement will be removed from the course.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.06 Classification of Students

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College that students are classified into categories.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Classification of Students: Students are generally classified into two categories. Exceptions to these categories are identified in the Classification of Students section below.

- *Freshman:* A student who has earned fewer than 30 semester hours of credit.
- *Sophomore:* A student who has earned 30 or more semester hours of credit.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. Students are generally classified as freshmen or sophomores. Additional classifications may include:
 - a. **High School Dual Enrollment, Accelerated, or Home School Student:** A student enrolled in college credit courses who is still attending high school.
 - b. **Unclassified:** Students enrolled in credit courses who:
 - Are enrolled in adult basic education, developmental education, adult secondary education, or other non-credit courses.
 - Already have an associate degree or higher, but who are taking courses at the same level or lower.
 - c. **Full-time Student:** A student enrolled in 12 or more credit hours during a spring, fall, or summer semester.
 - d. **Part-time Student:** A student enrolled for less than 12 credit hours during a spring, fall, or summer semester.

Procedure(s):

1. Credit hours are calculated to determine appropriate classification of students.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.07 Course Forgiveness

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to allow for course forgiveness under specific circumstances.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [ACCS Board of Trustees Policy 713.02 - Grading System Repetition of Courses and Course Forgiveness Policy](#)
- [Chancellor's Procedures for Board of Trustees Policy 713.02](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Course Forgiveness: Course forgiveness is implemented when a student repeats a course and the higher/highest grade awarded (excluding the grades of W and WP) replaces all previous grades for that course in the computation of the cumulative grade point average. The official transcript will list the course and grade each time it is attempted.

Cumulative Grade Point Average (GPA): The grade point average based on all hours attempted at the institution based on a 4-point scale.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

1. The grade point average during the term in which the course was first attempted will not be affected.
2. When a student completes a course more than once, the highest grade will be counted in the GPA and all other grades excluded from the GPA. Official transcripts will list each course in which a student was enrolled.
3. A student may repeat a course more than once, but that course may be counted only once toward fulfillment of credit hours for graduation.

NOTE: STUDENTS SHOULD CHECK FINANCIAL AID REGULATIONS REGARDING REPETITION OF COURSES.

Procedure(s):

1. A student must request, by submission of the appropriate form, that the Registrar implement the "Course Forgiveness" policy after a course has been repeated. Refer to the Course Forgiveness Request Form at <https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms>.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.08 Credit by Other Means

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to grant college credit by other approved means.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [ACCS Board of Trustees Policy 706.01 Credit Awarded Through Non-Traditional Means General](#)
- [Chancellor's Procedures for BOT Policy 706.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Correspondence Education: Correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

Credit by Non-Traditional Means: Credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process..

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Video Conferencing: These courses are delivered synchronously through the College's learning management system to extend classroom lectures and course activities to students remotely in real time.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

- Credit by Non-Traditional Means:** In addition to earning credit hours for work that is acceptable toward a degree by traditional means, per Alabama Community College System (ACCS) [Board Policy–Credit Awarded through Non-traditional Means](#), general college credit may be awarded through non-traditional means. Specifically, credit awarded through non-traditional means for academic transfer courses may be awarded by examination, nationally recognized guidelines (AP, CLEP, ACT/PEP, DANTES, Challenge Exams, ACE PONSI/CREDIT, ACE/MILITARY) or through other statewide programs identified by the Alabama Community College System. Also, credit awarded through non-traditional means for non-academic transfer courses, such as occupational and technical courses and programs of study, may be awarded through portfolio review by faculty members, program coordinators, through statewide articulation agreement for career and technical students, or other statewide programs identified by the Alabama Community College System. However, not more than 25 percent of total credit required for any program may be awarded through non-traditional means. Also, credit awarded through non-traditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the institution granting the degree as referenced in ACCS [Board Policy 715.01 Graduation Requirements: Degrees and Certificates Policy](#) and [Chancellor's Procedure 715.01](#).
- Credit by Career Readiness Certification:** Students enrolled in an occupational program of study at Coastal Alabama Community College may receive credit for WKO107, Workplace Skills Preparation, or WKO 106, Workplace Skills if the student holds and submits to the College a valid ACT WorkKeys® National Career Readiness Certificate at the Silver, Gold, or Platinum level of proficiency. The credit will be awarded at the request of the student after registration in an occupational program of study at the College. All documentation to qualify must be presented in writing to the Dean of Career Technology and approved by the Registrar's Office at Coastal Alabama Community College. More information about WorkKeys® at Coastal Alabama Community College can be found under Workforce Development on the College website.
- Credit from Advanced Placement Exams:** The College will grant college credit to students who score 3, 4, or 5 on one or more of the Advanced Placement (AP) Program Examinations of the College Entrance Examination Board, not to exceed 15 hours credit. To be eligible, the student must take the examination prior to enrollment in college and must be enrolled at the College when credit is awarded. The maximum amount of AP credit hours that can be applied to a student's degree plan is 15 hours.

Coastal Alabama Community College will award credit using The American Council on Education (ACE) and the College Board recommendations as outlined on the College Board website ([click here for link](#)).

The student should be aware that acceptance of AP credit by Coastal Alabama does not assure that another postsecondary institution will

award advanced credit for the course. Advanced Placement scores must be received from the College Board after the student applies for admission but prior to the beginning of the term in which the student wishes the credit to be applied. It is the student's responsibility to request forwarding of an official score report by the College Board to the College.

4. **Credit for Subject Examinations:** Credit for Subject Examinations will be granted provided the student has not previously been enrolled in the course for which credit is to be earned. CLEP/DANTES credit will not be granted for college level courses previously failed, for courses in which credit for higher level courses has already been earned, or for both the Subject Examination and its course equivalent.

Credit through CLEP/DANTES examinations will not be recorded on the student's permanent record until the student has earned a minimum of 12 semester hours at the College. Notation will be made on the student's permanent record indicating the course for which credit was awarded with the statement "Credit by Examination" followed by the number of semester hours granted.

The policy of granting credit through CLEP/DANTES examinations may differ from policies at other colleges and the student is cautioned to check with other colleges to obtain additional information.

The College will award credit through selected CLEP examinations provided the student earns a minimum score or above as specified in the subject areas listed below as examples: CLEP Subject Matter Exams Minimum Score Credit Equivalent Courses

For a complete listing of CLEP examinations, minimum scores, and credit awarded, contact the Registrar's Office at registrar@coastalalabama.edu.

Subject	Minimum Score	Credit	Equivalent Courses
Composition & Literature Exams			
American Literature	50	3	ENG251
College Composition	60	6	ENG101 & ENG102
College Composition Modular	50	3	ENG101
English Literature	50	6	ENG261
Humanities	50	3	HUM101
World Languages Exams			
Spanish Language: Level 1	50	4	SPA101
Spanish Language: Level 2	60	8	SPA101 & SPA102
Spanish with Writing: Level 1	50	4	SPA201
Spanish with Writing: Level 2	60	8	SPA201 & SPA202
History & Social Sciences Exams			
American Government	50	3	POL211
History of the United States I	50	3	HIS201
History of the United States II	50	3	HIS202
Human Growth & Development	50	3	PSY210
Introductory Psychology	50	3	PSY200
Introductory Sociology	50	3	SOC200
Principles of Macroeconomics	50	3	ECO231
Principles of Microeconomics	50	3	ECO232
Western Civilization I: Ancient Near East to 1648	50	3	HIS101
Western Civilization II: 1648 to Present	50	3	HIS102
Science & Mathematics Exams			
Biology	50	4	BIO103
Calculus	50	4	MTH125
College Algebra	50	3	MTH100

Subject	Minimum Score	Credit	Equivalent Courses
College Mathematics	50	3	MTH116
Precalculus	50	3	MTH112
Business Exams			
Financial Accounting	50	3	BUS241
Information Systems	50	3	CIS130
Introductory Business Law	50	3	BUS263
Principles of Management	50	3	BUS275
Principles of Marketing	50	3	BUS285

5. **Credit Through Selected DANTES Examinations:** The College will award credit through selected DANTES examinations provided the student earns a minimum score or above as specified in the subject areas listed below as examples:

DANTES Subject Matter Exams	Minimum Score	Credit	Equivalent Courses
Business			
Introduction to Business	48	3	BUS100
Introduction to Management	54	3	BUS275
Principles of Financial Accounting	50	3	BUS241
Business Law I	53	3	BUS263
Basic Marketing	50	3	BUS285
Principles of Economics II	54	3	ECO232
Mathematics and Science			
College Algebra	50	3	MTH112
College Trigonometry	54	3	MTH113
Calculus I Linear Algebra	50	4	MTH125
Calculus I Linear Algebra	52	3	MTH110
College Physics II	55	4	PHY214
General Chemistry	57	4	CHM104
College Chemistry I	55	4	CHM111
College Chemistry II	53	4	CHM112
Social Science & Public Service Technologies			
History of Western Civilization to 1500	53	3	HIS101
History of Western Civilization since 1500	50	3	HIS102
General Anthropology	38	3	HIS201
Intro to Law Enforcement	58	3	HIS202
Criminology	56		CRJ208

6. **Credit for Military Training Educational Experiences:** The College will consider on an individual basis, military experiences as a substitute for approved courses in the student's training and educational curriculum. It will be the responsibility of the student to apply for credits by completing the Request for Military Credit Form and by providing certified copies of the Military Service Form to the Registrar's Office. Credits extended by the College will be applicable toward the individual's graduation requirements, and once the credit is extended the student will be restricted from taking the course for which the substitution was made. Guidelines to be utilized in extending credit are as follows:
- Joint Services Transcript:** Coastal Alabama Community College requires that all service members submit a Joint Services Transcript (JST) to the Registrar's Office for articulation.

- b. **United States Armed Forces Institute (USAFI):** Credit may be given for study or correspondence study applicable to the student's curriculum which was taken through the United States Armed Forces Institute (USAFI) provided the course is approved by the American Council on Education. The student must submit official evidence of satisfactory completion of the work to the Registrar's Office.
- c. **Military Service Schools:** Training courses completed in the armed forces which are applicable to the student's curriculum and approved by the American Council on Education may be accepted for credit upon submission of official documentation to the Registrar's Office that such courses were satisfactorily completed.
- d. **Defense Activity for Non-Traditional Educational Services Support (DANTES):** The College will consider credit earned for college-level courses reported through the Defense Activity for Non-Traditional Educational Services Support (DANTES). Credit allowed will be based upon the recommendations of the American Council on Education.
- e. **Physical Education Credit:** Any student who has served at least 181 days of active-duty military service may receive two (2) semester hours of physical education credit. The student must apply to the Registrar's Office for the credit and supply the appropriate documentation to receive the credits.
7. **Credit for Reverse Transfer:** Reverse Transfer is for students who transfer from Coastal Alabama to another college or university prior to completing an Associate degree.
- a. **Student:**
- Agree to participate and release a student's records to Coastal Alabama from their current University/College
 - Meet eligibility requirements:
 - Minimum of 15 hours earned at Coastal Alabama toward the degree
 - Meet degree requirements for Associate in Arts or an Associate in Science Degree
 - Earn a total of 60 credits required for an associate degree. This is total combined hours (Coastal Alabama + University/College)
- b. **The University/College will:**
- Send records to the Registrar's Office at Coastal Alabama.
- c. **Coastal Alabama Community College will:**
- Evaluate credits from the university/college and inform the student if they have earned an associate degree.
8. **Credit for International Baccalaureate (IB):** Students who have successfully completed International Baccalaureate credit are encouraged to send their IB transcript to Coastal Alabama Community College. Students must arrange to have the scores of the IB exams sent from the International Baccalaureate Organization to Coastal. There is no fee for posting this credit on a student's transcript. Below is a list of currently accepted IB tests and scores required for credit.

IB Exam	CACC Course Equivalent	Score Required for Credit	Credits Awarded
Biology SL, HL	BIO103	4	4
Business & Management SL, HL	BUS275	4	3
Chemistry SL, HL	CHM111	5	4
Economics SL, HL	ECO231	5	3
French ab initio	FRN101	5	4
Geography	GEO100	4	3
History SL, HL	HIS201	4	3
Language A: Language & Literature SL, HL	ENG101	4	3
Language A: Literature SL, HL	ENG271	4	3
Mathematics HL	MTH125	5	4
Mathematics SL	MTH112	5	3
Music SL, HL	MUS101	4	3
Philosophy SL, HL	PHL106	4	3
Physics SL, HL	PHY120	5	4
Psychology SL, HL	PSY200	4	3
Spanish B SL	SPA101	5	4
Theatre Arts SL, HL	THR126	4	3
Visual Arts	ART100	4	3

IB Exam	CACC Course Equivalent	Score Required for Credit	Credits Awarded
World Religions SL	REL100	4	3

9. **Credit for Directed Study:** A student may petition an instructor to enroll in a course on a directed study basis.
- Instructors should refer students requesting a directed study course to the appropriate Division Chair or Instructional Director.
 - Any directed study course must be approved in advance by the appropriate Division Chair, Instructional Director, and/or Instructional Officer.
 - Directed study courses will be approved only under emergency conditions or in instances when a course is not offered on a regular basis but is needed for a student to graduate.
 - A lesson plan must be submitted in advance to the Division Chair, Instructional Director, and/or Instructional Officer.
 - For a directed study course to be approved by the Division Chair, Instructional Director, and/or the appropriate Instructional Officer, the course should contain the same lecture time, course content, and testing procedures that are included in a regularly scheduled class.
 - Once the request has been approved, the student will be allowed to register for the course and complete the course work on a directed study basis.
 - The student is responsible for all course work as required.
 - All College tuition and fee costs; registration, withdrawal, drop/add, and other College deadlines; and the instructional rules and regulations apply to a class taken on a directed study basis.
 - This privilege may be afforded the student under the condition that they have been unable to schedule the required course in any other manner.
 - Approval is also subject to the instructor's work load.
10. **Credit for Prior Learning Assessment:** Refer to ACCS [Chancellor's Procedures 706.01](#).

Procedure(s):

Students who earn credit by non-traditional means are responsible for submitting appropriate documentation for approval.

Approved credit will be applied by the Registrar onto the student's transcript.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.09 Credit Hour Definition

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 705.01](#)

[ACCS Chancellor's Procedures 705.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating on line may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. **Credit Hour Award:** Coastal Alabama Community College determines that one semester credit hour will be awarded for a minimum of 750 minutes of formalized instruction during a semester that typically requires students to work at out-of-class assignments an average of twice the amount of time as the amount of formalized instruction (1,500 minutes). The College's credit hour definition also aligns with the federal government regulation 34 CFR 600.2 which stipulates that a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit.
2. **ACCS Policies and Course Directory:** Coastal Alabama Community College follows the ACCS Board of Trustees Policies which are published on the ACCS Course Directory. This Course Directory is used by all institutions in the ACCS to determine the amount and level of credit hours awarded for all coursework whether taught in a traditional or online format. These state mandated policies dictate the credit hours utilized for all courses including courses with theory, lab, and clinical components and co-op and internship courses. To ensure standardization across all locations and delivery methods, the College uses standardized instructional resources and ensures state mandates and policies through the use of standardized College syllabi which follow the common course directory, state mandated syllabi, and approved plans of instruction.

Procedure(s):

There are no procedures related to this policy.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.10 Final Examinations

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College that students are provided optimal learning experiences while earning a terminal degree and/or transferable credit through final exams.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

[Board Policy 723.01](#)

[Chancellor's Procedures 723.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Grade Appeal: Recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned to a course.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. A final examination or alternative assessment is required for each course at the close of the term.
2. Alternative assessments include, but are not limited to, final projects, papers, essays, discussions, presentations, etc.
3. Final exams are administered during the regularly scheduled final exam session based on the schedule issued each term by the Instructional Officers.
4. Deviations from the published final exam schedule for an entire course section must be approved by the appropriate Instructional Director. Deviations from the published final exam schedule for an individual student must be approved by the Division Chair.
5. Final examinations must be comprehensive in nature and should count for no less than 20 percent or more than 30 percent of the final average.
6. **No student exemptions are permitted.**

Procedure(s):

Final Grade Appeal Procedures

1. The student should first contact the instructor to request verification of the grade and how it was determined.
2. If resolved satisfactorily, the matter will be considered closed. If the grade is changed by the instructor, the appropriate procedure for changing grades will be adhered to.
3. If the student does not receive satisfaction from the instructor, the student should appeal to the Division Chair. The Division Chair will confer with the student and the instructor, independently or jointly, in an attempt to reach closure.
4. If closure is not reached by using the informal approach, the student may file a formal grade appeal by completing the [Student Complaint Form](#) by the midterm of the semester/term following the date the grade is issued. The form must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, and previous attempts at resolving the situation.
5. The appropriate Instructional Officer will forward copies of the Student Complaint Form, along with the instructor's and Division Chair's grade appeal response form and any supporting documentation from the student and the instructor to the Instructional Directors for a hearing. Instructional Directors will sit as the investigatory body. After the written appeal is received, the Instructional Directors will deliberate and make a determination on the request within a reasonable period of time but generally no later than 60 calendar days. The decision will be recorded in the hearing minutes.
6. Findings will be submitted to the appropriate Instructional Officer within five (5) business days.
7. If the complaint was not been resolved, all Instructional Officers review the findings and serve as the College's final decision making body. After all information is received, the Instructional Officers will deliberate and make a determination on the request within five (5) business days.
8. If the decision is to alter the grade, the appropriate Instructional Officer will notify the instructor and the student, in writing, of the decision within five (5) business days. If the decision is to deny the grade appeal, the appropriate Instructional Officer will notify the student in writing of the Committee's decision within five (5) business days.
9. Students may appeal to the Alabama Community College System (ACCS).

Additional Provisions/Information

Refer to [Board Policy 608.02](#)

Refer to [Chancellor's Procedures 608.02](#)

Refer to [Board Policy 723.01](#)

Refer to [Chancellor's Procedures 723.01](#)

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.11 Grade and Readmission Appeals

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to establish formal procedures for grade and readmission appeals. Refer to the Student Handbook for academic grievances.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [ACCS Board of Trustees Policy 714.01 Standards of Academic Progress Policy](#)
- [Chancellor's Procedures for Policy 714.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Probation: (1) The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted. (2) The status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted by whose GPA for the term was 2.0 or above.

Appeal of Suspension: The process by which the College will allow a student suspended for one term or one year (whether a “native” student or a transfer student) to request readmission without having to serve the suspension.

Cumulative Grade Point Average (GPA): The grade point average based on all hours attempted at the institution based on a 4-point scale.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College’s learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Grade Appeal: Recourse to a student who has evidence or believes that evidence exists to show that an inappropriate grade has been assigned to a course.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college’s approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college’s approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

1. Academic Appeals (Final Grade):

- a. A student grade appeal may be expected to occur on an occasional basis. The philosophy of the College is that such appeals be handled informally, if possible between the student and instructor.
- b. If it is not possible to resolve the matter informally, the student must submit a [Student Complaint Form](#) by the midterm of the semester/term following the date the grade is issued. Grade appeals may only be filed if the student has completed the course, and the term has ended. **Students who withdraw from a course are not eligible for the grade appeal process.**
- c. All academic concerns relative to a final grade, except plagiarism, are subject to the Grade Appeal Procedures below. Also, all issues related to plagiarism must be resolved before a grade appeal request can be addressed.

2. **Readmission Appeals:** If a student declares no contest to the facts leading to suspension under Standards of Academic Progress, but simply wishes to request consideration for readmission, the student may submit an appeal for readmission.

Procedure(s):

Final Grade Appeal Procedures

1. The student should first contact the instructor to request verification of the grade and how it was determined.
2. If resolved satisfactorily, the matter will be considered closed. If the grade is changed by the instructor, the appropriate procedure for changing grades will be adhered to.
3. If the student does not receive satisfaction from the instructor, the student should appeal to the Division Chair. The Division Chair will confer with the student and the instructor, independently or jointly, in an attempt to reach closure.
4. If closure is not reached by using the informal approach, the student may file a formal grade appeal by completing the [Student Complaint Form](#) by the midterm of the semester/term following the date the grade is issued. The form must state the name of the course, the reasons for the request, the dates involved, the name of the instructor who assigned the grade, and previous attempts at resolving the situation.
5. The appropriate Instructional Officer will forward copies of the Student Complaint Form, along with the instructor's and Division Chair's grade appeal response form and any supporting documentation from the student and the instructor to the Instructional Directors for a hearing. Instructional Directors will sit as the investigatory body. After the written appeal is received, the Instructional Directors will deliberate and make a determination on the request within a reasonable period of time but generally no later than 60 calendar days. The decision will be recorded in the hearing minutes.
6. Findings will be submitted to the appropriate Instructional Officer within five (5) business days.
7. If the complaint was not resolved, all Instructional Officers review the findings and serve as the College's final decision making body. After all the information is received, the Instructional Officers will deliberate and make a determination on the request within five (5) business days.
8. If the decision is to alter the grade, the appropriate Instructional Officer will notify the instructor and the student, in writing, of the decision within five (5) business days. If the decision is to deny the grade appeal, the appropriate Instructional Officer will notify the student in writing of the Committee's decision within five (5) business days.
9. Students may appeal to the Alabama Community College System (ACCS).

Readmission Appeal Procedure

1. A student may submit an appeal for readmission using the Appeal to Student and Academic Affairs Committee Form located at <https://www.coastalalabama.edu/admissions-aid/appeal-to-student-and-academic-affairs-committee/>.
2. During the meeting of the Student and Academic Affairs Committee, which will not be considered a “due process” hearing but rather a petition for readmission, the student will be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission.
3. The decisions of the Student and Academic Affairs Committee, together with the materials presented by the student, will be placed in the College’s official records.
4. A copy of the written decision will be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.12 Grading System and Quality Points

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to utilize a standard schedule of letter grades, definitions, and grade point equivalents as its official marking system. To evaluate the scholastic standing of students, quality points are assigned.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [Alabama Community College System Board of Trustees Policy 713.01 - Grading System - General](#)
- [Chancellor's Procedures for Policy 713.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College’s learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Quality Points: Determined by multiplying letter grade credit point value by the credit hours of a course.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

- Letter grades are assigned for all courses, with the exception of nursing courses, select allied health, and aviation for which students have registered as follows:

Letter Grade	Definition	Point Per Credit Hour
A	Excellent 90-100	4.00
B	Good 80-89	3.00
C	Average 70-79	2.00
D	Poor 60-69	1.00
F	Failure below 60	0.00

- Nursing and select Allied Health course grades are assigned as follows (see course syllabi):

Letter Grade	Definition	Point Per Credit Hour
A	Excellent 90-100	4.00
B	Good 80-89	3.00
C	Average 75-79	2.00
D	Poor 60-74	1.00
F	Failure below 60	0.00

- Aviation grades are assigned as follows:

Letter Grade	Definition	Point Per Credit Hour
A	Excellent 90-100	4.00
B	Good 80-89	3.00
C	Average 70-79	2.00
D	Poor 60-69	1.00
F	Failure below 60	0.00

4. Other grades may be assigned as follows:

W - Withdrawal

I - Incomplete

P - Non-Credit

AU - Audit

5. Grades of A, B, and C are considered satisfactory. Students should be aware that many colleges and universities will not accept grades of “D” for transfer, and these courses may be repeated before attempting transfer. Some programs require a grade C or higher to transfer.
6. A grade of “W” will be assigned to students who officially withdraw from the College or a particular course according to College policy. A grade of incomplete “I” will be assigned, at the discretion of the instructor, when all required work for a course is not completed by the end of the semester in which the course is taken. The instructor will develop an Incomplete Grade Contract that outlines all remaining course requirements to be completed. The student and instructor will sign the contract, which is submitted to Instructional Services. Contact instructionalservices@coastalalabama.edu for additional information.
7. A grade of “I” must be cleared by the first day of final exams of the following semester. If the grade of “I” is not cleared, a grade of “F” will be assigned. It is the student’s responsibility to follow up with the College to ensure the grade of “I” has been appropriately changed.
8. Students may access their grade report and a variety of other student information at their OneACCS Portal. Official transcripts must be requested through the Credentials Transfer Ordering Services using the link on the [Student's Records and Transcripts page](#) of the College website.
9. No credit will be awarded for courses in which the student is not registered and for which all tuition and fees are not paid. All discrepancies in student schedules and registration must be resolved during the term in which they occur or before the first day of class for the next term.
10. A student's scholastic standing or grade point average (GPA) is obtained by dividing the total number of quality points by the total number of semester hours for which the grades of A, B, C, D, or F are assigned. Any course for which the student has previously registered may be repeated. When a course is repeated, only the last grade awarded is included in calculating the GPA for graduation. Refer to the Course Forgiveness Policy.

NOTE: All nursing and aviation courses along with selected allied health courses must be passed with a “C” or higher. See course syllabi for specific grade requirements.

Procedure(s):

There are no procedures related to this policy.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.13 Maximum and Minimum Course Loads

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to establish maximum and minimum course loads for students.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [Alabama Community College System Board of Trustees Policy 713.04 - Grading System - Student Course Overload Policy](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Probation: (1) The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted. (2) The status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted by whose GPA for the term was 2.0 or above.

Course Load: The number of credit hours in which the student is enrolled.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. **Maximum Course Load (First Semester Freshman):** The maximum course load for an entering first semester freshman is 19 semester hours, except by special permission.

2. **Maximum Course Load (Student with Average of 3.00 or above):** The maximum load is 24 semester hours for a student who has an average of 3.00 or above during the preceding semester. However, students wishing to take more than 19 semester hours must have written permission from the appropriate Instructional Officer or Designee.
3. **Maximum Course Load (Student on Academic Probation):** The maximum course load for a student on academic probation is 16 semester hours for the term, except by special permission.
4. **Minimum Course Load:** The minimum load for a regular full-time student is 12 semester hours.

Procedure(s):

Enrolling Over Course Load Maximum Procedures

1. Students seeking to enroll in credit hours more than the above referenced hours must contact Instructional Services at instructionalservices@coastalalabama.edu.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.14 Prerequisites

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College that certain college courses have prerequisite courses (identified in the [Course Descriptions](#) section of the College Catalog) that must be taken and passed successfully before a student may take the subsequent course unless permission to omit the prerequisites is obtained from the Division Chair and the appropriate Instructional Officer.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Override: Permission to bypass certain enrollment restrictions that would otherwise prevent the student from registering for the course.

Prerequisite: A course or other requirement a student must have successfully completed prior to enrolling in a specific course or program.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. An override of a prerequisite will be considered only after collaboration with the student's advisor.

Procedure(s):

Overriding Prerequisite Procedures

1. Students must send prerequisite override requests via email to instructionalservices@coastalalabama.edu.
2. The request will be reviewed by the appropriate Instructional Officer, and the student will be notified of the determination via email. Some exceptions may apply.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.15 Standards of Academic Progress

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College to develop and maintain standards of academic progress for all students, unless otherwise noted.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

The following ACCS policies are referenced in this policy:

- [Alabama Community College System Board of Trustees Policy 714.01 Standards of Academic Progress Policy](#)

- [Chancellor's Procedures for BOT Policy 714.01](#)

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Probation: (1) The status of a student whose cumulative GPA falls below the level required by this policy for the total number of credit hours attempted. (2) The status of a student who was on Academic Probation the previous term and whose cumulative GPA for that term remained below the level required by this policy for the total number of credit hours attempted by whose GPA for the term was 2.0 or above.

Clear Academic Status: The status of a student whose cumulative grade point average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Cumulative Grade Point Average (GPA): The grade point average based on all hours attempted at the institution based on a 4-point scale.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid: These courses are delivered approximately fifty percent (50%) asynchronously online and approximately fifty percent (50%) face-to-face on campus.

Online: These courses are delivered one hundred percent (100%) asynchronously online using the College's learning management system.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

One Semester Academic Suspension: The status of a student who was on Academic Probation the previous term, but who, since probation, has not achieved clear academic status and whose cumulative GPA that term was below the level required by this policy for the total number of credit hours attempted and whose GPA for the term was below 2.0.

One Year Academic Suspension: The status of a student who was on Academic Probation the previous term and who has been previously suspended without having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted and whose GPA for that term was below 2.0.

Semester Hours: Semester hours of credit are based on the average number of hours of instruction weekly during a 15-week period, with an hour of instruction defined as not less than 50 minutes of instructor/student contact.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Details:

1. Application of Standards of Progress:

- a. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
- b. When a student's Cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on ACADEMIC PROBATION.
- c. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution, but the Semester GPA is 2.0 or above, the student remains on Academic Probation. When the Cumulative GPA of a student who is on Academic Probation remains below the GPA required for the total number of credit hours attempted at the institution and the Semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER. When the Cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is CLEAR.
- d. The student who is suspended for one semester may appeal. If, after appeal, the student is readmitted without serving one semester suspension, the transcript will read SUSPENDED ONE SEMESTER/READMITTED UPON APPEAL. The student who is readmitted upon appeal reenters the institution on Academic Probation. The student who serves a one semester suspension reenters the institution on Academic Probation.
- e. A student who is on Academic Probation after being suspended for one semester (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved Clear Academic Status and whose Cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose Semester GPA is 2.0 or above will remain on Academic Probation UNTIL THE STUDENT ACHIEVES THE REQUIRED GPA FOR TOTAL NUMBER OF HOURS ATTEMPTED. A student who is on Academic Probation after being suspended for one semester (whether the student served the suspension or was readmitted upon appeal) without having since achieved Clear Academic Status and whose Cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose Semester GPA is below 2.0 will be suspended for one calendar year. The transcript will read SUSPENDED—ONE YEAR.
- f. The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read SUSPENDED ONE YEAR/READMITTED UPON APPEAL. The student who is readmitted upon appeal reenters the institution on Academic Probation. The student who serves the calendar year suspension reenters the institution on Academic Probation. All applicable academic designations except Clear will appear on the student's transcript.

2. **GPA Requirements for Academic Progress:** A student must maintain the following cumulative grade point average (GPA) dependent upon the number of hours attempted at the College in order to have clear academic status.

Hours Attempted	Minimum GPA
12-21	1.50
22-32	1.75
33 or more	2.00

3. **Intervention for Student Success:** When a student is placed on Academic Probation, One Semester Academic Suspension, or One Calendar Year Academic Suspension, interventions may be instituted.

4. **Exception to Standards of Academic Progress:** Programs within the institution which are subject to external licensure, certification, and or/ accreditation or that are fewer than four semesters in length may have higher standards of academic progress than the institutional standards of progress. Transfer students admitted on academic probation must transition to these standards of academic progress.
5. **Transfer Students:** A transfer student who is admitted on Clear Academic Status is subject to the same standards of academic progress as a “native” student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA Calculation.

A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 semester hours at Coastal Alabama Community College. If, at the conclusion of the semester in which the student has attempted a total of 12 or more semester credit hours at Coastal Alabama Community College, and the cumulative GPA at the College is below 1.5, the student is suspended for one semester. The transcript will read SUSPENDED–ONE SEMESTER.

If, at the conclusion of the semester in which the transfer student admitted on Academic Probation has attempted a total of 12 or more semester credit hours at Coastal Alabama Community College, and the cumulative GPA at the College is 1.5 or above, the student’s status is clear.

NOTE: Select programs may have specific progression policies and reinstatement processes.

Procedures(s):

1. A student may submit an appeal for readmission using the Appeal to Student and Academic Affairs Committee Form located at <https://www.coastalalabama.edu/admissions-aid/appeal-to-student-and-academic-affairs-committee/>.

Additional Provisions/Information

Refer to Financial Aid Policy if receiving any type of financial aid regarding repetition of courses.

04.01.16 Withdrawals

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations as well as Alabama Community College System (ACCS) policies related to Instructional Programs and regarding the level of credit awarded for courses taught at all colleges within the ACCS, regardless of the format or mode of delivery. The ACCS requires all institutions in the System to operate on a semester system.

It is the policy of Coastal Alabama Community College that students may withdraw from class or the College any time prior to the start of final exams during any semester or term.

NOTE: This policy is subject to change at any time without notification. ACCS policies related to Academic Instruction supersede this policy.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Academic Calendar: Schedule of institutional events and important dates within an academic year.

Attendance: The action or state of going regularly to or being present at a place or event.

Attendance Verification: The process of verifying a student’s initial attendance in a course.

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the

same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Final Exam: An examination or alternative assessment administered at the end of an academic term.

Grade Point Average (GPA): The grade point average based on all hours attempted during any one semester at the institution based on a 4-point scale.

Hybrid Classroom: Courses require a combination of online and in-person activities, with 50% or less of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

Hybrid Online: Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.

HyFlex: HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating online may be required using the college's approved verification process.

Online: Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process.

Semester System: A semester system is defined as a fall semester, spring semester, and a summer term.

Traditional: These courses are face-to-face on campus and web-enhanced with technology-based course resources that complement in-person class sessions without reducing the number of required class meetings.

Withdrawal: The grade (W) earned when a student officially withdraws from a course or from the institution within the time designated by the institution.

Details:

1. Standard Withdrawals:

- a. Students who complete the withdrawal process prior to the deadline will be assigned a grade of "W".
- b. It is the student's responsibility to be aware of the withdrawal deadline for each term as reflected on the [Academic Calendar](#).
- c. A grade of "F" will be assigned to students who fail to satisfactorily complete the requirements of a course or who voluntarily discontinue class attendance and fail to follow the College's official withdrawal procedure.
- d. Credit hours will not be averaged into the grade point average and therefore, a grade of W does not impact a student's GPA.
- e. It is recommended that students meet with an advisor and financial aid prior to withdrawing from classes. While a withdrawal does not affect a student's GPA it may affect the eligibility for future financial aid.

Procedures(s):

1. To withdraw from **an individual class**, students must login to their OneACCS account and withdraw.
2. To withdraw from **all** classes, students must complete the online withdrawal form located on the Students Records and Transcripts page of the College website at <https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms/>.

04.02 Program and Catalog Changes

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College that provisions of the College Catalog and Programs, specifically related to academic programs, may be changed annually through a review and approval procedure.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

College Catalog: A document that lists the courses taught at a school by discipline complete with a brief description of each course.

Curriculum: For the purpose of this policy, curriculum is a set of courses constituting an area of specialization impacting the College Catalog, which may include any or all of the following:

- Course descriptions,
- Degree plans,
- Rotation guide of courses.

Details:

1. Instructional College Catalog changes may be updated annually; therefore, it is important that instructors within an academic discipline in an instructional department within the College reviews the contents that directly impact program curriculum changes and submit the changes for review and approval, through College Standing Committees.
NOTE: Some updates are required through regulatory or accreditation agencies that may require immediate implementation.
2. Non-Instructional College Catalog changes may be updated annually; therefore, it is important that each department within the College reviews the contents that directly impact its area and submit the changes for review and approval, through College Standing Committees. Program changes may be updated annually with the review and approval of Financial Aid and the SACSCOC Liaison.
NOTE: Some updates are required through regulatory or accreditation agencies that may require immediate implementation.
3. The College Catalog is archived in the Registrar's Office.

Procedures(s):

NOTE: Curriculum and programmatic revisions are made annually, as needed.

Non-Instructional Departments Programmatic Change Procedures

1. Department supervisors are notified by the College Registrar that catalog changes and edits are due by a designated due date.
2. Updates on policies and procedures are submitted to the Executive Cabinet for review and approval.
3. Changes are updated in the College Catalog for the next academic year.

Instructional Departments Curriculum and Programmatic Changes Procedures

1. Changes to curriculum and programs are presented at the Curriculum and/or Student and Academic Affairs Committee meeting. These committees review and/or approve curriculum and/or program changes.
2. Upon approval through the Curriculum and/or Student and Academic Affairs Committee, the changes will be implemented in next academic year's College Catalog.

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.

04.03 Distance Education

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to comply with Alabama Community College System (ACCS), National Council of State Authorization and Reciprocity Agreement (NC-SARA), U.S. Department of Education (USDOE), and Southern Association of Colleges and Schools Commission on Colleges (SACCO) as it relates to distance education.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Distance Education: Distance education at Coastal Alabama Community College is defined as a formal educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors are not in the same physical location. Instruction may be synchronous or asynchronous. A distance education course at Coastal Alabama Community College is any course in which students may complete fifty percent (50%) or more of the requirements through the College's learning management system. Distance education courses at Coastal Alabama Community College may be classified as Online, Hybrid Online, or HyFlex. Traditional courses are not classified as distance education courses.

Methods of Delivery: The methods of delivery for these learning formats are defined below:

- a. *Online:* Online courses are delivered asynchronously. There are no required face-to-face sessions within the course and no requirements for on-campus activity. Faculty interact with students through assignments, discussion posts, email, office hours and other electronic/virtual means. Identity verification will be required using the college's approved verification process
- b. *Hybrid Online:* Courses require a combination of online and in-person activities, with more than 50% of the course content requiring online interaction. Some elements will have specified days, times, and locations when attendance is expected. Identity verification will be required using the college's approved verification process.
- c. *HyFlex:* HyFlex courses feature highly flexible course delivery models that offer students multiple options for receiving instruction and participating in course activities. These may include a mix of face-to-face, online, virtual, and/or videoconference. Available options may vary by course and by instructor and are subject to local college policy. Students should inquire about expectations for participation/attendance before registering for a HyFlex course. Identity verification for students participating on line may be required using the college's approved verification process.
- d. *Correspondence Education:* Correspondence education is a formal educational process under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; courses are typically self-paced.

Details:

1. Distance Education Policy Statements:

- a. **Identification of Students:** Coastal Alabama Community College does not charge any additional fees for the costs that may be directly incurred with the verification of student identity for students enrolled in distance education courses. However, students enrolled in distance education courses will be required to present a valid photo ID (Coastal Alabama ID, state issued ID or driver's license, passport, or military ID) and have access to a computer with a microphone, webcam capabilities, and Internet access verified during the first week of a course. This may result in direct costs to the student not imposed by the College.
- b. **Password Protection:** All courses with electronic content are password protected and each student enrolled in the course is given a username and password to the learning management system.
- c. **Student Privacy:** Annually, Coastal Alabama Community College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution fully complies, was designed to protect the privacy of education records, to establish the right of

students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Also, students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

In order to protect the privacy of students enrolled in distance and correspondence education courses or programs, the instructor will not publicly post any grades or personal information for any student.

Grades must be posted securely, visible only by each individual student, in his/her password-protected student grade book.

To further protect the privacy of students, all instructors must contact students using the secure communication system in the learning management system or through the College provided email accounts for both students and instructors. Students can view their entire communication history in their learning management system inbox. As with any other password protected email account, other individuals cannot access or view the message history.

- d. **Reporting Enrollment:** Coastal Alabama Community College reports accurate headcount enrollment on its annual Institutional Profile to SACSCOC. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, instructors and staff, finances, institutional prices, and student financial aid. These data are made available to students and parents through the College's website and to researchers and others through the Integrated Postsecondary Education Data System (IPEDS) Data Center.
 - e. **Intellectual Property Rights:** All materials developed by Coastal Alabama Community College instructors are the property of Coastal Alabama Community College and are subject to revision by individual instructors teaching the courses.
 - f. **Copyright:** Instructors teaching distance education courses are expected refer to and follow the College's Copyright, Trademark, and Patent Ownership Policy.
 - g. **Accreditation:** Distance and correspondence education courses and programs at Coastal Alabama Community College comply with the SACSCOC Principles of Accreditation.
2. **Distance and Correspondence Program Review Activities:**
- a. **Accountability for the Delivery and Quality of Programs:**
 1. **Course Delivery:** Accountability for the delivery of courses is centralized through the authority of the Distance Education Department.
 - I. The Distance Education Department requires instructors to complete a 6-week training course for an internal distance education certification and a series of tasks each semester to maintain accountability for course delivery.
 - II. Supporting documentation housed by the Instructional Services Department includes:
 - Getting Started Guide
 - LMS Basics for minimum course requirements
 - Instructional Procedures and Course Review Checklist
 - III. The Distance Education Department verifies minimum requirements for each course as:
 - Home Page
 - Syllabus
 - Syllabus Quiz
 - Gradebook
 - Frequent Grading
 - Navigational Links
 - Grading Scheme
 - Course Availability
 - Weekly Activities
 - Frequent Feedback
 - Due Dates
 2. **Course Quality:**
 - I. Accountability for the quality of courses is decentralized.
 - II. The Academic Transfer, Career Technology, and Nursing and Allied Health departments are responsible for their respective course content and quality.
 - III. Instructors serve as subject matter experts and lead instructors on curriculum teams. The curriculum teams consist of subject matter experts (full-time or part-time instructors), a lead instructor, and instructional design support.

- b. **Program Delivery and Quality:**
1. Accountability for delivery and quality of programs are centralized through the Program Review Committee.
 2. Supporting documentation for program reviews are housed by the Office of Institutional Effectiveness, Research, and Planning and consists of the following:
 - The Program Review Process
 - The Program Review Template
- c. **Scope of the Program:** Coastal Alabama Community College's scope of distance education programs is delivered through the learning management system delivery platform. The learning activities conducted through the learning management system are accessed and performed at remote locations at which the students are geographically located.
- d. **The Extent of Course Work/Programs:**
- Distance education courses go through an initial course review process (as outlined in the Curriculum and Instruction section of this policy) conducted by the Distance Education Sub-Committee.
 - Upon the course review, the sub-committee verifies which programs the course is part of to determine the percentage of delivery through distance education delivery modes.
- e. **Access to Information Regarding the Programs:** Access to information provided by the institution regarding program review activities can be found through the College's internal accreditation and compliance management software. This information is housed under the supervision of the Office of Institutional Effectiveness, Research, and Planning.
3. **Distance Education Mission, Structure, and Institutional Effectiveness:**
- a. **Distance Education Mission Statement:** Coastal Alabama Community College provides access to quality, affordable life-long learning opportunities through a variety of instructional strategies, educational programs and diverse learning environments, which are strategically developed to promote economic growth and enhance quality of life for the citizens of the region. Through the implementation of distance learning programs, students can enroll in classes with the flexibility and opportunity to complete degree programs in a manner that best fits their needs.
 - b. **Organizational Structure:** Administrative responsibility for all educational programs, including the offering of distance education courses and programs, is reflected in the organizational structure of the institution. All distance education courses and programs are developed and approved by the same instructor and instructional design curriculum teams that develop and approve traditional courses and programs for the institution. The Center for Teaching and Learning (CTL) is aligned within the organizational chart under the oversight of the Dean of Academic Instruction and works at a departmental level with all areas of instruction and student services to develop and approve courses, programs, and services for distance education delivery methods.
 - c. **Institutional Effectiveness:** The College maintains overall effectiveness and quality in distance education through a variety of processes.
 1. **Standard Course Syllabi:** The College uses standard course syllabi for both its traditional and distance education classes. While additional instructions and/or directions may be necessary for distance education classes, the course syllabus, grading structure, textbook, and student learning outcomes remain the same regardless of the method of delivery.
 2. **Professional Development:** Professional development is required for all instructors teaching a distance education course. Professional development workshops cover both pedagogy and skills in the use of technology.
 3. **Student Evaluations:** Feedback from students using the College's standard course/instructor evaluation form is also used to maintain overall effectiveness and quality. These forms are distributed electronically to the students and provide useful feedback for the improvement of distance education courses.
 4. **Peer Review and Approval:** The College requires a peer review and approval process for all proposed distance education courses before they are offered to the students. The process is detailed in the Instructors Oversight section of this Distance Education Policy. Prior to the commencement of the peer review process, the Division Chair must review the course curriculum. After the Division Chair reviews the proposed course, said course must then pass a committee peer review process that includes approval of the course structure and instructional media to be used in the course. Finally, following the ultimate approval based on the distance education rubric score, the course is offered in a distance learning mode of delivery.

Given the aforementioned methods of evaluation, the College ensures the overall effectiveness and quality of courses taught via the distance learning process.
4. **Distance Education Curriculum and Instruction:**
- a. **Instructor Oversight:** At Coastal Alabama Community College, distance education has been integrated into many different programs as additional modes of instructional delivery to assist in accomplishing the College's current goals, objectives, and planning and evaluation processes. An integral part of the planning and approval process for distance education at Coastal Alabama is the Distance Education Sub-Committee. This sub-committee is composed of instructors from a variety of academic and technical divisions and staff members from a variety of academic and student support departments throughout the College. The charge of the committee is to review distance

education policies and procedures as well as distance education courses. Courses are reviewed based on a criteria rubric prior to the courses being offered in a distance education format.

Proposed distance education courses are approved in accordance with the steps listed below:

1. **Distance Education Course Request Form:** An internal request for a course to be offered in a distance education format must be submitted to the requestor's Division Chairperson. The agreement for request must be approved by applicable Division Chairs. The requesting Division Chairperson submits the official Distance Education Course Request Form to the CTL.
 2. **Master Template Creation:** The proposed course is checked for distance education program of study percentage to determine the impact of each course on a program of study's overall distance education percentage. A master template is created in the LMS for the curriculum team (relevant full-time and part-time instructors and instructional design staff). Based on program of study percentage, the course request could be referred for approval to the Office of Institutional Effectiveness, Research, and Planning. The curriculum team begins building a course template based on the criteria specified in the rubric and course creation checklist.
 3. **Course Review Process:**
 - I. Review and approval of the completely developed electronic course must be completed by the Distance Education Sub-Committee using the applicable rubric and scoring process.
 - II. The curriculum team and applicable Division Chairs will receive a copy of the committee's feedback and approval, recommendations prior to approval, or denial. The curriculum team is responsible for making any necessary changes or corrections to the master template.
 - III. Documentation of course approvals are submitted to the Curriculum Committee for notification.
- b. **Proctoring:** A proctored assessment is defined as an examination, assignment, or other verbal assessment of work that is taken in the presence of the instructor, an approved proctor, or via video recording. Proctoring procedures help provide accurate student identity verification. Pursuant to 34 CFR 602.17 (g) and (h):

(g) Requires institutions to have processes in place through which the institution establishes that a student who registers in any course offered via distance education or correspondence is the same student who academically engages in the course or program; and

(h) Makes clear in writing that institutions must use processes that protect student privacy and notify students of any projected additional student charges associated with the verification of student identity at the time of registration or enrollment.

The institution will demonstrate that the student who registers in a distance education course is the same student who participates in and completes the course and receives the credit by verifying the identity of the student who participates in the course during the first week of the course and through proctored assessments.

- c. **Regular and Substantive Interaction:** Pursuant to 34 CFR §600.2 in the definition of distance education, substantive interaction is engaging students in teaching, learning, and assessment relative to the course content. Substantive activities include but are not limited to the following:
- Providing direct instruction.
 - Assessing or providing feedback on a student's coursework.
 - Providing information or responding to questions about the content of a course.
 - Facilitating a group discussion regarding the content of a course.

Regular interaction between students and instructors and among students occurs prior to the student's completion of the course. Regular interactions with and among students occur on a predictable and scheduled basis commensurate with the length of time and the amount of content in the course. Instructors monitor student academic engagement and success promptly and proactively.

- d. **Accessibility:** Section 508 of Rehabilitation Act Amendments of 1998 states in part, "Electronic information and data must be equally accessible to individuals with and without disabilities." In building online course materials, it is important to bear in mind that as a public college receiving federal funding, Coastal Alabama is required to meet Section 508 standards for web-based information. Conforming to these standards requires that materials that could potentially pose problems for students with disabilities need to be altered to accommodate full access. Instructors are responsible for ensuring that their courses are in compliance with this federal law.
- e. **Instructional Technology:** Coastal Alabama Community College uses a learning management system, coordinated by the CTL, under the direction of the Alabama Community College System (ACCS). This system and other technologies utilized by the College provides flexibility to deliver instructional content and assessment for distance education courses.

All instructors teaching distance education courses are required to provide a course overview that includes course navigation and other technical information as required for the course. Instructors are required to provide contact information to students. Additionally, instructors have access to an electronic messaging system between the students and instructors. In the event that students cannot access their courses, they may contact the Technology Services Help Desk.

All Coastal Alabama Community College distance education courses must use the learning management system to record grades for all assignments in a timely manner for students to access.

- f. **Program Length and Courses of Study:** All programs, regardless of method of delivery, adhere to equivalent program length and courses of study as defined by the Alabama Community College System (ACCS).
- g. **Credit Awarded:** For all courses offered through distance or correspondence education, Coastal Alabama Community College employs sound and acceptable practices for determining the amount and level of credit awarded and justifies the use of a unit other than semester credit hours by explaining its equivalency as outlined in the College Catalog.
- h. **Consortia Arrangements and Contractual Agreements:** When entering into consortia arrangements or contractual agreements for the delivery of courses/programs or services offered by distance or correspondence education, Coastal Alabama Community College ensures the effectiveness and quality of the courses/programs offered by all of the participants by using standard student learning outcomes, program review processes, and instructor evaluations.
- i. **Instructors:** Coastal Alabama Community College has adequate instructor resources to ensure the quality and integrity of its academic programs. Division Chairs work within their respective divisions to provide a workload rotation of various methods of delivery. Distance education courses and traditional courses have the same semester credit hours and are counted equally when determining instructors' workloads.

Coastal Alabama Community College evaluates instructors teaching distance education courses and traditional courses based on the same evaluation procedures and criteria.

Instructors who teach distance education programs and courses receive appropriate ongoing training on the learning management system, affiliated technologies, and instructional and pedagogical strategies.

- j. **Policy on Equivalence:** Courses taught in a distance education format are equivalent to the courses taught in the traditional format, in accordance with SACSCOC requirements. All curriculum developed by the instructors and instructional design curriculum teams is planned based on a map that aligns with the course learning objectives and is designed to meet credit hour and/or contact hour requirements for the course delivery.

5. Distance Education Student Services and Resources:

- a. **Instructional Support Services:** In order to promote the student learning experience and enhance student development, students are assigned advisors. Students are able to receive the individualized attention needed to launch their academic careers and remain on track to reach their respective goals.

Advisors may meet with students during business hours or at other pre-arranged times. All advisors may be contacted by telephone, e-mail, or through online communication. To further bolster the College's academic advising program, students are welcomed and encouraged to visit the Advising Department. Specific campus locations and office hours are listed on the Coastal Alabama Community College website. These staff members can help students obtain their educational goals through a collaborative effort. They assist students in choosing majors and planning programs of study to meet their goals. Finally, through the use of the College website, social media sites, and other technologies, advisors communicate with all students regarding academic advising and other student services as needed..

- b. **Library and Learning Resources:** The Coastal Alabama Community College Library Services division provides an array of services to meet the educational needs of all students at the College. The Coastal Alabama Community College Libraries provide extensive online collections to meet the information needs of distance education students. All students have access to specialized databases provided by the College to meet the specific needs of each discipline and to the Alabama Virtual Library (a service provided by Alabama to all citizens and students in Alabama). Students have 24/7 access to the online library collections via a Library Services course within Canvas, the learning management system, which provides links to all databases as well as library instruction guides.

Libraries and learning resources centers (LRCs) provide appropriate study facilities, access to trained staff capable of assisting with research, and serve as campus centers for continued learning and engagement. The Libraries and LRCs provide access to books from across the College's library system, as well as magazines, periodicals, and reference resources to meet the course needs of any subject

taught at the College. Distance education students may request that books and other physical materials be emailed or mailed to their nearest Coastal Alabama library or LRC, or to their homes, so that all collections are available to all students. Desktop and laptop computers are accessible in each physical location, as well as Wi-Fi, copiers, and meeting areas. All locations have a limited number of laptops available for semester-long checkout to further support distance education students. All locations provide flexible hours of operation to meet the needs of each campus.

- c. **Student Services:** Students at Coastal Alabama Community College receive a variety of services designed specifically for eligible students, including individualized tutoring, individual and group advising sessions, academic advising, financial aid assistance, educational and cultural field trip services, and specialized services needed by the individual student, through the Student Support Services Program, as found in the [College Catalog](#) and Student Handbook.

Services through the Americans with Disabilities Act (ADA) of 1990 are provided through the Student Development Office. These services are also in compliance with Section 504 of the Rehabilitation Act of 1973. The College's ADA Program is designed to ensure that students with disabilities have the programmatic and architectural access needed for successful integration into college life. Students with disabilities are provided with the "Criteria for Disability Documentation," which was adopted by the Alabama Community College System and implemented by all institutions within the System. Also, students are provided with the steps for filing an ADA grievance, which is contained in the Americans with Disabilities Act (ADA) Policy. Records of accommodations, documentations, and requests for accommodations made by students with disabilities are maintained confidentially in the Student Development Office.

Coastal Alabama Community College recognizes that in order to efficiently and effectively carry out its mission, and to maintain a climate that is conducive to its effective and efficient operation, its students must feel confident that any valid complaint or grievance a student may make concerning the College will be promptly addressed by the appropriate personnel. Refer to the Student - Formal Complaints Policy, which defines the procedures for resolving such complaints and grievances which have been adopted by Coastal Alabama Community College.

The College's pathway list can be found on the College's website in the College Catalog. The degree plans and pathways detailed in the College Catalog reflect the degree requirements and specific admission requirements, such as those required in the Allied Health programs, for each program of study the College offers. Students are able to quickly see what courses are needed to complete a specific program or pathway. Student services, including student organizations, student assistance programs, and opportunities to enhance students' college experiences, are featured on the College's website and in the [College Catalog](#) and Student Handbook.

In accordance with ACCS [Board Policy 801.01](#), it is the intent of the [Board] that any individual who has satisfied the admission requirements be admitted to an ACCS institution. The Board acknowledges that individual programs or courses may have additional, specific prerequisites or admission requirements as specified by program of study in the [College Catalog](#) and Student Handbook.

- d. **Technical Security and Support:** The security of personal information is protected in the conduct of assessments and evaluations and in the dissemination of results through the password protected learning management system coordinated by the CTL, under the license of the Alabama Community College System (ACCS). Refer to the Technology Services and Network Access Policy for procedures regarding User Access/Password Assignment and Confidentiality are documented in the.
- e. **Facilities and Finances:** For all courses, including distance learning courses, all students have access to the College's learning management system. LMS support is coordinated by the CTL, under the direction of the Alabama Community College System (ACCS) who licenses 24/7 support access to the learning management system for employees and students to receive assistance with learning management technical support issues. In the event that a student does not have adequate Internet access from their home and lives within the College's service area, the College is equipped to provide access to course curriculum from any of the College's locations.

The College provides adequate funding for instructors, staff, services, and technological infrastructure to support the methodology of Distance Education through annual budget reviews and strategic planning for Distance Education. The budget is scalable as student enrollment and needs for services increase.

Procedures(s):

1. Procedures within this policy are referenced in the Details sections above.

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.

04.04 Research on Human Subjects

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

Coastal Alabama Community College actively protects the welfare and rights of subjects in research conducted under the auspices of the College. Further, the College supports the ethical guidelines for conduct of research of the federal government and of respective disciplines represented in the College through the implementation of a collegial review procedure for all research associated with the College. The review is conducted by members of the Institutional Review Board (IRB), appointed by the President.

Scope:

This policy applies to all Coastal Alabama Community College employees and all individuals participating in research.

Definitions:

Institutional Review Board (IRB): Members of the IRB include: Chief Academic Officer, Dean – Student Services, Dean – External Funding & Institutional Effectiveness, and Director – Institutional Effectiveness, Research, & Planning.

Details:

1. Functions of the IRB:
 - a. Certifying that ethical principles are adhered to.
 - b. Recommending that modifications be made to uncertified research.
 - c. Ensuring confidentiality. All review proceedings between researchers and members of the IRB are confidential.
 - d. Ensuring review is based on the American Psychological Association (APA) Ethical Guidelines for Research with Human Subjects.
2. Research is conducted at the expense of the employee or student unless otherwise authorized by the College President.
3. Participants in research must be provided with purpose of the research, risks and benefits, and role of participation
4. Participants must give their consent to participate in writing and being free to withdraw from the research at any time.
5. Participants in research will not be identified when findings are presented or published.
6. The researcher must follow all Coastal Alabama Community College Policies and Procedures.
7. The researcher agrees to inform Coastal Alabama Community College when the research is complete and provide the College a copy of the results of the study.
8. It is the employee's or student's responsibility to comply with the Copyright Act and all other legislation governing the reproduction of copyrighted materials. Should an employee wish to use copyright materials, a copy of the authorization from the author or owner of the materials must accompany the [Research of Human Subjects Request for Research Form](#).
9. Coastal Alabama Community College reserves the right to terminate any and all external research at the discretion of the President.

Procedures(s):

1. Complete the [Research of Human Subjects Request for Research Form](#).
2. Return the completed [Research of Human Subjects Request for Research Form](#) to the Director – Institutional Effectiveness, Research, & Planning no less than one semester prior to the proposed beginning date of the research.
3. The Director – Institutional Effectiveness, Research, & Planning reviews the form and advances the request to the IRB.
4. The application is reviewed by the IRB. A majority vote of the IRB is required for approval (an IRB member may solicit input from an instructor in the specific field of research, if that appears justified). IRB reviews and comments are returned directly to the individual making the request. The Director – Institutional Effectiveness, Research, & Planning sends a letter to the applicant notifying them of the approval or disapproval of the request. Review is expected to be completed within five (5) business days.
5. The researcher provides the Director – Institutional Effectiveness, Research, & Planning a copy of the results of the study.

Additional Provisions / Information:

There are no Additional Provisions / Information for this policy.

04.05 Substantive Changes

Original Approval: 02/19/2024

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

In compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), Coastal Alabama Community College reports all changes to the Commission on Colleges in accordance with the guidelines provided in Substantive Change for SACSCOC Accredited Institutions: <https://sacscoc.org/accrediting-standards/substantive-changes/>

Scope:

This policy applies to any responsible college employees who can initiate, review, or approve changes that are considered substantive according to the current version of the SACSCOC Substantive Change Policy and Procedures. In academic instruction, this includes full-time instructors, division chairs, academic program directors, academic deans, and the Executive Cabinet. Other college employees in Dual Enrollment, Fiscal Services, Financial Aid, Student Services, or compliance may be asked to review or approve a Substantive Change initiative. These individuals are responsible for timely notification of Substantive Changes to the SACSCOC Liaison, who is responsible for notifying or seeking approval from SACSCOC as appropriate for the Substantive Change.

Definitions:

Responsible Party: Each individual, position, or entity designated as within the scope of this policy is required to be familiar with and comply with this policy.

Substantive Change: According to SACSCOC, “substantive change is a significant modification or expansion in the nature and scope of an accredited institution.” Substantive changes can be academic in nature or reflect broader institutional changes.

SACSCOC Liaison: The Dean of External Funding and Institutional Effectiveness.

Details:

1. Institutional Obligations:

- a. Member institutions are required to notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of changes in accordance with the substantive change policy and, when required, seek approval prior to the initiation of changes.
- b. Member institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission in a timely fashion.

2. Examples of Substantive Changes: Include but are not limited to:

- Substantially changing the established mission or objectives of an institution or its programs.
- Changing the legal status, form of control, or ownership of an institution.
- Changing the governance of an institution.
- Merging / consolidating two or more institutions or entities.
- Acquiring another institution or any program or location of another institution.
- Relocating an institution or an off-campus instructional site of an institution (including a branch campus).
- Offering courses or programs at a higher or lower degree level than currently authorized.
- Adding graduate programs at an institution previously offering only undergraduate programs (including degrees, diplomas, certificates, and other for-credit credentials).
- Changing the way an institution measures student progress, whether in clock hours or credit-hours; semesters, trimesters, or quarters; or time-based or non–time-based methods or measures.
- Adding a program that is a significant departure from the existing programs, or method of delivery, from those offered when the institution was last evaluated.
- Initiating programs by distance education or correspondence courses.

- Adding an additional method of delivery to a currently offered program.
 - Entering into a cooperative academic arrangement.
 - Entering into a written arrangement under 34 C.F.R. §668.5 under which an institution or organization not certified to participate in the title IV Higher Education Act (HEA) programs offers less than 25% (notification) or 25-50% (approval) of one or more of the accredited institution's educational programs.
 - Substantially increasing or decreasing the number of clock hours or credit hours awarded or competencies demonstrated, or an increase in the level of credential awarded, for successful completion of one or more programs.
 - Adding competency-based education programs.
 - Adding each competency-based education program by direct assessment.
 - Adding programs with completion pathways that recognize and accommodate a student's prior or existing knowledge or competency.
 - Awarding dual or joint academic awards.
 - Re-opening a previously closed program or off-campus instructional site.
 - Adding a new off-campus instructional site/additional location including a branch campus.
 - Adding a permanent location at a site at which an institution is conducting a teach-out program for students of another institution that has ceased operating before all students have completed their program of study.
 - Closing an institution, a program, a method of delivery, an off-campus instructional site, or a program at an off-campus instructional site.
3. **Review of Policy:** The Substantive Changes Policy will undergo periodic review by Executive Cabinet.
 4. **Periodic Orientation:** The SACSCOC Liaison will provide periodic orientation on substantive change requirements to responsible parties.
 5. **Enforcement:** Consequences of noncompliance are articulated in the SACSCOC Substantive Change Policy and Procedures at <https://sacscoc.org/accrediting-standards/substantive-changes/> and may be subject to the College's Employee Discipline Policy.
 6. **Changes to College Catalog:** Refer to the Development and Adoption of Policies and Amending the Local Policies and Procedures and College Catalog Policy.

Procedures(s):

1. The SACSCOC Liaison emails academic and administrative employees to remind and inform leadership of this policy, copying the President, the Executive Cabinet, the Chair of the Student and Academic Affairs Committee, and the Chair of the Curriculum Committee using the schedule below:

Email Reminder Date	Changes Due Date	Implementation Date
April 1	May 1	Fall term
October 1	November 1	Spring term*

**changes to the College Catalog are not recommended for spring term implementation.*

2. Responsible Party completes and submits a Substantive Change Form to the SACSCOC Liaison.
3. When necessary, the SACSCOC Liaison consults with Executive Cabinet as to whether a proposed institutional change constitutes a "significant departure."
4. If a substantive change is required according to SACSCOC guidelines, the SACSCOC Liaison determines whether 1) notification is to be made or 2) whether a prospectus needs to be prepared seeking prior approval.
5. If notification is needed, the SACSCOC Liaison composes a letter for the President's signature and compiles any additional evidence for submission if necessary.
6. When seeking prior approval and when necessary, the SACSCOC Liaison coordinates composition, editing, budget preparation, signature gathering, and submission through the SACSCOC institutional portal.
7. The SACSCOC Liaison consults with marketing and other departments (if applicable) about program advertising guidelines prior to official approval of prospectus.
8. The SACSCOC Liaison communicates official SACSCOC responses to the President, the Executive Cabinet, and others as necessary.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

Section 05: Student Services Enrollment and Conduct

05.01 Admissions

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

In keeping with the philosophy that the capabilities of everyone should be developed, Coastal Alabama Community College operates under an “open door” admissions policy. Colleges are authorized to admit any individual who has satisfied the Alabama Community College System (ACCS) admission requirements as prescribed in [Board Policy 801.01](#) and [Chancellor’s Procedures 801.01](#). Individual programs or courses may have additional, specific prerequisites or admission requirements.

Scope:

This policy applies to all current and prospective Coastal Alabama Community College students.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Unsolicited Contacts:** Coastal Alabama Community College refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts (3 or more), including contacts by phone, email, or in-person, or engage in same-day recruitment and registration for the purpose of securing service member enrollment.
2. **Student Right to Know:** In compliance with the Federal Student Right-to-Know Act, statistical information on completion/persistence rates is available in the Admissions Office.
3. **Admissions:** All students must complete an admission application, provide a transcript (if applicable), and provide other appropriate documentation as required by specific programs to complete their admission file.
 - a. **Admission Exception:** For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the Aviation Transportation and Security Act, regulations of the Immigration and Naturalization Service, and all other applicable directives.
4. **Admission Classifications and Required Admission Documentation:**
 - a. **First Time:** A student who has no prior postsecondary experience after graduating high school or completing a GED.
 - Admission Application.
 - Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor’s degree are not required to submit a high school transcript.
 - Official transcript(s) –all college(s) attended (if applicable).
 - b. **Transfer:** A student who previously attended another college or university.
 - Admission Application
 - Official final high school transcript with proof of graduation or GED®. Students with an associate degree or bachelor’s degree are not required to submit a high school transcript.
 - Official transcript(s) – all college(s) attended.

**Acceptance of transfer credits is based upon local institutional policy.*

- c. **Dual Enrollment / Dual Credit:** A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward high school AND college.
- Admission Application.
 - High school transcript.
 - Written approval from school administrator.
- *Unofficial transcripts may be submitted in accordance with local institutional policy.*
- d. **Accelerated:** A secondary education student who is earning college credit while still in high school. Accelerated credit may not substitute for high school requirements.
- Admission application.
 - High school transcript.
 - Written approval from school administrator.
- *Unofficial transcripts may be submitted in accordance with local institutional policy.*
- e. **Transient:** A student enrolled at another college or university who is taking classes at an ACCS institution for the express purpose of transferring credit to the home college or university.
- Transient admission application.
 - Appropriate transient documentation from home institution.
- f. **Re-Admit/Returning:** A student who has not enrolled in courses at the institution within the last academic year as determined by local institutional calendars.
- Admission Application.
 - Official final high school transcript with proof of graduation or GED® (if applicable). Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
 - Official transcript(s) – all college(s) attended (if applicable).
- g. **Special/Non-Degree Seeking:** A student who wishes to enroll but does not wish to pursue a degree or certificate.
- Admission Application.
 - Official final high school transcript with proof of graduation or GED® (if applicable). Students with an associate degree or bachelor's degree are not required to submit a high school transcript.
 - Official transcript(s) – all college(s) attended (if applicable).
 - Audit form submitted to the Registrar office prior to the end of the drop/add period of enrolled semester.
- h. **International (Approved for Bay Minette, Fairhope, and Gulf Shores Campus):** A student who is a citizen of another country.
- Refer to ACCS [Board Policy 801.04](#) and [Chancellor's Procedures 801.04](#) Admission International Student.
- i. **Non-High School Graduate and Non-GED Students:**
- Required assessment score (in accordance with current assessment procedures).
 - Written consent from the appropriate secondary administrator (if under the age of 17).
 - Students may be admitted to non-degree and career pathways programs as defined under the Workforce Innovation and Opportunity Act (WIOA) and by the federal Pell Grant Ability-to-Benefit (ATB) criteria.
5. **Admission Status:** There are two types of admission status.
- a. **Conditional Status:** Students who have applied but have not submitted required documentation will be admitted as conditional status (excluding transient and international students). Failure to provide all required documentation by the end of the first semester, as determined by local institutional calendars, will prevent a student from future registration and official transcript release.
 - b. **Unconditional Status:** Students who have applied for admission and submitted all required documentation will be admitted unconditionally.
6. **Program Admission:** Admission to Coastal Alabama Community College does not ensure admission to any individual program or course.
7. **Transfer of Credit:** Courses completed at other regionally accredited postsecondary institutions with a passing grade (D or higher, without being on probation or suspension) will be accepted for transfer as potentially creditable toward graduation requirements. Transfer students admitted on academic probation will have only course grades of "C" or better accepted for transfer.
- a. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
 - b. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and prior learning assessment.
 - c. Transfer credits are considered for degree completion requirements but are not used in the calculation of your Coastal Alabama Community College GPA.
 - d. Courses completed at non-regionally accredited institutions may be accepted for transfer based on review. Additional information can be obtained from the Registrar's Office.

- e. For those students whose transfer credits fall within 1 credit hour short of the Coastal Alabama course equivalency due to conversion from quarter hours to credit hours, they may provide a copy of the course syllabi to petition for course transfer. If the courses are accepted, the student may still need to complete an additional course or courses to satisfy the hourly requirements for the different sections of the Common Core Curriculum.

Procedures(s):

Admission of Audit Only Students Procedures

1. Audit Only applicants must complete all steps, just as new or first-time transfer students, including the completion of an application for admission. Applicants must also have all transcripts from high school and college(s) sent to the Admissions Office. Applicants must obtain an Audit Request Form from the Coastal Alabama website Student Records and Transcript page on the Coastal Alabama Community College website at <https://www.coastalalabama.edu/admissions-aid/student-records/registrar-forms/>. Complete the electronic form with the course(s) to be audited, and submit it to the Registrar's Office prior to the end of drop/add each semester.
2. The Audit Request Form, which becomes part of the applicant's permanent file, must be completed by the end of the registration period, and may not be changed thereafter.
3. Students enrolled in audit courses are expected to attend classes regularly. They must adhere to all College rules and regulations regarding the withdrawal from course(s) or the College. The cost for auditing a course is the same as the cost for taking a course for credit.
4. All other applicants who wish to audit courses, including degree-seeking students, must obtain an Audit Request Form from the Registrar's Office. This form must be completed for the course(s) to be audited. The completed Audit Request Form must be submitted to the Registrar's Office by the end of the registration period. As official College documents, the Audit Request Forms are placed in students' respective permanent files.

<https://www.coastalalabama.edu/admissions-aid/audit-request-form/>

5. Students enrolled in either classification of audit courses are expected to attend classes regularly. If it becomes necessary for them to withdraw from college, they should follow the same withdrawal procedure as regular students.

Admission of Eligible Service Members Procedures

1. Coastal Alabama Community College recommends that eligible service members receive approval from an Educational Services Officer (ESO) or counselor within the Military Service prior to enrolling at Coastal Alabama Community College.
2. The Service Member's Opportunity College (SOC) network is designed to permit military service students and their dependents to pursue college-level programs without penalty for unusual situations and transfer over which they have no control. Since Coastal Alabama Community College is an affiliate member of the SOC, a military service member through a contract with the College may complete at least 25% of the degree in residence with Coastal Alabama. The student may then complete the remaining course work required to meet degree requirements at another accredited college or university and transfer this credit back to Coastal Alabama.

Admission to Courses Creditable Toward an Associate Degree Procedures

1. To be eligible for admission to courses creditable toward an Associate Degree, first-time college students must meet one of the following criteria:
 - a. Applicants who hold a diploma (evidenced by an official transcript) issued by a regionally and/or state accredited high school are eligible for admission.
 - b. Applicants who have attended a nonaccredited high school may be admitted upon presentation of a diploma (evidenced by an official transcript) indicating successful completion of courses of study on the secondary level.
 - c. Applicants who cannot comply with either of the above conditions may be admitted upon presentation of a Certificate of High School Equivalency (GED Certificate) evidenced by an official copy of scores from testing site. Applicant must hold the GED Certificate prior to the term of enrollment.

Students who meet one of these criteria will be classified as "Degree-Eligible" students. The College may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

Admission of International Students Procedures (Approved for Bay Minette, Fairhope, and Gulf Shores campuses)

1. International student applications are not eligible for conditional admission status. International students must meet all qualifications and provide all documents listed on the application packet, including proof of English proficiency such as the required Test of English as a Foreign Language (TOEFL) score before they can be issued an I-20 form. Prior to being issued an I-20 Form, International Students must contact the Office of Admissions. Coastal Alabama Community College is authorized under federal law to enroll nonimmigrant students.
2. **Application Deadline:** All international applications must be submitted six months prior to the beginning of the semester for which the applicant hopes to gain admittance. Applications that are not turned in six months prior to the beginning of the term may not be considered for admittance.
3. **Notification:** Applicants are notified of decisions regarding admission to the College as soon as possible after all required documents are received by the Admissions Office. The I-20 Form and a letter of acceptance for admission will be mailed to each applicant who meets the requirements.

Admission of Transfer Students Procedures

1. **General Transfer Admission Requirements:** Student applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Coastal Alabama may also require of transfer students those documents required of first-time college students. Transfer students who meet requirements for admission to courses creditable toward an associate degree will be classified as “Degree-Eligible” students. Transfer students who do not meet these requirements will be classified as “Non-Degree-Eligible” students.
2. **Unconditional Admission of Transfer Students:** For Unconditional Admission, transfer students must have submitted to the College an application for admission and official transcripts from all regionally accredited post-secondary institutions attended and any other documents required for first-time college students.

Applicants who have completed the Bachelor’s Degree will be required to submit only the transcript from the institution granting the Bachelor’s Degree.

3. **Conditional Admission of Transfer Students:** Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted Conditional Admission. No transfer students will be allowed to enroll for a second semester unless all required admissions records have been received by the College prior to registration for the second semester. If all required admissions records have not been received by the College prior to issuance of first-semester grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.
4. **Initial Academic Status of Transfer Students:** Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on Clear academic status.

Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on Academic Probation. The transcript will read ADMITTED ON ACADEMIC PROBATION.

Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as transfer students only after following the appeal process established at the institution for “native” students who have been academically suspended. If transfer students are admitted upon appeal, they will enter the institution on Academic Probation. Their transcript will read ADMITTED UPON APPEAL—ACADEMIC PROBATION. Refer to the Appeal to Admissions/Academic Standards Committee Form at <https://www.coastalalabama.edu/admissions-aid/admission-resources/>.

Admission of Transient Students Procedures

1. Students who are currently attending another accredited college or university and who are in good standing may be admitted to Coastal Alabama Community College as transient students. Transient students in good standing must provide written authorization from the postsecondary institution in which they are currently enrolled stating that courses selected at Coastal Alabama have been approved for transferable credit. The transient form must be submitted at the same time the student applies for admission.
2. Transient Applicants must complete the online Application for Admission and Applicants must request that an official “Letter of Transiency,” properly signed by the Dean or Registrar at the postsecondary institution in which they are currently enrolled.

Readmission Procedures

1. **Requirements to Readmission:** Former students who have not attended Coastal Alabama for one or more semesters (excluding summer semester) are required to apply for readmission, including military service members. Applicants who have been admitted previously, but who did not enroll, will be required to apply for readmission. Students who are seeking readmission must complete an Application for Admission on our website. Students seeking readmission must request that any postsecondary institution attended since leaving Coastal Alabama Community College submit official transcripts.
2. **Admission Appeals:** Applicants who have been suspended from another institution for academic reasons will not be considered for admission except upon appeal to the Admissions/Academic Standards Committee at <https://www.coastalalabama.edu/admissions-aid/admission-resources/>. All written requests must be received in the above referenced office by the first day of class of the term applicants are seeking to enroll to be considered for admission to the College for said term.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

05.02 Advising, Testing, and Registration

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure students receive appropriate academic advising and registration to assist with completion of academic goals.

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Academic Advising:** Each student, upon admission to the College, is assigned an academic advisor who will assist the student in scheduling academic courses that successfully lead to a degree or certificate. Coastal Alabama Community College considers academic advising a core principle that will help a student succeed in class and in college.

All advisors hold regular office hours and may meet with students at other pre-arranged times. Specific campus locations and office hours are listed on the Coastal Alabama Community College website at <https://www.coastalalabama.edu/student-services/advising/>. These staff members can help students obtain their educational goals through a collaborative effort. They assist students in choosing majors and planning which pathways will help meet their goals.
2. **Placement Testing:** All entering students who enroll in Associate Degree or certificate programs will be assessed through ACT or SAT scores, high school grades/GPA, ACCUPLACER and be placed at the appropriate academic level. All placement test results are considered a part of the student's permanent academic record. Entering students are requested to have the results of all tests they have taken, including the ACT or SAT, forwarded to the College.
 - a. **Placement Advising:** Students who place into developmental courses should enroll in those courses within the first two semesters, preferably the first semester of enrollment, to ensure they are adequately prepared for college-level courses. Coastal Alabama Community College is required to provide an evaluation report of assessment test results to students. Appropriate advising and a plan of study for each student who placed in a developmental course is required.
3. **Registration:** Registration dates for each semester are published in advance and can be found on the College's website and on the College's calendar. Information regarding registration is sent to new students at the time they are accepted. Students should meet with an academic advisor prior to registration.

No credit will be awarded to any student who (1) is not properly registered for a class; (2) has not paid all tuition and/or fees; or (3) has not resolved all registration discrepancies during the term in which the discrepancies occurred or before the first day of class of the next term.

Procedures(s):

Scheduling an Advising Appointment Procedures

1. Students may schedule an appointment with an Advisor at Coastal Alabama Community College website at <https://www.coastalalabama.edu/student-services/advising/>.

Scheduling a Placement Testing Appointment Procedures

1. Students may schedule an appointment for testing at <https://www.coastalalabama.edu/admissions-aid/placement-testing/>.

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.

05.03 Student – General

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College that all students attend New Student Orientation. In addition, all students (except those listed below) must complete Orientation to College (ORI) 101 to meet the requirements for graduation.

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **New Student Orientation:** Consistent with the mission of the College, New Student Orientation sessions acquaint students with the educational programs, instructional strategies, campus locations, facilities, distance learning opportunities, services, and staff of the College. All first-time freshmen students are encouraged to attend a New Student Orientation session prior to registration at Coastal Alabama Community College.
2. **Orientation to College – ORI101:** All students at Coastal Alabama Community College are required to take Orientation to College (ORI) 101 to meet the requirements for graduation.
 - a. Exceptions:
 - Any student who has an Associate's Degree or higher;
 - Any student who has successfully completed a course equivalent to ORI 101 at Coastal Alabama Community College or another institution.
 - Any transient student.

Procedures(s):

New Student Orientation Procedures

1. The Division of Student Services coordinates the New Student Orientation into College Program, along with key College personnel. Students are provided access to dates, policies, and helpful hints to get started at Coastal Alabama Community College.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

05.04 Early College Programs

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/01/2023

Policy/Purpose:

It is the policy of Coastal Alabama Community College to provide qualifying high school students opportunities to earn college credit while still attending high school. Under the guidelines of the Alabama Community College System (ACCS) [Board Policy 801.02](#), [Chancellor's Procedures 801.02](#), [Board Policy 801.03](#), and [Chancellor's Procedures 801.03](#) and through cooperative partnerships, the following programs currently allow high school students early admission to college:

- Accelerated Program
- Dual Enrollment Program

Scope:

This policy applies to all high school students taking courses at Coastal Alabama Community College and prospective high school students.

Definitions:

Accelerated Program: The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. Unlike the Dual Enrollment program, college credit earned under this classification may not substitute for high school credit.

Dual Enrollment Program: The Dual Enrollment program allows high school students the opportunity to earn college credit while still in high school. Unlike the Accelerated program, college credit earned under this classification may substitute for high school credit.

Details:

1. **Accelerated Program:** The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. Students interested in taking college courses through the Accelerated Program must meet the criteria referenced in ACCS [Board Policy 801.02](#) and [Chancellor's Procedures 801.02](#).
2. **Dual Enrollment Program:** Coastal Alabama Community College provides instructional opportunities to eligible high school students through Dual Enrollment. This allows eligible students to enroll in college classes to receive high school and college credit. Students must meet the criteria referenced in ACCS [Board Policy 801.03](#) and [Chancellor's Procedures 801.03](#)
3. **Important Information:**
 - a. Students may not begin dual enrollment courses until upon completion of the 9th grade.
 - b. Students may take both Career/Technical and Academic dual enrollment courses concurrently.
 - c. Participating schools/districts may impose additional requirements and/or restrictions based on their own policies.
 - d. The terms and conditions of Dual Enrollment are subject to change without notice according to changes in secondary and postsecondary standards.

Procedures(s):

1. Detailed information on Accelerated High School/Dual Enrollment, including admission procedures and forms, can be found on the Coastal Alabama Community College website at <https://www.coastalalabama.edu/academics/early-college-programs/>.

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.

05.05 Student Clubs and Organizations

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to provide opportunities for students, regardless of campus, to participate in clubs, organizations, and activities.

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Organization Membership:

- a. The membership of a student organization must consist of enrolled students.
- b. College organizations will be open to all students in compliance with the College's discrimination policies.

2. Organization Requirements:

- a. All clubs and organizations must conform to the laws and policies of the State of Alabama.
- b. The sponsors are generally required to attend most meetings or events of the organization. Sponsors are approved by the Dean of Student Services or designee.
- c. No club or organization will interfere or support interference with the regular academic pursuit of any student by causing or encouraging nonattendance at classes or college activities without prior consent of the Dean of Students in collaboration with the appropriate Instructional Officer.

3. Tenure of Student Organizations: A student organization must submit a request to continue a club annually to the Dean of Student Services or designee through the Student Government Association.

4. Establishing New Organizations:

- a. Any club wishing to sponsor a project of any nature must secure approval by the Dean of Student Services or designee a minimum of two weeks in advance of the project date.
- b. Student organizations are required to submit a statement of purpose, criteria for membership, a copy of the constitution and by-laws, and a current list of officers.

5. Student Clubs and Organizations Fundraising: All fundraising conducted at the College must be related to the mission of the College and of the Alabama Community College System. Any fundraising conducted by any Student Club or Organization must be approved in advance by the Dean – Student Services.

All funds collected from fundraising will be processed through the Fiscal Services Office and deposited into the applicable college account. It is illegal to deposit any funds into personal accounts. Revenues will be recorded as income in the club or organization account. Expenditures against those funds will be processed by requisition and purchase order and will be paid by check to the appropriate vendor. Under no circumstances should cash be taken from collected fundraising revenues and paid directly to vendors. Each Student Club or Organization must submit the name of the individual who will be responsible for submitting funds to the Fiscal Services Office. The Student Club or Organization Sponsor is responsible for maintaining these receipts. The Fiscal Services Office will maintain all documentation for review by the Examiners of Public Accounts.

Procedures(s):

Establishing New Clubs/Organization Procedures

1. Request recognition by the Dean of Student Services or designee by submitting a completed New Organization Form located at <https://www.coastalalabama.edu/campus-life/organizations/new-student-organization-form/>. This form must be signed by club/organization sponsor. Included with this should be a copy of the proposed constitution and by-laws. The Dean – Student Services will provide a copy of this form will be provided to the applicable Campus Director(s).
2. Each organization must have a full-time employee as a sponsor.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

05.06 Student Code of Conduct

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to maintain a Student Code of Conduct.

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

Academic Dishonesty: Academic dishonesty includes but is not limited to:

- Cheating: The use or attempted use of unauthorized materials, information, study aids, the answers of others, or computer related information;
- Plagiarism: Claiming as one's own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying another's ideas;
- Fabrication: Presenting as genuine, falsified data, citations, or quotations;
- Abetting: Helping another student commit an act of academic dishonesty. Examples include allowing a fellow student to copy quiz/examination answers or use one's work as their own;
- Misrepresentation: Falsification, alteration, or misstatement of the contents of documents, academic works, or other materials related to academic matters, including works substantially done for one class as work done for another without receiving prior approval from the instructor.

Details:

1. **Student Bill of Rights:** The College will strive to protect the rights of its citizens. In order to protect the rights of its citizens, the institution has developed a Student Code of Conduct. Violation of this code will result in disciplinary action against the student. The College reserves the right to dismiss any student who's on or off campus behavior is considered undesirable or harmful to the College. Reasonable standards of conduct are expected from all students. All conduct of students is subject to college jurisdiction, regardless of where the conduct occurs. The College will strive to protect students' individual freedoms and rights as listed below:
 - Freedom of speech and expression;
 - Freedom of assembly;
 - Freedom of inquiry;
 - Freedom from all acts of violence;
 - Freedom from interference with the learning experience / educational environment;
 - Freedom from unfair or obscene treatment and acts of personal violence from any member of the college community, as well as others from outside the community;
 - Freedom from destruction or theft of personal property;
 - Right to substantive and procedural due process in all college disciplinary proceedings;
 - Right to petition for redress of grievances;

- Right to be informed of all college policies, procedures, and regulations governing social and academic conduct, as well as academic progress and graduation; and
 - Right to equitable and fair governance.
2. **Jurisdiction:** The College Student Code of Conduct will apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct that adversely affects the college community and/or the pursuit of its objectives. Each student will be responsible for their conduct from the time of application through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded).

The Student Code of Conduct will apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Student Services Office will decide whether the Student Code of Conduct will be applied to conduct occurring off campus, on a case-by-case basis.

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

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

3. **Rights and Responsibilities During the Student Code of Conduct Proceedings:**
- a. **Responding Student Rights:** Students responding to student complaints are afforded the following rights in Student Conduct proceedings:
 1. To be informed in writing of the alleged violation(s) and alleged misconduct.
 2. To not be presumed responsible of any alleged violations unless so found through the appropriate student conduct proceeding.
 3. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
 4. To request reasonable accommodations through ADA to participate in these proceedings.
 5. To have a reasonable length of time to prepare a response.
 6. To be informed of the evidence upon which a charge is based and afforded an opportunity to offer a relevant response.
 7. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
 8. To ensure privacy to the extent possible.
 9. To request that an employee be disqualified from serving in the conduct process based on the grounds of personal bias.
 10. To appeal a decision based on approved grounds.
 - b. **Complainant Student Rights:** Students submitting student complaints are afforded the following rights in Student Conduct proceedings:
 1. To be informed in writing of the violation(s) and alleged misconduct.
 2. To have an advisor during preliminary hearing, formal hearing, and appeals hearing.
 3. To request reasonable accommodations through ADA to participate in these proceedings.
 4. To have a reasonable length of time to prepare a response.
 5. To be given an opportunity to articulate relevant concerns and issues, express opinions, and offer evidence.
 6. To ensure privacy to the extent possible.
 7. To request that an employee be disqualified from serving in the conduct process based on the grounds of personal bias.
 8. To appeal a decision based on approved grounds
4. **Violation of Law and College Conduct:** Determinations made or sanctions imposed under this Student Code of Conduct will not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. The College will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
5. **Academic Grievances:** Academic grievances include, but are not limited to, such conduct as alleged academic dishonesty, grade disputes, unfair grading, and instructor disputes. Refer to the Grade and Readmission Appeals Policy.
6. **Sexual Harassment, Sexual Misconduct, and Interpersonal Violence (Title IX):** Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).

7. **Waiver of Due Process Hearing:** If a student(s) accepts responsibility of an offense that warrants disciplinary action by the Dean of Student Services Office and wishes to do so, that student(s) may waive the right to a hearing and accept the decision of the Dean of Student Services Office. Once the student(s) selects to waive their right to a due process hearing and an administrative decision is made, that decision is final with no appeal.
- Accepting Responsibility
 - Disposed by Mutual Consent
8. **Conduct Violations:** Forgery, alteration, or misuse of any college document, record, or instrument of identification. Obtaining services by false pretenses, including funds, supplies, equipment, labor, and/or spaces.
- a. **Category 1:** Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions:
1. Conduct which impedes orderly pursuit of educational goals, positive regard for the rights of others, and a safe environment.
 2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, on or off campus.
 3. Disrespect (harassment, non-compliance, defamation, and obscenity) for a college official while carrying out their official job responsibilities.
 4. Failure to comply with directions of college officials acting in performance of their duties and/or failure to identify oneself and present College ID to these persons when requested to do so.
 5. Use, possession, manufacturing, or distribution of alcoholic beverages or public intoxication. The display, on campus, of any alcoholic beverage in the original container by anyone, regardless of age.
 6. Use of tobacco, e-cigarette, smokeless tobacco or like product on campus.
 7. Participation in any form of gambling.
 8. Violation of policies referred to in the Residence Halls Policy or Residence Hall Handbook.
- b. **Category 2:** Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions:
1. Habitual (two or more incidents) or egregious Category I violations.
 2. Acts of dishonesty, including but not limited to the following:
 - Cheating, plagiarism, or other forms of academic dishonesty as referenced in the Grade and Readmission Appeals Policy.
 - Furnishing false information to any college official, faculty member, or office.
 - Forgery, alteration, or misuse of any college document, record, or instrument of identification.
 - Obtaining services by false pretenses, including funds, supplies, equipment, labor, and/or spaces.
 3. Physical, mental, verbal abuse, threats, intimidation, harassment, coercion, and/or conduct, including, but not limited to abuses on the basis of race, color, religion, national or ethnic origin, sex, sexual orientation, age and disability, of any person on college premises or at College-sponsored or College-supervised functions, which threatens or intimidates, or endangers the health or safety of any person.
 4. Sexual Misconduct, which includes, but is not limited to sexual harassment, sexual violence, sexual exploitation, stalking, cyber-stalking, bullying, cyber-bullying, aiding or facilitating the commission of a violation, and retaliation. Refer to the [Sexual Harassment, Sexual Misconduct, and Interpersonal Violence \(Title IX\) Policy](#).
 5. Attempted or actual theft of and/or damage to property of the College or property of a member of the college community or other personal or public property, on or off campus.
 6. Hazing and/or bullying, defined as any act or behavior whether physical, emotional, or psychological, which subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which may in any fashion compromise her or his inherent human dignity. The express or implied consent of the victim will not be a defense.
 7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises, including trespassing.
 8. Making, transmitting or promotion of any print or electronic communication which is reasonably determined to be of an obscene, profane, abusive, indecent, or violent nature which bring disrepute to the College or any student or employee of the College.
 9. Violation of any federal, state or local law.
 10. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled. Refer to the Drug Free College and Workplace Policy.
 11. Possession of firearms, explosives, fireworks, other weapons, or dangerous chemicals on college premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. Refer to the Safety and Security Policy.

12. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community.
 13. Arson or other intentional setting of fires or misuse of alarms or equipment.
 14. Abuse of the Student Conduct System, including but not limited to:
 - Failure to obey the notice from Student Conduct Staff or college official to appear for a meeting or hearing as part of the Student Conduct System.
 - Falsification, distortion, or misrepresentation of information before Dean of Student Services Office.
 - Disruption or interference with the orderly conduct of a Student Conduct or Student Judiciary proceeding.
 - Institution of a Student Conduct proceeding in bad faith.
 - Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - Attempting to influence the impartiality of a member of the Dean of Student Services Office prior to, and/or the Student Conduct or Student Judiciary proceeding.
 - Harassment (verbal or physical) and/or intimidation of a member the Dean of Student Services Office prior to, during, and/or after a Student Conduct proceeding.
 - Failure to comply with the sanction(s) imposed under the Student Code.
9. **Interim Measures (IM), No Contact Order (NCO), and No Contact Agreement (NCA):** Coastal Alabama is committed to providing support and resources to any student who may be the recipient of violence, assault and persistent unwanted or harassing contact by another student. Any student whose presence poses a threat of danger to persons or property or a threat of disruption to the academic process may be immediately removed from campus by the Dean of Student Services. In this situation, written notice of the charge of misconduct and Interim Measures will be delivered to the student by College Police and the Dean of Student Services Office will conduct an expedited hearing. Any student who is removed from campus must contact campus police College Police before returning to campus for preliminary hearing conference. It may become necessary for the College to formalize an arrangement between two students to no longer have contact with one another other than that which is necessary for either party to continue their academic pursuits. Such an arrangement is designed as a protective measure to help mitigate the potential for future problematic interactions between the two students.
- a. **Interim Measures (IM)** is a directive from the Dean of Student Services Office removing a student from campus in advance of a preliminary hearing conference.
 - b. **No Contact Agreement (NCA)** is a mutual agreement between two students who voluntarily affirm that they will not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.
 - c. **No Contact Order (NCO)** is a directive from the Dean of Student Services Office indicating that two students may not have direct contact with each other, or make indirect contact through third parties, except for that which is necessary for their academic pursuits.
 - No Contact Orders issued after a finding of responsibility are most often binding only on the responding party. However, in limited circumstances, they may be mutual.
 - A No Contact Order is an official College notice from the Dean of Student Services Office restricting two Coastal Alabama Community College students from initiating contact with each other.
 - A No Contact Order may be issued a measure protecting the safety of the complainant or in response to a student who has been found responsible for an interpersonal violence offense and who is returning to campus following a period of suspension.
 - A No Contact Order remains in place until it has been terminated, in writing, following a determination that the arrangement is no longer warranted or necessary.
10. **Sanctions:**
- a. **Sanctions for Category 1 Violations:** One or any combination of sanctions, as appropriate:
 1. **Administrative Letter of Reprimand:** A written letter from the Dean of Student Services Office. The letter may include a sanction or a warning to a student that conduct was inappropriate, and that further misconduct will result in more severe disciplinary action.
 2. **Probation:** A status between good standing and suspension from the College. It is ordinarily imposed for a period of not less than one semester. It may also include such restrictions as a denial of the opportunity to represent the College as officer or member of a student organization. Future violations may result in additional sanctions.
 3. **Restitution:** Repayment for theft or damage.
 4. **Fines:** Monetary payments for violations.
 5. **Discretionary Sanctions:** Seminars or mentoring, research project or service to the College.
 6. **Building/Facility Suspension:** Suspension from a building or space on campus.
 7. **Contact Parents:** FERPA permits a college to notify parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
 - b. **Sanctions for Category 2 Violations:** Any combination of sanctions for Category 1 Violations, including:

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

A student who completes all required sanctions will be welcomed back to the College after the suspension period. Upon approval of the Dean of Student Services, the student's return may include one or more of the following stipulations:

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

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

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

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

Procedures(s):

Academic Dishonesty Grievance Procedures (Prior to Final Exams)

1. The student is to discuss the complaint with their instructor. Students should attempt to resolve complaints prior to start of final exams in the semester for which the complaint has occurred. The instructor is to provide a written response to the student with a decision regarding the complaint within five (5) business days.
2. If the student does not agree with the resolution, the student may submit the complaint and results of the instructor's resolution to the appropriate Division Chair. Division Chair contact information is listed in the course syllabus. The Division Chair is to respond to the complaint within five (5) business days.
3. If the student is not satisfied with the response of the Division Chair, the student will email Instructional Services within five (5) business days indicating their desire to submit an Academic Dishonesty Grievance (Instructionalservices@coastalalabama.edu).

Instructional Services will provide a copy of the Academic Dishonesty Grievance Form in which the student should complete and return via email to Instructional Services. The completed form will be forwarded to the appropriate Instructional Director. The Director will convene with all College Instructional Directors to review the grievance and submit findings to the appropriate Instructional Officer for a written decision within 5 business days.

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

The student must be given written notice by the course instructor addressing the academic misconduct before disciplinary action can be applied. The student is to be given the opportunity to prove they did not perform the act of academic dishonesty prior to imposing disciplinary sanctions.

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

Academic Complaint and Grade Appeals Procedures (After Final Exams)

- Refer to the Grade and Readmission Appeals Policy.

Student Conduct Procedures

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

1. **Complaint is filed with the Dean of Student Services Office (Online Form):** A complaint can be submitted by any member of the campus community. This can include student, faculty, staff, campus police, or visitor. Complete a [Student Code of Conduct Violation-Incident Report](#).
2. **Investigate:** After receiving a complaint, a member of the Dean of Student Services Office will begin an investigation. The Dean of Student Services Office will schedule a preliminary conference with the respondent to determine if a possible violation has occurred. If it is determined that the investigation finds that there is evidence to proceed, the case will move to a Preliminary Hearing Conference. If not, the case will remain open as an Unverified Report. Both the complainant and the respondent have access to the file.
3. **Preliminary Hearing Conference vs. Administrative Formal Hearing:** After the investigation is complete, the respondent will be notified in writing via student email of the time and date of their preliminary hearing. The student can bring an advisor to sit with them through the hearing. An advisor can be a counselor, friend, family member, instructor, and/or trusted adult.
 - a. **Two Resolution Options:** Administrative Decision or Administrative Formal Hearing:
 1. Administrative Decision **Accepting Responsibility** or disposed by the mutual consent of all parties involved.

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

2. Administrative Formal Hearing **Not Accepting Responsibility**

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

After the Preliminary Hearing Conference is complete, the respondent will be notified in writing via student email of the time and date of their administrative formal hearing. The student is encouraged to submit evidence and/or witness statements on their behalf to the Dean of Student Services Office. The student can bring an advisor to sit with them through the hearing. An advisor can be a counselor, friend, family member, instructor, and/or trusted adult. The student will receive written notification of the outcome of the hearing and steps for appeal. When the student is notified of the decision of the Administrative Formal Hearing, that student will have three (3) business days to submit a request for an appeal.

Student Conduct Appeal Procedures

1. The Student Code of Conduct provides students the right to appeal the decision of the Administrative Formal Hearing. However, the Code provides specific grounds upon which students can appeal:
 - Procedural error.
 - Discovery of substantial new evidence that was unavailable at the time of the hearing and which reasonably could have affected the decision of the hearing body; or
 - Disciplinary sanction imposed is grossly disproportionate to the violation(s) committed, considering the relevant aggravating and/or mitigating factors.

When the student is notified of the decision of the Administrative Formal Hearing, that student will have three (3) business days to submit a request for an appeal.

- 2. Student Conduct Appeals:** The Student Code of Conduct provides students the right to an appeal. If an appeal is granted, the case will be heard and decided by the Dean of Student Service or Designee.
This decision is final. Notification of outcome must be provided to both the complainant and respondent.
- 3. Exit/Entrance and Continuing Counseling:** After the final decision has been made, the student(s) should meet with an Academic Advisor to discuss future academic plans, additional services, and community referrals (as needed). This applies to both the complainant and respondent.
- 4. Sanctions:** After the final decision has been made, sanctions may be issued to a student. Refer to the Conduct Violations, Interim Measures, and Sanctions sections above for additional information.
- 5. Sanctions:** After the final decision has been made, sanctions may be issued to a student. Refer to the Conduct Violations, Interim Measures, and Sanctions sections above for additional information.

Additional Provisions / Information:

NOTE: Some academic programs (for example, Nursing) may require additional or more stringent Student Code of Conduct requirements. Refer to the applicable Program Handbook for additional information.

05.07 Athletics / Drug Education and Testing Student Athletes

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with athletic policies of the [Alabama Community College Conference \(ACCC\)](#) and the [National Junior College Athletic Association \(NJCAA\)](#).

Further, the following Drug Education and Testing Policy (Policy) has been adopted by the Alabama Community College Conference (ACCC) Board of Members. The ACCC reserves the right to make changes to this Policy as needed, with the approval of the ACCC's Board of Members. This policy is intended as a minimum ACCC policy and each institution has the right to enhance it via a local College policy and procedure.

The ACCC believes that random drug testing is appropriate to ensure that the overall purpose and mission of this Policy is accomplished.

The overall mission of this Policy is to promote year-round banned substance free environment in the ACCC. With this mission in mind, the following goals have been established. The ACCC desires to:

1. Protect the health, safety, and welfare of our student-athletes;
2. Identify student-athletes who may have concerns and/or concerning behavior surrounding the use, abuse, and/or misuse of alcohol, illicit substances, prescribed medications, and nutritional supplements;
3. Uphold the responsibility of the ACCC member colleges to provide educational programming that will not only inform the student-athletes about issues surrounding the use, abuse, and/or misuse of alcohol, illicit substance, prescribed medication, and nutritional supplements, but also support a positive decision-making process.
4. Promote fair competition in competitive athletics by ensuring and encouraging compliance with applicable rules and regulations regarding drug abuse.

In an effort to ensure the health, welfare, and safety of the student-athlete, the intent of this Policy is to prevent substance abuse and dependence by student-athletes through the following objectives: prevention and education, testing to provide a timely diagnosis, and professional guidance, treatment, and rehabilitation.

Scope:

This policy applies to all Coastal Alabama Community College student athletes.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Prevention and Education:** Participants who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. As part of the education component of this Policy, each ACCC member college will:
 - a. Provide an annual explanation of this Policy to student-athletes, prospective student-athletes, and those associated with athletic teams;
 - b. Disseminate information regarding alcohol and other drugs, their use and abuse, and effects of such use and abuse to all student-athletes and those associated with athletic teams;
 - c. Utilize health education programs to educate student-athletes who are cited for an alcohol incident or who test positive for drugs;
 - d. Conduct a drug and alcohol education program for student-athletes at least twice a year; and
 - e. Provide student-athletes and potential student-athletes with resources that will enhance their education of drug and alcohol use and abuse, such as:
 1. NCAA website - www.ncaa.org/health-safety; or the
 2. Dietary Supplement Resource Exchange Center website - www.drugfreesport.com
 - f. These educational programs will be designed to:
 1. Review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco and other drugs;
 2. Inform those associated with intercollegiate athletics how to recognize the warning signs and side effects of specific drugs;
 3. Educate the student-athlete and other appropriate personnel about the associated problems of drug and alcohol abuse, and how such use may adversely affect the student-athlete and his/her team and teammates;
 4. Encourage discussion about the use of drugs, dietary supplements, performance enhancing drugs and consumption of alcohol;
 5. Identify rehabilitation programs as well as referral centers; and
 6. Distribute educational materials to participants, including a list of banned substances and how drug usage may affect athletic performance.
 - g. Failure by a student-athlete to attend these educational sessions will be considered as a decision not to comply with this Policy and will result in the immediate suspension from all Athletic Department activities, conditioning, practices, and competitions.
2. **Testing to Provide a Timely Diagnosis:**
 - a. **Consent to Participate:** As a condition of participation in intercollegiate athletics in the ACCC, each student-athlete will be required to sign a consent form agreeing to undergo drug testing and authorizing release of test results to the Athletic Director, Head Coach, College President, and ACCC Commissioner in accordance with this Policy. Failure to consent to or, in the case of consenting student-athlete, to comply with all requirements of this Policy will result in athlete being ineligible for participation in sport.
 - b. **Parent / Guardian Consent:** Student-athletes that are under the age of majority in Alabama (19) will be required to have parental or guardian consent to participate in this Policy. Failure of the parent to sign the consent form will result in the student-athlete being ruled ineligible for participation in sport.
3. **Prohibited Drugs / Substances:**
 - a. The drug testing process may include analysis of, but not limited to, the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example on the NCAA list of banned-drug classes. For an ongoing updated list of the banned-drug list view the NCAA's website at www.ncaa.org.
 - b. Prohibited substances that ACCC schools will screen any sport for include, but are not limited to, marijuana, PCP, opiates, MDMA (Ecstasy), amphetamines, and cocaine. All student-athletes are required to keep their respective athletic director aware of any prescribed drugs and dietary supplements that he or she may be taking.
 - c. The ACCC Drug Education and Testing Policy testing component will consist of two (2) types of drug testing.
 - d. Any attempt to circumvent or tamper with drug testing collection process will result in the test being considered a positive test.
4. **Unannounced Random Testing Procedures:**

- a. All student-athletes who have signed the ACCC drug testing consent form are subject to unannounced random testing. Testing of the student-athlete will be conducted throughout the year at unannounced random intervals, utilizing an on-site testing device. Individuals conducting drug testing must be certified by a licensed drug testing distributor or lab.
 - b. Random individual and/or random team testing will be done at least twice a semester (fall and spring). For 2023-24 – Fall (first test deadline of September 30; second test deadline November 30) – Spring (first test deadline February 28; second test deadline April 21) NOTE: Second test may not occur before first deadline date. Each college will test at least ten percent of its total student-athletes at each random testing, and this testing can be conducted outside of the student-athlete's particular competitive season. For random testing, all student-athletes will be included in a pool of names from which they may be selected by a computerized method of random selection. This selection will be done by each institution by utilizing random number selection. Each institution will be responsible for maintaining an updated listing of student-athletes to provide an accurate random selection pool.
 - c. The unannounced random drug testing will be conducted on a zero to 24-hour notification basis, meaning that the student-athlete may be provided with zero to no more than 24 hours' notice of pending drug screen. Once notified, they are required to report for drug testing at the assigned time and place. Failure to report at the assigned time and follow appropriate procedures will result in the sanctions outlined below for a positive test.
5. **Follow-Up Testing:** A student-athlete who has returned to participation in intercollegiate sports following a confirmed positive drug test under this policy will be subject to a follow-up test. Any and all costs associated with the assessment and any subsequent treatment or counseling resulting from a positive screen will be the responsibility of the student-athlete. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee.
6. **Notification and Reporting for Collections:** The student-athlete will be notified of and scheduled for testing by the by the Athletic Director. Failure to report at the designated time without justification and/or failure to follow appropriate procedures will result in the sanctions outlined below for a positive test. Student- athletes will provide picture identification when entering the drug testing station.
7. **Specimen Collection:** All specimens will be collected following the ACCC's Specimen Collection Procedures, which can be found in the Procedures section.
- a. Any attempt to circumvent or tamper with the drug testing collection process will result in the test being considered a positive test. The student-athlete that tries to circumvent or tamper with the drug testing collection process will still be required to provide a sample within their three-hour time frame.
 - b. An athlete that leaves the testing room without providing a testable sample will automatically receive a positive test result.
 - c. All results will be made available to the Athletic Director. The Athletic Director will then notify the Head Coach. The student-athlete may present evidence of any mitigating circumstances that he/she feels may be important to the outcome of the drug test prior to imposition of any intervention or required treatment or counseling program consistent with the appeals process described within the document.
 - d. If the laboratory reports a specimen as substituted, manipulated or adulterated, the student- athlete will be deemed to have refused to submit to testing and treated as if the test were positive for a banned substance.
 - e. Any confirmed positive drug test results are to be communicated by the Athletic Director within 24 hours to the College President and ACCC Commissioner.
 - f. Individual records will not be released to any other person, other than the student-athlete, without first obtaining a specific written authorization from the student-athlete.
8. **Medical Review of Positive Test Results:** All specimens identified as positive on the initial test will be confirmed by the testing laboratory. A Medical Review Officer (MRO), who will be a licensed physician with knowledge of substance abuse disorders, will review and interpret positive test results obtained from the testing laboratory. The MRO will:
- a. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student-athlete's medical history, or review of any other relevant biomedical factors.
 - b. Review all medical records made available by the tested student-athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO will give the student-athlete

an opportunity to discuss the result. The MRO will contact the student-athlete directly to discuss the results of the test or if unsuccessful in contacting the student-athlete directly, the MRO will contact the designated representative who will have the student-athlete contact the MRO as soon as possible.

9. **Sanctions:** A student-athlete who is found to have used of a prohibited substance will be sanctioned according to this Policy.

Member colleges may have rules and sanctions that are more stringent than those outlined in this Policy. These rules, when applied, will be recognized and supported. However, at no time, will a team policy, rule, or sanction minimize the requirements and sanctions of this Policy.

a. **First Offense:**

1. The Athletic Director will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and the head coach.
3. The Athletic Director or his/her designee may notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
4. The student-athlete will be suspended from 25% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason). If the confirmed positive test occurs at such a time that the 25% suspension is not completed by the end of the season in which the test occurred, the suspension from competition will be carried over to the regular season of the next academic year.
5. The student-athlete will be required to attend an alcohol/drug assessment course scheduled by the Athletic Director or his/her designee. This course will be scheduled for the student-athlete once a positive test is confirmed. This class will be at the expense of the student-athlete. This course must be completed before student-athlete will be allowed to return to competition.
6. The student-athlete will not be allowed to participate in practices and team workouts for a minimum of two weeks AND will only be allowed to return to practice/team workouts after an alcohol/drug assessment course has been completed.
7. A student-athlete must receive a negative follow-up drug test before he/she will be permitted to return to participation in the athletic program. A student-athlete is financially responsible for this follow-up test.
8. Student-athletes who are suspended for a confirmed positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for the duration of his/her time while in the athletic program.

b. **Second Offense:**

1. The Athletic Director or his/her designee will report the confirmed positive drug test finding(s) to the ACCC Commissioner and College President.
2. The Athletic Director or his/her designee will schedule a confidential meeting with the student-athlete and head coach to review the confirmed positive drug test results.
3. The Athletic Director or his/her designee will notify the student-athlete's parent(s) or legal guardian(s) by telephone and in writing.
4. The student-athlete will be immediately dismissed from their respective athletic team and will forfeit their athletic scholarship.

10. **Prohibition from Enrolling at Other Member College:** Students who are permanently suspended from an ACCC member college for failing to comply with this Policy will be prohibited from competing at any other ACCC member college until such student is in compliance with the drug policy.

11. **Medical Exceptions:** The ACCC recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the ACCC allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. In order to be considered for a medical exception, the student-athlete must present this request to the Athletic Director prior to or at the time of any drug tests.

Student-athletes who test positive for a banned substance by the laboratory retained by the College may, within 72 hours following receipt of notice of the laboratory finding, contest the findings. The student-athlete must write (letter, email, etc.) his/her contest with the initial test.

Upon the student-athlete's request for additional testing of the sample, the Athletic Director or his/her designee will formally request the laboratory retained by the College to perform testing on specimen B. The student-athlete may choose to be present at the opening of specimen B at the laboratory. If the student-athlete does not wish to be present at the opening of specimen B, but desires to be represented, arrangements will be made for a surrogate to attend the opening of specimen B. The surrogate will not be involved with any other aspect of the analysis of the specimen. The student-athlete or his/her surrogate will attest to the sample number and the integrity of the security seal prior to the laboratory opening of specimen B. Specimen B findings will be final, and no further appeals may be made.

12. **Alcohol Possession / Use and Drug Possession Policy:** Student-athletes are required to conduct themselves in accordance with member policies, in addition to federal, state and local laws. To the latter, possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws (Minor in Possession/MIP). Additionally, possession or use of illegal drugs is a violation of state law. As such, a student-athlete who is caught on or off campus with any type of alcohol or in possession of drugs/drug paraphernalia will be suspended for 10% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason).

Any student-athlete receiving a DUI/OWI will be suspended for 25% of the maximum number of NJCAA-allowable dates/games (number of dates/games will round up). The suspension will be enforced during the current regular and/or postseason season or the subsequent regular season (if the confirmed positive test occurs during the offseason).

13. **Enforcement of ACCC Drug Education and Testing Policy:** The following protocol will be utilized to ensure institutions comply with the ACCC Drug Education and Testing Policy:

- a. **Notification of Confirmed Positive Drug Test Results:** The ACCC must be notified of all confirmed positive drug test results within 24 hours of member colleges being notified of such results. Member colleges failing to notify the ACCC of confirmed positive drug tests will be fined:

- First Occurrence: \$750
- Second Occurrence: \$1,500
- Third Occurrence: \$3,000
- Fourth Occurrence: \$4,500

- b. **Enforcement by ACCC Officials:** Upon receiving drug test results from each REQUIRED test period, **ALL** member colleges are REQUIRED to forward **ALL** results, including names, to the ACCC Commissioner, within two business days of receiving. Member colleges will be deemed in non-compliance if:

1. Drug test results are not submitted within the two-business day timeframe; and/or
2. After review of materials submitted, member colleges are found not to be in compliance with the ACCC's Drug Education and Testing Policy.

- c. **Sanctions:** Member colleges not in compliance with the ACCC's Drug Education and Testing Policy will be fined:

- First Occurrence: \$750
- Second Occurrence: \$1,500
- Third Occurrence: \$3,000
- Fourth Occurrence: \$4,500

NOTE: If fines are not paid in full prior to postseason competition, member colleges will not be allowed to participate in postseason tournaments.

Procedures(s):

Specimen Collection Procedures

A copy of these guidelines must be provided to each collection site person, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of these procedures. Collection site personnel should contact the Athletic Director, head coach, or other designated college representative to obtain a copy of these guidelines before any specimen collection is performed.

1. The collection site person will be a licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures – not a coach, Athletic Director, or any other College employee who is a non-licensed medical professional.
2. Specimen collection procedures will provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.
3. When the student-athlete arrives at the collection site, the collection site person will ensure that the student-athlete is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized institution representative. If the student-athlete's identity cannot be established, the collection site person will not proceed with the collection until such identification can be made.
4. If providing a urine sample, the student will remove any unnecessary outer garments, such as a coat or jacket. The collection site person will ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student-athlete's person.
5. If providing a saliva sample, the student will provide two samples to the collection site person. The second sample collected will serve as specimen B in the event of a student-athlete appealing a positive test result of specimen A (the first sample collected).
6. Once the specimen has been collected, the student-athlete and the collection site person will keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student-athlete will complete the necessary information on the custody and control form. The student-athlete will sign the custody and control form certifying that the specimen identified as having been collected from him or her is in fact the specimen he or she provided. The specimen and the chain of custody and control form will then be sealed in a plastic bag and labeled in the presence of the student-athlete. The student-athlete's participation in the specimen collection process is complete.

Additional Provisions / Information:

Consent to Drug Testing and Acknowledgement of Student-Athlete Drug Testing Policy Form (see below).

ALABAMA COMMUNITY COLLEGE CONFERENCE CONSENT TO DRUG TESTING & ACKNOWLEDGEMENT OF STUDENT-ATHLETE DRUG TESTING POLICY

I certify that I have received a copy of the Alabama Community College Conference Drug Education and Testing Policy for student-athletes, and I have read and understand the requirements of the policy and guidelines in order to participate in intercollegiate athletics, including parental notification requirements.

I understand that to participate in intercollegiate athletics (including athletic managers), I will be required to submit to mandatory drug testing. I agree to submit to specimen collections for purposes of analysis for drug use. I further agree and consent to the disclosure of the records and test results relating to this analysis to be released to ACCC Commissioner, the College's Athletic Director, Head Coach, and college President in order that my eligibility to participate in the athletic program can be determined.

My signature below further authorizes my institution to notify my parents and/or guardians of the results of my drug test, any sanctions that may or may not be placed on me in relation to the Drug Education and Testing Policy, or other issues relating to the Drug Education and Testing Policy.

Date

Student-athlete's Signature

Witnessed: Coach/Athletic Director

Student-athlete's Printed Name

Parent/Legal Guardian Signature
(if under 19 years of age)

05.08 Student – Formal Complaints

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to establish and follow a formal procedure for addressing student complaints.

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Student Complaint:** The student has the right to submit a written Student Complaint. The student may first meet with the supervisor responsible for the applicable policy to attempt to resolve the complaint. If a resolution cannot be achieved, the student should submit the completed [Complaint Form](#) online with documentation (police report, hospital records, doctor excuse, obituary, witness statements, etc.) to support any extenuating circumstances.
2. **Types of Student Complaints:** Complaints and/or Appeals may include but are not limited to the following:
 - Academic Complaint and Grade Appeals
 - Admissions status
 - Financial Aid Awards or Loss of Aid
 - Traffic Citations and Fines
 - Fiscal Services Office, student refunds, returned checks
 - Student Code of Conduct Suspensions/Dismissals
 - Audit to Credit/Credit to Audit Registrations
 - ADA Accommodations
 - Title IX Accommodations
 - Discrimination
 - Harassment
3. If a resolution cannot be achieved at the college level, the student can submit a complaint to the Alabama Community College System (ACCS).

Procedures(s):

1. Before submitting a Complaint Form, the student should contact the appropriate supervisor to discuss an informal resolution.
 - **Financial Aid Awards or Loss of Aid**
Director – Financial Aid
Gail.Beggs@coastalalabama.edu
251-580-2151
 - **Chief Financial Officer**
Jessica.Davis@coastalalabama.edu
251-580-2207
 - **Student Refunds, Fiscal Services Office Procedures**
Director – Fiscal Services
Jill.Cabaniss@coastalalabama.edu
251-580-2136
 - **Chief Financial Officer**
Jessica.davis@coastalalabama.edu
251-580-2207

- **Admissions & Records Procedures**
Director - Enrollment Management
Beth.Bryars@coastalalabama.edu
251-580-2112
- **Dean - Student Services**
Dendy.Moseley@coastalalabama.edu
251-580-2103
- **Academic Complaints and Grade Appeals**
Dean - Academic Instruction
Mary.Lancaster@coastalalabama.edu
251-809-1500
- **Dean - Career Technology**
Linda.Grant@Coastalalabama.edu
334-637-3151
- **Dean - Nursing and Allied Health**
Tiffany.Scarborough@coastalalabama.edu
251-580-2256
- **Student Conduct, Title IX Complaints, Harassment, and Discrimination**
Dean - Student Services
Dendy.Moseley@coastalalabama.edu
251-580-2103
- **Americans with Disability Act Complaints and Appeals**
ADA Specialist
Lee.Barrentine@coastalalabama.edu
251-580-2109
- **Dean - Student Services**
Dendy.Moseley@coastalalabama.edu
251-580-2103
- **College Police Complaints**
College Police Chief
Jonathan.Davidson@coastalalabama.edu
251-580-2222

2. In the event the matter is not resolved in the conference with the director or designee, the student can initiate a formal student complaint. The complaint or appeal will be submitted to the Student Appeals Committee for review.

- a. Complete the [Complaint Form](#).
- b. This complaint will be reviewed by the Student Appeals Sub-Committee. This committee is comprised of program directors, campus directors, faculty, staff, students. Committee members and the committee chairperson will be appointed each year by the President or designee.
- c. The Student Appeals Committee will render a decision within fourteen (14) business days to the students' college email address.
- d. All decisions are subject to review by the President of the College.

3. A student must exhaust their rights under the institution's official complaint/grievance policy before advancing any complaint to the Alabama Community College System (ACCS) office. Students may file consumer/student complaints with the Alabama Community College System (ACCS) by following these procedures:

- a. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to ACCS using the System's official Complaint Form. Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and emailing it to complaints@accs.edu or (2) mailing it to: Alabama Community College System Attention: Division of Academic and Student Affairs P.O. Box 302130 Montgomery, AL 36130-2130

- b. The Division of Student Success will investigate the complaint.
- c. The institution which is the subject of complaint has fifteen (15) days to provide a written response to questions and/or concerns raised during the investigation. Such response may or may not contain a resolution.
- d. The Division of Student Success will adjudicate the matter within thirty (30) business days of receipt of complaint 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.
- e. If corrective action is needed the institution will have thirty (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.
- g. The decision made by ACCS is final and cannot be appealed.

Additional Provisions / Information:

Refer to the Student [Complaint Form](#).

Refer to <https://www.accs.edu/student-complaints/>.

NOTE: Some academic programs (for example, Nursing) may require additional or more stringent requirements. Refer to the applicable Program Handbook for additional information.

05.09 Student Records

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

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

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

Education Records: Student educational records are defined as those records, files, documents and other materials which contain information directly related to a student and are maintained by the College or by a person acting for the College. Specifically excluded from the definition of "educational records" and not open to student inspection are the following materials:

1. Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;
2. Records of campus security, except in those instances where they have been transmitted within the College for administrative purposes;
3. Records which are created or maintained by a physician, psychiatrist, psychologist or other recognized professional or para-professional acting in a professional or para-professional capacity or assisting in that capacity and which are created, maintained or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the College, but such records are available to a physician or appropriate professional of the student's choice.

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

Details:

1. **General Information:** Coastal Alabama Community College will not permit access to or the release of education records or personally identifiable information contained therein, other than directory information as defined within the paragraph titled Directory Information, without the written consent of the student, to any party other than the following:
 - a. Other school officials and instructors of the College who have been determined by the College to have legitimate educational interests;
 - b. Officials of those schools or school systems in which the student seeks or intends to enroll, upon the condition that the student may receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
 - c. Certain authorized representatives of federal departments or agencies or state educational authorities for purposes of audits, evaluative studies, etc. Data collected will be protected in a way which prevents personal identification except when specifically authorized by federal law. The data will be destroyed when no longer needed for such purposes;
 - d. In connection with a student's application for, or receipt of, financial aid;
 - e. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to State statute adopted prior to November 19, 1974;
 - f. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted;
 - g. Accrediting organizations in order to carry out their accrediting functions;
 - h. Parents of a student who is a dependent for income tax purposes;
 - i. Pursuant to a lawful subpoena or court order;
 - j. Other appropriate persons in an emergency to protect the health or safety of the student or others. Students will have access to all such information in accordance with the procedure outlined in this statement with the exceptions specified within the following paragraph.

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

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

If any student has an objection to any of the aforementioned information being released about himself/herself during any given semester or academic year, the student should notify in writing the Registrar, during the first three weeks of the respective semester or academic year. The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The address of the office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4605.

3. **Location of Records:** The College has designated the following offices as responsible for student records within their respective areas of responsibility:

- Instructional Services Office
- Student Services Office
- Fiscal Services Office
- Financial Aid Office

The administrators in the aforementioned offices will hereinafter be referred to as "records officials." Each official is responsible for maintaining a listing of student records within such records official's area of responsibility, which listing will indicate the location and general content of the records. Any student request concerning their records or files, including requests that information not be disclosed to the public, requests for disclosure to third parties, and requests for access by the student will be directed to the appropriate

records official. Forms for all such requests may be obtained from these officials. The appropriate records official will also attempt to resolve any challenges to the records at an informal hearing with the student and, if an agreeable solution is not reached, the records official will refer the student and their challenge to the Dean of Student Services, who will set a hearing within ten (10) business days thereafter for final decision.

4. **Access of Student Records:** Coastal Alabama will maintain a record, kept with the education records of each student, which will indicate all parties (other than those specified within the paragraph titled General Policy) which have requested or obtained access to a student's education records. This record will indicate specifically the legitimate interest that each such party has in obtaining this information. Such record of access will be available only to the student, to the school official and their assistants who are responsible for the custody of such records, and to persons or organizations authorized in, and under the conditions of the paragraph titled General Policy.
- a. **Student Right to Review Records:** The student is afforded the right to inspect and review, in the presence of a College employee, any records, files and data directly related to the student. To inspect their personal folder or file, a student will submit a written request to the appropriate records official signed by the student and, if not personally submitted by the student, then the student's signature will be acknowledged by the affidavit of a Notary Public. The request for inspection will be acted upon within 45 days from the date such request is received. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished by providing copies of documents, such copies will be made and provided to the student.
- b. **Limitations on Access to Student Records:** The right of inspection of personal information described in the above paragraph does not include:
1. Financial records of the parents of the student or any information contained therein;
 2. Confidential letters and statements of recommendation which were placed in the education records prior to January 1, 1975. If such letters or statements are not used for purposes other than those for which they were specifically intended; or,
 3. Other confidential records, access to which has been waived by the student in accordance with policy concerning waivers.
- c. **Waiver of Access:** A student or a person applying for admission may waive their right of access to confidential statements concerning that student's application for admission, financial aid, employment, honorary recognition or any other benefit made available by Coastal Alabama. The student may sign and return the waiver or may request a list of the names of persons who will be asked for recommendations as to such application prior to signing and returning such waiver or the student may decline to waive the right of access. No such application will be conditioned upon or prejudiced by the student's failure or refusal to sign such waiver.
5. **Challenging the Contents of Records:** If, after inspecting their record, a student wishes an explanation or to challenge any part of the contents of such record, then the student will submit a written request for a hearing in the same manner and under the same procedures as provided within the preceding paragraph titled Location of Records. The deadline for challenging an educational record is three calendar years from the term in question.

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

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

- 7. Transfer of Information by Third Parties:** Any information released under the preceding paragraph will be expressly conditioned upon the understanding that the party to which the information is being transferred will not permit any other party to have access to such information without the consent of the student. Such conditional understanding will be in writing and included in or attached to each release of information.
- 8. Destruction of Records:** Coastal Alabama Community College retains the right, if not otherwise precluded by law, to destroy records as a matter of policy. However, upon written request, a student will be granted access to and copies of their records, which are not excluded by the provisions included within the paragraph titled Definition of Educational Records, prior to the destruction of such records. Without a request on file prior to destruction, no copy of records to be destroyed will be furnished to the student.

Procedures(s):

- Students may request access to their records by submitting a written request via email to the college Registrar at Registrar@CoastalAlabama.edu. A valid photo ID must accompany the request.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

05.10 Residence Halls

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws related to college residence halls, and Alabama Community College System (ACCS) [Board Policy 327.01](#) and [Chancellor's Procedure 327.01](#).

Rules are inherent in all group living situations because sound laws and regulations provide order essential to personal freedom and achievement. By selecting Coastal Alabama, a student also selects the standards and regulations of the College. Student housing is available on the Bay Minette and Brewton Campuses.

Scope:

This policy applies to all residents in the residence halls at Coastal Alabama Community College.

Definitions:

There are no definitions applicable to this policy.

Details:

- 1. Residence Requirements:** All students residing in college housing are required to retain their residence for the fall and/or spring semester, or the remaining portion thereof. Students are required to be full-time (minimum of 12-15 credit hours), according to their program requirements each academic term. See the Residence Hall Contract for additional requirements.
- 2. General Residence Hall Rules:** It is expected that students living and visiting Residence Halls will cooperate with the Residence Hall Office, Residence Hall Staff, and with each other in maintaining a routine of living conducive to wholesome college life. Living in the Residence Halls is a privilege, and the College reserves the right to revoke this privilege whenever the actions of a resident are not conducive to the educational environment or interfere with the rights of others. The following are prohibited in and around college-operated Residence Halls and discovery of such offenses will lead to disciplinary action:
 - Weapons of any kind, firearms (including pellet guns, air rifles, or Airsoft-type guns), ammunition, any incendiary or any type of explosive device or material (including fireworks);
 - Gambling in any form;
 - Smoking and tobacco products, including but not limited to electronic vapor paraphernalia;
 - Candles, incense, or other flame-emitting articles;
 - Possession of state, federal, local, or miscellaneous signs illegally obtained;

- Pets;
 - Open element electrical appliances (including coffee makers, toasters, air fryers, toaster ovens, hotplates, grills of any type, electric skillet), space heaters, window fan/air conditioner unit, or generators.
 - Commercial grade weight-lifting apparatus;
 - Outdoor recreational equipment that does not impose any strain on a resident's room/suitemate(s) (NOT including bikes, small fishing equipment, etc.);
 - Boats and other recreational modes of transportation (i.e., ATVs) cannot be stored on campus;
 - Splicing into or otherwise “tampering” with existing electrical wiring;
 - Playing or practicing of musical instruments that intrudes of posted quiet hours;
 - Dart boards, darts, or any type of throwing knives;
 - Use of profane language, verbal abuse, and/or insubordination toward any college employee; Sexual activity including any sexual conduct by, between, with, to, or involving two or more persons regardless of gender.
3. **Legally Binding Contract:** Coastal Alabama Community College considers the Residence Life Housing Contract to be a legally binding document on the part of the student and College. By signing the Residence Hall Contract, residents agree to comply with all regulations, policies, procedures, terms, and conditions of the College. Failure to comply may result in sanctions and/or fines. Refer to the current Housing Contract for additional information.
 4. **Residence Hall Withdrawal:** A student who withdraws from a residence hall while still enrolled at the College will be charged a prorated daily rate for food services and number of days in residence. Refer to the Refunds Policy, ACCS Board Policy 327.01 and Chancellor’s Procedure 327.01 for college withdrawals.
 5. **Exceptions:** Exceptions are considered on a case-by-case basis and approved by the Dean of Student Services.

Procedures(s):

Violations of Residence Halls Policy Procedures

1. Refer to the Student Code of Conduct Policy for violations of Residence Halls Policy.

Additional Provisions / Information:

Refer to the Student Housing Handbook.

Refer to the Student Code of Conduct Policy.

05.11 Graduation

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure that students fulfill the general requirements to become eligible for an Associate’s Degree or Certificate.

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Graduation Ceremony:** To ensure compliance with graduation requirements, students should apply for graduation with the Registrar’s Office by the posted deadline. The student will receive a graduation check sheet verifying the courses needed to complete graduation requirements and should register for listed classes the last term.

2. **Graduation Requirements:** Students will be awarded an Associate in Arts, Associate in Science, Associate in Applied Science degrees, and Certificates upon satisfactory completion of the requirements as certified by the Instructional Officers and instructors of Coastal Alabama Community College.
 - a. **Eligibility to Receive a Degree or Certificate:**
 - In accordance with Alabama Community College System Board of Trustees Policy 715.01, students must earn at least 25% of credit hours required for the degree or certificate to be awarded by Coastal Alabama Community College.
 - Students must have a 2.0 cumulative grade point average over all coursework attempted at the college. A course may be counted only once towards graduation.
 - A student is not required to pay graduation fees or participate in commencement ceremonies in order to be designated as a graduate on the transcript.
 - The chief academic officer will approve the formal award when the student meets all requirements for graduation.
 - Transcripts will not be provided to a student nor forwarded to any other institution or organization until after the student has fulfilled all financial obligations to the college.
 - Students must submit the online Graduation Application by the designated deadline. Click here for [GRADUATION APPLICATION](#).
3. **Honors and Awards:** Coastal Alabama Community College recognizes Honors and Awards recipients.
 - a. **Dean's List:** Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A Dean's List will be compiled at the end of each semester. Requirements for the Dean's List will be (1) a semester grade point average of 3.50 or higher but below 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.
 - b. **President's List:** Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements. A President's List will be compiled at the end of each semester. Requirements for the President's List will be (1) a semester grade point average of 4.0, and (2) completion of a minimum semester course load of 12 semester credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the semester GPA. However, developmental courses will not count toward the minimum course load requirement.
 - c. **Graduation Honors for Degrees:** Superior academic achievement by graduating students will be designated on transcripts by the following:
 - Graduating with Honors (cum laude) 3.50-3.69 GPA.
 - Graduating with High Honors (magna cum laude) 3.70-3.89 GPA.
 - Graduating with Highest Honors (summa cum laude) 3.90-4.00 GPA.
 - d. **Graduation Honors for Certificates:** Superior academic achievement by students earning certificates will be designated on transcripts as follows:
 - Graduating with Distinction 3.50-4.00 GPA.
4. **Dual Degree:** A student who has already earned a transfer degree and who desires to earn another transfer degree must complete a minimum of an additional 12 semester hours of credit in appropriate courses, the General Education requirements specified for the degree, and the specific program requirements. Allowable transfer dual degrees are as follows:
 - a. A student who has earned an AA degree will be eligible to earn an AS degree with the completion of the minimum requirements as noted above.
 - b. A student who has earned an AS degree will be eligible to earn an AA degree with the completion of the minimum requirements as noted above.
 - c. Students may earn two or more AAS degrees so long as they complete the specified requirements listed in the curriculum for each field of study and complete the additional semester hours of credit required for the second degree.
 - d. Students seeking to earn an AAS and an AA or AS degree must (1) complete the specified curriculum requirements for the AAS degree, (2) complete the General Education requirements for the AA or AS degrees, (3) maintain a 2.0 G.P.A., and (4) complete at least 12 additional semester hours of credit at Coastal Alabama Community College as required by the second degree.

Procedures(s):

1. Students must submit the online Graduation Application by the designated deadline. Click here for [GRADUATION APPLICATION](#).

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.

Section 06: Fiscal Services and Student Financial Aid

06.01 Accounting Procedures

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

The [Fiscal Procedures Manual](#) for the Alabama Community College System (ACCS) will be used by all institutions. The Chancellor will revise and maintain the manual as needed to comply with Generally Accepted Accounting Principles (GAAP), good business practices, Board policy, and applicable laws.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with college policies.

Definitions:

GAAP: Generally Accepted Accounting Principles.

Details:

1. Coastal Alabama Community College will follow and work from the ACCS [Fiscal Procedure Manual](#).

Procedures(s):

1. Coastal Alabama Community College will follow and work from the ACCS [Fiscal Procedure Manual](#).

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

06.02 Accreditation Expense

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with the Alabama Community College System (ACCS) [Board Policy 303.01](#) and [Chancellor's Procedures 303.01](#), Accreditation Expense.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Accreditation Expenses: Payment of the services of a team or an individual for the purpose of gaining or maintaining accreditation.

Details:

1. Institutional accreditation expenses may be paid from state funds within the institution's current unrestricted funds.

Procedures(s):

1. All expenses related to the accreditation process should be put through the normal purchasing process and have prior approval per purchasing policy and procedures.
2. Accreditation expenses will be limited to payment of travel, subsistence, lodging, and honoraria, incurred by members of visiting committees, other bona fide representatives, and members of the staff of the accrediting organization. This rule permits payment of only those expenses for which an institution is customarily invoiced by the accrediting organization following a visit.
3. The institution may pay from state funds the required annual dues of institutional accrediting agencies. Annual dues of correspondents, candidates for membership, and accredited members may be paid.
4. The institution also may pay from state funds the fees for accrediting individual programs offered by the institution where such an accreditation is an official prerequisite for the licensing of graduates of such programs by legally designated professional or occupational licensing boards or agencies in the State of Alabama or where such accreditation significantly enhances the employability of program participants.

Additional Provisions / Information:

[Code of Alabama 16-60-111.2; 16-60-111.4](#)

06.03 Audits

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 318.01](#) and [Chancellor's Procedures 318.01](#), Audits.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Coastal Alabama Community College must be audited annually by an independent, professional accounting firm with significant experience in higher education auditing and who can demonstrate a level of service and performance with sufficient resources, financial stability, and experience to meet the system and colleges annual audit needs and requirements.

2. The Chancellor is authorized to initiate and direct audits and reviews of any or all operations of any institution within the Alabama Community College System.

Procedures(s):

1. In consultation with the Board's "Audit and Finance Committee," the Chancellor will determine appropriate procedures and compliance measures and standards applicable to the Chancellor initiated audits or reviews.
2. Following the determination of the results of each institution audit completed by the Examiners of Public Accounts, and each audit or review directed by the Chancellor, a written report addressing the results of such audit or review will be provided to the Board of Trustees.
3. No employee will be subjected to retaliation or discriminatory treatment by reason of having cooperated in good faith with any audit or review under this section, or for reporting a concern or concerns, in good faith, regarding violation of a policy of the Board of Trustees, or a State or Federal statute, rule, or regulation applicable to the Alabama Community College System Office or to any of its institutions or employees. For the purpose of this policy, "in good faith" will mean providing information or making a statement or report with a reasonable belief that it is true or accurate. Employees who have engaged in retaliatory or discriminatory conduct in violation of this paragraph may be subject to discipline up to and including termination of employment.

Additional Provisions / Information:

[Code of Alabama 16-60-111.4; 16-60-111.5.](#)

06.04 Auxiliary Services

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 320.01](#) and [Chancellor's Procedures 320.01](#), Auxiliary Services.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Blind Person: A natural person who has no vision or whose vision with corrective glasses is so defective as to prevent the performance of ordinary activities for which eyesight is essential, or who has central visual acuity of 20/200 or less in the better eye with corrective glasses, or whose central visual acuity is more than 20/200 in the better eye with corrective glasses but whose peripheral field has contracted to such an angular distance no greater than 20 degrees.

Licensed Blind Vendor: A blind person licensed by Rehabilitation Services to operate a vending stand.

Vending Stand: Such shelters, counters, shelves, display and wall cases, refrigerator apparatus, and other auxiliary equipment that may be needed in vending such articles as may be approved by Rehabilitation Services, as well as manual or coin operated vending machines or similar devices.

Details:

1. The institution is authorized to operate or to contract for food services, vending services, bookstores, student housing and other self-supporting activities as a service to, and incidental to, the instructional program of the institution. These activities will be operated on a self-sustaining basis.

2. Pursuant to the requirement of [Section 21-1-41\(g\) of the Code of Alabama \(1975\)](#), as amended, each President will cooperate fully with the Business Enterprise Program for the Blind to provide such information and documentation as may be needed by the Business Enterprise Program in the performance of surveys, evaluations, and establishment of concession opportunities for blind vendors preparatory to submitting such a bid.

3. **General Requirements:**

- a. The institutions must assure the preferential status of licensed blind vendors.
- b. No institution may have upon its main campus or any branch campus any vending stand owned or operated by any party other than the institution unless the presence of each such vending stand is pursuant to a competitively bid contract between the respective institution and the respective owner and/or operator of the vending stand.

Procedures(s):

1. Institutions must bid for and award contracts by following the current [Code of Alabama bid procedures](#).

Additional Provisions / Information:

[Code of Alabama 16-60-111.4; 16-60-111.5](#).

06.05 Capital Assets

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 324.01](#) and [Chancellor's Procedures 324.01](#), Capital Assets.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Coastal Alabama Community College will capitalize all property acquired by the institution in accordance with the amount prescribed by current federal government regulations for capitalization.
2. Coastal Alabama Community College will conduct an annual physical inventory of capitalized items and reconcile to the financial statement for the corresponding fiscal year.

Procedures(s):

1. A physical property inventory will be established to include all non-consumable institutional personal property except all livestock, animals, farm and agricultural products under the control of a System institution. Each institution will capitalize all property acquired by the institution in accordance with the amount prescribed by current federal government regulations for capitalization. The inventoried amount is computed as the cost of the asset plus any and all costs associated with taking physical control of the asset. The inventory will show the complete description, manufacturer's serial number, acquisition cost, date of purchase, location, responsible officer or employee, and the college property control number.

2. An employee must be designated as property manager. Except for books, the property manager will make an annual physical inventory of all applicable personal property. A copy of the inventory will be submitted to the Chief Financial Officer by September 30 of each year for reconciliation to the financial statement for the fiscal year. Each inventory will include all property acquired since the date of the last inventory. When a physical inventory fails to locate property, items listed on the previous inventory, then a complete explanation accounting for the property or the disposition thereof will be attached to the inventory and submitted to the Chief Financial Officer. All property managers will maintain a copy of all inventories submitted to the Chief Financial Officer and the copies will be subject to examination by all state auditors, employees of the Department of Examiners of Public Accounts, or the Chancellor or Alabama Community College System Office staff.
3. Each property manager will be the custodian of, and responsible for, all physical property of the institution. When any property is entrusted to other employees or officers, the property manager will require a written receipt of the property so entrusted, which receipt will be executed by the person receiving the property. The employee or officer receiving the property will then be held responsible for that item of inventory.
4. No property will be disposed of, transferred, assigned, or entrusted to any other department, division, or employee thereof without the written permission of the property manager.
5. Whenever any property manager ceases for any reason to be the property manager, the Chief Financial Officer will immediately notify the President in writing. College officials will immediately check the inventories of all property for which the property manager was responsible and the successor to the property will execute a written receipt for all property received by him or her or coming into his or her custody or control. The last payment of salary due the property manager will be withheld until a complete reconciliation of the property inventory has been made and approved. In the event of any shortages, the property manager will not be held accountable for property entrusted to any other employee or officer and for which he or she holds a valid written receipt of the employee or officer. These guidelines do not negate any inventory requirements under Federal Regulations.

Additional Provisions / Information:

[Code of Alabama 16-60-111.4.](#)

06.06 Financial Aid – Student

Original Approval: 04/01/2022

Last Updated: 02/19/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to articulate the policies and procedures that govern the administration of financial aid. The Financial Aid Office provides students with accurate information on available financial aid to meet the cost of education at Coastal Alabama Community College, by assisting students in applying for and receiving financial aid in a timely manner and maintaining regulatory compliance with funding agencies to ensure institutional eligibility. This document has been developed to reflect Coastal Alabama Community College's current practices in the delivery of financial aid. It is intended to be used as a reference for existing staff. In addition, appropriate portions of the policy may be made available to students, other Coastal Alabama Community College personnel, or state and federal agency representatives who request to review it.

Scope:

This policy applies to all Coastal Alabama Community College students and prospective students.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Student Financial Aid Policies are located in the College Catalog at <https://catalog.coastalalabama.edu/financial-aid>.
2. Student Veteran Benefits Program Policies are located in the College Catalog at <https://catalog.coastalalabama.edu/veteran-benefits-program>.
3. Refer to Student Cost of Attendance Policies in the Paying for College Policy.

4. Please contact the Financial Aid Office (Financial_Aid@CoastalAlabama.edu) 251-580-2151) for Financial Aid Policy Manual.

Procedures(s):

1. There are no procedures applicable to this policy.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

06.07 Financial Reporting

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 304.01](#) and [Chancellor's Procedures 304.01](#), Financial Reporting.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Annual Budget:** Coastal Alabama Community College will submit an annual budget, annual financial statements, and other financial reports in the format prescribed by the Chancellor. The Chancellor will present the institution budgets to the Alabama Community College System Board of Trustees for approval prior to the commencement of each fiscal year.
2. **Financial Disclosures:** Coastal Alabama Community College will electronically publish its financial data, prominently indexed and displayed on its principal website, and accessible to the public without the necessity of a password or registration.

Coastal Alabama Community College an institution of the Alabama Community College System will have on its principal website a link titled Financial Disclosure.

3. **Financial Data:** Financial data will include:
 - a. All grants and expenditures by the college or institution during the current fiscal year, specifying the amount, date, agency, funding source(s), grantee/payee, purpose, as well as an identifying number by which the grant or expenditure's pertinent contract, invoice, purchase order or grant documents may be requested.
 - b. Financial data from fiscal year 2007 and for each fiscal year thereafter will remain accessible.
 - c. Financial data will not include information which is required to be kept confidential by State or Federal law.
4. **List of Expenditures:** On the Financial Disclosure Data webpage each institution will list all expenditures (to include gross payrolls) for each month, as soon as administratively practical after the close of the period, and include the following information:
 - Institution Name
 - Transaction Number
 - Payee (Payee name will be replaced as "Student Payment" for student aid payments.)
 - Date

- Amount
- Funding Source (funding source should reflect the fund from which the expenditure was made)
- Purpose (the purpose of the expenditure should reflect the description of the object code (e.g., 6100 Series—Personnel, 7200—Materials and Supplies, 7900— Capital Expenditures))

5. **Downloadable Format:** All financial data will be published in a format capable of being easily downloaded, searched, and sorted by software commonly available on consumer-owned personal computers over internet connections.

6. **Access to Financial Data:** The Alabama Community College System Office will maintain electronic links to each institution's financial data.

Procedures(s):

1. **Annual Financial Reporting:** The Alabama Community College System Office will provide annual deadlines and instructions for budget submissions, financial statements, and other financial reports, as necessary.

Additional Provisions / Information:

ACT #2015-125; [Code of Alabama 16-60-111.2](#); [16-60-111.4](#); [41-4-65](#).

06.08 Paying for College

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to collect college receivables in compliance with federal and state law and Alabama Community College System (ACCS) policy related to tuition and fees and Cost of Attendance (COA).

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

Cost of Attendance (COA): The COA is an estimate/average dollar amount which includes estimates of standard expenses such as tuition, fees, books, supplies, housing and food, and personal expenses, such as clothing, transportation, etc. Students must have unmet need to qualify for Title IV aid. $COA \text{ (cost of attendance)} - \text{Student Aid Index (SAI)} - \text{Other Aid} = \text{Unmet Need}$.

Resident Student: A Resident Student will be charged the in-state tuition rate established by the Alabama Community College System Board of Trustees. A Resident Student is an applicant for admission who is a citizen of the United States or a resident alien in the State of Alabama for at least 12 months immediately preceding application for admission, or whose non-estranged spouse has resided and had habitation, home and permanent abode in the State of Alabama for at least 12 months immediately preceding application for admission. Consequently, an out-of-state student cannot attain Resident Student status simply by attending school for twelve months in the State of Alabama. In the case of minor dependents seeking admission, the parent(s) or legal guardian of such minor dependent must have resided in the State of Alabama for at least 12 months immediately preceding application for admission. If the parents are divorced, residence will be determined by the residency of the parent to whom the court has granted custody.

Minor: For the purpose of this policy, a minor is an individual who because of age, lacks the capacity to contract under Alabama law. Under current law, this means a single individual under 19 years of age and a married individual under 18 years of age, but excludes an individual whose disabilities of non-age have been removed by a court of competent jurisdiction for a reason other than establishing a legal residence in Alabama. If current law changes, this definition will change accordingly.

Supporting Person: Either or both of the parents of the student, if the parents are living together, or if the parents are divorced or living separately, then either the parent having legal custody or, if different, the parent providing the greater amount of financial support. If both parents are deceased or if neither has legal custody, supporting person will mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

Details:

1. **Tuition:** Tuition for the current academic year are available at <https://www.coastalalabama.edu/admissions-aid/financial-aidold/tuition/>. Students from the following counties may be eligible for in-state tuition: Santa Rosa (FL), Escambia (FL), Walton (FL), Okaloosa (FL), Clarke (MS), Wayne (MS) and Lauderdale (MS).
2. **Eligibility for Alabama Resident Tuition Rate:** It is the policy of Coastal Alabama Community College to classify applicants for admission in one of three categories for the purpose of assessing tuition.
 - Resident Student
 - Minor
 - Supporting Person
 - a. In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.
 - b. An individual claiming to be a resident will certify by a signed statement each of the following:
 - A specific address or location within the State of Alabama as his/her residence.
 - An intention to remain at this address indefinitely.
 - Possession of more substantial connections with the State of Alabama than with any other state.
 - c. Though certification of an address and an intent to remain in the state indefinitely will be prerequisites to establishing status as a resident, ultimate determination of that status will be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation will include the consideration of all of the following connections:
 1. Consideration of the location of high school graduation.
 2. Payment of Alabama state income taxes as a resident.
 3. Ownership of a residence or other real property in the state and payment of state ad valorem taxes on the residence or property.
 4. Full-time employment in the state.
 5. Residence in the state of a spouse, parents, or children.
 6. Previous periods of residency in the state continuing for one year or more.
 7. Voter registration and voting in the state; more significantly, continuing voter registration in the state that initially occurred at least one year prior to the initial registration of the student in Alabama at a public institution of higher education
 8. Possession of state or local licenses to do business or practice a profession in the state.
 9. Ownership of personal property in the state, payment of state taxes on the property, and possession of state license plates.
 10. Continuous physical presence in the state for a purpose other than attending school, except for temporary absences for travel, military service, and temporary employment.
 11. Membership in religious, professional, business, civic, or social organizations in the state.
 12. Maintenance in the state of checking and saving accounts, safe deposit boxes, or investment accounts.
 13. In-state address shown on selective service registration, driver's license, automobile title registration, hunting and fishing licenses, insurance policies, stock and bond registrations, last will and testament, annuities, or retirement plans.
 - d. Students determined to be eligible for resident tuition will maintain that eligibility upon re-enrollment within one full academic year of their most previous enrollment unless there is evidence that the student subsequently has abandoned resident status, for example, registering to vote in another state. Students failing to re-enroll within one full academic year must establish eligibility upon re-enrollment.
3. **Fees:** Fees are required each semester and are subject to change without notice. Fees are available at <https://www.coastalalabama.edu/admissions-aid/financial-aidold/tuition/>. In addition to paying the appropriate tuition fee, students may also be required to purchase certain necessary tools and supplies for some courses or programs. Fees are required each semester and are subject to change without notice.

NOTICE: Students who owe the College any type of fee, such as a tuition and/or fees or a parking/traffic violation fine or a library fine, etc., will be prohibited from enrolling in subsequent semesters at the College, unless that balance is the result of federal funding returns. The College will not release official College credits, transcripts, or diplomas until all delinquent balances are paid in full.
4. **Due Dates:** Tuition is due prior to the first day of class.
5. **Methods of Payment:** Coastal Alabama Community College accepts cash, checks (U.S. banks only), money orders and credit cards (Discover, Visa, American Express and MasterCard). If at any point a check is returned against a student's account, a service charge will be applied to the

student's account. In the event of delinquent student payments, no college credits, transcripts, or diplomas will be issued or released. A student with a delinquent account will not be enrolled in subsequent semesters, and all accounts will be turned over to a collection agency. The student will be responsible for all associated collection fees.

6. **Federal Student Aid:** Refer to the Financial Aid Policy.

All returning students for the Fall Semester must reapply for Financial Aid by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA for the upcoming academic school year should be completed and submitted early to avoid delays in being awarded financial aid.

Students who have not been awarded Financial Aid **MUST** be prepared to pay for tuition, fees, and books at the time of registration.

7. **Tuition Deferment Plan:** Coastal Alabama Community College has a tuition deferment plan for those needing tuition payment assistance. Through this plan, students pay a processing fee and at least one-half of total term charges no later than the first day of each term. The remaining balance will be paid no later than midpoint of the term.

In the event of delinquent student payments, no official grades, college credits, transcripts, or diplomas will be issued or released. A student with a delinquent account will not be enrolled in subsequent terms until all delinquent balances are paid in full. To fill out an application for this program, students should visit the Fiscal Services Office. There is a deferment fee to enroll in this plan.

8. **Third Party Payments:** There are several third-party agencies responsible for the payment of tuition and fees for students attending the Alabama Community College System. Because payments are not usually received by the end of the registration period, payment of tuition and fees may be deferred from third party agencies (private, federal, and state). However, federal and state agency payments may be extended after the registration period in accordance with each individual program's procedures.

Students sponsored by third-party private agencies will be responsible for payment of tuition and fees immediately if the private third-party agency has not paid by the end of the registration period or by the extension. If payment is not rendered immediately, the student will be administratively withdrawn.

9. **Cost of Attendance:**

- a. A student's estimated cost of attendance (COA) is used to establish financial need and sets a limit to the amount of financial aid a student may receive.
- b. Cost of Attendance is NOT a bill and is provided for planning purposes only. Additional cost information and estimates are available via the [Net Price Calculator](#).
- c. Cost of Attendance includes both direct (billable) and indirect (estimated) costs for two semesters, generally fall and spring. Direct costs may include tuition, fees, housing, food, books, and supplies which are billed by the College. Indirect costs include off campus living expenses, transportation, loan fees, and other personal/miscellaneous expenses. All these costs associated with COA vary by student and that is why the COA is an estimate of costs, not an actual cost. COA figures are estimates and are subject to change. COA is originally estimated based on full-time enrollment and will adjust according to actual enrollment status.
- d. Student expense budgets are constructed for each of the following populations:
 - In-State – Living with Parents
 - In-State – Living On Campus
 - In-State – Living Off Campus (not with parent)
 - Out-of-State – Living with Parents
 - Out-of-State – Living On Campus
 - Out-of-State – Living Off Campus (not with parent)

All COA budgets are considered good-faith estimates of the projected educational expenses that the majority of students may incur while attending Coastal Alabama. Individual students may experience varying costs because of special educational expense needs. Adjustments to a student's budget will be based on special educational expenses and must be documented by the student.

All documentation will be evaluated by the Director of Financial Aid on a case-by-case basis. Examples of items that may need to be increased are dependent care expenses, cost of a personal computer, tool costs, other excessive costs not included in the COA calculation.

Estimated costs of attendance are based on full-time enrollment of 15 hours each semester for two semesters. Budgets are automatically adjusted in the College system based on actual enrolled hours. Financial aid offers will be adjusted accordingly. The COA budgets are estimates and subject to change.

Procedures(s):

1. Pay your bill at https://secure.touchnet.net/C20421_tsa/web/login.jsp.

Additional Provisions / Information:

Refer to the Financial Aid Policy.

06.09 Purchasing

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state regulations and Alabama Community College System (ACCS) [Board Policy 309.01](#) and [Chancellor's Procedures 309.01](#) related to the use of public funds for purchasing.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Refer to [Board Policy 309.01](#) and [Chancellor's Procedures 309.01](#).

Details:

1. Refer to [Board Policy 309.01](#) and [Chancellor's Procedures 309.01](#).

Procedures(s):

1. Pay your bill at https://secure.touchnet.net/C20421_tsa/web/login.jsp.

Additional Provisions / Information:

[Refer to Board Policy 309.01.](#)

[Refer to Chancellor's Procedures 309.01.](#)

06.10 Refunds

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

Coastal Alabama Community College complies with all federal regulations relative to refund of tuition and other institutional charges for Title IV recipients. Students who do not attend beyond 60% of the semester will be subject to Return to Title IV.

Scope:

This policy applies to all Coastal Alabama Community College students.

Definitions:

Refund: Amount of money owed to student. Eligibility for refunds is noted below.

Details:

1. **Refunds for Complete Withdrawal:** A student who officially or unofficially withdraws from all classes before the first day of class will be refunded the total tuition and other institutional charges. A student who officially or unofficially withdraws completely on or after the first day of class, but prior to the end of the third week of class will be refunded according to the withdrawal date as follows:
 - Complete withdrawal during first week: **70%** of fees refunded
 - Complete withdrawal during second week: **45%** of fees refunded
 - Complete withdrawal during third week: **20%** of fees refunded
 - Complete withdrawal after close of third week: No fees refunded
 - a. **Books and Supplies:** A student who withdraws will need to see the current book vendor for book and supply refund policy as Coastal Alabama Community College outsources bookstore operations.
2. **Refunds for Withdrawing from Class:** Students who do not completely withdraw from the College but drop a class during the regular drop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who withdraws from a class after the official drop/add period. If the student owes the College additional tuition and fees as a result of adding classes, the student must pay the additional amount to the Fiscal Services Office before attending class. Amounts that may be due students by the College as a result of dropping classes will be refunded as applicable after the second week of the term as long as the student account balance is zero. No refunds of any type will be issued if the student has an account balance greater than zero.

In some cases, students may be given a refund if they drop a class that meets on an irregular basis, for example, if a student drops a class that meets only one day during the semester. For more information, contact the Fiscal Services Office at 251-580-2217. For calculating refunds, a week is defined as seven (7) calendar days. The first official day of classes is indicated on the College calendar as the day that classes begin. This day may not be the first day on which all classes begin. **All refunds are issued by check or direct deposit.**

Coastal Alabama Community College uses [Touchnet Bill + Payment](#) to process refunds due to students. Current Students can maintain **their account through their OneACCS student portal, where** a student can **view** their account and manage their refunds, view latest eBill Statement, student account details, etc. Once signed in, students have the option to sign up for their refund to be delivered via direct deposit. For further questions regarding refunds please call 251-580-2217.

Subject to Change

3. **Refunds for Cancellations:** Students who decide not to attend school after early registering for a semester must **officially cancel** their registration to avoid receiving “F’s” for that semester.

If students who paid fees or made financial arrangements before the opening of the semester officially cancel their registration prior to the beginning of the semester, all fees will be refunded.

If students do not cancel their early registration prior to the beginning of the semester, they must officially withdraw from school. If they never attend any classes, all fees will be refunded.
4. **Refunds for Alabama National Guard and Reservists Called to Active Duty:** Students who are active members of the Alabama National Guard or reservists or who are active-duty military who are called to active duty in the time of national crisis will receive a full tuition refund at the time of withdrawal, if such student is unable to complete the semester/term due to active-duty orders or assignment to another location.
5. **Refunds for Students Receiving Financial Aid:** Students receiving assistance from one or more student financial aid (SFA) programs (other than work-study) during a semester when they are due a refund under the Coastal Alabama refund policy must return part of the refund to the financial aid program(s) involved. **Please see the procedures below.**

Procedures(s):

1. **Refund Repayment:** A withdrawal occurs when a student officially withdraws, drops or, takes an approved leave of absence, is expelled, or otherwise fails to complete the program on or after the first day. Withdrawal dates are:
 - a. **Official Withdrawal:** The date the student notifies of withdrawal or the date of withdrawal specified by the student;
 - b. Drop Out: The last recorded date of class attendance;
 - c. Internet Course: The date of the last assignment submitted by the student.
2. **Determination of Withdrawal Date:** The withdrawal date must be determined within 30 days after the end of the earlier of:
 - a. The period of enrollment for which the student has been charged;
 - b. The academic year; or,
 - c. The educational program.
3. **Title IV Recipients:** Title IV recipients who withdraw from the College or stop attending class(es) before completing 60% of the semester will be subject to a Return to Title IV calculation and may owe a balance to the College.
4. **Last Date of Attendance:** For Title IV purposes, a grade of "F" will be assigned to any student who does not satisfactorily complete the requirements of a course or who voluntarily discontinues class attendance and does not follow the official withdrawal procedure and will be subject to a Return to Title IV calculation.

Additional Provisions / Information:

For additional information, please visit <https://www.coastalalabama.edu/about/business-office/refund-policy-and-dates>.

06.11 Solicitation of Vendors

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College System to ensure compliance with Alabama Community College (ACCS) [Board Policy 315.02](#) and [Chancellors Procedures 315.02](#), Solicitation of Gift or Contributions from Vendors.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Employees of Coastal Alabama Community College will not solicit any gift or contribution from any vendor or from any entity that they know to be a potential vendor, for the benefit of the institution where such gift is stated or implied by such employee to be a condition of developing or maintaining a business relationship with the institution.

Procedures(s):

1. Refer to [Chancellors Procedures 315.02](#) for additional information.

Additional Provisions / Information:

[Code of Alabama 16-60-111.4](#).

06.12 Travel and Travel Related Expenditures

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with the Alabama Community College System (ACCS) [Board Policy 316.01](#) and [Chancellor's Procedures 316.01](#).

Scope:

This procedure applies to all employees of Coastal Alabama Community College.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Details of the Travel Policy are located in the Alabama Community College System (ACCS) [Board Policy 316.01](#) and [Chancellor's Procedures 316.01](#).

Procedures(s):

STEP 1 - TRAVEL REQUEST: All travel must be submitted electronically through the requisition process in Banner (Self Service).

1. Employee Travel Requests:

- a. Login to One ACCS Self Service
 1. Click on "Finance"
 2. Click on "My Finance"
 3. Click "My requisitions"
 4. Click on "Create Requisition"
- b. Use the appropriate account listed below for travel:

In-State

710100 Commercial Transportation
710200 Per Diem
710300 Accommodations (Membership travel only)
710400 Mileage
710700 Registration Fees
710800 Student travel

Out-of-State

715100 Commercial Transportation
715200 Meals
715300 Accommodations
715400 Mileage
715500 Registration Fees
715600 Student Travel

NOTE(S):

1. Travel requests are processed through the PO/requisition system and all travel, including campus to campus travel, must be submitted for approval to appropriately encumber budgets.
2. A monthly travel PO/requisition is recommended for employees who travel frequently.
3. Travel will not be reimbursed without an approved PO.
4. The electronic PO/requisition process will ensure budget availability and send the request for electronic approval.

- c. **Requisition Format:** The requisition must contain information in the following format:
1. Vendor: Traveler's (Employee's) Number (A number).
 2. Line 1: Describe the Meeting and Location. Enter a registration fee, if the registration fee is being paid directly by the employee. If a check needs to be issued to the vendor, a separate PO will be required. If no registration fee is involved, enter mileage on line 1.
 3. Line 2: Enter the estimated mileage and cost.
 4. Line 3: Enter the Per Diem expected.
- d. **Travel Request Notes:**
1. As of July 1, 2018, the following per diem rate is in affect: Daily travel per diems will be applied to all trips within 2.5 hours of the employee's base campus or home (the closest of the two).
 - 6-12 hours \$12.75
 - 12+, but not overnight \$34.00
 - An employee's commute must exceed 2.5 hours from the shorter distance of the employee's home or base campus for overnight travel. GSA or conference rates will apply to overnight travel.
 2. Meals provided by the meeting/conference will be deducted from per diem rates based on \$12.75 per meal.
 3. Per Diem is not paid for in-county travel, and overnight must be more than 50 miles from base and/or home.
 4. Per diem is not paid when traveling to other campuses or instructional sites to perform regular job duties (i.e. teach, maintenance, IT).
 5. Exceptions may be approved to the 2.5 hours for professional development purposes at the President's discretion in advance of the trip, to include items such as being an Association Board member responsible for assisting in running the conference or required Evening/Nighttime networking events. This exception must be approved in writing and all related documentation for additional travel expenses must be entered into Banner.
 6. If any prepayment is needed, a Prepaid Travel Form must be attached to the travel request. Prepayment can only be made for commercial transportation and registration.
- e. **Review of Travel Request:** The Fiscal Services Office checks for appropriate documentation and completion of the requisition.
1. All formal meetings and conferences **MUST** have agendas attached.
 2. All out-of-state and in-state overnight trips **MUST** have agendas and any meeting information attached. The GSA Rate must be uploaded into Banner to support M&IE and hotel rates. If GSA backup is not entered into Banner, the reimbursement will default to the in-state rate of \$85 or \$100 depending on length of trip. GSA Rates will be applied if a conference rate is not attached for supporting documentation on out-of-state travel.
2. **Student Group Travel Requests:** (Coaches and/or advisors/directors/instructors/staff must file separate individual travel and seek reimbursement per employee policy/procedure guidelines. The only allowable expense for full-time employees when traveling with a group overnight, in-state, or out-of-state, may include a hotel room in the group block if using an agency to book the trip or using a discounted group room block.) Student travel can be covered with a college credit card.
- a. Login to One ACCS Self Service
1. Click on "Finance"
 2. Click on "My Finance"
 3. Click "My requisitions"
 4. Click on "Create Requisition"
- b. **Requisition Format:** The requisition must contain information in the following format:
1. Vendor is Wells Fargo (A02248778)
 2. Line 1: Location
 3. Line 2: Meal expense
 4. Line 3: Hotel expense
 5. Line 4: Misc. Exp (Explain: Example - Emergency needs)
- c. **Student Group Travel Request Notes:**
1. Students must be fed by actual expense; no stipend is allowed.

2. Nonpaid or part-time paid chaperones should be treated as students, as they will not be reimbursed for travel. They should sign rosters just as students do.
3. Rooming list for hotels should be submitted with receipts to reflect who stayed in which room of the hotel.
4. Student group travel does not require a prepaid form, but an approved travel request should be in place for the trip.

STEP 2 - TRAVEL REIMBURSEMENT: Canvas – Coastal News – Employee Resources – Fiscal Services Office

1. **Submit Travel Reimbursement Form:** Employee requests travel reimbursement on a travel reimbursement form and **attaches the approved Purchase Order and the meeting/conference agenda** to the reimbursement form.

NOTE(S):

1. Mileage is based on the current IRS reimbursement rate.
2. Forms are located in Canvas/Coastal News/Employee Resources/Fiscal Services Office.
3. If the reimbursement is for in-state overnight or out-of-state expenses, a daily meal and incidental expense allowance will be given based on the location of duty in the amount that corresponds to the U.S. Government services Administration M&IE per diem rates for the continental United States. Current per diem rates can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. This is a flat rate allowance for meals and incidental expenses. **A traveler will not be required to submit meal receipts for these items, nor will they be allowed to claim any extra expense related to them, regardless of actual expense.**
4. If the conference or meeting provides meals for the traveler, the per diem rate amount will be reduced by the meal rates per the GSA site. For example, if the travel destination qualified for the \$51 M&IE rate and a lunch was provided as part of the conference, the agency head will reduce the per diem allowance to be claimed by the \$12 lunch.
5. Incidental expenses include tips and service charges related to lodging, baggage, and transportation.
6. On travel days, the traveler will be entitled to per diem for M&IE at a rate of seventy-five percent (75%) the daily rate. For all other days for which the individual is traveling, full per diem for M&IE will be paid. M&IE will not be paid for personal days.
7. Travel-related expenses other than meals and incidental expenses require a receipt for reimbursement of actual expenses. The hotel will be reimbursed at the max on allowable GSA rate or a guaranteed conference rate with receipts.
8. Taxi, Uber and Shuttles will be reimbursed up to a max of \$150 per trip and tips will not be reimbursed.
9. Additional/overweight baggage charges will not be reimbursed by the College.

2. Allowable Expenses:

- a. Receipts should be for the employee's expenses only. If a guest (spouse, child, friend, etc.) travels with the employee, those expenses should not be included on the employee's receipt.

If a guest stays in the same room with the employee, only the cost of one person can be charged if the hotel/motel charges different rates based on the number of people. Documentation from the hotel/motel must show rate for single occupancy only.

Lodging must be at conference/meeting location and will only be reimbursed at a max rate equal to the conference hotel rate if traveler stays at another location. No bellhop or house cleaner services tips will be reimbursed. They are considered in the M&IE per diem rates.

3. Required Receipts: Receipts will be required for the following expenditures:

- a. Commercial transportation (economy fare), vehicle rental (the State does not pay for rental insurance and vehicle rental is only allowed in certain preapproved situations), and gasoline purchases.
- b. Motel / hotel lodging (single rate only). GSA will be the allowable max reimbursement unless proof of a conference rate is given.
- c. Registration fees with itemized breakdown.
- d. Operating expenses of agency-owned vehicles, such as gasoline, oil, and emergency repairs. Repairs must be itemized.
- e. Travel related fees such as parking, toll and/or taxi fees and miscellaneous expenses. Receipts must be itemized. Taxi fees should be shared whenever possible during an event. Miscellaneous expenses must be itemized.

4. **Review of Travel Request:** The Fiscal Services Office will verify payment has not been made and then audit it for payment and accuracy. It will then go to the accountant for final check before payment is made. Once approved, the reimbursement form is processed by Accounts Payable. Any partial per diem owed will be sent to payroll for processing at the end of the month with regular payroll. Travel forms and receipts maybe emailed to the Fiscal Services Office. Ensure all receipts are signed and all forms are signed by appropriate personnel before sending them to the Fiscal Services Office. All forms and signatures must be the original forms issued by the State Comptroller's Office.
5. **Payment Issued:** Travel checks are processed in the regular weekly accounts payable process. The taxable per diem will be processed at month end with regular payroll. Once travel is received, audited, and processed a check will be issued. This process can take 3-5 days before a check will be issued.

Additional Provisions / Information:

Important Mileage Notes:

1. When traveling to campus, clinicals or approved instructional sites (this includes Dual Enrollment approved high schools), an employee's regular daily travel to the base campus should be deducted. If the employee returns home and not to the base campus, the employee's regular return travel should also be deducted. (The College does not pay for an employee's regular mileage to and from work daily; employees are paid for additional mileage only).

Campus Locations: <https://www.coastalalabama.edu/about/locations/> Instructional Sites: See below.

2. When traveling to **non-instructional sites** (conferences or meetings) mileage should be claimed from the shorter distance, base to site or home to site, whichever is shorter.
3. If an employee ends their day at a campus other than the employee's base campus, mileage can only be claimed if it is in excess of the employee's normal daily travel.

Approved Instructional Sites:

Off-campus Instructional Sites: A site located geographically apart from the main campus (Bay Minette Campus, 1900 US Hwy. 31 S, Bay Minette, AL 36507) at which the institution offers 50% or more of its credit hours for a diploma, certificate, or degree. This includes high schools where courses are offered as part of dual enrollment. For each site, provide the information below. **The list should include only those sites reported to and approved by SACSCOC located at <https://www.coastalalabama.edu/uploads/1702484970OCISLocations.pdf>.**

06.13 Treasurer Designation

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) [Board Policy 302.02](#), Treasurer.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Each President will designate one employee as treasurer/custodian of funds to be responsible for receiving and disbursing all institutional monies. The designation does not necessarily change the title of the person receiving this designation.

Procedures(s):

1. Coastal Alabama Community College President will designate the Chief Financial Officer as the standing Treasurer to meet requirements of [Board Policy 302.02](#).

Additional Provisions / Information:

[Code of Alabama 16-60-111.2; 16-60-111.4](#).



Section 07: Safety Health and Security

07.01 Behavioral Intervention Team (BIT)

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

Coastal Alabama Community College ensures compliance with the Alabama Community College System (ACCS) [Board Policy 510.01](#), [Chancellor's Procedures 510.01](#), and the Behavioral Intervention Guidelines Act of 2021.

The College is committed to providing a safe and secure working and learning environment. Violence, threats of violence, and behaviors that are disruptive or threaten disruption to institutional activities are inconsistent with this objective and are unacceptable.

This policy provides a procedure and mechanism by which violence, threats of violence, and behaviors that are disruptive or threaten disruption to institutional activities may be reported, evaluated, and addressed.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. BIT Committee: The President appoints the committee members to oversee and employ the BIT policy, when appropriate. At minimum, the team will meet annually to review existing related Policies and Procedures.
2. Ad Hoc Committees: The College will select additional faculty, administrators, or staff members on a case-by-case basis as needed.
3. BIT Committee Responsibilities: The team will identify, assess, and manage situations indicating violent or potentially violent behaviors by individuals or groups. The team will work together to share information regarding actual or potential threatening situation(s).
4. Confidentiality: Protected information shall only be shared as permitted under the Family Educational Right and Privacy Act (FERPA) and other applicable privacy laws.

Procedures(s):

1. Refer to the Crisis Intervention Form on the Coastal website at https://cm.maxient.com/reportingform.php?CoastalAlabamaCC&layout_id=3.

Additional Provisions / Information:

There are no additional provisions / information applicable to this policy.

07.02 Safety and Security

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to comply with all Alabama Community College System (ACCS) policies related to safety and security, specifically ACCS [Board Policy 219.01](#) and [Board Policy 511.01](#).

It is the intent of the Board of Trustees to provide a safe workplace and a safe educational environment, free of acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind on college property or while conducting College business against employees, contractors, students, visitors, or anyone else. This policy provides a planned and immediate response to such incidents. Violence or threats of violence will not be tolerated.

It is the policy of Coastal Alabama Community College to comply with Alabama Community College System (ACCS) [Board Policy 211.01](#).

Scope:

This policy applies to all Coastal Alabama Community College employees during work or during any activity involving the College. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with this policy.

Definitions:

Campus Disturbance: Any activity on the campus which includes any of the following:

- Violates the law;
- Disrupts the orderly process of the institution; or
- Endangers the life or property of the individual or the College.

Campus Security Authority (CSA): A campus security authority is defined anyone with significant responsibility for student or campus activities.

Significant Emergency: The Clery Act defines a significant emergency situation as an immediate threat, such as a fire, health outbreak, inclement weather, gas leaks, etc.

Timely Warning: Situations that do not require an emergency notification if they are not causing imminent danger to the College community.

Details:

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

Outdoor lighting is a priority for campus safety/security. The College **works** to ensure that all areas of the campus are well-lighted,

especially around the residence halls and areas frequently traveled by students. Additional and improved lighting is continuously being added to enhance the security of students. The College Police officers make regular “lights out” reports of all street, sidewalk and parking lot lights, to ensure speedy light replacement. Students and staff members are encouraged to report any areas that they feel need additional lighting or lights that need replacing. After dark, individuals are encouraged not to go out alone.

- a. **Building Security:** All academic buildings are open during normal hours of operation. All buildings will be secured as soon as possible after the offices close, or in the case of a classroom building, after the last class of the day. The dean or department head who has a need for a classroom, laboratory, or office to be opened after the normal closing time of the building should follow the facilities usage guidelines. Students should not be in buildings alone after normal hours of operation. Buildings are secured by College Police who make regular checks of each building to ensure that they remain locked.
1. **Off-campus sites:** In compliance with the Campus Security Act of 1990, off-campus sites will establish linkages with the local police agency to ensure that all criminal activity at those sites is recorded and reported. These linkages include the following provisions:
 - Local police will submit, on a timely basis, to the Bay Minette Campus of College Police reports of all criminal incidents which occur at other campus sites.
 - College Police will maintain these records and submit applicable data to the Secretary of the Department of Education and make statistics available to all students and employees.
 - Coastal Alabama Community College will develop policies and procedures for dealing with the occurrences of criminal activity at these off-campus sites to include preventative measures, educational efforts and disciplinary actions.
 2. **The Academy at the Fairhope Airport:** Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
 - 911
 - The College Police Department: (251) 580-2222
 - The Fairhope Police Department: (251) 928-2385

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

3. **Alabama Aviation Center at Brookley Field:** Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
 - 911
 - College Police Department: (251) 580-2222
 - City of Mobile Police Department: (251) 208-1700

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

4. **Atmore Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
 - 911
 - College Police Department: (251) 580-2222
 - Atmore Police Department at (251) 368-9141

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

5. **Brewton Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
 - 911
 - College Police Department: (251) 202-1250
 - Brewton Police Department at (251) 867-3212

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

6. **Fairhope Campus:** Whether one is a victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
 - 911

- College Police Department: (251) 202-1238
- Fairhope Police Department: (251) 928-2385

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

7. **Foley Career and Technical Center:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
- 911
 - College Police Department: (251) 580-2222
 - Foley Police Department: (251) 943-4431

Building Security: All buildings on the Foley Career and Technical Center will be secured as soon as possible after normal hours of operation, or in the case of a classroom building, after the last class of the day.

8. **Gilbertown Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
- 911
 - College Police Department: (251) 580-2222
 - Gilbertown Police Department: (251) 843-2766

Building Security: The buildings at the Gilbertown Campus will be secured as soon as possible after normal hours of operation or after the last class of the day.

9. **Gulf Shores Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
- 911
 - College Police Department: (251) 580-2222
 - Gulf Shores Police Department: (251) 968-2431

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

10. **Monroeville Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
- 911
 - College Police Department: (251) 202-1240
 - Monroeville Police Department: (251) 575-3246

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

11. **Thomasville Campus:** Whether one is the victim or witness, one should report a crime or suspicious activity or any other emergency on campus. To report a crime or emergency call:
- 911
 - College Police Department: (251) 202-1239
 - Thomasville Police Department: (334) 636-2174

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

- b. **Campus Access After Hours:** Coastal Alabama Community College facilities are open to students, faculty, and staff during normal hours of operation for approved college and educational purposes. While the College endeavors to provide an open academic environment, college officials and College Police are also concerned with providing a safe environment and may request to see your student identification card at any time. After regular operating hours or when the campus is closed, College Police may, at their discretion, deny access to anyone who is unable to produce proper identification; to anyone they believe has no legitimate business on campus; or to anyone whose presence causes a safety concern to themselves or others.

2. **Campus Disturbance:** Report all campus disturbances to College Police, 251-580-2222. In the event of the absence or unavailability of the Police Chief, the situation should be reported to the Dean of Student Services, 251-580-2103.

NOTE: For emergency situations, dial 911.

3. **Infectious Diseases and Foodborne Illnesses:** Refer to the College's *Emergency Operations Plan*, Paid Leaves and Time Off Policy, and Unpaid Leaves and Time Off Policy.

4. **Emergency Notification System and Timely Warnings (Emergency Response Policy):**

- a. **Notification System:** Students at Coastal Alabama Community College will be notified of emergencies, inclement weather, and other safety messages through the College's mass notification system. Students and employees already have user accounts set up based upon their information on file.

Coastal Alabama Community College uses a mass notification system to notify students and employees of emergency situations and important College notices. The Coastal Alabama Police Department works closely with the Marketing and Communications Office (MARCO) to determine when and how an alert will be issued. The current situation will be monitored, and College officials will determine the type of notice, if any, that will be sent. The Marketing and Communications Office staff has the charge of issuing an alert upon the decision of College Police, select administrators, or the President of Coastal Alabama Community College. The Student Services Office monitors effects on students; the Marketing and Communications Office monitors weather and campus situational analysis; the College Police Department monitors the safety and security of the College community; and, the Marketing and Communications Office communicates with the College community to stay aware of developing situations. The President is notified and informed of situations throughout the lifetime of the occurrence(s).

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

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

- b. **Mass Notification System:** Coastal Alabama Community College uses a mass notification system to notify employees and students of emergency situations. The College also uses this system if any change in schedules or any campus closures occur. Students and employees already have user accounts set up based on their information on file. All users are required to log into the mass notification system to ensure contact information, such as cell phone numbers are accurate.
- c. **Significant Emergency:** In the event of a significant emergency situation, Coastal Alabama Community College will send an emergency notification via the mass notification system. Refer to the definition section above for a definition of "significant emergency."
- d. **Timely Warning:** Some situations do not require an emergency notification if they are not causing imminent danger to the College community. Examples of these situations include power outages and strings of larcenies, as defined by the Clery Act. Students may receive a notification through a mass notification system, even in the event of a non-emergency situation. These types of notifications are called Timely Warnings. The Marketing and Communications Office with other key College officials, will determine what type of alert should be sent.
- e. **Testing Emergency Procedures and Notifications:** Coastal Alabama Community College frequently tests emergency procedures and notifications. Each fall, the College sends an annual notice to students, faculty and staff via the mass notification system. In addition, the College performs routine drills and evacuations annually. The College may choose to coordinate these tests, announced or unannounced. The Coastal Alabama Police Department also performs active shooter drills for faculty, staff and students. These exercises are performed during professional development sessions for employees and during training for specific student groups, such as Resident Assistants. All drills will be documented through the College Police Department.

5. **Emergency Resources and Law Enforcement:** The following resources are available to provide support and/or receive complaints or reports.

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

a. **Area Police Departments:**

- Atmore Police Department: 251-368-3784
- Baldwin County Sheriff's Office: 251-937-0200
- Bay Minette Police Department: 251-937-4037
- Brewton Police Department: 251-867-3212
- Choctaw County Sheriff's Office: 205-459-2166
- Clarke County Sheriff's Office: 251-275-8156
- East Brewton Police Department: 251-867-4864
- Escambia County Sheriff's Office, Brewton: 251-867-030
- Escambia County Sheriff's Office, Atmore: 251-368-4779>
- Fairhope Police Department: 251-928-2385
- Foley Police Department: 251-943-4431
- Gilbertown Police Department: 251-843-2766
- Gulf Shores Police Department: 251-968-2431
- Mobile Police Department: 251-208-1700
- Monroe County Sheriff's Office: 251-575-2963
- Monroeville Police Department: 251-575-3246
- Thomasville Police Department: 334-636-2174

b. **Contact the College Police Department for:**

- Incident and crime reporting
- Lost and Found
- Personal safety escorts
- Security-related issues
- Vehicle assistance

c. **Emergency Operations Plan (EOP):** The Emergency Operations Plan (EOP) is prepared to educate all employees on when and how to report emergent situations such as active shooter, fire, or the need to evacuate the building(s). All employees should be well versed in these procedures as outlined in the guide.

d. **Accidents (Reporting):** After stabilizing the victim and seeking medical services, if needed for treatment, contact College Police at (251) 580-2222 to complete an accident report.

e. **Active Shooter:** Refer to the College's Emergency Operations Plan.

f. **Bomb Threats:** Refer to the College's Emergency Operations Plan.

g. **Criminal Actions or Other Emergencies (Reporting):** It is the policy of Coastal Alabama Community College that any criminal act, or threat of violence, injury, destruction of College or personal property, traffic accident, or other situation which occurs on the main campus of, any branch campus of, or any other site operated by, Coastal Alabama Community College, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to College Police, at 251-580-2222.

1. All witnesses to any situation, which fits into any of the above-described categories, will make themselves available to make written statements and otherwise assist College officials and law enforcement officers in the investigation of the situation. Employees and students are subject to discipline if they file a false report of, knowingly make a false statement about, or interfere with the investigation of, any criminal activity reported.

2. It is the duty of the College to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Coastal Alabama Community College. Furthermore, it is the duty of College Police to notify the appropriate law enforcement agency in the event of an act of criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it is the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.
 3. The Coastal Alabama Police Department is under the supervision of the Vice President. The Chief of Police is responsible for the management of the College Police Department. All public safety services are coordinated with other key College officials and local law enforcement officers and agencies.
- h. **Fire:** Refer to the College's Emergency Operations Plan.
 - i. **Medical Emergencies:** In case of medical emergency, call 911 or all College Police at (251) 580-2222. If you contact 911 first, follow up with College Police.
 - j. **Missing Persons:** Refer to the Missing Persons Policy for additional information.
 - k. **Power Outages:** Refer to the College's Emergency Operations Plan.
 - l. **Suspicious Mail:** Refer to the College's Emergency Operations Plan.
6. **Inclement Weather:** In cases of severe inclement weather, the College will announce cancellation of classes through the local media as well as through the College's website. Coastal Alabama Community College uses a mass notification system to notify employees and students of emergency situations. The College will use this system if any change in schedules or any campus closures occur. Students and employees already have user accounts set up based on their information on file. Students are automatically entered into the notification system when they are accepted to the College.
- a. Instructors and students are responsible for meeting all assigned classes. In the event of inclement weather, instructors and students will be expected to attend classes as usual as long as they do so without risk of peril to themselves or to others.
 - b. **Emergency Closures:** The College may close (or suspend operations) in emergency situations that include, but are not limited to, inclement weather and emergency conditions such as a power failure, fire, and other situations, which create an undesirable and/or unsafe environment for employees. Essential employees may be required to work during an emergency closure.
 - c. **Temporary Adjustments to Work Schedules:** The College may set alternative work hours due to special circumstances such as early morning or mid-day closings or delayed openings due to inclement weather. When hours related to emergency or weather are changed, the College will notify all employees and students through local media, the Coastal Alabama Community College website, campus email, and/or a mass notification system. Employees are responsible for checking these media when they suspect inclement weather or other conditions may affect the College's operation.
 - d. **Emergency Operations Plan:** Refer to the College's Emergency Operations Plan for additional information regarding severe weather.
7. **Safe Environment:** Coastal Alabama Community College works to provide a safe environment for students, faculty, staff, and other campus visitors. A person who is not a student, officer or employee of Coastal Alabama, who is not authorized by employment or by status as a student of Coastal Alabama to be on campus or at any other facility owned, operated or controlled by the Alabama Community College System (ACCS), or who does not have legitimate business on the campus or facility, or any other authorization, license or invitation to enter or remain at the facility, or anyone who is committing any act tending to interfere with the normal, orderly, peaceful or efficient conduct or activities of such facility, may be directed by an official of the College to leave the campus or facility. If the person fails to do so, trespass charges may be made by Coastal Alabama through the appropriate local law enforcement agency or court.
- a. **Visitors:** Visitors purposefully threatening the safety of others on college premises may be subject to immediate removal from the premises and/or prosecution under the law.
 - b. **Employee Responsibilities:** To ensure both safe and efficient operations, the Alabama Community College System (ACCS) Board of Trustees expects and requires all College employees to display common courtesy and to engage in safe and appropriate behavior on

the job at all times. Any involvement in acts or threatened acts of violence, including hostile behavior, physical or verbal abuse, or possession of weapons or dangerous materials of any kind is considered unacceptable behavior that violates this standard of appropriate behavior in the workplace and in the educational environment.

Employees are responsible for their conduct on college premises, whether they are on or off duty. Board of Trustees and College rules of conduct and behavior expectations also apply when employees are traveling on college business as well as any time employees are working for or are representing the Alabama Community College System away from the premises.

- c. **Retaliation Prohibited:** Retaliation in any form against an individual who exercises his or her right to make a complaint under this policy, or who provides information in the investigation of a complaint, is strictly prohibited and will result in appropriate disciplinary action up to and including termination of employment for employees and appropriate disciplinary action up to and including expulsion for students.
8. **Firearms:** Firearms are prohibited on campus or on any other facility operated by the institution. Exceptions to this policy are referenced in the ACCS Board Policy 511.01.
 9. **Searches and Inspections:** To ensure security and to minimize the risk of terrorism and other threats, the College reserves the right to conduct searches of college property, including workstations, desks, file cabinets, lockers, College vehicles (and all enclosed containers), and similar areas. This also extends to all College computers (email and Internet), telephones (voice messages), and electronic devices (smart phones/tablets). The College may conduct searches when there is a reason to believe that prohibited items or activities may be present. Any items violating College policies or creating a health or safety risk may be confiscated anywhere on College premises. Any search will be conducted in compliance with all federal, state, local, or other laws.

The College reserves the right to conduct searches of a student, employee, or visitor's personal possessions, including lunchboxes, briefcases, backpacks, packages, or other items carried onto College property. Personal possessions do not include items of clothing being worn or employee vehicles. However, a visual inspection of vehicles may be performed from outside (i.e., looking through the windows).

The College reserves the right to deny entrance to any student, employee, and/or visitor who refuses to cooperate with a request to search personal possessions. Individuals who refuse to cooperate may be subject to discipline.
 10. **Standards of Conduct Related to Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs:** Coastal Alabama Community College is a public educational institution of the State of Alabama and, as such, will not permit at any activity which it sponsors, the possession, influence, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee, or visitor. In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, Coastal Alabama Community College will, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate.
 11. **Vaccinations:** Coastal Alabama Community College generally does not require vaccinations; however, the College is concerned about the health and well-being of all students and employees.
 - a. Coastal Alabama Community College encourages all students and employees to remain current on vaccinations as suggested by appropriate health authorities.
 - b. Enrollment in some healthcare-related programs and participation in some activities require immunizations as recommended by the Centers for Disease Control and Prevention and communicated by the specific Coastal Alabama Community College program.

Procedures(s):

Reporting Safety and Security Concerns Procedures

1. Anyone who feels they have been mistreated under this policy may report their concerns at <https://www.coastalalabama.edu/student-services/referrals-and-complaints/>.

College Law Enforcement Policies and Procedures

1. **Code of Ethics:** Officers will at all times abide by the Peace Officer's Code of Ethics and take appropriate action to preserve the peace, protect life and property, apprehend criminals, prevent crime, recover lost and stolen property and enforce the laws of the United States, the State of Alabama, and regulations of Coastal Alabama Community College.

2. **Violation of Rules:** Violation of College rules and regulations or criminal offenses are reported in writing to the Dean of Student Services and/or designee. Refer to the Student Code of Conduct, which outlines college regulations, disciplinary actions, and disciplinary procedures.
3. **Room Searches (College Jurisdiction):** If deemed necessary and advisable for the safety, security, and the maintenance of an educational atmosphere, a room may be searched. Searches will be conducted only in accordance with the preceding sentence or if there is reasonable cause to believe that a student is using their room for a purpose in violation of federal, state or local laws, or College regulations. Any room search, except one conducted by law enforcement officers with probable cause, must be approved by the Dean of Student Services and/or designee.

Inclement Weather Procedures

1. When an institution is required to close due to inclement weather or other unforeseen emergency, the President must immediately notify the Chancellor.
2. Coastal Alabama will notify via an alert on the website, issue an all-College email (Coastal News), post notifications on social media, and notify employees and students through the mass notification system.

NOTE: *It is the student's and employee's responsibility to ensure that the College has the most current contact information on file.*

Additional Provisions / Information:

Refer to the Employee Complaints and Grievances Policy.

Refer to the Emergency Operations Plan.

Refer to the Employee Discipline Policy.

Refer to the Student – Formal Complaints Policy.

Refer to the Student Code of Conduct Policy.

07.03 Disclosure of Campus Police Policies and Statistics

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to the Chief of Police.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

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

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

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. This offense includes stealing of automobiles, etc. It does not include the taking for temporary use by a person having lawful access to the respective vehicle.

Details:

1. **Arrest Statistics Relating to Alcohol, Drugs and Weapons:** The arrest statistics stated in this section are subject to the following definitions:
 - *Arrest* is the lawful detention by a person with arrest powers of a person for whom there is probable cause to believe violated one of the offenses covered in this section.
 - *A Liquor Law Violation* is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage or beverages.
 - *A Drug Abuse Violation* is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of those items categorized as illicit drugs, controlled substances, or illegal drug paraphernalia.
 - *Weapons Possession* will be the illegal possession or control of an item designated as a “weapon” by ordinance, statute, or case law.

Definitions in the “definitions” section above are consistent with those used by the U.S. Department of Justice in the Uniform Crime Reports published by the Federal Bureau of Investigation. The classification by the College of any criminal offense which occurs on campus will be based on its designation by the investigating law enforcement agency, as opposed to the determination of a court, medical examiner, coroner, jury, or other judicial body. Statistics relating to incidents occurring on all campuses and sites operated by Coastal Alabama Community College are reported each academic year. A summary of campus crime data can be found at <https://www.coastalalabama.edu/about/locations/safety/security-and-fire-safety-reports>.

2. **Fires Reported on Campus:** A summary of fires reported on campus can be found at <https://www.coastalalabama.edu/about/locations/safety/security-and-fire-safety-reports>.
3. **Reporting of Off-Campus Criminal Incidents Occurring at Student Functions:** Statistics for the three most recent years by campus are found in the [Annual Security and Fire Safety Report](#). Coastal Alabama Community College’s Code of Student Conduct is the code of conduct by which students and organizations are expected to abide. The College expects all students and organizations to be knowledgeable of the Standard of Conduct, and they should be aware that they are expected to conform to the standard of behavior on campus as well as at all College-sponsored events off College premises, such as athletic events, field trips, social activities, etc.

Procedures(s):

1. Refer to the [Annual Security and Fire Safety Report](#).

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

07.04 Crime Prevention for Students and Employees

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to provide a crime prevention program for its students and employees.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with college policies.

Definitions:

There are no definitions applicable to this policy.

Details:

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

Procedures(s):

1. There are no procedures applicable to this policy.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

07.05 Parking on Campus

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure the College campuses are open to vehicular traffic related to approved College activities only.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with this policy.

Definitions:

There are no definitions applicable to this policy.

Details:

1. Parking and Driving Regulations:

- Speed limit will not exceed 15 m.p.h. on campus.
- The registered driver is responsible for his automobile regardless of who is driving.
- The College reserves the right to deny, for cause, any person the privilege of operating and/or parking a motor vehicle on the campus.
- The College assumes no responsibility for losses from fire, theft, or from any other cause when cars are parked on the campus.
- City and State regulations and rules, and all directive signs governing the use of motor vehicles, must be observed at all times.
- Spaces for persons with disabilities are for the exclusive use of qualified permit holders and visitors with disabilities. Permits for persons with disabilities are good in any legal parking space.
- Parking is prohibited except in marked spaces. Parking spaces are marked by painted lines or specific signs.
- Parking on the grass, on sidewalks, or blocking sidewalks is prohibited.
- Double parking is prohibited. Double parking is parking across the line, either to the side or the back or front of the vehicle.
- The registered driver of a vehicle is responsible for all citations issued to the vehicle.
- Decals are registered to individual vehicles and will not be transferred to other vehicles.
- The College reserves the right, after a reasonable attempt is made to contact the owner(s), or notice has been posted, to remove and impound illegally parked or abandoned vehicles; any vehicle found on campus without a decal, with an unauthorized or altered decal, or with no license plate; or any vehicle parked in such a way as to constitute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner(s) will thereafter be responsible for any costs involved in removing, impounding and storing of such vehicle. The College will not be liable for any damage to such vehicle occurring during removal or impoundment.

2. **Violations and Fines:** College Police will issue tickets, which must be paid to avoid the assessment of fines or corrective action. All traffic fines are paid and/or appealed online through the Coastal Alabama Community College website at <https://www.coastalalabama.edu/about/locations/safety/parking-decals>. All fines are doubled if not paid within 30 days from the date shown on the ticket. Appeals made after five (5) days will not be considered.

The following schedule of penalties will be applied to violators of these parking regulations.

- a. **\$25 Fines:**
 - No Decal

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

b. **Fines for other violations:**

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

NOTE: Vehicles violating parking regulations may be wheel locked and/or towed away at owner's expense. Wheel locking fee is \$50.00 plus cost of fine. Towing cost will be assessed by wrecker service.

3. **Registration:** Any student who drives a car or a motorized vehicle on the campus, day or night, must abide by state laws and must secure a parking decal online during the first two weeks of the semester. These decals must be affixed to the left side of the rear window of the student's car.
4. **Parking Decals:** Student, faculty, and staff vehicles must display current vehicle identification (parking decals) in accordance with College policy.
5. **Persons with Disabilities Parking:** Designated "Disability" parking is available in lots on all campuses and is reserved for qualified individuals clearly displaying authorized disability license plates and/or disability placards.

Procedures(s):

Students and Employees may order a parking decal by completing the appropriate form located on the Parking Decal page of the Coastal Alabama Community College website <https://manager.permitsales.net/CoastalAlabama>.

Additional Provisions / Information:

There are no Additional Provisions / Information for this policy.

Section 08: Technology

08.01 Technology Services and Network Access

Original Approval: 04/01/2022

Last Updated: 04/08/2024

Last Reviewed: 04/08/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to govern electronic communication conducted through the Coastal Alabama Community College's structured and wireless computing and telephone services, including local area, wide area and interconnected networks, owned host systems, personal computers, laptops, printers, software, communication devices, and network resources. Usage is intended for individuals legitimately affiliated with Coastal Alabama Community College to facilitate the exchange of information consistent with the academic, educational, and research purposes of the institution.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Policy Oversight:** this policy is governed by the policies of Coastal Alabama Community College and the laws of the state of Alabama. All users of college computing resources must comply with all federal, state, and other applicable laws; all generally applicable Coastal Alabama rules and policies; and applicable contracts and licenses. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.

The College Network Policy is created and amended under the authority of the Data Security Response Committee. All committee documents are submitted to and subject for review by the Executive Cabinet. Failure to enforce any provision of this agreement will not constitute or be construed as a waiver of such provision or of the right to enforce such provision.

2. **Condition of Use:** Access to the Coastal Alabama Community College network system will be provided on an as-is basis with no guarantee of quality or availability. Network access is dependent on the availability of network bandwidth and related equipment. Instructional classes are given priority in the usage of equipment, bandwidth, and all other technology resources. As a condition of access to the network/Internet resources, employees are assigned a User ID and password by the Alabama Community College System (ACCS).

Computing resources are to be used in the manner and to the extent authorized and should not be used for financial gain, for commercial purposes, or for any discriminatory, harassing, obscene, or illegal purpose. Individuals may not share with or transfer to others their Coastal Alabama accounts including network IDs, passwords, or other access codes that allow them to gain access to Coastal Alabama's information technology resources. Employees engaging in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks.

- a. **Administrative Privilege:** All network access using Coastal Alabama Community College time, equipment and/or resources will be administered by and coordinated through the Technology Services Department under the direction of ACCS. Coastal Alabama Community College reserves the right to monitor, collect and store all electronic activity conducted on the Coastal Alabama Community College network without consent or notification. Use of the Coastal Alabama Community College network or computer resources constitutes acceptance of such monitoring. The Technology Services Department reserves the right to access any user's account, electronic files, or transmissions for administrative purposes including archiving, system maintenance and repair, or as directed by the College president, designee, or employee's supervisor. The Technology Services Department also reserves the right to suspend use of an account in the event the employee's password has been compromised, the employee is in violation of this network access policy, or as directed by the College president, designee, or employee's supervisor.
- b. **Computer Crimes:** The Alabama Computer Crime Act, codified at Code of Alabama (1975) § 3A-8-100 through 13A-8-103, makes it a crime for a person to damage, or without authorization to modify computer equipment, computer networks, and computer programs and supplies or without authorization to access, examine, or use computer data and programs, and provides for punishment up to a Class B Felony. Federal law also makes it a crime to access computers or computer networks devoted in part to federal purposes without proper authorization. Any violation of such state or federal laws respecting computers will also constitute a violation of the Coastal Alabama Community College Policy for Unacceptable Use of Technology Resources. Furthermore, this policy prohibits various actions (described below) which may or may not constitute a crime.
- c. **Electronic Devices:** The use of technology on campus is intended to improve the learning environment for students. The College is committed to educationally sound uses of technology and to preventing technology from becoming disruptive to the learning environment. It is the responsibility of the instructor to communicate with the student if, when, and what type of technology is allowed during class. Any technology that disrupts learning, promotes dishonesty, or is used to violate the student code of conduct is prohibited.
- d. **Ethical and Responsible Use of the Network/Internet:** Usage of the Coastal Alabama Community College Network System is on an at-will basis. Coastal Alabama Community College and the Technology Services Department will not be responsible for any damage to person or property from the use of the Coastal Alabama Community College Network System.

The Coastal Alabama Network System – including email service, internet service, and college-provided equipment – is the property of the State of Alabama and is not intended for personal use. It is not acceptable to use College resources for purposes which violate any federal or state law or College Policy; are harmful or harassing to others; disrupt normal network use and service; execute for-profit commercial activities or business transactions; or constitute political campaigning.

All users are accountable for use of resources in an effective, ethical, and lawful manner. Users are prohibited from accessing the internet for any unethical or immoral purpose, including any activity associated with pornography, obscenity, violence, gambling, racism, harassment, personal gain, or any illegal activity. Users are discouraged from using profanity or vulgarity when posting electronic mail via the internet or posting to public forums (i.e., newsgroups). Any electronic mail sent through postings to public newsgroups must fall within these ethical standards.

All users must abide by all federal and state laws regarding information sent through the internet. Unauthorized release or disclosure of information through the internet or through any other means is strictly prohibited. Proprietary or confidential information pertaining to the college will not be transmitted over the internet.

Users are forbidden from engaging in any activity which is in violation of the Code of Alabama (1975) §§ 36-25-1 through 36-25-30, as amended (the “State Ethics Law”), or which, in the opinion of the Coastal Alabama Community College administration, may be contrary to such law.

- e. **User Access/Password Assignment and Confidentiality:** Under the terms of this policy, employees of the College are given access to the Coastal Alabama Community College Network System. If network resource access (such as network attached storage or email) is required, a user ID and password will be assigned to the employee, coordinated by the Technology Services Department, under the direction of the Alabama Community College System (ACCS).

The username and password, including those used to access email or an instructional platform such as Canvas, are the responsibility of the individual to whom they are assigned. Employees are responsible for network account use and password confidentiality. Use of an employee account by another employee or student is prohibited. Any individual other than the person to whom they are assigned will not use the username and password or any other assigned authorization. Violations of this policy or any other policy through the unauthorized use of the username and password subjects the individual to whom the username and password are assigned to disciplinary action, up to and including discharge.

Users should not leave a computer logged on when vacating a workstation. The user is responsible for his or her account and any content left on the computer. Leaving an unattended logged-on computer puts the user and the institution at risk.

In the event Coastal Alabama Community College no longer employs an individual, it is the responsibility of the Technology Services Department to close the former employee’s account.

Proper identification must be used in any electronic correspondence, and valid, traceable identification provided if required by applications or servers within the Coastal Alabama Community College computing facilities.

- f. **Software:** To prevent computer viruses from being transmitted through the system, no unauthorized downloading or installation of any software is permitted. Software downloads and installation will be done only after approval and/or assistance from the appropriate Technology Services personnel.

Streaming media and music and video downloads are prohibited unless authorized by the appropriate Technology Services personnel.

Point to Point or Peer to Peer (P2P) file sharing is prohibited unless authorized by the appropriate Technology Services personnel.

- g. **Copyright Issues:** All College network/internet users must adhere to the copyright laws regarding software, data, and authored files. Users may not transmit copyrighted materials belonging to entities other than this college. Users should exercise caution when downloading material from an internet source as such action may constitute violation of copyright laws.

It is permitted for web pages to be printed and material downloaded from the internet for informational purposes if the purpose for such copying falls into the category of “fair use.” “Fair use” is defined as the doctrine that copyright material may be quoted verbatim, if

attribution is clearly given and that the material quoted is reasonably brief in extent.

The College is not responsible for copyright infringement by a user. Such responsibility will lie solely with the user.

Users found guilty of copyright infringement will be subject to disciplinary action, including possible suspension, expulsion, or termination.

Congress enacted the No Electronic Theft (NET) Act in 1997. The NET Act makes it a federal crime to reproduce, distribute, or share copies of electronic copyrighted works such as songs, movies, or software programs, even if the person copying or distributing the material acts has no intention of receiving profit. Electronic copyright infringement carries a maximum penalty of up to three years in prison and a \$250,000 fine.

- h. **Personally Owned Computer Hardware/Software:** Personally owned software cannot be loaded onto a college-owned computer unless it is directly related to the job position and is approved by the appropriate Technology Services personnel. If any approved personally owned computer software is loaded onto a college-owned computer, the license and documents must remain with the college computer on campus in the event of an audit.

Computer hard drives may not be installed or removed without the express written consent of authorized Technology Services personnel.

- i. **Privacy of Information:** Information passing through or stored on any Coastal Alabama Community College electronic network or computer system may be seen by others for a variety of reasons. Routine administration, management, or audit functions may require information stored or transmitted via Coastal Alabama Community College computers and networks to be intercepted or monitored. Electronic transactions may be subject to seizure and inspection by Coastal Alabama Community College without notice. All users should fully understand that except where protected by state or federal law, or by College policy no expectation of privacy may be assumed concerning information communicated over or stored on Coastal Alabama Community College electronic systems.

Users should respect the privacy of others, including, but not limited to, abstaining from unauthorized access to email, files, data, and transmissions.

All users should be aware of and comply with the Family Educational Rights and Privacy Act (FERPA) as well as its restrictions on the use and dissemination of personal and academic information.

3. **Unacceptable Use of Technology Resources:** The following activities are prohibited on all Coastal Alabama Community College technology resources. The activities listed are for reference and are not intended to be all-inclusive.

- Altering system software or hardware configurations without authorization of the Coastal Alabama Community College Technology Services Department.
- Accessing, via the internet or any other means of broadcasting, pornographic, obscene, or violent images or content or any other material in violation of local, state, and federal statutes. Use of resources for gambling, racism, harassment or political campaigning is also prohibited.
- Using technology resources for illegal activities.
- Accessing or attempting to access another user's files, email, or other resources without his or her permission except as otherwise provided herein.
- Allowing unauthorized persons to utilize an authorized user's account, username, or password.
- Using technology resources for commercial or profit-making purposes without written authorization from Coastal Alabama Community College.
- Installing, copying, distributing or using software that has not been authorized by the Coastal Alabama Community College Technology Department.
- Originating or proliferating electronic mail, broadcasts, or other messages that may be deemed as obscene, abusive, racist, or harassing.
- Creating and/or distribution of viruses or other destructive programs.
- Unauthorized release or disclosure of any confidential college, personnel, or student information.
- Using any computer technology in a manner that violates patent protection or license agreements. Engaging in any activity that violates copyright laws.

- Such activity may include utilizing Coastal Alabama Community College technology to copy and/or distribute copyrighted materials without authorization.

Using Coastal Alabama Community College computer technology to support or oppose any candidate or candidates for public office or for any other political purposes. (Use of state property for political purposes constitutes a violation of Alabama law).

Unacceptable use is prohibited, and is grounds for loss of computing privileges, as well as discipline or legal sanctions under federal, state, and local laws. Students who violate this policy are subject to disciplinary actions, up to and including expulsion from the College. Employees who violate this policy are subject to disciplinary actions, up to and including termination of employment in accordance with guidelines provided institutional and state policies.

- 4. Violation of Policy:** Employees who violate this policy are subject to disciplinary actions, up to and including, termination of employment in accordance with institutional and state policies. Students who violate this policy are subject to disciplinary action as stated in the Student Conduct Policy. Community members who violate this policy while utilizing open campus computers and/or Wi-Fi are subject to being banned from using the College's equipment and internet access.
- 5. Allocations of Computer Hardware and Printers:** Technology Services is solely responsible for the purchase and deployment of all computer hardware and peripheral devices. All employees requiring technology to perform the essential functions of their job are provided the appropriate technology.

Technology Services is responsible for accurate accounting for all computer hardware and printers on campus and these resources are allocated as part of the budget cycle.

- Technology for a New Position:** If technology is needed to support a new position, the technology request must be submitted no later than 10 business days prior to the new hire start date. The supervisor will notify Technology Services as to when and where the technology should be located. If a printer or other devices that support the job function (i.e., scanners) is required, this needs to be indicated on the request. Requests may be submitted to HelpDesk@CoastalAlabama.edu.
 - Technology Standards for Employees:** The standardized operating system for individual computers is Microsoft Office 365.
 - Relocating Hardware:** Under no circumstance are employees to move computer hardware from the room where initially installed to another room. This includes classroom computing equipment. Each desktop and laptop are uniquely named to reflect the location where the device is to be kept. Removal of any device may result in a report to College Police as a lost or stolen device.
 - Printers:** In areas where multiple employees work in a centralized office environment, a shared printer or multifunction device will be installed. Technology Services will provide service and maintenance for printers.
 - Separation of Service of Employees:** The supervisor of an employee who retires or terminates employment from the College is responsible for notifying the Human Resources Office. The Human Resources Office will notify the Help Desk of a pending retirement or termination. This is necessary to ensure that equipment is properly serviced and in good working condition for the next user. Requests may be submitted to helpdesk@coastalalabama.edu. Refer to the [Employment Policy](#) (Terminations of Employment (Offboarding) Section).
 - Equipment Purchased from Departmental Budgets:** Any computers or printers purchased by a departmental budget are the property of Coastal Alabama Community College. They may be relocated based upon college needs by Technology Services. Devices purchased through departmental budgets are not replaced by life cycle funds when they are no longer functional or out of date. Repairs for department purchases are paid for by the department. The Technology Services Department must authorize all equipment purchased from departmental budgets.
- 6. Canvas (Learning Management System – LMS):** Coastal Alabama Community College uses Canvas as the platform for its Learning Management System (LMS). Students and Employees may contact the Coastal Alabama Community College Help Desk (helpdesk@coastalalabama.edu) for assistance.
 - 7. Enterprise Systems:** Coastal Alabama Community College utilizes the Banner Enterprise System as part of the state-wide Alabama Community College System (ACCS). Banner is the online system used to manage student records, employment and payroll systems, financial systems, etc. For assistance with Banner functions, contact the system liaison for the applicable Banner module or email the Help Desk at helpdesk@coastalalabama.edu.
 - 8. Help Desk:** The Technology Services Help Desk is the primary point of contact for password resets and for technology assistance and resources (such as email, Learning Management System (LMS), and hardware/software issues). Issues concerning all College-managed equipment such as computers, printers, smart room, and AV equipment should be reported to the Technology Services Help Desk for service repair.

Contact the Coastal Alabama Help Desk at helpdesk@coastalalabama.edu.

9. **OneACCS Resources:** As part of the Alabama Community College System (ACCS), employees may access the OneACCS resources located at <https://oneaccsadmin.accs.edu/>.
10. **DegreeWorks:** Coastal Alabama utilizes DegreeWorks, a degree-auditing and degree-tracking tool.

Procedures(s):

Requesting Technology for a New Hire Procedures

1. Refer to the Recruiting, Hiring, and Onboarding Vacant Positions Policy.

Removing Technology for a Terminating Employee Procedures

1. Refer to the Terminations of Employment (Offboarding) Policy.

Additional Provisions / Information:

Refer to Copyright, Trademark, and Patent Ownership Policy.

Refer to Distance Education Policy.

Refer to Employee Discipline Policy.

Refer to Recruiting, Hiring, and Onboarding Vacant Positions Policy.

Refer to Student Code of Conduct Policy.

Refer to the Terminations of Employment (Offboarding) Policy.



Section 09: Facilities

09.01 Availability of College Facilities

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure the College campuses and facilities are available for use by state, county, city, and non-profit agencies which support the College's mission and goals.

In addition, Coastal Alabama Community College ensures compliance with [Board Policy 500.01](#).

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with this policy.

Definitions:

Internal Facility Usage: Internal facility usage is facility usage by the College for college led events and activities across all campuses.

External Facility Usage: External facility usage is facility usage by approved community organizations, local, state, and federal governments, and educational institutions.

Ad Astra: Software platform used for facility utilization.

Details:

1. The College campuses and facilities are open to students, faculty, staff, and authorized visitors for the sole purpose of supporting the College's mission and goals.
2. Unauthorized individuals or authorized individuals who are not in accordance with the College's rules and regulations will be required to leave campus. Individuals who do not leave as requested may be arrested for trespassing in accordance with [Board Policy 510.10](#).
3. **Free Parking:** There is free parking on all campuses.

Procedures(s):

1. The College utilizes the Ad Astra platform for facility utilization. All events must be reported through Ad Astra by application submission.
2. The Operations Projects Coordinator will work employees who will be utilizing the Ad Astra platform for facility usage, such as campus directors, campus administrative assistants, facilities directors, maintenance personnel as assigned by the facilities directors, police, and information technology personnel.
3. Non-employees who wish to request the use of a college facility for a community organization, local, state, or federal government or educational institution should read the policy for use of college facilities and complete the external facility usage application online at <https://alccs.aaiscloud.com/CoastalALCC/Events/EventReqForm.aspx?id=7a045b7d-0976-4ad7-9e8e-161f5c0f00c7>. Questions about scheduling external facility usage events should be directed to the Operations Projects Coordinator.
4. Employees who wish to request the use of a college facility for a student activity or college event should complete the internal facility usage application online at <https://alccs.aaiscloud.com/CoastalALCC/Events/EventReqForm.aspx?id=a55b5231-c791-45d9-8849-57d58106324f>. Questions about internal facility usage events should be directed to the campus director of the campus you are requesting the event for.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

09.02 Facilities Services

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure that all its facilities are appropriately maintained to ensure a safe and comfortable learning and working environment.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with this policy.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Facilities Services:** Facilities Services consists of maintenance, grounds, vehicle maintenance, and Facility Planning and Design. Call 251-580-2238 or 251-809-1556 or email maintenance@coastalalabama.edu for assistance.
2. **Maintenance Services:** Facility repairs and other maintenance services for offices or buildings may be obtained by filling out work orders through Coastal Alabama Community College ticketing system.
3. **Room and Key Assignments:** Upon Supervisor approval, the appropriate campus contact may issue building or office keys.
 - a. **Lost Keys:** Report all lost keys to the Facilities Office. Lost keys may result in disciplinary action, depending on the severity of the situation.

- b. **Emergency Entry:** In an emergency, College Police, or Facilities can open a classroom or office if the staff or faculty member has the proper identification.
4. **College Vehicle Use:** The College maintains a fleet of vehicles for business use. An employee must sign out a vehicle and obtain approval for each use. Individuals who are assigned a vehicle for long-term projects do not need to obtain approval each day. All drivers of college vehicles must be age 18 or older and hold a valid driver's license. Only employees and guests of the College are permitted to be passengers in a college vehicle.
- a. If an employee is involved in an accident while driving a college vehicle, the employee must immediately contact their supervisor. These instructions are clear as to notification requirements to the supervisor.
 - b. Smoking/vaping is prohibited in college-owned vehicles.
 - c. If a college vehicle is not available, the employee may use a personal vehicle and submit for mileage reimbursement upon prior approval of the supervisor.

Procedures(s):

Maintenance Services Request Procedures

1. Complete the Work Order Form or email Facilities (maintenance@coastalalabama.edu) at the applicable Campus.
2. The Maintenance Supervisor at the applicable Campus will assign the work order to the appropriate maintenance staff for completion.

Room and Key Requests

1. Complete a Key Request Form and send the form to the appropriate campus contact listed on the key request form for the key or keys to be issued.
2. Key(s) will be issued in a timely manner.

College Vehicle Requests

1. Complete a Transportation Request Form and return the complete form to the applicable contact on the form.
2. Refer to the Travel and Travel Related Expenditures Policy to request to rent a vehicle.

Additional Provisions / Information:

Refer to the General College Information and Resources Policy.

Refer to the Travel and Travel Related Expenditures Policy.

Section 10: Personnel

10.01 Employee Benefits

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance the federal and state laws related employee benefits and to provide eligible employees with benefits as provided by the Alabama Community College System (ACCS) per [Board Policy 610.02](#), [Chancellor's Procedures](#)

[610.02](#), [Board Policy 612.02](#), and [Chancellor's Procedures 612.02](#).

Further, Coastal Alabama is in full compliance with the Affordable Care Act (ACA) through PEEHIP as it relates to health insurance.

Scope:

Most benefits under this policy apply to full-time employees. Refer to each benefit for specific eligibility.

Definitions:

Employee: Anyone employed by Coastal Alabama Community College to perform regular services, full-time or part-time. External contractors, consultants, work-study students, and interns are not employees for the purposes of these procedures.

Full-time Employee: Per Section 16-24C-3 of the Students First Act, "full-time employees include adult bus drivers and other employees whose duties require 20 or more hours in each normal working week of the school term, excluding holidays that are recognized by the employer."

<https://law.justia.com/codes/alabama/2016/title-16/chapter-24c/section-16-24c-3/>.

Workday: A day which the employee worked or would have worked except for a disability caused by or resulting from an on-the-job injury.

Regular Daily Salary: An amount calculated on the basis of an employee's current salary or wages for a designated period of time divided by the number of duty days, including official holidays for non-instructional employees, within that designated time period.

Temporary Disability: A physical injury or malady necessitating absence from regular duties but allowing for a reasonable expectation that the employee will return to duty.

Permanent Disability: An injury or malady of such severity that there is no reasonable expectation that the employee will return to duty.

Details:

1. **Bookstore Discount:** Coastal Alabama Community College currently outsources bookstore services and sales of merchandise. The contracted vendor may offer Coastal employees a discount at their discretion as an employee benefit.
 - a. **Use of Bookstore Discount:** Employees may contact bookstore personnel for additional information.
2. **Campus Dining:** Coastal Alabama Community College offers campus dining services on the Bay Minette Campus.
3. **Fitness Center:** The Bay Minette Campus houses a fitness center for employee and student use.
4. **Emergency Illness at Work:** Officers of the College Police Department are trained in first aid and CPR. In addition, Automated External Defibrillator (AED) machines are available on each campus.
5. **Employee Assistance Program (EAP):** Although Coastal Alabama does not currently have an EAP program; all employees subscribing to PEEHIP are eligible for counseling services under the plan.
6. **Health Insurance:** Insurance is provided by Public Education Employee's Health Insurance Plan (PEEHIP). Full-time employees will have the option to participate in the health insurance plan. Eligible new employees will have the option to start coverage on their first day of employment for the first day of the following month. The Human Resources Office will email a new employee their personal identification (PID) number. It is the responsibility of the employee to register their account on Member Online Services at <https://www.rsa-al.gov/> and choose the options for which they wish to participate.
 - a. **Eligibility:** The Coastal Alabama Community College Health Insurance Plan policy applies to all employees for enrollment upon hire, during open enrollment, or due to a qualifying event.
 - b. **Open Enrollment:** Open enrollment is July 1 – September 10 of each year. During open enrollment, employees may make changes to their insurance coverage with the effective date of October 1. Information about the plan can be found at <https://www.rsa-al.gov/peehip/>.
 - c. **Compliance with the Affordable Care Act (ACA):** The Affordable Care Act (ACA) mandates that, beginning January 1, 2014, employers with 50 or more full-time employees offer "affordable" health coverage to full-time employees. The ACA classifies employees as "full-time" employees if they work at least thirty (30) hours per week on average or 130 hours of service as the monthly equivalent of 30 hours of service per week. Because the definition of full-time employment in the Alabama Community College System (ACCS) is "duties require 20 or more hours in each normal working week of the school term, excluding holidays that are recognized by the employer," Coastal complies with the ACA full-time regulatory definition.
 - d. **Coverages and Premiums:** Employee premium rates, co-pays, and deductibles for the plan in which the employee is enrolled can be found by visiting <https://www.rsa-al.gov/peehip/>.

- e. **Continuation of Health Insurance Coverage (COBRA):** An eligible employee may continue their medical coverage under the terms of the Comprehensive Omnibus Business Reconciliation Act (“COBRA”). If a COBRA qualifying event occurs, the employee will receive the required notice and instructions regarding what must be done to continue coverage.
 - f. **Wellness Screenings and Monthly Surcharge:** Employees and spouses enrolled in a PEEHIP major medical plan are required to participate in annual wellness screenings. Employees and spouses who do not participate in the wellness screening receive a monthly surcharge of \$50/month (\$100/month if spouse is covered).
7. **Health and Dependent Care Flexible Spending Account:** Eligible employees may enroll in a Health Care Flexible Spending Account (FSA) and a Dependent Care Account (DCA), subject to legal requirements. A flexible spending account is an IRS-approved method of paying for qualifying out-of-pocket medical or work-related dependent care expenses with pre-tax dollars.
- a. **Eligibility:** The Coastal Alabama Health and Dependent Care Flexible Spending Account policy applies to all full-time employees. Information about the plan can be found at <https://www.rsa-al.gov/peehip/>.
8. **Liability Insurance:** Coastal Alabama Community College carries liability insurance on its employees in accordance with state law. The College has an excess blanket catastrophe liability policy which takes effect after the limits of liability in the general liability policy have been reached.
9. **Life Insurance:** Life Insurance is available through Teacher’s Retirement System of Alabama (TRS) as well as a third-party vendor during open enrollment.
10. **On the Job Injuries:** Coastal Alabama Community College ensures compliance with ACCS [Board Policy 610.02](#).
- a. **General Provisions:**
 1. Employees are not precluded from using accrued leave for an absence or absences resulting from an on-the-job injury, if they elect.
 2. Continuation of an employee's salary or wages paid under these guidelines will be computed based on a daily rate. The amount authorized for each workday lost due to the temporary disability will be the full regular daily salary or wage the employee would have earned if the employee had worked as normally scheduled.
 3. Incidents that occur during rest breaks or lunch periods, accidents resulting from carelessness or violation of published safety rules, and injuries caused by the behavior of fellow employees are subject to the judgment of the President as to whether they are on-the-job injuries.
 4. There must be satisfactory evidence that the injury was job-related, was not a result of intentional harm, carelessness, intoxication, provocation, or other inappropriate behavior of the injured employee and was not the result of a preexisting condition for the President to determine an employee had an on-the-job injury.
 - b. **Fitness-for-Duty Examinations:** It is the goal of the College to provide a safe workplace for all employees. To accomplish this goal, Coastal Alabama Community College expects all employees to perform their jobs in a safe, secure, productive, and effective manner. Employees who are not fit for duty throughout the entire time they are working may present a safety hazard to themselves, to other employees, or to the public.
 1. If an employee is unable to perform their job duties without endangering themselves or others or are taking medication that might affect the ability to perform the job safely, the employee should immediately inform their supervisor. If the supervisor believes the employee is not fit to perform the duties, the employee may be sent home, relieved of certain duties, assigned to different duties, assigned to light duty, or requested to take a medical examination. An attempt will be made to accommodate restrictions.
 2. An employee is expected to notify their supervisor they observe a coworker acting in a manner that indicates the coworker may not be fit for duty. If the supervisor’s behavior is a focus of concern, the employee should inform the next level supervisor or contact the Human Resources Office.
 3. If deemed necessary, a fitness-for-duty examination may be immediately requested. Refusing to cooperate with a valid request for a fitness-for-duty examination may result in disciplinary action, up to and including termination of employment.

11. **Retirement – Retirement Systems of Alabama (RSA):** The Alabama Teachers Retirement System (TRS) is the retirement administrator for full-time employees in public higher education in the State of Alabama. Participation is mandatory for those eligible. Benefits in retirement depend on assigned Tier. See the RSA website (www.rsa-al.gov) for full details.

NOTE: The Teachers Retirement System (TRS) is a program administered by the RSA.

- a. **Eligibility:** Participation in the retirement plan is mandatory for all non-temporary full-time employees through the Retirement Systems of Alabama (RSA).
- b. **Employee Contributions to RSA:** Employee contributions (rates vary for full-time certified firefighters, correction & law enforcement):
 - Tier I (Service credit with TRS or ERS prior to 1/1/2013) - 7.50% of pay, earns interest.
 - Tier II (No service credit prior to 1/1/2013) - 6.00% of pay, earns interest.

All contributions and a portion of interest is available to refund or transfer out after 3 years, penalties may apply.
- c. **Retirement from RSA:** Employees are considered vested in the plan after ten (10) years of service to receive the lifetime benefit.
- d. **RSA-1 (Defined Contribution Plan):** Full-time employees may opt to have additional retirement contributions made to the RSA-1 Deferred Compensation Plan. RSA-1 Member Handbook is available on the RSA website. Learn more about RSA-1 at www.rsa-al.gov.

12. **Unemployment:** Coastal Alabama Community College is a covered employer under the Alabama Department of Labor. Eligibility is determined by the Alabama Department of Labor in accordance with applicable law(s). Details about benefits are available at <https://labor.alabama.gov/unemployment.aspx>.

13. **Tuition Assistance Program:** To provide a means for educational development and to encourage individuals to upgrade their skills and/or educational experience, individuals meeting eligibility requirements who enroll in credit courses at the College may have their tuition waived in compliance with ACCS [Board Policy 612.02](#).

- a. **Eligibility:** This benefit applies to all full-time benefits eligible employees and benefits eligible Salary Schedule H employees of System colleges or entities, as well as benefits eligible ACCS system office employees, certain retirees, and their dependents.

NOTE: please refer to ACCS [Board Policy 612.02](#) for specific definition of eligible employees.

- b. **Program Details:** Full-time benefits eligible employees and benefits eligible Salary Schedule H employees of System colleges or entities, as well as benefits eligible ACCS system office employees, certain retirees and their dependents are eligible for tuition assistance for courses taught for credit by community and technical colleges under the control of the Alabama Community College System Board of Trustees and, when applicable, Athens State University.
- c. **Use of Tuition Assistance Program:** The program will be coordinated by each college and entity for employees within the Alabama Community College System and the Alabama Community College System office.
 1. An application form for the tuition assistance program is available at each college or entity and will be completed prior to registration for classes. A copy of the completed form must be maintained by the college of attendance.
 2. Copies of all college transcripts (unofficial is acceptable), class schedule, and Transient Student Request Form (if applicable) must be submitted with the completed Tuition Waiver Form.
 3. Refer to the [Chancellor's Procedures 612.02](#) for additional information.

14. **Voluntary Benefits:**

- a. **Eligibility:** The Coastal Alabama Community College voluntary benefits policy applies to all full-time benefits eligible employees.
- b. **Courtesy Fund (aka Benevolence Fund):** The Courtesy Fund is a fund that provides employee recognition and assistance through purchasing flowers and cards as needed for members in the event of a birth, illness, retirement, or death. To join, employees must complete the Courtesy Fund Enrollment form and have the minimum of a \$12 annual contribution.

- c. **Other Voluntary Benefits:** Payroll deduction slots are limited and may change based on employee participation. Below are vendors for which Coastal Alabama currently has payroll deduction slots:
- AFLAC
 - American Fidelity
 - Educator's Benefits
 - FlexComp (Reliance Standard)
 - VALIC
 - VSP – Vision Insurance

Contact the Payroll Office (payroll@coastalalabama.edu) for additional information.

Procedures(s):

Health Insurance Eligibility Procedures

1. **New Employee is Placed into Appropriate Category:** For purposes of determining whether someone is a full-time employee, employees are categorized as:
 - a. **Full-time employees:** Full-time employees are hired to work 20 hours per week or more and are reasonably expected to work full-time as defined by the Students First Act. Employees who are expected to work full-time at the time of hire, qualify immediately as full-time, and should be offered health coverage.
 - b. **Temporary, Seasonal or Variable-Hour employees:** Temporary, Seasonal and Variable-Hour employees are generally not eligible for health insurance or other benefits.
 - Temporary: Employees in positions for which customary employment has a defined start and end date that is less than twelve months.
 - Seasonal: Employees are seasonal when they are hired for a short-term duration over a season. Adjunct instructors and assistant athletic coaches are considered seasonal for the purpose of this standard.
 - Variable-Hour: Employees are variable hour employees when it cannot be determined at the time of hire the weekly work hours or employment status of the employee.
 - c. **Students (federal work study/institutional work study):** For the purpose of this procedure, all student workers have their clock hours limited to a maximum of 19 hours per week. Where hours exceed 19 per week due to holding multiple jobs, the student worker will be asked to resign from their secondary position.
2. **Determining FTE of Part-Time (Adjunct) Faculty:** Coastal Alabama uses the IRS Safe Harbor method for determining the FTE of part-time (Adjunct) faculty. FTE for this employment group is calculated by using the safe harbor rate of 2.25 work hours for every part-time (adjunct) credit hour. For example, a part-time (adjunct) faculty taught 3 credit hours in a semester and had no other required responsibilities. The FTE calculation would be $3 \times 2.25 = 6.75$ hours. Consequently, this Adjunct faculty is considered part-time under the ACA.

On the Job Injuries Procedures

If injured while on-the-job at any Coastal Alabama Community College campus, the employee will follow the process outlined below:

1. **Review Policy and Procedure:** The employee must review the ACCS [Board Policy 610.02](#) and [Chancellor's Procedures 610.02](#) regarding Paid Absences Due to On-the-Job Injuries.
2. **Complete Personal Injury/Accident Form:** Employee (or designee) must complete the [On the Job Injury Form](#). The employee must provide notification of the on-the-job injury to the President or designee within twenty-four (24) hours of the occurrence of the injury. If the employee is not clinically able to submit notification, such notification may be made by an individual representing the employee or on behalf of the employee. Such individual must be reasonably knowledgeable concerning the injury and the condition of the employee.
 - a. **Continuation of Salary Request:** If the employee is temporarily unable to return to work the employee should make a written request to the Human Resources Office for the continuation of salary during the required absence due to the injury.
3. **Witness Statement or Notarized Statement from Employee:** The College or entity must receive within 72 hours after the notification of the on-the-job injury satisfactory evidence that the injury was on-the-job in the form of a statement from one or more witnesses who saw the incident causing the injury, or a signed, notarized statement from the injured employee if there were no witnesses. (In the event of an alleged stress-related injury, a sworn statement from the employee and a supporting statement from the employee's licensed healthcare provider will be required).

4. **Statement from Licensed Healthcare Provider:** In the event the employee incurs the third absence related to the on-the-job injury, the College or entity must receive certification from a licensed healthcare provider, obtained at the employee's expense, as to the injury's severity and prognosis. The College or entity must receive the certification within three (3) workdays from the third absence.
5. **Alabama State Board of Adjustment Claim (if applicable):** Upon the President's receipt of a licensed healthcare provider's certification that an on-the-job injury is the cause of partial or total permanent disability, the employee will be informed promptly about his or her right to bring a claim before the Alabama State Board of Adjustment. If medical expenses are anticipated to exceed \$5,000, then all expenses must be filed through the Alabama Board of Adjustments (BOA). Please contact Joni Lambert (joni.lambert@coastalalabama.edu) for assistance and for the appropriate form needed to file a claim with the BOA.
 - a. Acceptance by an employee of salary and benefits continuation payments for a perceived temporary disability due to an on-the-job injury will be upon the condition that the employee agrees to the deduction of the amount paid for temporary disability from any subsequent award by the Alabama State Board of Adjustment in the event the disability is subsequently determined to be permanent.
6. **State Employees Injury Compensation Trust Fund (SEICTF):** Information about the State Employees Injury Compensation Trust Fund (SEICTF) can be found at <https://riskmgt.alabama.gov/SEICTF>.
7. **Reimbursement for Out of Pocket Expenses:** The College is not permitted to make payment against outstanding invoices. Therefore, the College can only reimburse out-of-pocket medical expenses paid that may include copays for doctor's visits and medicine and/or the purchase of supplies and hardware required for treatment. The individual must pay out-of-pocket costs at their own expense, then submit copies of receipts, invoices, care summaries and statements for reimbursement costs related to the on-the-job injury.
8. **Release to Active Duty:** The employee must provide to the College or entity notification from the licensed healthcare provider that the employee is released to return to regular duty. The College must receive the notification immediately upon release by the licensed healthcare provider.
9. **Contact Information:** All required documentation should be submitted to:

Joni Lambert
 Operations Projects Coordinator
 Ernest Stone Building
 2nd Floor, President's Suite
 1900 U.S. Highway 31 South
 Bay Minette, AL 36507
Joni.Lambert@coastalalabama.edu
 251-580-2207

Retirement System of Alabama (RSA) Procedures

1. **RSA Payroll Contribution Procedure:**
 - a. The Human Resources Office and Payroll Office evaluates employment status of each Coastal Alabama employee to determine RSA eligibility.
 - b. An RSA payroll deduction for eligible employees is created at hire.
 - c. The Payroll Office creates an employee account with RSA for the eligible employee at hire/rehire.
 - d. The Payroll Office submits employee contributions to RSA each payroll.
2. **Separating from RSA Procedure:**
 - a. Retirement from RSA: An employee may separate from the RSA system upon retirement eligibility.
 1. Refer to the Terminations of Employment (Offboarding) Policy.
 2. The employee submits a letter to their Supervisor and the President stating an intent to retire and including a retirement date. This letter of intent is to be submitted on the first of a month **90 days before anticipated retirement is requested**. Refer to the Terminations of Employment (Offboarding) Policy.

3. The employee mails the Retirement Application to RSA no more than 90 days and no less than 45 days prior to retirement date. The application must be complete with beneficiary information, PEEHIP Authorization, and Direct Deposit Authorization. https://www.rsa-al.gov/uploads/files/TRS_RAP_Service_Retirement_Application_Packet_Part_I.pdf.
4. The Payroll Office certifies the last wages for which contributions will be made to employee, as well as remaining unused sick leave days. This step is completed online.
5. Upon receipt of the retirement application, an audit of the employee's eligibility is performed.
6. RSA mails the following items to the employee:
 - Retirement Benefit Option form;
 - Withholding Certificate for monthly pension and annuity payments; Post retirement employment information.
 - Employee returns 1) and 2) to RSA.

3. Separating from RSA before Retirement Procedure:

- a. Refer to the Terminations of Employment (Offboarding) Policy.
 - b. Employee submits resignation notice to their supervisor and the Human Resources Office. Refer to the Terminations of Employment (Offboarding) Policy.
 - c. After employee's final paycheck is issued, the Payroll Office provides all final information to RSA to close employment record.
 - d. Contact www.rsa-al.gov for information.
4. **Post-Retirement Employment Procedure:** Retirees who are receiving retirement benefits from the TRS and are employed with an agency that participates in the TRS or ERS are subject to limitations on the compensation they can receive without an adverse impact on their retirement benefits. Refer to https://www.rsa-al.gov/uploads/files/Post_Retirement_Employment_Restrictions_2021.pdf for additional information.

Tuition Assistance Program Procedures

1. Employee/student is required to complete an Employee and/or Dependent Tuition Waiver Form each semester and submit it to the Human Resources Office (hr@coastalalabama.edu) for approval 15 business days prior to the first day of the class to avoid being purged from the course for non-payment. Forms received after the deadline may not be processed in time to avoid the purge. Forms will not be accepted after the term census date. (Census date can be found on term calendar).

NOTE: All College Transcripts (unofficial is acceptable), Class Schedule, and a copy of the Transient Student Request Form (if applicable) must be attached with Employee and/or Dependent Tuition Waiver Form for each semester enrolled or request will be denied.

2. If approved, the Human Resources Office forwards the form and supplementary materials to President for review and approval.
3. Upon approval by the President, the form and supplementary materials are forwarded to the Financial Aid Office for processing.
4. Employee/student receives an email notification informing them of the status of the request during the approval process.
5. Eligible employees requesting a refund for tuition paid must review and follow the College's refund policy located at <https://www.coastalalabama.edu/about/business-office/refund-policy-and-dates>.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

10.02 Employment

Original Approval: 04/01/2022

Last Updated: 12/12/2024

Last Reviewed: 12/12/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College's to ensure compliance with federal and state law and the employment policies of the Alabama Community College System (ACCS) related to the legal employment of individuals.

The following ACCS policies are referenced in this policy:

[Board Policy 602.02](#)

[Chancellor's Procedures 602.02](#)

[Board Policy 603.01](#)

[Board Policy 605.02](#)

[Chancellor's Procedures 605.02](#)

[Board Policy 608.01](#)

[Chancellor's Procedures 608.01](#)

[Board Policy 611.01](#)

[Chancellor's Procedures 611.01](#)

[Board Policy 614.01](#)

Scope:

This policy applies to all Coastal Alabama Community College applicants and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Sufficiency: Having full-time credentialed faculty to provide academic oversight and teach a majority of the students' credit hours within each program of instruction, across campus locations, and within each academic discipline.

Applicants (for Employment): An applicant for employment is an individual who has applied for a vacant position that has been posted through the Human Resources Office.

Employee: An employee is an individual who meets the employment eligibility requirements referenced in the policy, has been hired and onboarded through the Human Resources Office, and is receiving payment for work performed through the Payroll Office.

Employment Status: The current or former employee's employment relationship with the institution (employer).

Seniority: Seniority is defined as the length of an employee's continuous service at Coastal Alabama Community College.

Qualified Staff: For the purpose of this standard, full-time qualified staff work more than 20 hours per week and are exempt under the Fair Labor Standards Act (FLSA).

Terminations of Employment (Offboarding): Employment termination (also known as offboarding, dismissal, or separation of employment) is the cessation of the employment relationship between Coastal Alabama Community College and the employee, regardless of reason. Terminations may be either voluntary or involuntary. Voluntary terminations include resignations, retirement, and abandonment. Involuntary terminations include reductions due to lack of funds or lack of work (layoff), completion of contract or grant, and discharge for unsatisfactory job performance or misconduct.

Details:

1. **Sufficient Staffing of Instructors:** The College will ensure that each academic unit maintains an adequate number of full-time instructors to support its mission and ensure the quality and integrity of each of its academic programs.
2. **Employment Eligibility:** An individual may be eligible for employment at Coastal Alabama Community College if they meet the required qualifications and physical demands for a specific position as described in the job description. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

In addition, applicants meeting the required qualifications of a position as reflected in the job posting must meet the conditions below to be considered eligible for employment:

- a. **Compliance with the Immigration Reform and Control Act of 1986 (IRCA):** All newly hired employees, including student employees, are required to provide documents that establish identity and documents that establish employment eligibility. It is the policy of Coastal Alabama that this information be received on or before the first day of employment to avoid the need to dismiss any individual who cannot meet the IRCA requirement. The Human Resources Office can provide additional information concerning the requirements of the IRCA and acceptable documents. *****An individual will not be considered an employee of Coastal Alabama Community College until this requirement has been met.***
 - b. **E-Verify:** The Human Resources Office performs employment eligibility verification via the US Department of Homeland Security on all new hires.
 - c. **Background Check:** Any candidate selected for hire must complete a pre-employment background check. As a condition of employment, satisfactory results of a criminal background check are required. Refer to the Background Checks Section for additional information.
 - d. **Pre-Employment Testing:** Pre-employment testing may be required if applicable to the position.
3. **Employment Relationship:** Except as expressly prohibited by law, the College may terminate an individual's employment. Continuing employment is subject to economic conditions and the needs of the College and, accordingly, is neither permanent nor guaranteed.
 4. **Employment of Foreign Nationals:** Coastal Alabama Community College is responsible for ensuring that all employees are lawfully employed, regardless of citizenship or national origin. Therefore, if applicable, it is important that all foreign national workers maintain their applicable visas and that the Human Resources Office has the most updated employment status in the employee's personnel file. Human Resources will review visa status on an annual basis to ensure that both Coastal Alabama and the employee are compliant with college policy and state and federal regulations. Where applicable, it is the responsibility of the foreign national employee to inform the Human Resources Office of any changes in their visa status that could impact their employment.

NOTE: Coastal Alabama Community College generally does not sponsor work visas.

Refer to the Recruiting, Hiring, and Onboarding Vacant Positions Policy.

5. **Background Checks:** Per ACCS, [Board Policy 623.01](#) and [Chancellor's Procedure 623.01](#), a background check will be conducted prior to employment through a service selected by the Chancellor on all new hires and volunteers at each institution. A background check may also be conducted for selected internal candidates or if the institution has reasonable suspicion that a current employee or volunteer has been convicted of a felony or a crime involving moral turpitude. Individuals convicted of a felony or crime involving moral turpitude will not be eligible for employment or volunteering except with the Chancellor's approval.
6. **College Transcripts:** Official college transcripts are required for all positions that require a degree in the "required qualifications" section of the job description. Conferred degrees are required from a regionally accredited institution. Regional accreditation agencies oversee institutions that place a focus on academics that are public, non-profit, or private colleges or universities. There are six regional accrediting agencies for higher education institutions in the U.S. The following agencies oversee institutions within their particular clusters of states:
 - Northwest Commission on Colleges and Universities (NWCCU)
 - Western Association of Schools and Colleges (WASC)
 - Higher Learning Commission (HLC)
 - Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
 - New England Association of Schools and Colleges (NEASC)
 - Middle States Commission on Higher Education (MSCHE)

Coastal Alabama Community College is regionally accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Degrees granted from schools, colleges, and universities that are not regionally accredited are not acceptable credentials when evaluating qualifications for consideration of employment.

7. **Employment Status:** It is the policy of Coastal Alabama Community College to ensure compliance with federal and state law as it relates to the employment status of its employees. In addition, the College will maintain compliance with Alabama Community College System (ACCS) [Board Policy 611.01](#) and Chancellor's Procedures 611.01 as it relates to inactive employment status.
 - a. **Active Employees:** An active employee is one who works on a regularly scheduled and continuous basis. If there is a break in service due to an extended leave, the employee may be placed on inactive status.
 - b. **Inactive Employees:** An inactive employee is one who is not currently working for the College in any capacity (not receiving a paycheck), but employment is not terminated.

- c. **Full-Time Inactive Employees:** Full-time employees may have a leave without pay or “inactive” status (Refer to [Board Policy 611.01](#)). During inactive leave status, employee does not accrue annual leave, sick leave, or any other paid leave benefits nor are they eligible for unemployment. In addition, employees eligible for benefits under the Retirement System of Alabama (RSA) have contributions and benefits suspended under this break in service. Upon returning to work, the employee will return to active status, resuming leave and leave accruals (if applicable). Returning to the same compensation and/or comparable position as held before the leave may be considered but is not guaranteed.

Full-time employees with a break of service greater than what is allowed in the ACCS [Board Policy 611.01](#) will be released from employment and are subject to the same new hire application process as other candidates should they apply for a vacant position at the College.

NOTE: Some leaves without pay in [Board Policy 611.01](#) include employees on salary schedule H.

- d. **Part-Time Inactive Employees:** The employment status of a part-time employee who has not worked and received no compensation in the previous calendar year may be automatically terminated at the end of January of the following year. Refer to the Terminations of Employment (Offboarding) Policy.
- e. **Terminated Employees:** A terminated employee is one who has a break in employment with the College. This means that the employee has either voluntarily left employment (resigned or retired) or involuntarily left employment (terminated for cause, layoff, or terminated due to inactive status).
1. In **all cases**, a terminated employee must reapply for a vacancy to become reemployed by the College, including completing the pre-boarding and onboarding procedures of a new employee.
 2. Refer to the Terminations of Employment (Offboarding) Policy.
8. **Pay Status (Employee Pay Classification):** The College employs two pay classifications of employees: exempt or non-exempt, as defined under the Fair Labor Standards Act (FLSA). The College follows the FLSA to determine the correct category for each employee.

The following terms are used to describe employees and their employment status. All employees are classified as non-exempt unless the duties performed meet criteria established under federal and state regulations that would allow the employee to be classified as exempt. The Human Resources Office determines if a position qualifies to be classified as exempt and if the employee in that position is performing the duties that are required to maintain exempt status.

- a. **Exempt Employees:** In general, exempt employees are those engaged in bona fide executive, managerial, high-level administrative jobs, certain professional jobs, and full-time instructor positions who are paid a fixed salary and perform certain duties as governed by Fair Labor Standards Act (FLSA) as exempt. Generally, the FLSA test for exempt duties includes:
1. Fifty percent or more of time, including the performance of office or nonmanual work relating to the administration of an educational establishment and to management policies or functions, or includes work directly related to academic instruction; and must:
 - regularly and directly assist an executive or administrative employee or perform under general supervision work along specialized or technical lines requiring special training, experience, or knowledge or execute under general supervision special assignments and tasks;
 - customarily and regularly exercise discretion and independent judgment;
 - devote no more than 20 percent of their hours worked in the workweek to non-exempt work; and
 - be compensated on a salary basis at a rate not less than the minimum weekly salary rate established for white-collar exemptions.
 2. In the case of academic administrative personnel, an employee who is compensated on a salary basis at a higher rate, but at not less than the minimum weekly salary rate established for white-collar exemptions, and whose primary duty consists of the performance of office or nonmanual work described above which includes work requiring the regular exercise of discretion and independent judgment will be deemed to meet all of the requirements necessary to carry exempt status.
 3. Under the FLSA, exempt Non-Instructor Personnel are categorized as:
 - Executive: Employees who exercise primary responsibility for the overall direction and management of the College.
 - Administrative: Employees who exercise responsibility for performing assignments directly related to management policies or general business operations of the College.
 - Professional, Manager, and Support: Employees, whose assignments normally require professional training at the bachelor's degree level or higher, who are employed for the primary purpose of performing academic support, community services, student services and institutional support activities; or

- Employees, whose assignments require experience and specialized skills or training which together may be equivalent to a degree, who oversee the daytoday activities and operations of an operational area or unit and who exercise functional supervision and/or delegated administrative responsibility over other employees; or
 - Employees, whose assignments require knowledge or skills, which may be acquired through academic work below the level of a bachelor's degree or through equivalent experience or onthejob training, who perform specialized or technical support assignments within a functional area and who may exercise some delegated functional supervision.
4. Time demands are associated with exempt positions which may require such employees to work more than the standard 40hour workweek, including some evenings and weekends. These demands are accepted at the time of initial employment as part of the employee's duties and responsibilities.
 5. Job titles do not determine exempt status. Exempt employees are not eligible for overtime pay.
- b. **Non-Exempt Employees:** Non-exempt employees are paid for all hours worked, in accordance with the FLSA and minimum wage law. A non-exempt employee may be full-time or part-time. All non-exempt employees, whether full-time or part-time, are required to account for hours and fractional hours worked.

To understand an employee's rights as an exempt or non-exempt employee, visit the Fair Labor Standards Act website at: <http://www.dol.gov/dol/topic/wages/>.

9. **Reinstatement of Former or Laid Off Employees:** If an employee leaves the College's employment in good standing for any reason, there is no guarantee of future employment. Employees who are discharged for gross misconduct will not be eligible for rehire.
10. **Seniority:** In some departments supervisors will consider seniority in determining annual leave (vacation) schedules, shift assignments, and/or teaching assignments. An employee's seniority will end upon separation or retirement.

When two or more employees are hired in the same position and department on the same day (causing a "tie" in seniority), the employee with the earliest date of birth (month and day) in the calendar year will have the higher seniority the first year. Highest seniority will then rotate annually thereafter, as needed.

11. **Employment Types:** It is the policy of Coastal Alabama Community College to ensure that individuals performing work for the College be properly classified in the appropriate employment and pay type in accordance with the federal and state laws, including IRS guidelines for worker classification as described in IRS Publication 15-A located at http://www.irs.gov/publications/p15a/ar02.html#en_US_2013_publink1000169489.
 - a. **Adjunct Instructor:** Adjunct instructors are contingent part-time instructors hired to teach a class for either one or several semesters. Academic Departments assign adjuncts work on a course-by-course basis, and future work is not guaranteed beyond their current assignment. Adjuncts are paid a flat rate per credit hour or hourly.
 1. **Adjunct Instructor Workload:** Adjuncts are limited to workloads below a maximum of 9 credit hours or nineteen (19) hours of service for non-instructional workload per week.

NOTE: In no case will any combination of load hours, lab hours, office hours or regularly scheduled meetings exceed 9 credit hours (or 19 hours per week) per semester.

NOTE: Exceptions to the maximum weekly work hours may be approved by the President or Chief Financial Officer (CFO) in advance. The College reserves the right to change this policy based on a change in the calculation of academic semesters or state/federal regulations.
 2. **Adjunct Instructor Full-Time Equivalency (FTE):** The College uses the IRS Safe Harbor method for determining the FTE of Adjunct Instructors. FTE for this employment group is calculated by using the safe harbor rate of 2.25 work hours for every part-time (adjunct) credit hour. For example, an adjunct taught 3 credit hours in a semester and had no other required responsibilities. The FTE calculation would be $3 \times 2.25 = 6.75$ hours.
 3. **Adjunct Instructor Benefits and Paid Leaves:** Adjunct faculty are not eligible for benefits and do not accrue paid leaves.
 - b. **Full-Time Instructors:** Full-time instructors fulfill basic functions of curriculum design, development, and evaluation; instruction; identification and assessment of appropriate student learning outcomes; student advising; research and creative activity; and institutional, community, and professional service.
 1. **Fair Labor Status Act (FLSA) Status:** Full-time instructors are considered salaried exempt positions under the Fair Labor Standards Act (FLSA).

2. **Full-Time Instructor Teaching Loads:** Coastal Alabama Community College complies with ACCS [Board Policy 608.01](#) and [Chancellor's Procedures 608.01](#) by basing full-time faculty status on teaching load, which is determined by credit hour production or contact hours dependent on the program of study. Each full-time instructor will teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters, with the option to work summer semesters when course loads are available. In using the contact hour method of calculation, no single faculty member will have a direct student contact hour assignment that is less than 24 hours or exceeds 30 hours per week. A full-time teaching load during the summer term is 12-13 credit hours or the equivalent. Using the contact hour calculation for summer term, a full-time faculty member should not exceed 30 direct student contact hours per week. Full-time faculty members must work a minimum of 35 hours per week, exclusive of lunch and other regularly scheduled breaks.
 3. **Benefits and Leaves:** Regular full-time instructors are eligible for health insurance benefits as well as other fringe benefits as described in the Employee Benefits Policy, Paid Leaves and Time Off Policy, and Unpaid Leaves and Time Off Policy.
 - c. **Regular Full-Time Salaried and Hourly Staff:** Regular full-time staff may be designated as either salaried exempt or hourly non-exempt based upon eligibility under the Fair Labor Standards Act (FLSA). Employees within this classification hold budgeted positions (either through operating funds or grants).
 1. **Full-Time Status:** Full-time means working a regularly scheduled fixed 20 hours or more per workweek.
 2. **Benefits and Leaves:** Regular full-time salaried and hourly staff are eligible for health insurance benefits as well as other fringe benefits as described in the Benefits and Leaves and Time Off Policies.
 - d. **Regular Part-Time Hourly Staff:** A part-time employee is in a non-exempt position under the Fair Labor Standards Act (FLSA) that is 19-hours or less per workweek.
 1. **Benefits and Leaves:** Part-time staff are not eligible for benefits and do not accrue paid leaves.
NOTE: Exceptions to the maximum weekly work hours may be approved by the President or Chief Financial Officer (CFO) in advance.
 - e. **Supervisor/Manager:** A Supervisor or Manager is a position that has the authority to, in the interest of the employer, requests or recommends the hire, transfer, suspension, layoff, recall, promotion, discharge, assignment, reward, or discipline of other employees, or the responsibility to direct these actions.
 1. A supervisor is prohibited from delegating these responsibilities to an employee in a non-supervisory position.

NOTE: The terms Supervisor and Manager are used interchangeably.
12. **Temporary Employment:** Temporary employment is described as an employee who holds either an exempt or non-exempt position for a limited term of service. The College usually makes a temporary appointment or hire when:
- It is a limited assignment or project that is expected to last at least ninety (90) days but not more than six (6) months or an academic semester, or
 - To fill a position that involves intermittent (irregular) or seasonal (recurring annually) work schedules, or
 - To augment the College's regular workforce when conditions create short-term staff shortages, or
 - To fill in for an employee to ensure service to students during periods of high volume.
 - a. **Temporary Full-Time:** Employees may be assigned to a temporary full-time appointment for up to one year. During the temporary appointment, the employee is eligible for health insurance and accrue paid leaves if the temporary full-time appointment is one year.
 - b. **Temporary Part-Time Employees:** Temporary part-time employees may experience irregular, or on-call work hours given the nature of their assignment. The College does not guarantee continuous employment or a specified number of hours for part-time employees whose schedules are determined by need or at the discretion of their immediate supervisors. Regardless of the employment status, all part-time employees are paid hourly in compliance with the Fair Labor Standards Act (FLSA).
13. **Other Employment Types:**
- a. **Consultants and Independent Contractors:** The College engages the services of consultants and independent contractors (non-employees) on a short-term or temporary basis. A consultant or independent contractor is not an employee and, therefore, not eligible for benefits nor accrue paid leaves. The IRS has strict criteria for determining whether an individual is an independent contractor or an employee. An independent contractor:
 - Must offer services to the general public on a consistent basis;
 - Cannot be a current Coastal Alabama employee;
 - Must not have been paid as an employee within the preceding twelve months. (Payments from Coastal Alabama will be documented by the issuance of an IRS Form 1099.);
 - Provides services to the College through a written scope of services;

- Renders a service to the College for a specified time period and a specific amount of compensation;
- Performs services for which the College does not have the authority to control the methods used to accomplish the results.

NOTE: Contact the Human Resources Office before engaging services to determine the correct status.

- b. **Federal Work Study, Institutional Work Study Student Employees and Student Tutors:** Federal work study (FWS) student employees, institutional work study student employees, and student tutors are defined as individuals who are enrolled at the College a minimum of a half-time basis and whose primary association with the College is related to the pursuit of an academic program. Student work hours may be limited based upon work study eligibility in Financial Aid. Student employees are paid hourly based on actual hours worked as recorded through timesheets. Student employees are not eligible to receive benefits nor accrue paid leave. Student employee **MUST** be enrolled a minimum of a half-time basis in the semester in which they are working (including summer).
- c. **Externally Funded (Grant) Employees:** These employees (either full-time or part-time) are hired into positions that are funded by grants for a defined period of time. Full-time employees working under a grant are eligible to receive benefits and accrue paid leaves. Part-time non-exempt hourly employees must follow FLSA guidelines and will be paid for actual hours worked. To avoid misunderstanding, employees hired under a grant agreement will be informed of their status and conditions of employment under that agreement.

Grant-funded employment for either full- or part-time employees is conditioned upon the length of the grant and the funding available under the grant.

- d. **Occasional or On-Call Employees:** Occasional or on-call employees are generally non-exempt under the FLSA and work intermittently and on a sporadic non-continuous basis. Pay is on a per hour basis.
- e. **Staff Teaching as an Adjunct:** Full-time qualified salaried exempt staff who meet the qualification standards in the job description for an adjunct instructor vacancy may teach no more than three (3) courses or nine (9) credit hours per semester with primary supervisor approval. Staff on the B salary schedule are not eligible to teach as an adjunct for pay. Staff on the B salary schedule may teach as a volunteer.

All Coastal Alabama Community College employees are expected to devote their working hours to their primary job responsibilities at the College. Teaching, if not part of their primary job responsibilities, should be rare, but encouraged, if the need arises. Time away from an individual's regular work assignment to teach should not disrupt or adversely affect their departmental and specific job responsibilities.

- Conference hours, class preparation, other ancillary activities, and online instructional activities will not be performed during regularly scheduled work hours. Any regularly scheduled work hours missed due to time spent in the classroom teaching or providing support for students (office hours) must be made up or submitted as annual leave.
 - Qualified staff are entitled to receive the appropriate compensation as an adjunct faculty.
- f. **Volunteers:** Volunteer workers are non-compensated individuals who provide valuable service, usually in the form of a project or event. Departments utilizing volunteers will set the expectation of non-compensation and maintain a record of volunteer hours to be reported to payroll for liability insurance purposes (if applicable). Volunteer workers will not represent themselves as employees of the College.
- Existing Coastal Alabama employees may volunteer or otherwise perform services for the College on an unpaid basis if all the conditions listed below are met:
 - There is no expectation of pay;
 - The volunteer activity is at the employee's own initiative;
 - The volunteer activity is during the employee's own time (not during regular work hours or, if during work hours, the employee's direct Supervisor has approved the volunteer activity in advance as to not impede with the employee's work or creates an undue hardship on the department); and
 - The duties performed as a volunteer are not similar or identical to the employee's regular job duties and responsibilities.

Procedures(s):

Sufficient Staffing of Instructors Procedure(s)

1. In order to review the adequacy of full-time instructors, Instructional Deans (with assistance from Instructional Directors and Department Chairs/Program Directors) shall develop and submit a report to the Executive Director of Human Resources and the College President regarding insufficient numbers of full-time instructors, as applicable.
2. Individual adjunct instructors may not exceed the allowable credit hours/contact hours prescribed by the College.

3. If the total number of adjunct instructors utilized for a given course prefix exceeds 50% in any semester, the Dean will present this information in the report for consultation with the Executive Director for Human Resources and the College President to determine whether corrective measures are needed.

Background Check Procedures Chancellor's Procedure 623.01

1. Employment or volunteer service will be contingent upon an acceptable background check.
2. Each new hire or current employee convicted of a felony or crime involving moral turpitude must obtain a recommendation from the President for the Chancellor's approval that the new hire or current employee is suitable for employment. Factors to be considered in determining whether the individual is suitable include, but are not limited to the following:
 - The proximity or remoteness in time of the conduct;
 - The risk of harm to persons or property of the institution;
 - The nature of the crime and likelihood of recurrence;
 - The nature of the job;
 - Any extenuating circumstances.
3. Within five (5) calendar days, an employee convicted of a felony or a crime involving moral turpitude must report the conviction to the President. An unreported conviction will be subject to disciplinary measures for failure to report.
4. Each institution will require vendors with regular contact with students to perform background checks of their employees.
5. Each institution will develop procedures to ensure compliance with this policy.

Terminating Inactive Employees Procedures

1. Refer to the Terminations of Employment (Offboarding) Policy.

Determining FLSA Status Procedures

1. When a new position is created, Human Resources will evaluate the job description and complete a FLSA Status Form to determine FLSA status.

Worker Classification – Employee or Independent Contractor Procedures

1. Hiring Supervisor/Manager completes a Worker Status Evaluation Form prior to retaining an individual(s) for services and submits it to the Human Resources Office.
 - a. A Worker Status Evaluation Form is generally required each time an individual is to be retained. (See item 2 below for exceptions).
 - b. A Worker Status Evaluation Form may be completed for an employment type when a Department expects to be retaining multiple individuals to provide services of the same type throughout, or for a specified period within, a fiscal year.
2. Human Resources evaluates the Worker Status Evaluation Form, determines the appropriate employment type (Employee or Independent Contractor), and returns the form to the Department for appropriate action.
3. Hiring Supervisor/Manager uses one of the methods below to establish a payment method:
 - a. Payment as an Employee: Establish a position (regular or temporary) with Human Resources. Refer the Recruiting, Hiring, and Onboarding Vacant Positions Policy.
 - b. Payment as an Independent Contractor:
 1. Hiring Manager completes an Independent Contractor Agreement Form and sends completed form and blank IRS W-9 Form to the Independent Contractor for signature.
 2. Independent Contractor signs agreement and IRS W-9 Form and returns to the Hiring Supervisor/Manager.
NOTE: Payment to Nonresident Aliens - all compensation to Nonresident Aliens must be made by a check through the Fiscal Services Office with proper documentation.
 3. Hiring Supervisor/Manager attaches the Worker Status Evaluation Form, Independent Contractor Form, and IRS W-9 Form to the Fiscal Services Office. New Vendor paperwork links are available at <https://coastalalabama.instructure.com/courses/12257/pages/employee-resources>.
 4. The Fiscal Services Office creates a vendor number and notify the hiring Supervisor/Manager to enter a requisition.
 5. Hiring Supervisor/Manager follows the Fiscal Services Office requisition procedures in Banner to request payment. Once the requisition is approved and a purchase order (PO) number is created, the Supervisor/Manager can submit the copy of the contract, invoice, and any other necessary backup to the Fiscal Services Office.

6. If applicable, the Fiscal Services Office reviews all documentation for compliance and forwards to Accounts Payable for processing and final payment of invoice.

Staff with Teaching Assignments Procedures

1. **Primary Supervisor Approval:** Employee must seek authorization from their primary supervisor indicating interest to teach outside work responsibilities each semester. Request must include course, location, and time(s). Approval of arrangements for one semester does not guarantee ongoing approval of the same or similar arrangements.
2. **Teaching Limits Per Semester:** Qualified Staff may teach no more than three (3) courses or nine (9) credit hours per semester with pre-approval of the employee's primary supervisor.
3. **Missed Work Hours:** Any work hours missed must be made up or submitted as annual leave.
4. **Responsibility of Primary Supervisor:** It is the responsibility of the primary supervisor to review and approve the direct report's request to teach courses outside of their regular work responsibilities, in consideration of the department's priorities. In addition, the primary supervisor must monitor work hours missed by a direct report due to the teaching assignment(s) and ensure work hours missed are made up outside their regularly scheduled hours or submitted as annual leave. The primary supervisor must monitor the performance of the direct report and take appropriate action if work performance (such as quantity or quality of work) is negatively impacted by the teaching assignment(s).

Additional Provisions / Information:

Refer to the Recruiting, Hiring, and Onboarding Vacant Positions Policy.

Refer to the Terminations (Offboarding) Policy.

Refer to the Pay and Salary Administration Policy.

Refer to the Employee Discipline Policy.

10.02.01 Recruiting, Hiring, and Pre-Boarding/Onboarding Vacant Positions

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with federal and state law, and the Alabama Community College System (ACCS) [Board Policy 602.02](#), [Chancellor's Procedures 602.02](#), [Board Policy 603.01](#), [Board Policy 605.02](#), and [Chancellor's Procedures 605.02](#) related to the posting of vacancies and hiring of new employees.

The following ACCS policies are referenced in this policy:

[Board Policy 602.02](#)

[Chancellor's Procedures 602.02](#)

Board Policy 602.03

[Board Policy 603.01](#)

[Board Policy 605.02](#)

[Chancellor's Procedures 605.02](#)

[Board Policy 608.01](#)

[Chancellor's Procedures 608.01](#)

Scope:

This policy applies to all Coastal Alabama Community College applicants and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Applicants (for Employment): An applicant for employment is an individual who has applied for a vacant position that has been posted through the Human Resources Office.

Employee: An employee is an individual who meets the employment eligibility requirements referenced in the policy, has been hired and onboarded through the Human Resources Office, and is receiving payment for work performed through the Payroll Office.

Pre-boarding: Employment related activities that occur between the acceptance of an employment offer and the hire date.

Pre-Employment Testing: Pre-employment testing refers to pre-employment background checks and/or any other valid pre-employment test that is relevant to the position for which the new hire has been offered.

Onboarding: Employment related activities that assist in orienting new employees to the new position and Coastal Alabama as the employer (also known as orientation).

Details:

1. **Posting a Vacancy:** The President or designee will post notices for all personnel vacancies, full-time and part-time, temporary and non-temporary, for all salary schedules, except those for President.
 - a. **Duration of Posting:** All vacancy notices will be posted on the institution's website at least seven (7) calendar days before the position is to be filled. Some positions may require a fourteen (14) calendar day posting.
 - b. **Notice of Vacancy:** The vacancy notice will include, but is not limited to, the following:
 - Job description;
 - Title;
 - Required qualifications;
 - Salary schedule;
 - Amount of Pay;
 - Information on where to submit an application;
 - Information on any deadlines for applying;
 - A contact telephone number for questions;
 - Any other relevant information.
 - c. **Internal Posting:** Internal postings are permitted to fill a current institutional position with a current institutional employee. These notices must be posted in accordance with item b. above before the position is to be filled.
 - d. **Continuous Posting:** For adjunct instructors, clinical instructors, tutors, and part-time, on-call, or hourly employees only, a continuous vacancy notice may be posted on the institution's website and may state "open until filled." However, a continuous vacancy notice must be posted at least seven (7) calendar days prior to hiring.
 - e. **Temporary/Interim Positions:** Temporary/interim positions may be selected at the discretion of the President but must be for a duration for one year or less. No extension beyond one year may be granted without the written approval of the Chancellor. Notices for temporary/interim positions must be posted in accordance with item b. above.
2. **Search Committees:** The purpose of a search committee is to facilitate the sourcing and review of a robust and qualified pool of job applicants, as well as to advise the hiring manager of candidates who best meet the needs of the position and the College. Search committees are required at the discretion of the Human Resources Office and must be approved by the President prior to the posting of a vacancy. If the hiring manager requests a search committee, the membership of the search committee must have ethnic and gender diversity.
 - a. **Responsibilities of a Hiring Manager and/or Search Committee Member:** The Hiring Manager and members of a search committee are required to comply with the following responsibilities:
 1. The Hiring Manager recommends the appointment of members of the committee. Gender and racial diversity within the committee make up is required. The Hiring Manager may contact the Human Resources Office for assistance in developing a search committee. If a search committee is required, the Hiring Manager must provide the Human Resources Office with a list of individuals recommended for the search committee.
 2. All Hiring Managers and search committee members are required to follow the procedures below.
 - All Hiring Managers and search committee members are required to comply with all federal and state law related to recruitment and selection of employees.
 - To protect the privacy of applicants and to minimize risk to Coastal Alabama Community College, Hiring Managers and members of any search committee are prohibited from:
 - Distributing application materials;

- Disclosing the name(s) of, or any information about applicants to anyone outside the search committee.
 - Hiring Managers and search committee members are required to remain cognizant of the fact that they represent the College in their dealings with job candidates, which is an especially crucial part in the integrity of every recruitment process.
 - Hiring Managers and search committee members are required to remove themselves from the hiring process (including the screening and interview process) if a personal relationship exists between the applicant/candidate and the Hiring Manager or search committee member. A personal relationship may include a familial relationship, friendship, or any other relationship that would cause the Hiring Manager or search committee member to have a conflict of interest in the screening/hiring process.
3. **Hiring:** The President is responsible for all searches and documentation and retains all hiring authority for positions at the College, except the Presidency.
- a. The Hiring Manager and/or search committee will conduct interviews following the procedures below to determine the best qualified individual for the vacancy. Based on the results of this information, qualified and screened finalists are forwarded to the Hiring Manager. Second interviews may be conducted, if applicable.
 - b. The Hiring Manager determines the best qualified candidate for hire and recommends the individual for hire to Human Resources. Human Resources submits the individual for hire, including starting base salary, for approval. Upon approval, an offer of employment is made contingent upon a favorable background check. The submission of official college transcripts is required for all hires.

NOTE: *The College may require that applicants for faculty positions submit supplementary information from the attending college registrar to explain undergraduate courses that received graduate credit on the academic transcript prior to being considered for an interview. Failure to provide these documents may result in disqualification for consideration of a position.*

4. **Transfers or Reorganizations:** Transfers or Reorganizations of existing personnel are not intended to be covered under this Policy.
5. **Retention of Search Documentation:** The Hiring Manager and/or search committee must forward all search documentation to the Human Resources Office. In addition, the Human Resources Office will retain all search documentation per documentation retention regulations.
6. **Pre-Boarding and Onboarding New Hires:** The Human Resources Office manages all pre-boarding and onboarding activities for new hires. All pre-boarding documentation (including official transcripts, background checks, etc.) must be submitted to the Human Resources Office prior to the hire date (i.e., first day of work). Failure to provide these documents may result in the employee's immediate release and/or delayed hire.
 - a. **Important Notice: All documentation (including official transcripts and background checks) must be received in the Human Resources Office before new employees will be processed for hire. The new employee may not begin working in any capacity (including training) prior to being processed or hired. Failure to provide these documents may result in the employee's immediate release and/or delayed hire. Violation of this policy by the Hiring Manager may result in disciplinary action.**
 - b. **Required Participation:** All new hires are required to participate in Pre-boarding and Onboarding. Some rehires may be required to participate in Pre-boarding and Onboarding depending on the length of time between employment dates. Some temporary positions such as interim positions, internal hires, or student positions may not require the participation of a new employee orientation.

All new employees are also responsible for completing the appropriate online compliance training. Supervisors are responsible for departmental and job orientation for a new employee.

- c. **Required Onboarding Forms.** Specific items are required by federal law or Coastal Alabama policy in order to begin employment. These items include the following:

1. **All Coastal Alabama Employees:**

- All new hires in this section are required to verify both their identity and work eligibility, as specified by the Immigration Reform and Control Act of 1986, by completing the form I-9 prior to the first day of employment but no later than the third day of employment.
 - Employees accepting a position requiring a professional certificate, license, or official educational transcript(s) must generally provide the appropriate document(s) before their employment date.
 - A background investigation is completed after a contingent offer of employment is made. The College reserves the right to reject an applicant for employment to certain positions if the completed background investigation discloses a matter considered by the College, in its discretion, serious enough to warrant rejection of the applicant.
2. **Full-time Coastal Alabama Employees:** In addition to the items listed above, the selected candidate will receive an offer letter stating the estimated starting salary and initial date of hire. Final salary is dependent upon receipt of completed verification of employment (VOE) forms. The new hire must return all completed verification of employment (VOE) forms within 60 calendar days of the new hire start date. **NOTE: Exceptions made be made for the 60-day deadline in documented unusual circumstances with the President's approval.**
 3. **Federal Work Study and Institutional Work Study Student Employees:** The employment process for federal work study (FWS) student employees and institutional work study student employees is coordinated in the Human Resources Office and Financial Aid Office.
 - All new hires in this section are required to verify both their identity and work eligibility, as specified by the Immigration Reform and Control Act of 1986, by completing the form I-9 prior to the first day of employment but no later than the third day of employment.

Procedures(s):

Request to Fill a Position in NEOED Procedures

1. **Review the Posting a Position Requirements:** Review the posting requirements above. This section includes ACCS policies as referenced in the Policy/Purpose section of this document.
2. **Review the existing job description or write the new job description (for a new position):**
 - a. Contact the Human Resources Office for assistance in updating or writing a new job description. The job description must have similar (or the same) education and/or experience requirements for like positions within the same salary schedule.
 - b. The Human Resources Office will update the job description on file and notify the Hiring Manager once available in NEOED to move to the next step of creating a position requisition. If the existing job description does not need updated, the hiring manager may move to the next step of creating a position requisition.
3. **Create a Position Requisition in NEOED (Request to Fill a Position):**
 - a. Log into NEOED <https://login.neoed.com/authentication/saml/login/accs>.
 - b. Once logged into the Unified Dashboard, select the "Recruiting" link on the left side of the page, then select "My Requisitions" at the top of the page and select the Create a Requisition button.
 - c. Begin completing the requisition form (1. CREATE step). All fields marked with a red asterisk (*) are required.
 - College/Department/Division (this is the department in which the position is being paid from) – NOTE: search for the applicable College by typing in the Coastal VPD code (COASTL).<
 - Job Description – NOTE: search for the applicable Job Description by typing in the Coastal VPD code (COASTL).
 - Working Title – Enter if differs from title on Job Description.
 - Desired Start Date – Enter desired hire date. Please account for time it takes to recruit, offer, hire and complete new hire onboarding (should the first day of the month).
 - Hiring Manager – Select the applicable Hiring Manager (the supervisor of this position) (recruitment HR liaison)
 - Job Type – Enter the applicable Job Type from the pulldown menu:
 - List Type - This is not required and can be left blank.
 - Position – **MUST BE LEFT BLANK.**
 - Number of Vacancies - Enter the number of intended hires. Note: HR cannot process more hires than what is approved.

- EEO/Census Data Template - *This is not required and can be left blank.*
 - Salary Schedule – *Enter the salary scale/range indicated on the job description or enter “unknown”.*
 - Salary Grade – *Enter the salary scale/range indicated on the job description or enter “unknown”.*
 - Hourly Rate (if applicable) – *Enter the standard hourly rate (if applicable) or leave blank.*
 - Justification (select all that apply)
 - Justification – *Explain why this position is needed (for example, use data or other factual evidence of why the position is needed).*
 - Minimum Qualifications (List minimum Required/Recommended or attach document) – *Enter any changes in minimum qualifications OR enter N/A.*
 - Preferred Qualifications - *Enter any changes in preferred qualifications OR enter N/A.*
 - Reports To (Supervisor Name & Title) – *Enter supervisor name and position title.*
 - Is the position budgeted in the current fiscal year budget - *Please select yes or no to indicate if position is in the current budget.*
 - FOAP (Account/Labor/Budget Number) – *Enter FOAP or “unknown”.*
 - Is this a grant funded position? - *Select yes or no if the position indicating if the position is grant funded.*
 - If yes, please identify grant name - *Provide any additional pertinent details for the grant such as Name.*
 - Additional advertisement venues requested – *Enter any additional advertising requested OR leave blank.*
 - Work hours/days – *Enter work schedule for this position.*
 - Campus Location – *Enter the base campus location for this position.*
 - Proposed Committee Members – *Enter the names of the employees on the proposed search committee.*
 - Position Details (New Position?) - *This is not required and can be left blank.*
- Comment - Please add any additional comments.*
- d. Click Next to 2. APPROVALS step. An approval hierarchy is set up. Approvals should include:
- Dean level Administrator. **NOTE: if the Dean level Administrator is incorrect, please select the “pencil” icon to correct the name to the appropriate Dean level Administrator.**
 - Budget (CFO)
 - President
 - Human Resources
- NOTE: if an approval hierarchy is not visible or an error message appears, please contact the Human Resources Office.**
- e. Click Next to 3. ATTACHMENTS step.
- Attach any additional information for the recruitment process (if applicable).
- f. Click SUBMIT to submit the requisition for approvals.
- NOTE: Select Save & Exit during any point in the process if the requisition is not ready to be submitted.**
- g. Once submitted the requisition will appear on the dashboard.
4. **Approval of Requisition:** All approvers in the approval hierarchy will receive an email notification from NEOED that a requisition is pending approval. The requisition creator will receive an email with status update on the requisition approval.
- NOTE: All unapproved requisitions will be cancelled after 6 months of inactivity and must be resubmitted for approval.**

Posting and Recruitment Procedures

Upon approval of an employment requisition, the following procedures are followed for the posting and recruitment of a vacant position.

1. **Position Requisition Assigned to Human Resources:** Human Resources assumes responsibility for the recruitment procedure in NEOED by assigning a Human Resources staff as the “analyst” for the requisition. The analyst will manage the recruitment life cycle for the requisition.
2. **Human Resources / Hiring Manager Meeting:** Human Resources meets with the Hiring Manager in advance of posting the vacancy to discuss and confirm the following details of the search:
 - a. Review and update of job posting.
 - b. Determine application supplemental questions that ensure applicants meet the minimum required criteria of the position.

- c. Confirm Search Committee members (if applicable).

NOTE: Search Committees must be approved by the President in advance.

- d. Completing the Recruiting and Hiring Timeline Form. Human Resources and Hiring Manager develop a timeline for recruitment activities to ensure that an offer of employment is made within the agreed upon time-period.

NOTE: Due dates agreed upon in the timeline are sequential; therefore, Human Resources may not move forward in the recruitment procedure until certain tasks have been completed. Per ACCS Policy 602.02, non-supervisory/management positions must be posted a minimum of seven (7) calendar days. All supervisory/management and new positions must be posted a minimum of fourteen (14) calendar days.

- e. Develop position advertising strategy. Human Resources and Hiring Manager will determine the appropriate advertising media for the vacant position and discuss associated advertising expenses.

3. **Posting and Advertising the Vacant Position:**

- a. Human Resources creates a position posting in NEOED and associated advertising is prepared. The position posting and advertising provides detailed information about the position as reflected in the job description.
- b. All positions are advertised online on the Coastal Alabama website, Indeed.com, and Alabama Community College System (ACCS) website. Additional advertising media may be considered, depending upon the position.
- c. If the Hiring Manager decides to cancel or modify the job posting, Human Resources must notify all applicants in writing of the changes and whether or not the applicants who applied for the first posting will be considered if the position is re-posted.

- 4. **Meeting with Search Committee (if applicable):** It is recommended that the Hiring Manager schedule an initial meeting with a representative from Human Resources and the Search Committee members to discuss confidentiality, job related criteria, objective evaluation of candidates.

- 5. **Pre-Screening of Applicants Received:** After the closing date of the job posting, Human Resources pre-screens all applicants based upon the required qualifications referenced in the job description and any required supplemental documents or questions requested by the Hiring Manager. Human Resources will forward applicants that meet the pre-screening criteria in NEOED for Hiring Manager Review.

- 6. **Hiring Manager Confirms Interview Questions.** The Hiring Manager will generate a list of interview questions that reflect the advertised qualifications and selection criteria. Interview questions must be asked of all applicants interviewed. There are certain interview questions that cannot be asked, based on specific legal requirements under Federal and/or State law. The Hiring Manager must ensure interview questions are legal by asking interview questions that are job-related. All interview questions are to be reviewed by Human Resources to ensure consistency and the removal of non-qualifying questions. This step must be completed prior to the release of candidates to the Hiring Manager/Search Committee.

- 7. **Hiring Manager Screening of Applicants:** After Human Resources screens applicants for minimum qualifications, the Hiring Manager will receive an email notification to screen applicants.

NOTE: Hiring Managers are required to avoid bias in the screening, interview and selection process.

- a. Hiring Manager and/or Search Committee receives an email from NEOED (info@NEOEd.com) notifying them of applications awaiting SME (subject matter expert) Review.

NOTE: only Hiring Managers are able to “pass or fail” applicants. Search Committee members have “view only” access.

- b. To review applications, go to <https://login.neoed.com/authentication/saml/login/accs> and log in.
- c. Click on Job.
- d. Click on the name of the first Candidate to be reviewed. The application will display along with work experience and education for review.
- e. Review the applicant’s application and resume against the position description. Select Pass or Fail based upon the applicant’s credentials in comparison to the job description.

NOTE: *The Hiring Manager will only receive applicants to review who meet the required qualifications in the position description.*

1. To move a candidate forward in the recruitment procedure, select the Pass button and Click Submit.
2. If a candidate is not selected to move forward with the recruitment procedure, select the Fail button and select the “Inactivation Reason.”

NOTE: *Only use “Not Best Qualified” for this purpose.*

NOTES:

- Never use the “Other” button when evaluating Candidates. The “Other” button will not move them forward in the recruitment procedure, nor remove them from consideration.
 - The Hiring Manager must click Complete Review or nothing gets saved.
- f. Continue reviewing until all Candidates have been reviewed.
 - g. Click Complete Review
 - Click OK to notify Human Resources that the screening is complete.
 - The date and time of the last completed review notification will display.
 - The Hiring Manager will receive an email from NEOED (info@NEOEd.com) that the SME Review is Complete.
 - h. While screening and interviewing, the Hiring Manager and/or Search Committee are required to follow the steps below to ensure equity and objectivity in the recruitment process:>
 1. Ensure that the applicant meets the required criteria of the position. The job description is posted on the Coastal Alabama website posting.
 2. Recognize and avoid selection / interview bias. Remain as objective as possible during the screening and interview processes. Keep the following potential biases in mind:
 - Stereotyping - Attributing certain characteristics to a particular group of people. For example: Referring to the person in a position as “she” or “he” because of a stereotype.
 - Halo effect – Regarding highly an individual who has a characteristic the evaluator particularly likes while disregarding other qualities. For example: Selecting an applicant because they went to the same school or assuming the applicant will be a good employee based on similar interests. Conversely, disregarding someone because they are not like the evaluator.
 - First Impressions – Judging prematurely based on appearance, handshake or voice. The first impression made in the first few minutes of an interview can bias the rest of the interview process.
 - Contrast – Measuring against the last person screened/interviewed. For example, selecting a candidate based upon a comparison of other interviews because “that’s the best option we have at the time.”
 - Projection – Attributing our own motives to others.

NOTE: *Keep the identity of all applicants confidential. People are naturally curious about who applies for vacant positions. The identity of all applicants for employment are to be kept in the strictest of confidence. This is especially important due to internal applicants desiring job advancement.*

8. Select and Schedule Candidates for Interview:

- a. Human Resources will confirm with the Hiring Manger how many top candidates should be referred for interviews (best practice is 5-10 candidates for a first round of interviews.)
- b. Human Resources will contact the Hiring Manager for dates, times, and location of interviews.
- c. Human Resources will set up candidate interview self-scheduling in NEOED.

NOTE: *Hiring Manager does not coordinate nor schedule interviews with candidates.*

- d. As each candidate schedules their interview, the Hiring Manager and Human Resources will receive email notification that an interview has been scheduled.

NOTE: *This interview may be added to the Hiring Manager’s Outlook calendar by selecting the Outlook link.*

9. **Interviewing Candidates:** Interviews may include remote interviews (Zoom or Teams), telephone interviews, or face-to-face interviews; however, it is recommended that all interviews be scheduled in the same manner (for example, if Zoom interviews are scheduled, all interviews

must be Zoom interviews). During the interview, the pre-approved list of interview questions must be used. The Hiring Manager and/or Search Committee must ask the same interview questions of all Candidates. It is vital that consistency is maintained in order to make an objective and legal selection. If the Candidate has a visible disability, the interview question must focus on the Candidate's ability to do the essential functions of the position "with or without accommodation".

- a. Use interview evaluation document provided by Human Resources for each candidate interviewed.
 - b. Total scores for each candidate interviewed.
 - c. Select candidate for hire based upon cumulative scores of highest scoring candidate.
10. **Use of Testing Tools:** All testing tools must be reviewed and approved by Human Resources to validate and ensure compliance with EEO/AA principles and guidelines.
11. **Search Documentation:** The Hiring Manager and Search Committee must forward to Human Resources all documents developed during the recruitment process to be maintained for according to state record retention laws.

Selection Candidate for Hire Procedures

1. **Hiring Manager Recommends a Candidate for Hire:** The Hiring Manager notifies Human Resources of the candidate recommended for hire.
2. **Human Resources Completes Offer Process in NEOED:** Human Resources creates the offer process approval in NEOED. The offer process must include the following approvals:
 - Dean
 - Budget Approver
 - President
 - Human Resources

NOTE: *Full-time salary placements may require Chancellor approval.*
3. **Make Offer of Employment to Candidate:** Once ALL approvers have approved the Candidate for offer, Human Resources will call the Candidate with an offer of employment and will offer rate of pay on salary table based upon years of relevant experience. Candidates are generally allowed up to three (3) business days to consider an offer.
4. **Candidate Accepts Offer:** If Candidate accepts the offer, Human Resources will send an offer of employment letter via NEOED or email. An offer of employment is contingent upon the following:
 - Candidate providing documentation establishing eligibility to work in the United States as required by Federal Law no later than the first day of employment.
 - Satisfactory results of required background check.
 - Satisfactory completion of required employment forms and state required training.
 - Salary contingent upon the return of Verification of Employment (VOE) Forms completed by current or former employers for all relevant work experience (full-time employees only).
5. **Candidate Declines Offer:** If candidate declines the offer, Human Resources will contact the Hiring Manager to determine if another candidate qualifies for the position to hire or if the Hiring Manager would prefer to repost the position.
 - Human Resources updates the candidate's record in NEOED with a "Withdrew" status.
 - Human Resources rejects remaining candidates in NEOED not qualified for the position.
6. **Rescind an Offer:** Under certain circumstances, it may be necessary to rescind a contingent offer of employment. In the event it is appropriate to rescind an offer, Human Resources will notify the Hiring Manager and Candidate in writing. These circumstances include, but are not limited to the following:
 - Candidate fails to comply with established timelines associated with the pre-employment screening process;
 - Candidate's background check is not satisfactory;
 - Candidate omits or falsifies information on the application or related documents.

Pre-boarding Procedures

1. **Notifying New Hire of Pre-Boarding / Onboarding:** Upon verbal acceptance of the offer of employment, the Human Resources Office will move the candidate to the Pre-board/Onboard phase of employment. The Pre-boarding phase includes a pre-boarding email from the Human Resources Office to request the completion of employment forms.

2. **Pre-employment Testing:** Pre-employment testing is conducted for validation of competencies as needed.

To ensure the College maintains a safe and productive work environment, Human Resources conducts pre-employment background checks on all new employees for hire. Some positions may require additional testing, depending upon the position.

A background check authorization must be completed prior to the hire date. Background checks will include, at a minimum, the following:

- A criminal record check covering a minimum of seven (7) years, although a criminal conviction does not automatically bar an applicant from employment; and
- A sex offender search.

The new hire must have completed the required testing prior to first day of employment. Human Resources must generally receive satisfactory results from all required background checks within seven (7) calendar days from the date of hire to continue employment.

3. **I-9 Verification:** To comply with federal regulations of the Immigration Reform and Control Act (IRCA), all employees are required to complete an Employment Eligibility Verification form (I-9 form). This law applies to all individuals hired, including part-time/temporary employees and students. All employees must complete Section 1 of the I-9 form within three (3) business days of the hire date (first day of employment at Coastal Alabama). All employees must provide appropriate I-9 documentation within three (3) business days of the hire date, (List of Acceptable Documents is found on the I-9 form). Employees who fail to complete the I-9 within three (3) business days of their hire, date cannot begin work at Coastal Alabama. In addition, Coastal Alabama complies with the Immigration and Nationality Act and does not discriminate against individuals based on their citizenship or immigration status, or based on their national origin, in the Form I-9 process.

a. **I-9 Retention:** Coastal Alabama must retain a valid I-9 for all its active employees. Once an employee has terminated, I-9 forms are retained for three (3) years from the hire date or one (1) year beyond the employee's termination date, whichever date is later.

b. **I-9 Re-Verification:** Federal regulations require Coastal Alabama to update and/or re-verify the I-9 form when one of the following occurs:

1. An employee is terminated and later re-hired by the College. The original I-9 is valid only when the employee is re-hired within three (3) years of the original hire date. Otherwise, a new I-9 form and E-Verify report must be completed. A new E-Verify report must be completed for all re-hires.
2. An employee's work authorization is about to expire and a new or extended status has been approved, or the employee's status has changed to another non-immigrant or to immigrant status. No new E-Verify report is required for work authorization re-verifications.
3. Re-verifications for terminated employees who are re-hired within three (3) years of the original start date should re-verify their I-9 with Human Resources.

Onboarding Procedures

1. **E-Verify:** E-Verify is a web-based program administered by the U.S. Department of Homeland Security (DHS), USCIS Verification Division, and the Social Security Administration that supplements the current I-9 employment eligibility verification process. The program determines whether the information provided by the new hire matches government records, and whether the new hire is authorized to work in the United States.

a. The E-Verify website requires Human Resources to submit the following information about the new hire/re-hire:

1. Whether the employee attests to be a citizen or national of the United States; a noncitizen national; a lawful Permanent Resident (with Alien #); or an alien authorized to work (with Alien # or Admission #).
2. Employee Information required for the form I-9 includes first and last name, middle initial, maiden name, social security number, date of birth, passport number, alien number, visa number, I-94 number and passport expiration date (if applicable).

b. Human Resources is required to submit an initial verification query on the E-Verify website within three (3) business days of the employee's hire date. If the query is not submitted within that timeframe, Human Resources must note the reason for the delay and attach it to the form I-9.

- c. After the query is submitted, DHS will respond in one of the following ways:
 1. Employment Authorized: This response indicates employment eligibility is verified and the case may be resolved.
 2. SSA Tentative Non-confirmation (SSA TNC): This response indicates the employee's Social Security information could not be verified. The employee must be notified of the TNC response and referred to SSA if he or she contests the SSA TNC.
 3. DHS Verification in Process: This response indicates the non-citizen's information provided to SSA matches the information contained in SSA records, but did not match DHS' records. The case is then automatically referred to DHS for further verification. Human Resources does not need to take any action at this point. DHS will respond to most of these cases within 24 hours, although some responses may take up to three (3) Federal government workdays. Human Resources should check the system daily for a response.
 - d. Human Resources writes the Case Verification Number (CVN) from the website on the employee's I-9 form and proceeds accordingly.
2. **International Students (pending re-authorization):** All new international students hired at Coastal Alabama and authorized to work in the U.S. with an F or J visa are required to complete an I-9 form. The original I-9 form, supporting documents and E-verify report are retained in Human Resources along with a copy of the work authorization.
 3. **Official College Transcripts:** All employees must provide official college transcripts prior to the first day of employment. Staff may provide the official college transcript for the highest degree earned. Instructors (full-time and adjunct) are required to provide all official college transcripts. Upon receipt of official college transcripts, the Human Resources Office will upload a copy of the official transcript into the College's credentialing system.

NOTE: *Human Resources will allow a grace period of thirty days for the new employees to submit official college transcripts. Failure to submit official college transcripts past the deadline may result in separation of employment.*
 4. **Department Onboarding:** The hiring manager will complete department onboarding of the new hire.
 - a. Use the Onboarding New Hire Checklist Form to ensure a consistent practice of new employee onboarding.
 - b. Introduce new employees to coworkers.
 - c. Review job description with new employees.
 - d. Provide new employees with the resources, information and training they need to carry out their work safely and effectively.
 - e. Ensure that new employees complete online mandatory training.
 - f. Set reasonable performance goals, standards and deadlines with all new employees during their initial period of employment.
 - g. Conduct evaluations to review and answer any questions new employees may have regarding job tasks, goals, teams, institutional objectives and department outcomes.
 - h. All departmental onboarding checklists should be returned to the Human Resources Office for placement in the employee personnel file.

Additional Provisions / Information:

Refer to the Pay and Salary Administration Policy.

Refer to the Employee Discipline Policy.

10.02.02 Terminations of Employment (Offboarding)

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to comply with all federal and state laws, including the [Students First Act](#), and Alabama Community College System (ACCS) [Board Policy 618.01](#) as it relates to the termination or offboarding of its employees.

Scope:

This policy applies to all Coastal Alabama Community College employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Employee: An employee is an individual who meets the employment eligibility requirements referenced in the policy, has been hired and onboarded through the Human Resources Office, and is receiving payment for work performed through the Payroll Office.

Employment Status: The current or former employee's employment relationship with the institution (employer).

Terminations of Employment (Offboarding): Employment termination (also known as offboarding, dismissal, or separation of employment) is the cessation of the employment relationship between Coastal Alabama Community College and the employee, regardless of reason. Terminations may be either voluntary or involuntary. Voluntary terminations include resignations, retirement, and abandonment. Involuntary terminations include reductions due to lack of funds or lack of work (layoff), completion of contract or grant, and discharge for unsatisfactory job performance or misconduct.

Details:

1. **Employer Rights:** The College retains the right to terminate the employment relationship for any lawful reason.
2. **Involuntary Terminations:** Employees subject to involuntary separations will receive a written statement letter and the final date of employment. All decisions to involuntarily terminate the employment of any employee must have a review and consultation of the Human Resources Office. The items below are considered involuntary terminations:
 - a. **Termination Due to Performance / Behavior:** An employee may be terminated for reasons that include, but are not limited to, performance deficiencies, willful violation of policy or procedure, failure to adhere to conditions of employment, or serious misconduct. In most cases, a meaningful effort to address the issues will precede termination though in serious cases termination may occur without prior disciplinary action.

Refer to the Employee Discipline Policy.

- b. **Inactive Employment:** The employment status of a part-time employee who has not worked and has not received compensation in the previous calendar year may be automatically terminated at the end of January of the following year.
- c. **Layoff or Reduction in Force (RIF):** A layoff or reduction in force is a form of involuntary termination.

NOTE: *An academic break is not a permanent layoff but a temporary absence from work due to a break in the academic calendar, including summer semester or any break between semesters or terms. A seasonal layoff is temporary and will occur due to seasonal needs or may occur at a time other than a break in the academic calendar. Employees on short-term layoffs that occur regularly each year due to academic breaks or holiday shutdowns do not qualify for unemployment compensation given that the employee will be called back to work on a specific date.*

3. **Voluntary Terminations:** The following are considered voluntary terminations:
 - a. **Resignations:** All instructional personnel will give written notice of resignation at least 30 calendar days prior to the beginning of a term. Each instructional staff member will complete all instructional duties and be cleared by the President or designee for any term started, except by mutual written agreement by both parties.
 - b. **Retirements:** All employees must submit a letter to their supervisor and the President stating an intent to retire that includes a retirement date. This letter of intent is to be submitted on the first of a month 90 calendar days before anticipated retirement is requested.

NOTE: *Employees giving less than the required notice will be ineligible for rehire, including rehire into adjunct positions.*

- c. **Abandonment of Position:** Any employee who is absent from work for three (3) consecutive workdays without approval will be considered to have abandoned the position and to have resigned from the employing institution. Refer to ACCS [Board Policy 618.01](#) for additional information.
4. **Reemployment of a Separated Employee:** Employees who terminate voluntarily or who are laid off and are later reemployed by the College may be eligible for reemployment.

Coastal Alabama will not re-employ anyone who was involuntarily terminated from employment at the College for serious misconduct.

Procedures(s):

Voluntary Terminations (Resignations / Retirements) Procedures

1. Resignations:

- a. Employees who decide to resign from a position at the College should give written notice of their intention to leave. It is preferred that the resigning employee provide no less than thirty (30) calendar days in advance, to allow supervisors in the department sufficient time to assess their needs in replacing the individual, and to allow time for processing of final salary and other payments upon termination. **NOTE:** *Job abandonment is considered a resignation.*
- b. Executive level employees should provide written notice, preferably no less than two (2) months' notice.
- c. Employees who voluntarily terminate the employment relationship are expected to work the entire notice period unless leave time is otherwise approved by the Supervisor.
- d. Voluntarily terminating employees who are rehired may be subject to the College's policy on Reinstatement of Former or Laid Off Employees.
- e. Written notice of resignation must be sent to the direct supervisor and the Human Resources Office. Once received, the Human Resources Office will initiate the separation procedures through NEOED.
- f. The separating employee, supervisor, and Help Desk will receive offboarding tasks to complete in NEOED.

2. Retirements:

- a. Employees retiring are required to provide no less than ninety (90) calendar days' written notice prior to the last actual working day. Failure to provide adequate notice of retirement will result in the employee being ineligible for rehire. Exceptions are evaluated on a case-by-case basis and approved by the President.
- b. Employees eligible for retirement from the Retirement System of Alabama (RSA) must contact the Coastal Alabama Community College Payroll Office to begin the retirement process.
- c. Written notice of retirement must be sent to the direct supervisor and the Human Resources Office. Once received, the Human Resources Office will initiate the separation procedures through NEOED.
- d. The separating employee, supervisor, and Help Desk will receive offboarding tasks to complete in NEOED.

Involuntary Terminations (Discharges, Inactive Employment, Layoffs, etc.) Procedures

1. Discharges:

- a. Refer to the Employee Discipline Policy.
- b. Notification of a non-voluntary termination is in writing. This document will include information regarding final pay and benefits upon termination.
- c. In the case of a discharge, College Police will assist the discharged employee to exit Coastal Alabama property.
- d. The Human Resources Office will initiate the separation procedures through NEOED.
- e. The supervisor and Help Desk will receive offboarding tasks to complete in NEOED.

NOTE: *All discharge meetings are conducted by the Colleges Senior Personnel Officer (SPO).*

2. **Inactive Employment:** The employment status of a part-time employee who has not worked and received no compensation for the prior calendar year (i.e., no annual W2 is issued) may be automatically terminated at the end of January of the following year.
- a. A query of inactive employees will identify employees who were not paid the previous calendar year.
 - b. Human Resources will validate the data.

- c. Human Resources will send an email to the supervisor(s) to let them know that the employee(s) has not received any pay for the previous calendar year and therefore will be terminated.
- d. For part-time (adjunct) instructors, Human Resources, the Instructional Director, and Instructional Officer will meet to discuss employees on the inactive termination list.

NOTE: Supervisors will have the opportunity to request to “hold” termination due to inactive status for up to one year. Request must include rationale for the request. Exceptions are made on a case-by-case basis.

- e. Human Resources will notify the employee in writing (via email or letter).
- f. Human Resources will terminate the employee in Banner.
- g. The Human Resources Office will initiate the separation procedures through NEOED. The supervisor and Help Desk will receive offboarding tasks to complete in NEOED.

Layoffs / Reduction in Force (RIF) Procedures

1. Notification of a layoff or RIF termination is in writing. This document will include information regarding final pay and benefits upon termination.
2. The Human Resources Office will initiate the separation procedures through NEOED.
3. The supervisor and Help Desk will receive offboarding tasks to complete in NEOED.

Termination of Employment Processing Procedures

1. Terminating employee provides a resignation and/or retirement letter to their supervisor within the recommended notice above and submits a final timesheet (if applicable) prior to last day of employment. The President must sign all resignation and retirement letters.
2. Supervisor notifies Human Resources of resignation / retirement upon receipt of resignation.

NOTE: Any termination of employment, whether voluntary or involuntary, will be treated in a confidential, professional manner by all concerned. The Human Resources Office will share the relevant termination information with others at the College as deemed necessary to complete the termination process and to resolve any related issues.

3. The Human Resources Office sends a termination notice via email to employee’s who terminate voluntarily. The email includes the following information:
 - a. The employee may schedule a confidential exit interview with a Human Resources representative.
 - b. A summary of the exit process, including final pay and benefit information.
4. Supervisor schedules an exit meeting with the terminating employee to collect equipment, keys, etc. before the last day of employment and completes the Employment Termination Checklist Form prior to the departure of the terminating employee and returns completed form to Human Resources as soon as possible, but no longer than two (2) business days.

NOTE: Failure to return some items may result in deductions from final paycheck.

5. The Human Resources Office finalizes termination procedure by collecting final exit paperwork, terminating benefits, and requesting final compensation from the Payroll Office. Human Resources termination processing includes:
 - a. Benefits upon Termination: Benefits information related to continuation of medical, dental, and vision coverage as required by the Consolidated Omnibus Budget Reconciliation Act (COBRA) is mailed to the employee by Public Education Employees’ Health Insurance Plan (PEEHIP).
 - b. Unused Sick Leave: Unused sick leave is not paid upon termination from employment.
 - c. Accrued and Unused Annual Leave: Employees will receive any accrued and unused annual leave on record to be paid out upon termination from employment on the employee’s final paycheck.

Additional Provisions / Information:

Refer to the Pay and Salary Administration Policy.

Refer to the Employee Discipline Policy.

10.02.03 Division Chairs

Original Approval: 06/03/2024

Last Updated:

Last Reviewed:

Policy/Purpose:

It is the policy of Coastal Alabama Community College to select Division Chairs to provide leadership and administrative responsibilities to an assigned academic division.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Academic Divisions:** The College divides the academic departments into the following divisions:

Academic Instruction	Career and Technology Instruction	Nursing and Allied Health
Allied Health Science		
Biology		
Business / Computer Science	Aviation	EMS / Paramedic
English	Advanced Manufacturing Technology	Nursing (Bay Minette / Fairhope)
Fine Arts	Applied Technology	Nursing (Monroeville / Thomasville)
Health / PE	Hospitality Management	Nursing (Atmore / Brewton)
History	Industrial Engineering	
Humanities	Welding	
Literature / Foreign Language Math / Engineering		
Social Science		

2. **Selection and Employment of Division Chairs:** The Division Chair is a full-time Coastal Alabama Community College instructor who provides leadership and coordination for all activities in a group of academic departments.
 - a. In the final year of a Division Chair term (expiring on June 30), notice of a Division Chair vacancy will be internally posted. This is generally posted internally by April 1. The job description is included in the posting. The posting also includes instructions for applying and a deadline by which a qualified applicant may apply.
 - b. The posting and hiring process will follow the College's standard recruitment procedures. Refer to the Recruiting, Hiring, and Onboarding Vacant Positions Policy.
 - c. The Instructional Dean and/or Director will seek feedback from full-time instructors in the academic division regarding finalists. Full time instructors will generally have five (5) business days to provide feedback, in writing, to the Instructional Dean and/or Director.

NOTES:

1. Finalists will be notified in advance that feedback will be requested by full-time instructors in the academic division.
 2. Feedback is not intended to be an employment recommendation or the authority to make a hiring decision.
3. **New Division Chair Positions:** If the College determines that a new division chair position should be created, the notice, posting, and timeframe will follow the same recruitment procedure. Refer to the Recruiting, Hiring, and Onboarding Vacant Positions Policy.

4. **Elimination of a Division Chair Position:** If the College decides to eliminate an existing Division Chair position the term will expire June 30th of the academic year.
5. **Responsibilities, Qualifications, Evaluation of Performance of the Division Chair:** Responsibilities and qualifications are referenced in the Division Chair job description. Evaluation of performance and goal setting will be conducted by the applicable Instructional Dean and/or Director on an annual basis.
6. **Term of the Division Chair:** A Division Chair will generally serve a five (5) year term. There is no limit on the number of terms an individual may serve; however, incumbents must reapply at the end of the typical rotation.
7. **Compensation of the Division Chair:** Division Chairs receive a monthly stipend of \$400 per month (12 months), per Alabama Community College System (ACCS) D salary schedule. In addition, Division Chairs receive the following release:
 - 1 course for up to 10 full-time direct reports
 - 2 courses for more than 10 full-time direct reports
8. **Removal of a Division Chair:** The President reserves the right to remove a Division Chair responsibilities from a Division Chair if performance and/or behavior does not meet expectations.
9. **Exceptions:** Programs that require a Program Director for accreditation purposes may be exempt from this policy.

Procedures(s):

1. Refer to the Recruiting, Hiring, and Onboarding Vacant Positions Policy.

Additional Provisions / Information:

Refer to the Recruiting, Hiring, and Onboarding Vacant Positions Policy.

10.03 Working Conditions

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws relating to employee working conditions, including but not limited to the [Students First Act](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7 and Alabama Community College System (ACCS) Board Policies.

The following ACCS policies are referenced in this policy:

[Board Policy 608.01](#)

[Chancellor's Procedures 608.01](#)

[Board Policy 608.02](#)

[Chancellor's Procedures 608.02](#)

Scope:

This policy applies to all Coastal Alabama Community College employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Employee: For the purposes of this policy, an employee is a person currently employed or a former employee whose employment terminated within the preceding year.

Open Door Policy: An open door policy means, literally, that every supervisor's door is open to every employee.

Position: For the purpose of this policy, a position means a job that is performed by an employee of Coastal Alabama Community College.

Details:

1. Absences and Absence Management:

- a. **Attendance:** All employees are advised of their work hours at the time of employment. All employees are required to report for work at the designated time and remain on duty in accordance with the schedule.
 1. All employees or employee representatives (in cases of emergencies) must notify their respective supervisors when the employees are unable to report to work on time. Prompt notification is required and will occur within 15 minutes of the designated time for work to begin. If the supervisor cannot be reached, calls will be directed to designees, as assigned by the employee's supervisor, and to the appropriate Dean or Supervisor.
 2. Division Chairs, Campus Directors, and Supervisors are responsible for reporting employee absences to the appropriate Dean's office on a daily basis.
 3. Excessive, unexcused absences may result in disciplinary action.

- b. **Extended Absences:** Refer to ACCS [Board Policy 611.01](#) and [Chancellor's Procedures 611.01](#). For illnesses or injuries that exceed three (3) business days, employees must notify their supervisor each day of the absence and the expected duration of the illness. To determine if the absence is a qualified Family Medical Leave Act (FMLA) leave, the employee must discuss the leave with their supervisor and then contact the Human Resources Office to complete the necessary paperwork. Any unauthorized absence, lateness, or leaving early may result disciplinary action (except for absences under the FMLA).

Planned absences are to be scheduled and approved in advance by the Supervisor. Due to work scheduling, some departments may require a different absence or call-in procedure. It is important that the employee seek guidance from their supervisor on that department's call-in or absence reporting procedure.

Whenever an employee expects to have, or has had, an extended absence, whether paid or unpaid, it is the responsibility of the employee's supervisor to notify the Human Resources Office, in writing, of the last day the employee actually worked and the first day the employee is expected to return. Notification is important for benefit continuation and leave accruals.

- c. **Excessive and/or Patterned Absences:** Because frequent absences undermine performance and compromise the College's service to students and department operations, employees with frequent absences may be disciplined. Absences of three (3) consecutive workdays or more without calling, and the absences do not qualify for FMLA leave, may result in separation of employment by reason of job abandonment.

Employees who have absences that appear to follow a pattern of misuse may be disciplined. Examples of pattern absenteeism include unscheduled absences, absences taken in conjunction with weekends or holidays, consistently taking unplanned multiple days off at a time without proper notice, or sick time misuse. Employees who have excessive and/or patterned absenteeism are subject to immediate discipline, up to and including termination.

Employees will review their department's guideline on absenteeism.

d. Timekeeping and Time Off (Absence Management):

1. **Timekeeping:** All employees in non-exempt positions pursuant to the Fair Labor Standards Act (FLSA) on Salary Schedules E and H must complete timesheets and submit prior to month end.

Contracted Workdays:

Staff are contracted to work 260 days

Faculty may be contracted to work:

- 175 Days Fall and Spring Terms
- 54 Days Summer Term
- 229 Days Total Year

Employees are responsible for reviewing their time and making sure all-time entry is accurate prior to Supervisor review and approval.

Employees who come in early or late cannot automatically flex time during the workday or workweek to make up the missed time or leave early. Falsifying one's attendance or absence record in any way will result in disciplinary action, up to and including separation of employment.

2. **Time Off Requests (Absence Management):** Leave reports for paid leave are due before the end of the month. Leave reports can be found in OneACCS under the Employee tab.

If utilizing unpaid leave, a Leave Form must be completed and submitted.

Time off must be taken in the appropriate increments (refer to the Paid Leaves and Time Off Policy and Unpaid Leaves and Time Off Policy).

2. **Meals and Breaks:** It is the policy of Coastal Alabama Community College to ensure compliance with all Federal and State law as it relates to employee meals and breaks.

- a. **Meals:** The College provides a meal break for all full-time employees, of which will routinely be taken during the middle of the workday. Supervisors are responsible for designating meal periods to ensure service operations are not unduly interrupted. Meal breaks cannot be skipped, reduced, or otherwise utilized to arrive to work late or leave work early.

NOTE: *Full-time instructors are required to work a minimum of 35 clock hours, exclusive of any meal break taken.*

- b. **Breaks:** The College does not typically provide rest breaks to employees. The College provides nursing mothers with the time and space for milk expression for one year after the birth of a child.

3. **Open Door Policy:** It is the policy of Coastal Alabama Community College that supervisors have an "open door" policy for employees. The purpose of an open-door policy is to encourage supervisor and employee open communication, feedback, and discussions about any matter of importance to an employee. Supervisors hold the responsibility for creating a work environment where employees' input is welcome, advice is freely given, and issues are surfaced early and are candidly shared without the fear of retaliation when this input is shared in good faith.

- a. **Informal Issues or Concerns:** If an employee has an issue or concern or simply needs to voice concerns about a work or service process, they should feel free to discuss these issues with their supervisor. Concerns should be addressed immediately, but no later than three (3) business days after the occurrence. Issues or complaints addressed longer than that time period cannot be addressed in a timely manner.
- b. **Formal Complaints:** Refer to the Employee Complaints and Grievances Policy or the [Sexual Harassment, Sexual Misconduct and Interpersonal Violence \(Title IX\) Policy](#) to submit a formal complaint.

4. **Workdays / Hours (AKA Duty Days / Hours):** It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College System (ACCS) Board of Trustees Policy [Board Policy 608.01](#), [Chancellor's Procedures 608.01](#), [Board Policy 608.02](#), [Chancellor's Procedures 608.02](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7.

- a. **Non-Instructional Full-Time Work Week:** The normal work week for full-time, non-instructional employees on Salary Schedule E is at least forty (40) hours, exclusive of lunch. Days that the institution is officially open are duty days for full-time, non-instructional employees of the College.

1. **College Hours of Operation:**

- 7:30 am- 5:00 pm Monday-Thursday
- 7:30 am- 1:30 pm Friday

2. **Exceptions to Hours of Operation:** Some employees may be required to work schedules that differ from the standard College Hours of Operation.

3. Instructor Work Schedules (Duty Days):

- Full-Time Instructor Duty Days: Refer to ACCS [Board Policy 608.01](#) and [Chancellor's Procedures 608.01](#).
- Full-Time Instructor Overloads: Refer to ACCS [Board Policy 608.03](#) and [Chancellor's Procedures 608.03](#).
- Full-Time Instructor Summer Employment: Refer to ACCS [Board Policy 603.02](#).

4. **Adjunct Instructor Duty Days:** Adjunct Instructors are expected to report to work on assigned class, clinical, and/or lab schedule.

5. **Work Schedules for Part-Time Employees:** Part-time hourly non-exempt employees are limited to working no more than a total of 19 hours per week regardless of the number of positions held at the College. Part-time employees will be paid only for actual hours worked each day and are required to accurately record hours worked.

NOTE: Exceptions to the maximum weekly work hours may be approved by the President or Chief Financial Officer (CFO) in advance.

Procedures(s):

Submitting a Leave Report Procedures

1. Learn more about entering and submitting a leave report at <https://coastalalabama.instructure.com/courses/12257/pages/employee-resources>.

Formal Complaints Procedures

1. Refer to the Employee Complaints and Grievances Policy.
2. Refer to the [Sexual Harassment, Sexual Misconduct and Interpersonal Violence \(Title IX\) Policy](#).

Workdays / Hours Scheduling Procedures

1. Refer to the individual instructional division for internal procedures for determining workload/schedule for full-time instructors and adjunct instructors.

Additional Provisions / Information:

Refer to the Employee Complaints and Grievances Policy.

Refer to the [Sexual Harassment, Sexual Misconduct and Interpersonal Violence \(Title IX\) Policy](#).

10.03.01 Access to Personnel File

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws relating to employee working conditions, including but not limited to the [Students First Act](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7 and Alabama Community College System (ACCS) Board Policies.

The following ACCS policies are referenced in this policy:

[Board Policy 616.01](#)

Scope:

This policy applies to all Coastal Alabama Community College employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Employee: For the purposes of this policy, an employee is a person currently employed or a former employee whose employment terminated within the preceding year.

Details:

1. **Compliance with Federal and State Records Laws:** Federal and state laws govern public access to records maintained by governmental entities. Those laws will be followed. To the extent permissible by law, the College may maintain sensitive or otherwise confidential information in employee or applicant files.
2. **Maintenance of Personnel Records:** Official personnel records for administration, support staff, and instructors are maintained in the Human Resources Office. Files are confidential and released only when employees have given written permission, pursuant to lawful subpoenas, or court orders.
3. **Adding Documents to Personnel Records:** Information may be added to the personnel file to clarify or supplement materials previously placed in the personnel file. Employees may answer or object in writing to any material in the personnel file, and the answer or objection will be attached to the appropriate material that is the subject of the answer or objection.
4. **Fees for Open Records Requests:** The College may establish a reasonable charge for researching open records requests or as otherwise necessary.
5. **Record Changes:** Changes in status such as address, marital status, payroll deductions, etc., will be reported to the Payroll Office.

Procedures(s):

1. Employees are responsible to keep personal records, such as home address, up-to-date and on file in the Human Resources Office.
2. Employees may request to review their personnel file with five (5) business days' notice of an appointment and completion of the Personnel File Review Form.
3. Employees may, upon request, receive copies (at the employee's expense) of all personnel records within the personnel file.
4. The employee may answer or object in writing to any material in their file and the answer or objection will be attached to the appropriate material.
5. Employees are allowed to have placed in their personnel file information relating to the employee's academic and professional accomplishments. Employees are encouraged to place information of a positive nature indicating special achievements, performance, and contributions in their personnel files.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable.

10.03.02 Base Campus

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws relating to employee working conditions, including but not limited to the [Students First Act](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7 and Alabama Community College System (ACCS) Board Policies.

In addition, it is the policy of Coastal Alabama Community College to assign new full-time employees to a primary (or base) campus at hire. Changes to a full-time employee's primary (or base) campus are either made based upon the needs of the College or at the request of the employee and comply with Alabama Community College System (ACCS) [Board Policy 602.04](#), [Chancellor Procedures 602.04](#), and the [Students First Act](#).

Scope:

This policy applies to all Coastal Alabama Community College employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Base Campus: For the purpose of this policy, the Base Campus is the college campus assigned to an employee at hire. The Base Campus is the campus where the employee works the majority of their work hours.

Employee: For the purposes of this policy, an employee is a person currently employed or a former employee whose employment terminated within the preceding year.

Position: For the purpose of this policy, a position means a job that is performed by an employee of Coastal Alabama Community College.

Details:

1. **Base Campus at Hire:** At hire, full-time employees are assigned to a primary (or base) campus.
2. **Employee Reassignment:** The President may reassign an employee to a work location, campus, or site as the needs of the employer require. "Except as required by acts of God or disasters that are beyond the reasonable control of the employer, written notice of the proposed transfer must be issued to the teacher by the president of a two-year educational institution alone or the chief executive officer no later than the twentieth calendar day after the first day of classes for students, and the teacher may not be involuntarily transferred under this subsection more than one time in a school year, excluding summer term."
3. **Base Campus Transfer:** Any base campus change (transfer) must comply with ACCS [Board Policy 602.04](#), [Chancellor Procedures 602.04](#), and the [Students First Act](#).

Procedures(s):

Change in Primary (or Base) Campus Procedures

(Based upon the needs of the College)

1. **Full-Time Instructor:** Upon the request of the applicable Instructional Officer, the President may reassign an instructor to a work location campus or site as the needs of the College require. The reassignment may only be to another position for which the instructor holds appropriate certification, and the reassignment may not entail a loss of or reduction in compensation.

NOTE: *Tenured full-time instructor must be afforded an opportunity to meet with the President to demonstrate why the proposed transfer should not be approved.*

- a. Upon approval by the President, the Human Resources Office will prepare a written notice of the proposed transfer to the instructor no later than the twentieth calendar day after the first day of classes for students, and the instructor may not be involuntarily transferred more than one time in a school year, excluding summer term.
 - b. The instructor may voluntarily waive this notice by providing this voluntary waiver to the Human Resources Office, in writing.
2. **Full-Time Staff:** Upon the request of the applicable supervisor, the President may reassign a staff member to a work location campus or site as the needs of the College require. The reassignment may only be to another position for which they are qualified without loss of or reduction in compensation.
 - a. Upon approval by the President, the Human Resources Office will prepare a written notice of the proposed transfer to the staff member not less than 15 calendar days before the transfer.
 - b. The staff member may voluntarily waive this notice by providing this voluntary waiver to the Human Resources Office, in writing.

Change in Primary (or Base) Campus Procedures

(Upon the Request of the Employee)

1. Employees may submit a written request to their immediate supervisor for a change in primary (base) campus by May 15. The written request must include the following:
 - Data to support the request. This may include enrollment statistics, statistics that support a need for increased services at the campus, etc.
 - Evidence that the change in primary (base) campus better serves students.
 - Evidence that the change in primary (base) campus does not create an undue hardship on other employees within the department, nor on the College.

- Evidence that the change in primary (base) campus still allows for office hours staffing coverage for the department.
- Evidence that the employee can be supervised, and productivity monitored.

NOTE: *Requests for a change in primary (base) campus may be made every three years.*

2. Immediate Supervisor:
 - a. Contact Human Resources Office to verify date of last request and/or primary (base) campus change.
 - b. Supervisor considers the request above and the following additional information when considering the request:
 1. The request is submitted within the time parameters referenced in 1 above.
 2. Supervisor verifies with Campus Director if there is facility space available for the change in primary (base) campus.
 3. If there is more than one Base Campus Change request for more than one employee in the same position, the supervisor must consider seniority and qualifications.
 - c. The immediate supervisor reviews the request and either:
 1. Approves request. Approved requests are submitted to the applicable Dean level position for review and approval.
 2. Denies request.
 3. Denied requests are returned to the Employee with a written explanation for the denial.
3. Dean Level Supervisor reviews the request and either:
 - a. Approves request. Approved requests are submitted to the President for review and approval.
 - b. Denies request. Denied requests are returned to the Immediate Supervisor and Employee with a written explanation for the denial.
4. President provides written approval to the Human Resources Office for processing.
5. Human Resources Office follows the [Board Policy 602.04](#) by posting an internal vacancy for 14 calendar days allowing all existing qualified employees to apply for the position (base campus location).
6. Human Resources Office provides a written letter to the successful internal employee, “hired” in item 5 above, of the primary (base) campus change.
 - a. Upon approval by the President, the Human Resources Office will prepare a written notice of the employee not less than 15 calendar days before the transfer.
7. The employee may voluntarily waive this notice by providing this voluntary waiver to the Human Resources Office, in writing.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable.

10.03.03 Criminal Convictions

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws relating to employee working conditions, including but not limited to the [Students First Act](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7 and Alabama Community College System (ACCS) Board Policies.

The following ACCS policies are referenced in this policy:

[Board Policy 623.01](#)

[Chancellor's Procedures 623.01](#)

Scope:

This policy applies to all Coastal Alabama Community College employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Employee: For the purposes of this standard, an employee is a person currently employed or a former employee whose employment terminated within the preceding year.

Details:

1. **Notification of Criminal Convictions:** An employee who is charged with or convicted of a felony must notify the conviction to the President of the College within five (5) days after the arrest, indictment, or conviction. The College may request additional information regarding the conviction as needed to assess any impact on the employee's duties at the College.
2. **Possible Termination of Employment:** A College employee may be terminated for conviction of a felony or misdemeanor involving moral turpitude of an offense that results in the imprisonment of the employee, or of an offense the nature of which can be reasonably construed to relate to the ability or likelihood of the respective employee to properly carry out their official duties.

Procedures(s):

1. Employee arrested, indicted, or convicted as reference above may email the President immediately but no later than within five (5) calendar days.
2. If the employee's manager/supervisor becomes aware of the arrest, indictment, or conviction of a felony or crime involving moral turpitude they are required to report such activity to the President of the College immediately after becoming aware of the arrest, indictment, or conviction.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable.

10.03.04 Employee Discipline

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws relating to employee working conditions, including but not limited to the [Students First Act](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7 and Alabama Community College System (ACCS) Board Policies.

It is the policy of Coastal Alabama Community College, in accordance with Alabama's [Students First Act](#), to have a proactive and supportive approach to handling employee discipline that follows a progressive discipline plan. The central focus is to (1) identify the problem, (2) address the problem directly, (3) work out a shared plan to remedy and resolve the situation in the least punitive way, and (4) monitor progress. Given that all situations differ, all disciplinary action is handled on a case-by-case basis; however, supervisors are required to appropriately investigate issues prior to issuing discipline.

Scope:

This policy applies to all Coastal Alabama Community College employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Employee: For the purposes of this standard, an employee is a person currently employed or a former employee whose employment terminated within the preceding year.

Position: For the purpose of this policy, a position means a job that is performed by an employee of Coastal Alabama Community College.

Details:

1. **Flexibility in Imposing Discipline:** Discipline imposed depends upon the seriousness of the performance/behavioral issues and the impact such behavior or lack of performance is having on the College. The College values all employees and will seek remedies prior to recommending termination unless the offense is so great that termination is the appropriate action. The College seeks to resolve employee issues first before seeking termination. The College uses the following progressive discipline process in the management of employee behavior. However, the College elects the right to skip steps in this process depending on the seriousness and impact of the behavior.
2. **Disclaimer:** Some incidents (including one-time incidents) may be severe enough to merit formal discipline action. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the level of discipline to be applied. All decisions escalating disciplinary action to a higher level of discipline will be made in consultation with the Senior Personnel Officer (SPO) and the President.
3. **Expectations for Performance and Behavior:** All employees are expected to meet performance standards and to conduct themselves appropriately in the workplace. When an employee fails to maintain acceptable standards of performance, service, and/or conduct, formal discipline may be necessary to ensure that individuals operate in a manner to achieve the College's institutional goals and objectives.
4. **Employee Discipline Steps:** The following Disciplinary Steps are followed as referenced in the Procedures below.
 - a. **Step 1:** Documented verbal warning.
 - b. **Step 2:** Written warning outlining specific problem with the employee and outlining desire for the employee to improve. This step must include a Performance Improvement Plan (PIP). The PIP must be shared with the Human Resources Office.

NOTE: *This step may also include an unpaid suspension (refer to Suspensions/Administrative Leave Section).*
 - c. **Step 3:** Termination of employment. Terminations of employment are recommended to the Senior Personnel Office and the President. Terminations require the President's approval.
5. **Suspensions/Administrative Leave:** Upon recommendation from the Supervisor and the SPO, the President may suspend an employee, without pay, for up to 20 work days. Per the [Students First Act](#), the employee proposed for suspension will have an opportunity to present evidence and argument, either in person or in writing, to the President with respect to the proposed suspension within a deadline established by the President. Upon receipt of evidence and/or argument or upon expiration of the established deadline, the President will issue a final decision on the proposed suspension. Upon the President's final decision, employees do not have appeal rights for suspensions unless the suspension is in excess of 20 work days. Before a suspension is imposed, the employee will receive adequate notice of reasons for proposed suspension(s).
6. **Grounds for Immediate Termination:** Notwithstanding this policy, certain serious misconduct will be grounds for immediate termination of employment by the President or SPO. Nothing in this policy will be construed to limit the College's ability to terminate the employment of any employee at any time and for any reason, other than as required by law or pursuant to contract. Likewise, all employees remain free to separate from the employment relationship at any time and for any reason.
7. **Retention of Disciplinary Documents:** All documentation related to an employee's formal discipline action must be maintained in that employee's personnel file.
8. **Extension of Discipline Process:** An employee is expected to have sustained improvement during the Employee Discipline process. Should an employee be away from work for an extended and continuous period of time under any of the College's leave policies, the disciplinary action step may be extended by the time the employee was away from work and the employee would be given the opportunity to demonstrate improved behavior once the employee returns to work. Extending employee discipline is done in consultation with the Human Resources Office.
9. **Performance Reference of Internal Applicants:** If an employee is applying for another position within the College, the hiring supervisor may contact the employee's current supervisor for a performance reference. The hiring supervisor will consider all corrective action received by the employee within the preceding 12 months, severity of the action, and current acceptable behavior. This information may be a deciding factor in the hiring decision.

Procedures(s):

When the supervisor determines a performance or behavior issue exists, they are required to take the following steps prior to Employee Discipline. It is important that the process is applied in a fair and consistent manner. Progressive discipline may be initiated at any step.

1. **Collection of Facts:** The supervisor will collect all relevant facts in a fair and objective manner within ten (10) calendar days of being alerted to the concern. The supervisor will review all relevant documents; speak with any witnesses regarding conduct/actions and obtain written statements as appropriate; and review how the employee was notified of a violation if the employee had been notified. If enough facts are collected to warrant further investigation, the employee will be afforded a due process meeting. (More complex investigations should be conducted in coordination with the Human Resources Office. Based on the severity of the concern, the employee may be placed on a paid or unpaid administrative leave or may be terminated. See 5 below).
NOTE: Discipline may be initiated at any step.
2. **Documented Verbal Warning:** The supervisor will speak with the employee about the situation to determine if outside factors or extenuating circumstances may have influenced the employee's actions. This meeting or conversation is considered the due process meeting and must be communicated as such. The purpose of this meeting is to verbally make the employee aware of concerns regarding the employee's performance or behavior and to determine whether further action is needed. The supervisor will verbally express clear expectations for performance or behavior going forward pending the outcome of the investigation. This conversation must be documented by the supervisor. This verbal confirmation confirms that an unsatisfactory performance and/or behavior has occurred and expectations for performance and/or behavior have or have not been given to the employee. The supervisor must explicitly communicate to the employee that 1) this is a documented verbal warning and 2) any further performance and/or behavior issues will result in additional disciplinary action.
3. **Written Warning:** If the matter has not been resolved through a Documented Verbal Warning (copy to HR), or when the matter is considered sufficiently serious to begin the discipline process at this step, the supervisor will meet with the Human Resources Office to discuss the situation. If applicable, Human Resources will prepare a written warning letter. This letter will identify the date of any prior verbal warning and summarize the performance or behavioral concerns, efforts toward improvement, expectations, and establish a time to follow-up with the employee to ensure that sustained performance and behavior is maintained. The Written Warning will explicitly communicate to the employee that 1) this is a written warning and 2) any further performance and/or behavior issues will result in termination of employment.

In addition, a written Performance Improvement Plan (PIP) will generally accompany a Written Warning. The PIP includes a corrective action plan with a timeline to be implemented and consequences for failure to improve. Refer to the Performance Management Policy for additional information.

4. **Suspension/Administrative Leave:** Upon recommendation from the supervisor and the SPO, the President may suspend an employee, without pay, for up to 20 work days. Employees do not have appeal rights for suspensions unless the suspension is in excess of 20 work days. Before a suspension is imposed, the employee will receive adequate notice of reasons for proposed suspension(s). Refer to [Students First Act](#) (Title 16, Chapter 24C, Section 16-24C-6), if applicable.

A paid or unpaid administrative leave may be issued during an internal investigation with review and consultation by the President and the SPO and in compliance with the Students First Act (Title 16, Chapter 24C, Section 16-24C-6). During the administrative leave, the supervisor will remind the employee that they are expected to be available to the employer during their regularly scheduled hours of work, should not be at the workplace, and should not conduct any business on behalf of the College.

5. **Termination:** A letter of termination issued by the President (probationary employees) or SPO (non-probationary employees) when the matters have not been resolved through prior steps; when an additional problem has been identified since the Final Written Warning letter was issued; or in the case of grounds for immediate termination. A history of progressive discipline may be considered in determining whether termination of employment is warranted. The letter will summarize any prior efforts to resolve the problems and discuss other dismissal items of interest such as final pay, benefits, return of College property, etc.

Termination of employment decisions of any employee, whether under this discipline policy or for grounds for immediate termination, must have review and consultation by the SPO and President.

6. **Immediate Termination of Employment:** Based on the severity of the concern, immediate termination of employment may be appropriate in compliance with the Students First Act (Title 16, Chapter 24C, Section 16-24C-6).

Discipline Appeal Procedures

1. Employees may follow the [Students First Act](#) for appeals, if applicable.

Additional Provisions / Information:

Refer to the [Students First Act](#).

10.03.05 Job Descriptions

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws relating to employee working conditions, including but not limited to the [Students First Act](#), Code of Alabama 16-60-111.4, and Code of Alabama 16-60-111.7.

All positions have a job description that is maintained by the Human Resources Office. In addition, it is the policy of Coastal Alabama Community College (ACCS) to be in compliance with [Board Policy 602.02](#), [Chancellor's Procedures 602.04](#), and annual ACCS Salary Schedule Guidelines, which reference job descriptions.

Scope:

This policy applies to all Coastal Alabama Community College employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Employee: For the purposes of this policy, an employee is a person currently employed or a former employee whose employment terminated within the preceding year.

Job Description: For the purpose of this policy, a job description is a document that clearly states essential job requirements, job duties, job responsibilities, and qualifications and/or skills required to perform the position. Job descriptions also include the employment status (part-time or full-time), Fair Labor Standards Act (FLSA) status, salary schedule or rate of pay, physical requirements and work environment, and supervisory responsibilities, if applicable.

Position: For the purpose of this policy, a position means a job that is performed by an employee of Coastal Alabama Community College.

Details:

1. **Development of Job Descriptions:** Job descriptions are developed jointly between supervisors and the Human Resources Office for the purpose of outlining responsibilities, required qualifications, physical requirements, and working conditions for a position.
2. **Job Description Maintenance:** Job descriptions are reviewed regularly and maintained by the Human Resources Office in the NEOED system.

Procedures(s):

Creating a New Job Description Procedures

1. Supervisor requests a job description for a new position by contacting the Executive Director – Human Resources.
2. Executive Director – Human Resources will create a draft job description using the job description template and ensuring standard language and position criteria (required education and years of experience) are followed. A draft job description is forwarded to the Supervisor for review.
3. The Supervisor reviews and recommends edits or approves job description.
4. Executive Director – Human Resources adds job description to NEOED job description.

Editing an Existing Job Description Procedures

1. Supervisor requests edits of an existing by contacting the Executive Director – Human Resources.

2. Executive Director – Human Resources will evaluate edits against standard language and position criteria (required education and years of experience) and makes edits, if applicable. A draft job description is forwarded to the Supervisor for review.
3. The Supervisor reviews and recommends edits or approves job description.
4. Executive Director – Human Resources adds and/or updates job description to NEOED job description.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable.

10.04 Employee Complaints and Grievances

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College ensure compliance with Alabama Community College System (ACCS) [Board Policy 620.02](#) and [Board Policy 620.01](#).

Scope:

This policy applies to all Coastal Alabama Community College employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies. This policy excludes the College President.

Definitions:

There are no definitions applicable to this policy.

Details:

1. **Employee Complaints:** This policy is intended to cover employee complaints related to discrimination, harassment, hostile work environment, ethical concerns, and other legal-related matters against any person associated with an ACCS entity. This policy does not cover general workplace grievances, conduct, or professionalism, which are addressed by [Board Policy 620.01](#) or complaints of sexual harassment, which are covered in [Board Policy 620.03](#) and [Chancellor's Procedures 620.03](#). This policy does not apply and cannot be used against a President.

Any employee who believes they have been subjected to or observed:

- discrimination based on race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law,
- harassment in forms other than sexual,
- hostile work environment,
- ethical violations or similar concerns,
- criminal acts,
- ACCS, College, or Chancellor policy or procedure violations,
- or other legal-related issues,

by any person associated within the ACCS entity (other than a President), will report the action immediately, and in no event less than ten (10) calendar days following the event, to the Title IX Coordinator, Senior Personnel Officer, or President. In conjunction with the report, the employee will provide a written statement, as well as any evidence the employee believes substantiates the complaint, and will be required to assist in an appropriate investigation.

- a. **Review and Investigation of Complaint:** The College will designate an appropriate person to review and investigate the matter and may engage legal counsel for this purpose, as determined by the President. This review and investigation will be conducted promptly and within 45 calendar days if practical, but not later than 60 calendar days, unless this period is extended by agreement of the complaining and responding parties. The President or their designee will issue a written response to the reporting employee within 15 calendar days if practical, but not later than 30 calendar days unless this period is extended by agreement of the complaining and responding parties; once the review and investigation has been completed, and this written response will be final.

- b. **Good Faith Complaint:** An employee who brings a good faith complaint under this policy will not be retaliated against in any manner. Any employee who retaliates against an employee for making a good faith complaint under this policy will be disciplined.
2. **Employee Grievances:** This policy is intended to cover grievances between and amongst employees of an ACCS entity about general workplace issues, conduct, or professionalism. This policy does not apply and cannot be used against a President. This policy is not intended to cover complaints regarding discrimination, harassment, hostile work environment, ethical concerns, or other legal-related matters, which are covered under [Board Policy 620.02](#). Any employee who claims a grievance (or who is reporting an observed grievance) must file a written statement within 10 calendar days from the date of the alleged incident, otherwise the grievance will not be reviewed under this policy. Oral grievances do not comply with this policy. The written statement must be filed with the complaining employee's direct supervisor, unless the direct supervisor is the person about whom the grievance is lodged. In such cases, the employee must file the statement with the next supervisor in line.
- a. **Notification of Grievance:** The supervisor (or other person receiving a written grievance) will notify Human Resources personnel and/or the President as appropriate.
- b. **Grievance Investigation / Report of Findings and Recommendations:** The supervisor, or other person appointed to address the grievance, must review the written statement and conduct an investigation of the claims within 45 calendar days (or as otherwise agreed), and then make a written report of findings with recommendations within 60 calendar days of receipt of the grievance. The report must be given to the President, the complaining employee, and the person about whom the grievance is lodged.
- c. **Findings Objections:** The complaining employee or the person about whom the grievance is lodged has 5 calendar days from receipt of the written report to provide specific written objections to the report of findings with recommendations to the President, which will be considered by the President or their designee before issuing a final decision. This decision will be final.
- d. **Good Faith Grievance:** An employee who brings a good faith grievance under this policy will not be retaliated against in any manner. Any employee who retaliates against an employee for making a good faith grievance under this policy will be disciplined. The President's decision will be final.
- e. **Employee Grievance Time Frames:** Adequate time is provided to complete activities prescribed within each step of the Grievance Procedure, and consideration should be given to completing each step as expeditiously as possible.
1. If the last day for filing a notice of appeal falls on a Saturday, Sunday, or a legal holiday, the appealing party will have until 5:00 p.m. the first working day following to file.
 2. If a Grievance is not filed within the time limits, the dispute in question will be regarded as forfeited and will not be processed further.

Procedures(s):

Employee Complaint Procedures

1. An employee may file a formal complaint by completing an Employee Complaint and Grievance Form for an allegation based upon any of the following within 10 calendar days of the event:
 - Discrimination based on race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law;
 - Harassment in forms other than sexual;
 - Hostile work environment;
 - Ethical violations or similar concerns;
 - Criminal acts;
 - ACCS, College, or Chancellor policy or procedure violations; and
 - Other legal-related issues.

NOTE: *The employee may attach any evidence to the Employee Complaint and Grievance Form.*

2. The Employee Complaint and Grievance Form will be reviewed by the Human Resources Office and the President.

3. Human Resources and/or the President will designate an appropriate person to investigate the matter. This review and investigation will be conducted promptly and within 45 calendar days if practical, but not later than 60 calendar days, unless this period is extended by agreement of the complaining and responding parties.

NOTE: *The College may engage legal counsel or a qualified third-party investigator, as determined by the President.*

4. The person designated to investigate the matter will provide a written letter of findings and recommendation to the President.
5. Upon review and approval by the President, the person designated to investigate the matter will issue a written letter of findings and recommendation to the reporting and responding parties within 15 calendar days, if practical, but not later than 30 calendar days unless this period is extended by agreement of the complaining and responding parties; once the review and investigation has been completed, and this written response will be final.

Employee Grievance Procedures

1. The employee may file a formal Employee Grievance by completing the Employee Complaint and Grievance Form within 10 calendar days from the date of the alleged incident, otherwise the grievance will not be reviewed under this policy.

NOTE: *Oral grievances are not accepted.*

2. The Employee Complaint and Grievance Form will be reviewed by the Human Resources Office.
3. Human Resources will contact the Complaining Party to discuss the information in the Employee Complaint and Grievance Form and determine the applicable supervisor to address the grievance.
4. Human Resources will distribute the Employee Complaint and Grievance Form to the employee's direct supervisor (unless the direct supervisor is the person about whom the grievance is lodged.) In such cases, Human Resources will distribute the Employee Complaint and Grievance Form to the next supervisor in line. Human Resources will notify the President as appropriate.
5. The supervisor, or other person appointed to address the grievance, must review the written statement, and conduct an investigation of the claims within 45 calendar days (or as otherwise agreed).
6. Upon the completion of the investigation (referenced in #4 above), the supervisor, or other person appointed to address the grievance will create a written report of findings with recommendations within 60 calendar days of receipt of the grievance. The report must be given to the President, the complaining employee, and the person about whom the grievance is lodged.
7. The complaining employee or the person about whom the grievance is lodged has five (5) calendar days from receipt of the written report to provide specific written objections to the report of findings with recommendations to the President, which will be considered by the President or his/her designee before issuing a final decision.
8. The President's decision will be final.

Additional Provisions / Information:

Refer to the Employee Discipline Policy.

10.05 Paid Leaves and Time Off

Original Approval: 04/01/2022

Last Updated: 07/01/2024

Last Reviewed: 07/01/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to follow the Alabama Community College System (ACCS) policies related to paid leaves and time off. Refer to ACCS [Board Policy 608.02](#), [Chancellor's Procedures 608.02](#), Code of Alabama 16-60-111.4 and 16-60-111.7, and [Board Policy 610.01](#).

Scope:

Eligibility for each leave time policy is described separately below.

Annual Leave: Applies to eligible employees on the salary schedules referenced in Details Section below.

Court Attendance Leave: Applies to all full-time employees.

Holiday Leave: Applies to all full-time employees.

Military Leave: Applies to all full-time employees and Salary Schedule H employees (as prorated) for paid military leave of up to 168 hours per calendar year in the event of being called to active duty.

Personal Leave: The Coastal Alabama Community College Personal Leave policy applies to the following:

- Personnel employed on Salary Schedules A, B, C, E, and H: Up to two (2) days of personal leave with pay will be granted to each full-time employee on the above salary schedules during any leave year. Up to two days per year of personal leave is extended to all support personnel on Salary Schedule H as above, with a "day" defined as four (4) hours for persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours for persons paid from Salary Schedule H-35. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay will be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment.
- Personnel Employed on Salary Schedule D: Up to five (5) days of personal leave with pay will be granted to each full-time employee on the first day of each academic year. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay will be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment.

Professional Leave: The Coastal Alabama Community College Professional Leave policy applies to full-time employees.

Sick Leave: Applies to eligible employees on the salary schedules referenced in Details Section below.

Definitions:

Leave Year: A leave year for earning, accrual, and use of leave by employees is September 1 through August 31.

Uniformed Service: Military service duty means the following: Air Force, Army, Air National Guard, Coast Guard, Marine Corps, Navy, Public Health Service Commissioned Corps., State Militia, or other categories designated by the President of the United States or Alabama Governor in time of war or emergency, and absence from work to determine fitness for any of the above types of duty.

Professional Leave: Professional Development leave is typically a direct personal benefit to the employee. Examples include but are not limited to leadership programs, training and workshops, local, state, and national board positions or assignments, accreditation activities unrelated to the employee's college.

Sick Leave: Sick leave is defined as the absence from regular duty by an employee for one of the following reasons:

- Personal illness or doctor's quarantine;
- Routine physical examinations, dental appointments, eye examinations, etc.;
- Personal injury which incapacitates the employee;
- Attendance on an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, sister) of the employee or on an individual with a close personal tie to the employee;
- Death of a member of the family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, aunt, uncle);
- Illness, injury, or death of an individual not legally related to but having a unique relationship with the employee. (Where unusually strong personal ties exist due to an employee's having been supported or educated by a person, or some relationship other than those listed, this relationship may be recognized for leave purposes.);
- Persons on maternity leave will be paid for earned sick leave on request.

Catastrophic Illness: For purposes of a sick leave bank, the term "catastrophic illness" is defined as any illness, injury, or pregnancy or medical condition related to childbirth, certified by a licensed physician which causes the employee to be absent from work for an extended period of time.

Details:

1. **Office Coverage of Departments/Divisions:** All departments/divisions must work to ensure proper coverage is in place during peak periods at the College. Employees seeking to use Annual and/or Personal Leave during peak periods must timely submit leave requests in order to ensure sufficient coverage can be arranged during the time of the employee's leave. Leave requests not timely submitted may be denied.

2. **Annual (Vacation) Leave:** Employees eligible to accrue annual leave are those compensated from Salary Schedules A, B, C, E, and H (prorated). Employees compensated from Salary Schedule H will receive annual leave under the same terms and conditions as other eligible employees, except a "day" of annual leave will be as follows: four (4) hours for employees compensated from Schedule H-20, five (5) hours for employees compensated from Schedule H-25, six (6) hours for employees compensated from Schedule H-30, and seven (7) hours for employees compensated from Schedule H-35. For salary schedules A, B, C, and E, the official table for determining annual leave accrual is as follows:

Years	Annual Leave Earned
0-4	1.00 day per month, equivalent to 8 hours
5-9	1.25 days per month, equivalent to 10 hours
10-14	1.50 days per month, equivalent to 12 hours
15-19	1.75 days per month, equivalent to 14 hours
20-above	2.00 days per month, equivalent to 16 hours

a. **Use of Annual Leave:**

1. Annual Leave must be approved in advance. Annual leave may be taken only to the extent it is earned.
2. Employees will not earn annual leave hours during any unpaid leave of absence periods.
3. Annual leave time may not be taken in increments of less than one quarter hour increments (0.25 or 15 minutes).
4. All requests for paid annual leave must be submitted to the employee's immediate supervisor in advance of the planned time off for approval. Annual leave taken without prior approval by the employee's immediate supervisor will be considered as an unauthorized absence, which may result in loss of pay, disciplinary action, demotion, or termination of employment. Any additional days or periods at no pay after the employee has used all earned annual leave must be approved in advance by the supervisor.
5. Annual leave requests and approvals may vary by department at the discretion of the supervisor. In addition, annual leave rules may prohibit certain essential personnel from taking annual leave during certain times. Refer to the Annual (Vacation) Leave Blackout Period Section.
6. Employees who have exhausted their paid annual leave but need additional time off or leave without pay will also receive prior approval.
7. Annual Leave must be submitted by the end of the first day after returning to work in OneACCS (Banner Employee Self Service ESS).

- b. **Annual (Vacation) Leave Blackout Periods:** Coastal Alabama reserves the right to identify "blackout periods" where annual leave requests will be denied. Supervisors may determine blackout periods based upon business need. Standard blackout periods may include, but are not limited to, peak enrollment periods, staff professional development, College-wide events, winter recess, audits, etc. Such blackout periods will be communicated to staff in writing a minimum of 30 calendar days in advance of the blackout period; however, blackout periods may be established on a standard scheduled basis. The supervisor may require a return to work note from a doctor's office excusing the absence in the case of employee sick time during the blackout period. Exceptions may be granted due to extenuating circumstances by the supervisor. Failure to follow the blackout period policy may result in discipline, per the College's discipline policy.

- c. **Annual (Vacation) Leave Carry-Over:** A maximum of 60 days of annual leave may be accrued and carried forward into each September. Earned annual leave may be taken at appropriate times as approved in advance by the President or designee. Annual leave may exceed 60 days during a year; however, annual leave exceeding 60 days earned but not taken by September 1 is forfeited. Accrued annual leave must be used prior to the beginning of the unpaid portion of an employee's unpaid absence. Annual and sick leave will not accrue while on unpaid leave.

- d. **Annual (Vacation) Leave Payout:** Employees who separate from the College will be paid for any earned but unused vacation hours. Refer to the Terminations of Employment (Offboarding) Policy and Pay and Salary Administration Policy.

3. **Court Attendance Leave:**

- a. **Use of Court Attendance Leave:** Full-time employees of System institutions who are required by a court to attend such court in the capacity of jurors or witnesses under subpoena will be granted special leave with pay to attend such court. Upon return from the court appearance (or jury duty) leave, employee must submit the leave in OneACCS (Banner Employee Self Service ESS), with the type of leave as "Jury Duty" listed on it and attach their jury summons.

4. **Holiday Leave:**

- a. **College Holidays:** The normal work week for full-time, non-instructional employees on Salary Schedule E is at least forty (40) hours, exclusive of lunch. Days that the institution is officially open are duty days for full-time, non-instructional employees of the College. Employees will be allowed the following official holidays on which days the institutions will be closed:
- New Year's Day
 - Martin Luther King Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans Day
 - Thanksgiving Day
 - Day after Thanksgiving Day
 - Christmas Eve
 - Christmas Day

In addition, the President will designate five other days on which the institution will be closed in the official, approved calendar of the institution.

- b. **Use of Holiday Leave:** Eligible employees already on sick or annual leave, or who cannot work prior to or after a holiday due to a verifiable illness, will receive holiday pay. Employees who are on an unpaid leave of absence that encompasses a holiday will not receive holiday pay. Approved annual leave, or a verifiable illness on a continuing employee's last regularly scheduled workday before or first regularly scheduled workday after a holiday, will be sufficient justification for receiving holiday pay. Unless approved twenty-four (24) hours in advance of the holiday, personal leave will not be granted the day before or after a holiday. Unless given prior approval, an employee is required to work their regularly scheduled workday both the day before and the day after all College-observed holidays.
5. **Military Leave:** Coastal Alabama Community College grants leaves of absence to eligible employees serving in the uniformed services, including but not limited to the United States Armed Forces or National Guard and Reserves, for periods of active service military training, mobilization, or deployment. Coastal Alabama complies with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). Military leave is granted for both voluntary and mandatory service. Coastal Alabama will comply with all federal and state military and/or uniformed service leave laws, including laws regarding reinstatement of employment.

No employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership, service, application for service, or obligation for service in any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, retention in employment, promotion, or other benefit of employment on the basis of such membership, application for membership, performance/application of service, or obligation. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee will immediately contact the Human Resources Office.

- a. **Benefits, Compensation, and Leave Time During Military Leave:** During the period of paid military leave, the respective employee will continue to accrue all employment benefits, including sick and annual or personal leave, as well as paid medical insurance benefits. Once available paid military leave is exhausted, the employee may take available annual or personal leave and continue to receive all employment benefits.

All full-time employees eligible for paid military leave will also receive up to a maximum of 168 hours of paid military leave each time such eligible employee is called by the Governor of the State of Alabama to duty in the active service of the state.

- b. **Reemployment After Military Leave:** The College will comply with all federal and state military and/or uniformed service leave laws and reinstate employees who have been on a uniformed service leave of absence, provided:
- The employee returns to work or apply for reemployment in a timely manner after the conclusion of service;
 - The employee has five (5) years or less of cumulative uniformed service while with the College; and
 - The employee did not separate from service with disqualifying discharge or under other than honorable conditions.

6. **Personal Leave (Paid):**

- a. **Use of Personal Leave:** Personal Leave must be approved in advance by the supervisor. Personal Leave must be submitted by the end of the first day after returning to work in OneACCS (Banner Employee Self Service ESS).
- b. **Personal Leave Blackout Periods:** Coastal Alabama reserves the right to identify "blackout periods" where personal leave requests will be denied. Supervisors may determine blackout periods based upon business need. Standard blackout periods may include, but are not

limited to, peak enrollment periods, professional development, College-wide events, winter recess, audits, etc. Such blackout periods will be communicated to faculty and staff in writing a minimum of 30 calendar days in advance of the blackout period; however, blackout periods may be established on a standard scheduled basis. The supervisor may require a return to work note from a doctor's office excusing the absence in the case of employee sick time during the blackout period. Exceptions may be granted due to extenuating circumstances by the supervisor. Failure to follow the blackout period policy may result in discipline, per the College's discipline policy.

- c. **Unused Personal Leave:** Personal leave not taken will be converted at the end of the leave year to sick leave. Election by the employee otherwise requires timely written notice by the employee to the institution.
7. **Professional Development Leave (Paid):** Full-time personnel will be granted professional and/or vocational leave with pay for up to ten (10) days per year upon approval by the President. Professional and/or vocational leave with pay for more than ten (10) days per year will be granted upon written request of the President and approval of the Chancellor.

Professional leave with pay may be granted when federal or other non-institutional funds are available for such purposes. A person granted a professional development leave with pay must return to the institution for a minimum period of one year or repay the monies received while on leave. The tenure status of persons on professional leave will be not affected. Professional leave will be granted only on written request from the President and approval by the Chancellor. Eligible employees must complete a Professional Leave Request Form prior to scheduling professional leave.

NOTE: The College generally does not approve international travel for Professional Development Leave.

8. **Sick Leave:** The Coastal Alabama Community College Sick Leave policy applies to the following:
- Each full-time employee employed on Salary Schedules A, B, C, E will earn one day of sick leave per month of employment. The maximum accumulated sick leave is authorized pursuant to Section 16-1-18.1, Code of Alabama of 1975, as amended.
 - Each full-time employee on Salary Schedule H will earn one day of sick leave per month of employment with a "day" defined as four (4) hours for persons on H-20, five (5) hours for persons on H-25, six (6) hours for persons on H-30, and seven (7) hours for persons on H-35. Employees on H will be required to request the amount of sick leave equal to the normal amount of hours worked each week for absences totaling an entire work week.
 - Each full-time employee employed on Salary Schedule D will earn one day of sick leave, equivalent to seven (7) hours per month of employment to a maximum of nine (9) days or 63 hours during the academic year (fall and spring semesters) and up to a maximum of three (3) days or 21 hours during the summer term. For any full-time employee working less than a full load during any semester, sick leave earned will be on a pro-rated basis. See ACCS Fiscal Procedures Manual. Employees on D will be required to request thirty-five (35) hours of sick leave for absences totaling an entire work week.
 - a. **Use of Sick Leave:** Sick leave must be taken in the following increments:
 - Staff: Eligible staff must report the number sick hours taken in a specific workday. For example, if an employee's workday is 8.5 hours, 8.5 hours of sick leave is reported for the sick leave absence.
 - Faculty: Eligible faculty must report the number of sick hours for an average "workday" of 7 hours.

Sick Leave must be submitted by the end of the first day after returning to work in OneACCS (Banner Employee Self Service ESS).
 - b. **Absences Due to Illness:** After three (3) days of absence due to illness, or after five (5) occurrences due to illness within a thirty (30) calendar-day period, the President or designee may require that an employee furnish a medical certificate by a qualified physician acceptable to the institution. This is to be done at the expense of the employee. Any unused balance of sick leave accumulated at the end of the leave year will be carried forward to the next succeeding year.
 - c. **Transfer of Sick Leave:** Sick leave earned while employed by a local Alabama public school system, higher education public institutions in Alabama, the Alabama Department of Education, or the Alabama Community College System may be transferred into a two-year college upon employment. The transfer of sick leave is limited to the number of days authorized by statute for two-year Alabama Community College System education institutions.

NOTE: Sick leave is reported to the Retirement System of Alabama (RSA) at retirement, if applicable.

- d. **Abuse of Sick Leave:** If the College determines that an employee is abusing the sick leave program, that employee will be subject to appropriate disciplinary action.
- e. **Sick Leave Payout:** Sick leave will not be paid upon separation of employment. Sick leave may not be used to extend the employment period. Eligible RSA members may convert unused sick leave days to service credit to meet the minimum requirement for service retirement. Refer to the [RSA Member Handbook](#) for additional information.

9. **Sick Leave Bank:** Employees may join at the time of employment or during open enrollment. Employee must deposit five (5) sick days to join.
- If the employee is a new hire, the first five (5) days will be deposited in the sick bank. The benefits of being a member of the sick bank include:
 - Member may borrow days from sick bank, if necessary, in the event of an illness or family illness;
 - Member may donate days to another member in the event of a catastrophic situation;
 - Member may receive donated days from another member in the event of a catastrophic situation.
 - Upon the request of ten percent (10%) of the full-time employees of an institution, the President will establish a sick leave bank plan for full-time instructional/ professional/administrative employees and for full-time support employees, either jointly or separately. The decision of whether the sick leave bank will be joint or separate will be made by the employees, using a secret ballot process.
 - The Board of Trustees representative on each institution's Sick Leave Bank Committee will be the President of the institution or designee.
 - The Chancellor will establish guidelines for operation of a sick leave bank at System institutions.

Procedures(s):

Military Leave Reemployment Procedures

- Notification from Employee:** Requests for a military leave of absence should be submitted in writing to the employee's supervisor at least 30 business days prior to the start of the leave or extension period. If advance written notice cannot be provided due to extenuating circumstances, verbal notice is provided via emergency contact and/or family member to the Human Resources Office as soon as possible. As soon as possible, the employee should provide a copy of their military orders. No notice is required under this section if the giving of such notice is precluded by military necessity or, under all of the relevant circumstances, the giving of such notice is otherwise impossible or unreasonable pursuant to regulations prescribed by the Secretary of Defense.

NOTE: *The employee is not required to ask for or get the College's permission to leave to perform military service. The employee is only required to give the College notice of pending service.*

- Response from Human Resources: The Human Resources Office will review and initiate the Leave of Absence Request Form, collect any applicable insurance premiums from the employee, generate other applicable documents, and process accordingly.
- Benefits: If the employee will be on uniformed service leave of 31 business days or more, the employee must notify their supervisor and the Human Resources office that: (1) the employee has been called to active duty, and (2) the employee's election to continue health insurance coverage. Failure to satisfy both requirements because advanced notice was not possible, was unreasonable, or was prevented by military necessity; plan coverage will be reinstated retroactively upon the employee's election to continue coverage and the receipt of all premium amounts due.
- Re-Employment:** To be eligible for protection under USERRA, the employee must:
 - Report back to work or apply for reemployment within the following guidelines:
 - If the employee served fewer than 31 business days or was away from the College for other qualified reasons, the employee must return to work by the beginning of the first full regularly scheduled work period on the first full calendar day following the completion of the period of service and the expiration of eight (8) hours after a period allowing for the safe transportation of the person from the place of that service to the person's residence, or, if this reporting is unreasonable through no fault of the employee, then as soon as possible after the expiration of the eight (8) hour period.
 - If the employee served more than 30 business days but less than 181 business days, the employee must submit an application for reemployment to the Human Resources Office to return to work within 14 business days after completion of service to determine if their previous position is still available.
 - If the employee served more than 180 business days, the employee must contact the Human Resources Office in writing of their intention to return to work within 90 business days after completion of service.

Failure to follow these guidelines for reporting to duty in a timely manner following military service may result in loss of eligibility for rehire.

- Upon notification of intent to return to work, the employee must provide military discharge documentation to the Human Resources Office that establishes timeliness of application for reemployment and length and character of the employee's military service.

- c. Whenever possible, the employee will be reemployed to their former position. In some circumstances, such as if the position no longer exists, the Human Resources Office will provide assistance with re-employment opportunities in a position comparable in status and pay to the previous position.
- d. The College may not be able to reemploy a person if the College's circumstances have changed making such reemployment impossible or unreasonable.
- e. The reporting or application deadlines will be extended up to two (2) years for employees who are hospitalized or recovering from a service-connected illness or injury. This period will be extended by the minimum time required to accommodate circumstances beyond an employee's control which make reporting impossible or unreasonable.
- f. The College will make reasonable efforts to accommodate an employee's disability so that the employee can be reemployed consistent with the requirements under the USERRA unless such accommodation will cause undue hardship on the College.
- g. FMLA allows 12 weeks of qualifying exigency leave. FMLA also allows up to 26 weeks of unpaid leave during any single 12-month period for an employee to care for a covered family member who is a military service member recovering from injury or illness. Refer to the Family and Medical Leave Act (FMLA) Section of the Unpaid Leaves and Time Off Policy.

Submitting Leaves in OneACCS (Banner Employee Self Service ESS) Procedures

1. Refer to Submitting a Leave Report Procedures at <https://coastalalabama.instructure.com/courses/12257/pages/employee-resources>.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

10.06 Unpaid Leaves and Time Off

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to follow the Alabama Community College System (ACCS) policies related to paid leaves and time off. Refer to ACCS [Board Policy 611.01](#) and [Chancellor's Procedures 611.01](#).

Scope:

Eligibility in this policy varies based upon employment status.

Family and Medical Leave Act (FMLA): To be eligible for FMLA benefits, an employee must have been employed by the institution for a total of 12 months from the date on which any FMLA leave is to begin **and** must have worked at least 1,250 hours over the previous 12-month period. These guidelines generally do not cover temporary employees. However, if a temporary employee is extended beyond one (1) year, the employee would be covered if the employee had worked at least 1,250 hours during the previous 12-month period.

Victims' Economic Security and Safety Act (VESSA): The Coastal Alabama Community College VESSA policy applies to all full-time and part-time employees.

Definitions:

Serious Health Condition: A serious health condition may include any combination of the following:

- Any period of incapacity or treatment connected with inpatient care (i.e., overnight stay) in a hospital, hospice or residential medical care facility; or
- A period of incapacity requiring an absence of more than three (3) calendar days that also involves continuing treatment by or under the supervision of a health care provider; or
- Any period of incapacity due to chronic serious health condition; or
- Any period of incapacity due to pregnancy, or for prenatal care; or
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective (the employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider); or

- Any period of absence to multiple treatments (including recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or
- For a condition that would likely result in a period of incapacity or more than three (3) consecutive calendar days in the absences of medical intervention or treatment (such as cancer, severe arthritis, kidney disease, etc.).

Immediate Family Member: An immediate family member is one of the following:

- “Spouse” means a husband or wife as defined or recognized under the laws of the State in which the employee resides (including common law marriage, and same sex marriage, where recognized).
- “Child” means a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis (“in place of a parent”) who is either under 18 or age 18 or older and incapable of self-care due to mental or physical disability.
- “Parent” means a biological parent or individual who stands or stood in loco parentis (“in place of a parent”) to the employee when the employee was a “child” (as defined above) but excludes parents in law.

Covered Servicemember: A current member of the Armed Forces, including a member of the National Guard or Reserves, including those on a temporary disability retired list. A “covered servicemember” also includes a veteran of the Armed Forces (including a member of the National Guard or Reserves) receiving treatment, recuperation or therapy for a serious injury or illness incurred in the line of duty, if the injury or illness was within five (5) years of the date of treatment, recuperation, or therapy.

Military Family Member: An eligible employee’s spouse, son, daughter, or parent who:

- Is on active duty or has been called to active-duty status in the National Guard or Reserves in support of contingency operations; or
- Is retired from the Regular Armed Forces or Reserves and has been called to active duty; or
- Is on active duty in the Regular Armed Forces and has been deployed to a foreign country.

An employee whose family member is on active duty as a member of the Regular Armed Forces or is called to active-duty status in support of a contingency operation as a member of the Regular Armed Forces and who has not been deployed to a foreign country is NOT eligible to take leave because of a qualifying exigency.

Military Next of Kin: A covered servicemember is the nearest blood relative, other than the covered servicemember’s spouse, parent, son, or daughter.

Qualifying exigencies: Events arising out of a qualifying military family member’s call to active duty that include attending military events (e.g. official ceremonies or programs, or family support/assistance programs or informational briefings); arranging for alternative childcare or addressing school-related issues; addressing certain financial and legal arrangements; attending certain counseling sessions; assisting a military member who is on short-term, temporary rest or recuperation leave during period of deployment; and attending post-deployment reintegration briefings. Qualifying leave under this provision may also include addressing other events which arise out of the covered military member’s active duty or call to active-duty status provide that Coastal Alabama Community College and employee agree that such leave will qualify as an exigency and agree to both the timing and duration of such leave.

Military Triggering Event: The covered servicemember’s injury or illness which arose in the line of duty while on active duty in the Armed Forces provided that such injury or illness renders the covered servicemember medically unfit to perform duties of a member’s office, grade, rank, or rating.

Details:

1. **Accrual of Paid Time Off During Unpaid Leaves:** Paid time off does not accrue during unpaid leaves.
2. **Family and Medical Leave Act (FMLA) Leave:** The Family and Medical Leave Act (FMLA) was passed by Congress to balance demands of the work place with needs of families, promote stability and economic security of families, and promote national interests in preserving family integrity; minimize the potential for employment discrimination on the basis of gender by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and promote the goal of equal opportunity for women and men.

The Board of Trustees and the institutions under its direction and control will comply with the requirements of the FMLA. Those institutions will administer the FMLA in conformance with regulations and guidelines promulgated by the Chancellor.

- a. **Eligibility:** FMLA entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a 12-month period for specified family and medical reasons. Designation of leave as FMLA leave must be made “up-front” whenever possible.
- b. **Leave:** Under the FMLA, eligible employees may take up to 12 weeks of unpaid, job-protected leave in the designated 12-month period for the following reasons:
 - For a serious health condition that makes the employee unable to perform the essential functions of the job;
 - To care for the employee’s spouse, son, daughter, or parent, who has a serious health condition
 - For incapacity due to pregnancy, prenatal medical care, or childbirth;
 - For leave after birth of a child, or the placement with the employee of a child for adoption or foster care. (Note: leave to care for a newborn child or for a newly placed child must conclude within twelve (12) months after the birth or placement)
 - Any “qualifying exigency” arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the Armed Forces.
- c. **Length of Non-Military FMLA Leaves:** With the exception of military caregiver leave, leave under the Family and Medical Leave Act (FMLA) may not exceed twelve (12) weeks in a twelve (12) month period. The twelve (12) month period follows the college’s benefit year (begins on September 1 and ends the following August 31).

When both the employee and the employee’s spouse are eligible for Family Medical Leave and both work for Coastal Alabama Community College, the maximum combined leave for the birth of a child, bonding, adoption, foster care placement, or to care for the employee’s parent (where both employees have the same “parent” as that term is defined by the FMLA) with a serious health condition is twelve (12) weeks.

During the leave, the employee may be required to provide appropriate certification and periodic reports on the status and intent to return to work. Failure to provide the required information may affect the employee’s leave and/or employment status. An employee on an approved Family Medical Leave will not be subject to disciplinary action according to unapproved absence policies.

- d. **Benefits and Protections:** While on Family Medical Leave certain benefits accrue based upon Coastal Alabama Community College’s policies. If benefits change during a leave, the employee will be notified of the change and will be affected as if the employee were working.

Upon return from FMLA leave, an employee is entitled to be restored to the same job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, an employee’s use of FMLA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave.

If pay continues, employees will have their monthly premiums deducted as usual. If pay is exhausted, the employee will be billed for their monthly insurance premium(s). The employer portion of health insurance will be paid up to three months. If an employee has exhausted all paid leave, then the Payroll Office will review (on a case-by-case basis) how to manage the payment of premiums for benefit coverage.

- e. **Pay During FMLA:** Accrued sick leave must be exhausted before the employee is entitled to unpaid FMLA leave. Any sick leave accrued and used by an employee which would qualify for FMLA leave will count towards the twelve (12) weeks of unpaid FMLA leave available to the employee. In order to use paid leave, employees must comply with normal paid leave policies.
- f. **Intermittent FMLA:** An employee does not need to use their FMLA leave continuously. Leave may be taken intermittently or on a reduced leave schedule when medically necessary and authorized by the certifying physician. Employees are required to make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies (see Military Family Leave Entitlements) may also be taken on an intermittent basis.

The employee may also be transferred to an alternative position with equivalent pay and benefits that better accommodates the employee’s intermittent or reduced workweek leave schedule than does the employee’s regular position.

- g. **Military Family Leave Entitlements:** Eligible employees with a spouse, son, daughter, parent, or next of kin who is a covered servicemember with a military triggering event may use up to twenty-six (26) workweeks of leave during a single twelve (12) month period to care for the ill or injured servicemember. Leave to care for ill or injured servicemembers, when combined with other FMLA-qualifying leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.

- h. **Returning to Work / Fitness for Duty:** Employees will be reinstated to the same job or an equivalent position upon completion of FMLA leave, except where denial of restoration is permitted by the FMLA. If an employee has exhausted all available leave and is still unable to return to work, the employee will no longer have any job restoration rights under FMLA. However, the Human Resources Office will review each case to determine whether the employee may be eligible for rights and protections under other laws or College policies.

When leave is taken for the employee's own serious health condition, they are expected to return to work when released by a licensed health care provider. The employee is required to provide a fitness-for-duty certification before returning to work. The fitness-for-duty certification must be signed by a health care provider and should contain any work restrictions imposed by the medical provider. In some cases, it may be necessary for an employee to be evaluated by the College medical provider prior to the employee returning to work, at the College's expense.

i. **Additional Information:**

1. If an employee suffers an on-the-job injury, and they are eligible, any absences due to the injury may qualify for FMLA leave. FMLA will run concurrent with any time off for an on-the-job injury.
2. Separation of employment may occur if the employee fails to return from leave at the time agreed upon (barring circumstances, which required an extension of available leave) or if they are found to have taken leave on a fraudulent basis.
3. If an employee's performance appraisal date would occur during the leave period, a performance evaluation will be conducted upon return. Full-time regularly scheduled employees will continue accruing annual leave during FMLA leave, and it must be used while the employee is out on leave consistent with college policy.
4. Employees are prohibited from accepting or continuing employment elsewhere, including self-employment, or from working elsewhere while on FMLA.

3. **Maternity Leave:** A full-time employee and Salary Schedule H employees will be granted up to a maximum six (6) consecutive calendar months of maternity leave without pay for birth or adoption of a child. All accrued leave including compensatory leave unless in FMLA status must be exhausted before an employee is entitled to request unpaid maternity leave.

- a. **Use of Maternity Leave:** Each full-time employee and Salary Schedule H employees are entitled to a maximum of six (6) months of maternity leave without pay for the birth or adoption of a child. In addition, or as an alternative, an employee may use accrued sick leave. Accumulation of sick leave will continue while employee is on paid sick leave. Accumulation of sick leave will not continue while employee is on unpaid maternity leave. An employee taking leave to stay at home after placement of an adopted child or foster child is not eligible for paid sick leave; however, all provisions of the Family and Medical Leave Act will be followed as they relate to leave occurrences for individuals meeting the eligibility requirements. Time spent on unpaid maternity leave should not be counted in computing the amount of time worked during a given academic year. The maximum designation is intended to apply exclusively to unpaid maternity leave. Therefore, any paid leave taken by an employee for maternity purposes will not reduce the maximum amount of one year of unpaid maternity leave which the employee may also take.

4. **Personal Leave (Unpaid):** The Chancellor may grant up to six (6) months of personal leave without pay to a full-time or Salary Schedule H employees on the written request of the President to the Chancellor based on special circumstances. Such request will state that the leave without pay will not hamper the normal routine operation of the institution. The tenure status of persons on personal leave without pay will not be affected.

5. **Victims' Economic Security and Safety Act (VESSA) Leave:** The Victims' Economic Security and Safety Act (VESSA) allows eligible employees unpaid leave to address domestic or sexual violence by seeking medical attention or counseling for injuries or psychological trauma, to obtain victim services, to relocate, to seek legal assistance, or to participate in a related court proceeding. Under VESSA, the eligible employee who is a victim of domestic or sexual violence or who seeks to address this type of victimization will not be discharged or otherwise discriminated against.

Leave taken under this policy does not create a right for unpaid leave that exceeds the time allowed under, or in addition to the leave permitted by, the Family and Medical Leave Act (FMLA).

- a. **Use of VESSA Leave:** An eligible employee who is a victim of domestic or sexual violence or has a family or household member who is a victim of domestic or sexual violence, may take up to a total of 12 workweeks of unpaid leave from work during any 12-month period to address the domestic or sexual violence.
- b. **Intermittent VESSA Leave:** Employees may also have the opportunity to take intermittent leave or work a reduced schedule.
- c. **Pay and Benefits on VESSA Leave:** Employees may elect to substitute available paid leave for an equivalent period of unpaid leave. During the leave, the employee's group health plan benefits will continue.
- d. **Periodic Reporting:** Employees on leave are expected to report periodically to the manager/supervisor on the status and their intention to return to work.

- e. **Confidentiality:** A request for leave under this policy will be kept confidential to the extent possible (i.e., limited to those with a need to know). Employees who share confidential information with their coworkers should not expect confidentiality.

Procedures(s):

FMLA Leave Request Procedures

(not related to The Support for Injured Service Members Act of 2007)

1. Employee reviews Unpaid Leaves and Time Off Policy (FMLA section) and ACCS [Board Policy 611.01](#) and [Chancellor's Procedures 611.01](#).
2. Eligible employee requests FMLA leave by completing the Leave of Absence Request Form and returning it to the Human Resources Office at least thirty (30) business days prior to the anticipated leave date. In cases of emergency, contact the appropriate supervisor as soon as possible. All current call-in procedures must be followed. If the circumstances change such that the amount of leave needed changes, the employee must provide notice of the change to the supervisor within two (2) business days.
3. Upon notification or knowledge of an FMLA leave, the Human Resources Office provides the employee with the following:
 - Notice of Eligibility and Rights & Responsibilities Form, and
 - Certification of Health Care Provider for Employee's Serious Health Condition Form (if applicable) and a copy of the employee's job description (if applicable), or Certification of Health Care Provider for Family Member's Serious Health Condition (if applicable).
4. The Certification of Health Care Provider for Employee's Serious Health Condition Form or Certification of Health Care Provider for Family Member's Serious Health Condition Form must be completed by a physician and returned to the Human Resources Office within 15 calendar days. If the certification is not returned in the 15 calendar days, the leave may be denied.

An employee's failure to submit the required FMLA forms (including, but not limited to, the certification forms) may result in delay and/or denial of FMLA leave rights. Additionally, an employee's failure to cooperate with Coastal Alabama in the submission of requested information may result in denial of benefits for which the employee may otherwise be eligible.

If the College has reason to doubt the employee's initial certification in support of a leave due to a serious health condition, Coastal Alabama may (a) contact the employee's healthcare provider in an effort to clarify or authenticate the initial certification to the extent allowed by applicable law; and/or (b) require the employee to obtain a second opinion by an independent provider designated by Coastal Alabama, at the College's expense. If the initial and second certification differ, a third and final, binding certification may be sought, at the College's expense.

5. Upon review of all documentation, the Human Resources Office provides the employee with a Designation Notice and informs the appropriate supervisor of status of the FMLA request within five (5) business days.
6. The Human Resources Office monitors the leave and provides necessary information to the employee's supervisor.
7. The employee may be required to provide periodic recertification supporting the need for leave and may be required to report periodically on the leave status and intent to return to work.
8. The employee is responsible for following absence procedures related to the submission of time off.
9. In the case of intermittent leave, employee is responsible to coordinate leave with the employee's supervisor and the Human Resources Office to avoid interrupting the department's operations or student's academic environment, including the reporting of intermittent leave to the supervisor and the Human Resources Office.

NOTES:

1. *The College reserves the right to place an employee on FMLA, if they meets the requirements of eligibility for FMLA.*
2. *FMLA runs concurrently with paid time off (such and sick and annual leave), meaning, paid time off is taken at the same time as FMLA. In addition, all paid time off must be exhausted prior to FMLA becoming unpaid leave.*

FMLA Leave Request Procedures

For 1) a covered family member's active duty or call to active duty in the Armed Forces or 2) to care for an injured or ill service member

1. Employee reviews section Unpaid Leaves and Time Off Policy (FMLA section) and ACCS [Board Policy 611.01](#) and [Chancellor's Procedures 611.01](#).
2. Eligible employee requests FMLA leave by completing the Leave of Absence Request Form and returning it to Human Resources at least thirty (30) business days prior to the anticipated leave date. In cases of emergency, contact the appropriate supervisor as soon as possible. All current call-in procedures must be followed.

NOTE: If the circumstances change such that the amount of leave needed changes, the employee must provide notice of the change to the supervisor within two business days.

3. Employee requesting this type of FMLA leave must provide notice with an explanation of the reason(s) for the needed leave to Human Resources.
4. Leave may commence as soon as the individual receives the active-duty orders or other documentation issued by the military.
5. If the leave is foreseeable, the employee must provide a written request for leave and reasons(s) to Human Resources.
6. The College will provide individual notice of rights and obligations to each employee requesting leave as soon as practicable.

VESSA Leave Request Procedures

1. Employee reviews section Unpaid Leaves and Time Off Policy (VESSA section) and ACCS [Board Policy 611.01](#) and [Chancellor's Procedures 611.01](#).
2. Employees must provide their supervisor with at least 48 hours' advance notice of the intention to take the leave, unless providing such notice is not practicable. Supervisors may require that the employee provide certification of such services.
3. Employee must complete a Leave of Absence Request Form, include the specified period of leave, and include supporting documentation (e.g., restraining order, court order, police report, etc.), if such documentation is available. In emergency situations, documentation may be provided at a later date.

NOTE: Coastal Alabama reserves the right to restrict leave or the duration of leave if the absence would be detrimental to the College or department.

All Other Unpaid Leaves Request Procedures

1. Employee reviews section Unpaid Leaves and Time Off Policy and ACCS [Board Policy 611.01](#) and [Chancellor's Procedures 611.01](#).
2. Eligible employee requests leave by completing the Leave of Absence Request Form and returning it to Human Resources at least thirty (30) business days prior to the anticipated leave date. In cases of emergency, contact the appropriate supervisor as soon as possible. All current call-in procedures must be followed.

Returning to Work for All Leaves of Absence Procedures

1. The employee is required to contact the Human Resources Office prior to their return to work. If the leave is for the employee's own serious health condition and is used on other than an intermittent basis, the employee will be required to provide the Human Resources Office with a certification from their health care provider stating that they are able to resume working.
2. Depending on the medical condition and how it relates to the ability to perform the essential functions of the position, employee may be required to complete a return-to-work physical at the College's selected provider at the College's expense.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.

10.07 Performance Management

Original Approval: 04/01/2022

Last Updated: 07/15/2024

Last Reviewed: 07/15/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to comply with Alabama Community College System (ACCS) policy related to Performance Evaluations.

The purpose of the performance management policy is as follows:

- To ensure that employee performs work that accomplishes the business needs of the College;
- The employee's work aligns with the strategic goals of their department and the organizational values of the College;
- The employee clearly understands the quality and quantity of work expected and receives ongoing information about how effectively they are performing relative to expectations; and
- The employee is provided opportunities for professional development.

Performance information is one consideration in making personnel decisions such as upgrades, disciplinary actions, layoff determinations, and salary increase eligibility.

Scope:

This policy applies to all Coastal Alabama Community College employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Performance Improvement Plan (PIP): The written document(s) used to describe any action in the Performance Management Process, from employee counseling through employee dismissal. The supervisor uses the PIP to describe the performance or behavioral issues, outline specific improvements that are needed, and provide a timeframe for improvements to be made.

Details:

1. **Performance Evaluations Schedule:** Performance evaluations are conducted for all employees annually. The evaluation period for all employees is July 1 – June 30. Full-time and adjunct instructors receive student evaluations at the end of each term.
2. **Annual Performance Evaluations:** To demonstrate the overall effectiveness of the College's employees, Coastal Alabama Community College evaluates its employees on an annual basis regarding their achievement of performance objectives. The College has implemented an evaluation system whereby each employee is evaluated at least annually by a supervisor with appropriate education and experience. Supervisors submit annual evaluations using the evaluation tool in NEOED.
 - a. **Adjunct Instructors:** Evaluated a minimum of one time annually. Annual evaluation of adjunct instructors may include additional instructional related items such as: classroom observations, adherence of instructional policies, and classroom management. A supervisor, Program Director, or Division Chair may evaluate an adjunct instructor. **NOTE:** classroom observations are conducted the first year of employment and every three years thereafter or more often, as needed. Classroom observations may be in person or virtual.
 - b. **Full-Time Instructors:**
 1. Non-probationary full-time instructors are evaluated at a minimum of one time annually.
 2. Probationary full-time instructors are evaluated a minimum of one time annually and more often as determined by the division or department chair.
 3. Annual evaluation of full-time instructors includes additional instructional related items such as: classroom observations, adherence of instructional policies, and classroom management.
 - c. **Full-Time Staff:**
 1. Annual evaluation of full-time supervisors includes additional supervisory related items such as supervisor leadership and employee management.
 - d. **Performance Reviews for New Full-Time Hires:** Full-time employees hired between July 1 and December 1 of the current performance evaluation cycle will receive a performance evaluation. Employees hired between December 1 and June 30 of the current performance evaluation cycle will not receive a performance evaluation until the next performance evaluation cycle.
 - e. **Use of a Performance Improvement Plan During an Evaluation:** Performance evaluations with an overall score evaluation of "Does Not Meet Expectations" requires the completion and implementation of a Performance Improvement Plan (PIP).
 - f. **Evaluations During a Leave of Absence:** Employees will not be evaluated while off work due to a leave of absence. If an employee is on a leave of absence when their evaluation is due, the employee will be given an evaluation upon return from leave.
 - g. **No Guarantee of Future Employment:** Receipt of a satisfactory performance evaluation will not constitute an assurance of continuing employment.
3. **Performance Improvement Plan (PIP):** The purpose of the Performance Improvement Plan (PIP) is to help supervisors and employees address and resolve performance or behavioral issues through a documented review process.

- a. **Use of a PIP:** A Performance Improvement Plan (PIP) may be used as part of the disciplinary process due to concerns with performance and/or behavior. Coastal Alabama reserves the right to implement progressive discipline at any step in the Performance Improvement Plan (PIP) process if evidence supports the employee is not meeting satisfactory progress or if the employee's performance and/or behavior is such that discipline is warranted.
- b. **PIP Structure:** A PIP is a structured communication tool designed to facilitate constructive discussion between the employee and the Supervisor. An effective PIP will accomplish the following:
 - Specifically identify the performance to be improved or the behavior to be corrected;
 - Provide clear expectations and metrics about the work to be performed or behavior that must change;
 - Identify the support and resources available to help the employee make the required improvements;
 - Establish a plan, with an identified time frame, for reviewing the employee's progress and providing feedback to the employee for the duration of the PIP; and
 - Specify possible consequences if performance standards as identified in the PIP are not met.
- c. **Common uses for the PIP:**
 - To correct workplace behaviors affecting performance, productivity, or staff relationships;
 - To document a training or mentoring plan as part of an annual review; and
 - To provide employees an opportunity to correct a situation rather than implementing a more serious step in the corrective action process.

A basic principle with all performance management efforts is the notion that taking action early is better than waiting. If an employee is placed on a PIP, both the employee and supervisor should meet regularly to discuss progress. The desired goal of any improvement plan is to prevent performance issues from getting worse and to retain the employee as a valuable member of the Coastal Alabama community.
- d. **Retention of Performance Improvement Plan (PIP):** Refer to the Employee Discipline Policy.



Procedures(s):

Performance Evaluations Procedures

1. **Course Evaluations (Full-Time and Part-Time (Adjunct) Instructors):** Student course evaluations are completed by students at the end of each term and are deployed separately from the NEOED Annual Performance Evaluation cycle.
2. **Annual Performance Evaluations (Full-Time Employees):** All full-time employees are to have an annual performance evaluation conducted by their immediate supervisor. Performance Evaluations are consistent with ACCS policy and are conducted in NEOED Perform. The evaluation documents the employee's performance as demonstrated during the prior year. Annual Performance Evaluation Procedures include the following:
 - a. Supervisor receives a Task notification email from NEOED Perform to begin the Evaluation Cycle. Supervisor and employee complete the goal section of the Performance Evaluation Form. Goals for the upcoming year should be aligned with the College's strategic objectives. **NOTE:** The supervisor (in collaboration with the employee) may enter goals or assign the employee task(s) in NEOED Perform. Goals for the upcoming year may be aligned with the College's strategic objectives.
 - b. Supervisor completed a mid-year check in (December).
 - c. Supervisor completes the Evaluation Rating Section of the NEOED Perform evaluation for each direct report by due date.
 - d. The After Ratings section is completed by the following individuals (see example from NEOED below):
 1. Manager's manager reviews and signs the evaluation.

2. Manager (aka Supervisor) reviews and signs the evaluation.

After Ratings

	Approval & Signature Manager's Manager	Step Due Date 0 Days before Evaluation due date	Step is required Yes
	Approval & Signature Manager	Step Due Date 0 Days before Evaluation due date	Step is required Yes

- e. The supervisor schedules individual performance evaluation meetings with each employee to review and discuss the employee's performance evaluation.
- f. The employee acknowledges the evaluation. If an employee refuses to sign the evaluation, it will be noted on the evaluation.
- g. The final signed Performance Evaluation Form is placed in the employee's personnel file.
- h. If an employee disputes the performance appraisal, then the employee may submit a written statement detailing their position to be attached to their final performance appraisal.

Performance Improvement Plan (PIP) Procedures

1. When a performance and/or behavior issue arises, the supervisor must define the performance or behavior problem by the following:
 - a. Identifying each performance or behavior issue that requires improvement. Each issue must be identified in a separate statement.
 - b. Each statement(s) must be supported by appropriate documentation or by providing specific examples to identify areas of improvement.
2. The supervisor discusses the concern with their immediate supervisor and the Human Resources Office prior to placing an employee on a performance improvement plan (PIP).
3. After approval of the Human Resources Office and their immediate supervisor, the supervisor completes the Performance Improvement Plan (PIP) Form. The PIP must include the following:
 - a. Defining the task, skills and/or behaviors where improvement is required including details of incidences of performance and/or behavioral issues;
 - b. Establishing the priorities of the areas requiring improvement including the 1) frequency of the occurrence(s), 2) relationship to all aspects of the position, and 3) further consequences if objectives are not met; and
 - c. Identifying the standards upon which performance will be measured for each area requiring improvement ensuring that expectations are both reasonable and attainable.
4. The supervisor meets with the employee and describes the performance along with examples as evidence. The meeting includes the discussion of the following:
 - a. Performance and/or behavior issues identified;
 - b. An appropriate action plan that specifies how the performance and/or behavior standards will be met;
 - c. Specific training and any other resources or support that will assist the employee to meet the standards;
 - d. Short- and long-range goals and timetables for accomplishing change in performance/behavior with the employee that are reasonable and attainable. Review dates that includes:
 - Monitoring goals by employee and supervisor;
 - Measurement of performance against the established standards;
 - Documented results of each meeting.
5. Supervisor conducts a final evaluation of the Performance Improvement Plan (PIP) at the end of the time period established in the PIP. The supervisor includes final comments in the PIP documentation including the following:

- a. The status of the PIP (successfully completed, adjustments to the plan, extension of deadlines, consequences implemented if PIP expectations were not met); and
 - b. If conditions of PIP are met, the supervisor notifies the employee of the status.
 - If met, the employee should be notified and removed from the plan.
 - If not met, the supervisor will proceed in the following manner:
 - Continue the existing plan.
 - Amend or extend parts of the plan.
 - Apply corrective action following the procedures of the Employee Discipline Standard Operating Procedure (SOP).
6. The supervisor supplies the Human Resources Office with a copy of the PIP and all supporting documentation.

Additional Provisions / Information:

Refer to the Employee Discipline Policy.

10.08 Pay and Salary Administration

Original Approval: 04/01/2022

Last Updated: 02/19/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to maintaining salaries that are in compliance with all applicable laws and regulations. In addition, Coastal Alabama Community College in in compliance with Alabama Community College System (ACCS) Board Policies [602.04](#), [602.05](#), [603.01](#), [606.03](#), [606.04](#), [606.05](#), [606.08](#), and [606.09](#).

The Human Resources Office is responsible for policy guidance and administration of its pay programs.

Scope:

Policies in this section vary depending upon employment group. Refer to each section for additional information.

Definitions:

Full-time employee: For the purpose of this standard, a full-time employee is 1) paid through the payroll office and 2) Per the Student's First Act, include adult bus drivers and other employees whose duties require 20 or more hours in each normal working week of the school term, excluding holidays that are recognized by the employer.

Details:

1. Compensation Program:

- a. **Scope of Compensation Program:** Coastal Alabama Community College's compensation program covers all employees. The College complies with the Equal Pay Act, the Fair Labor Standards Act, and all other applicable laws concerning employee compensation.
- b. **Base Pay:** Base pay is the monthly compensation an employee receives in their paycheck.
 1. The Chancellor will submit to the Board of Trustees an annual Salary Schedule for Alabama Community College System institutions. Salary Schedules for administrative and support staff are based on 260 days.
- c. **Initial Placement on the Salary Schedule:** Initial placement on the Salary Schedule is based upon years of relevant full-time work experience. Ratio of relevant full-time work experience to years of experience on the Salary Schedule for initial placement is 1:1. The new hire must provide the Human Resources Office with Verification of Employment (VOE) Forms completed by the former employer within 60 calendar days of the hire date to be considered as part of the salary placement. Failure to provide VOE Forms by the due date will result in reduction in initial salary placement.
- d. **Base Pay Increases:** Adjustments to base pay, if any, for eligible employees are normally effective the first regular payroll in September.
- e. **Employees at Maximum of Salary Schedule:** Employees who reach the maximum of their salary range are frozen at that salary until such time as the salary ranges are adjusted by the Alabama Community College System.

- f. **Adjunct Instructor Pay:** This section applies to employees teaching credit courses on a part-time basis.
1. **Adjunct Instructor Base Pay:** Adjuncts are either paid the current per credit hour rate for those who teach a course or paid an hourly rate as reflected in the Local Part-Time Salary Schedule. Payments are divided into four direct deposits per semester for fall and spring semesters. Pay is hourly for adjunct faculty who assist with labs and clinicals and time sheets. Hourly pay is collected from the 21st through 20th of each month with payment at the end of each month.
 2. **Adjunct Instructor Pay Schedule:** Adjunct Faculty are paid using the schedule below, at the end of each month, with the regular payroll cycle. The pay schedule is as follows:

Spring semester: Full term - 4 payrolls February, March, April, May

Term 1 - 2 payrolls February, March

Term 2 - 2 payrolls April, May

Summer semester: Full term - 3 payrolls June, July, August

Term 1 - 2 payrolls June, July

Term 2 - 2 payrolls July, August

Fall semester: Full term - 4 payrolls September, October, November, December

Term 1 - 2 payrolls September, October

Term 2 - 2 payrolls November, December

g. **Full-Time Instructor Pay:**

1. **9-Month Instructor Contracts:** All full-time Schedule D employees (excluding Program Directors, Division Chairs, and Librarians) will have an annual 9-month contract. These contracts are based on 175 workdays. Contracts begin with the Fall semester through the end of Spring semester. Employees hired mid-year will have a prorated contract based on the remaining days in the school year and an adjustment will be made to their first check so that future checks will be the same amount.

Nine-month contracts may be distributed out over 9 months (September – May) or 12 months (September – August). Each year, faculty will have the option to choose their pay distribution of their 9-month contract. Employees hired mid-year will automatically be placed on the remaining months of the 9 months' pay option.

Employees choosing to be paid over the 9 months' pay option are responsible for contacting the payroll office to revise optional deductions should they not work during the summer months. PEEHIP insurance premiums and any other voluntary deductions are the responsibility of the employee. Payments may be paid directly to third party vendors.

2. **12-Month Instructor Contracts:** Program Directors, Division Chairs, and Librarians will have a 12-month contract. Twelve-month contracts are based on 229 workdays.
3. **Summer – 3-Month Contracts:** Full-time Schedule D employees will have first option (over part-time or temporary employees) for employment in the summer term provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; (4) the employee meets the criteria of the institution's local summer policy; and (5) instructors may be given priority for summer teaching only in courses taught by the employee in the most recent fall and/or spring semesters. Seniority and qualification may be used in considering summer course assignments.

Summer contracts are based on 54 workdays and are paid in 3 distributions – June, July, and August.

- h. **Full-Time Instructor Overloads:** Full-time Schedule D employees may receive overload compensation for additional workload beyond the standard full-time workload. Overload work is paid on the same schedule as Adjunct Instructor.
2. **Adjustments to Base Pay:** This section applies to all Coastal Alabama Community College employees.
- a. **Downgrades:** A downgrade may occur when a staff member applies for a position in a lower salary pay scale. The employee's salary may be adjusted based upon the placement at hire procedure.
 - b. **Lateral Move:** A lateral move is when an employee applies for a vacant position in the same salary pay scale as their current position through the recruitment for a vacant position procedure. There is no salary adjustment for a lateral move. For full-time positions, benefits earned in the previous position will be carried over to the employee's new position and will continue to accrue.
 - c. **Reorganizations:** Refer to ACCS [Board Policy 602.05](#) and [Chancellor's Procedures 602.05](#).

Reorganizations are modifications to positions that both currently exist at the institution and have been filled previously through a regular search process. Reorganizations may involve shifting duties that currently exist within positions at the College or adding new duties to a current position at the College. The reorganization may include changes of title, Salary Schedule placement, job duties, base campus/ location, or level of responsibility, but it cannot create a fundamentally new position or an entirely new set of duties or responsibilities.

Reorganizations require written approval of the Chancellor before implementation, including any changes to salaries.

- d. **Step Increases on Salary Schedule:** All full-time employees in positions on Salary Schedules B, C, D, and E who have completed the step increase milestone as of September 1 will automatically receive an increase in base salary to the next applicable step as of September 1.

Employees who reach the maximum of their salary grade will not receive an increase to the base salary until such time as the salary range is adjusted through cost-of-living adjustment.

- e. **Supplemental or Extra Duty Pay:** Refer to ACCS Board Policy 606.05.

Adjustments to base pay outside of the annual increase are not automatic. All supplemental or extra duty pay is designated by the College President.

- f. **Upgrade (Applying for a Vacancy in the Same or Higher Salary Schedule/Grade):** An upgrade advances an employee to a higher salary range or from one authorized position to another higher-level position either through job posting or reorganization.
1. Upgrades are generally made through the job posting process and the employee's salary may be adjusted based upon the initial placement at hire procedures.
 2. For full-time positions, benefits earned in the previous position will be carried over to the employee's new position and will continue to accrue.
 3. An employee wishing to apply through the job posting must apply for the position online when a vacancy is posted. The employee will be evaluated against other applicants using the standard recruitment process. The employee's performance and discipline history may also be considered.
- g. **Transfers (Internal):** Refer to ACCS [Board Policy 602.04](#) and [Chancellor's Procedures 602.04](#).
1. The President is responsible for all internal College transfers and is responsible for complying with Alabama's Students First Act found at Alabama Code §16-24C-7.
 2. The President has the authority to transfer or reassign any employee, at any time, as the needs of the College require, to any position or work location within the College, which the employee is qualified.
 3. Transfers are appropriate as permitted under the Students First Act or when moving an existing College employee to a previously existing college position.
 4. Internal posting rules are appropriate and may be used for transfers.
 5. Notice must be provided to affected employees as stated in the Students First Act.

3. **Overtime Pay:** Refer to ACCS Board Policy 610.01. Overtime is all authorized hours by a non-exempt employee in excess of 40 hours during a workweek.

In calculating overtime for full-time non-exempt hourly employees, the workweek begins on Sunday and ends on Saturday. Overtime hours are calculated based on hours worked and exclude sick, annual leave, or holiday hours during a work week. Hours paid during a scheduled shutdown are not considered hours worked and will not be part of the calculation of overtime.

Non-exempt employees are not permitted to work over 40 hours in one week, unless expressly required and approved by a supervisor. Employees required and approved to work overtime will be compensated at the rate of one and one-half times their regular hourly base rate for each overtime hour worked unless compensatory time is awarded instead. Employees who work overtime without authorization will be subject to disciplinary action.

Averaging workweeks to avoid paying overtime is prohibited specifically by the Wage-Hour Law and should not be confused with compensatory time. For example, if an employee works 50 hours during the first week of a pay period, the College cannot work the employee 30 hours the second week to avoid paying overtime.

Non-exempt hourly employees working multiple jobs at the College, which together exceed the 40-hour workweek, will be compensated at the overtime rate that corresponds to the job performed during their overtime hours.

- a. **Compensatory Time and Leave:** Refer to ACCS Board Policy 610.01.
1. **Exempt Full-Time Employees:** Each President has authority on a local level to award compensatory time to exempt full-time employees when that employee physically works over 45 hours in one week if the President chooses to do so. Physical work hours do not include hours awarded for paid leave. If permitted by the President, exempt full-time employees may be awarded straight compensatory time, meaning for every one hour physically worked over 45 hours, the employee may receive one hour in compensatory time. The supervisor of the exempt full-time employee must keep track of all compensatory time earned and the exempt employee must use the time with supervisor approval within 60 days of it being accrued, else it is forfeited. Compensatory time is not paid for exempt employees at the time of separation at the College. When exempt full-time employees do not work 40 hours each week, they are required to take compensatory time or appropriate accrued leave to make up for their failure to work 40 hours. Full-time exempt employees are required to work during the institution's regular business hours unless the employee has express permission from the Supervisor to work outside regular business hours. Exempt full-time employees on Salary Schedule D are excluded from compensatory time and leave eligibility.
 2. **Non-Exempt Full-Time Employees:** Non-exempt full-time employees are not permitted to work over 40 hours in one week, unless expressly required and approved by a supervisor. Non-exempt full-time employees who work over 40 hours without the express requirement and approval of their supervisor will be disciplined. Non-exempt full-time employees are entitled to overtime pay unless compensatory time is awarded instead when they physically work over 40 hours in one week (physical work hours do not include any paid leave time). It is the policy of ACCS that all institutions and entities will award compensatory time rather than overtime to non-exempt full-time employees physically working over 40 hours in one week. Supervisors and non-exempt employees have a duty to work together to ensure that the employee does not work over 40 hours each week, absent emergency. In emergency situations where it is necessary for non-exempt employees to work over 40 hours in one week (and this has been required and approved by the supervisor), non-exempt employees must be given one and one-half hour for every hour physically worked over 40 in compensatory time, meaning if the employee works 44 hours in one week, then the employee receives 6 hours (4 x 1.5) in compensatory time. The supervisor of the non-exempt full-time employee must keep track of compensatory time and the non-exempt employee must use the time with Supervisor approval within a reasonable period of it being accrued (recommend within the next month). Supervisors are responsible for ensuring that compensatory time is being taken by non-exempt full-time employees so that overtime is not required to be paid. Non-exempt full-time employees may not accrue more than 80 hours of compensatory time, and any time over and above 80 hours in compensatory time will be required to be paid as overtime. Compensatory time for full-time non-exempt employees will be converted to overtime and paid at the time of separation at the College.
4. **Final Pay:** Full-time employees who separate from the College will receive their final pay on the next scheduled pay date following the date of termination of employment. Prior to the issue of a final pay, the employee must return all College property to their supervisor. Any such property must be returned in good repair. If the property was lost or damaged as a result of employee negligence or misuse, the employee may be required to reimburse the College for the cost of repair or replacement, either through payroll deductions or other means, as consistent with applicable state laws.

Terminated employees will be paid in full for all earned wages and annual leave (vacation) through the employee's last day worked. No payment will be made for unused accumulated sick leave or personal leave (NOTE: Sick leave is reported to the Retirement System of Alabama (RSA) at retirement, if applicable. Sick leave may transfer to another RSA employer, if applicable). Benefits will cease as of the employee's last day worked.

Refer to the Terminations of Employment (Offboarding) Policy.

5. **Pay Dates:** The pay dates for all employees will be the last non-instructional duty day of each month. December paychecks are usually distributed prior to the Christmas break.
6. **Payroll Deductions:** Coastal Alabama Community College deducts all legally required payroll deductions from an employee's pay. Medicare, federal and state income taxes, and contributions to the Teacher's Retirement System of Alabama (RSA) are appropriately deducted from paychecks according to the applicable law.
 1. **Medicare, Social Security, and Federal Withholdings:** FICA and income taxes are withheld at the applicable state and federal withholding rates. Each employee is required to complete applicable tax withholding forms for federal and state income tax deductions. Should an employee's tax status change, a corrected withholding form must be submitted with the Payroll Office. Employees must ensure that the name on their W-4 matches their Social Security account information.
 2. **Wage Garnishments:** Court-issued wage assignment or garnishments are deducted in accordance with a court order.

A garnishment is a court order requiring an employer to remit part of an employee's wages to a third party to satisfy a just debt. Once the College receives the legal garnishment court order, the College is required by law to continue making deductions from the employee's check until the full amount has been withheld or until the receipt of a court order to stop the garnishment, even if the debt has been paid.

3. **Other Payroll Deductions:** Other deductions are made with the employee's authorization. These deductions may include, but are not limited to, the following: 403(b) contributions, group health premiums, Section 125 flexible spending and dependent care programs, etc.

7. **Wage and Tax Statements:**

- a. **Pay Days / Direct Deposit:** Employees are paid on the last non-instructional duty day of the month. All employee paychecks are directly deposited into their designated bank account(s).

Employees may access current and historical paycheck data and annual salary history both on and off campus through Employee Self Service at https://ssb-prod.ec.accs.edu/PROD/COASTL/twbkwbis.P_GenMenu?name=pmenu.P_MainMnu.

This paycheck data will include hours worked; gross pay; net pay; and all payroll deductions, including tax withholdings.

- b. **Annual W2:** No later than January 31st of each year, employees will be issued a Wage and Tax Statement (W-2) form for the prior year. This statement summarizes income and deductions from the prior year.

Procedures(s):

1. **Pay Adjustments Initiated by Human Resources:**

a. **Salary Placement at Hire:**

- Initial Step Placement on Salary Schedule for All Full-Time Employees: Full-time employees are placed on the Salary Schedule grade in which the vacant position is located as referenced in the job description. The salary step in which the employee is placed is based upon each full year (12 months for Staff, Division Chairs, Program Directors, Librarians, or academic year for Faculty) of full-time relevant work experience the new employee has completed as of the hire date. The new employee must provide Verifications of Employment (VOE's) completed by the former employer for each position in consideration of years of experience for the purpose of salary step placement. Completed VOE's must be submitted within sixty (60) calendar days from the hire date. No further VOE's will be accepted beyond the sixty (60) calendar day deadline and the salary placement after the sixtieth day will be considered final with no option to appeal. NOTE: Exceptions may be made for the 60 calendar day deadline in documented unusual circumstances with the President's approval.

Initial placement on all Salary Schedules will give all community and technical college and Adult Education employees full credit for prior work experience in the public schools, colleges, and adult education programs of Alabama.

NOTES:

- The Salary Schedules are designed to include all personnel except "temporary" support employees, hourly employees working less than twenty (20) hours per week, and part-time instructors.*
 - Employees who work from twenty (20) to forty (40) hours per week but less than fifty-two weeks per year will be paid amounts which equate on a pro rata basis to appropriate salaries contained in Salary Schedules E and H.*
2. Initial Placement on Salary Schedules B, C, and D: Initial placement on Salary Schedules B, C, and D which gives credit for prior experience outside of public education in Alabama must be approved by the Chancellor.

Example: Employee A was hired on Salary Schedule C2, effective June 1. The employees' years of relevant experience are summarized as:

Employer Name	Position Title	Start Date	Start Date	Years' Experience
Employer 1	Title 1	01/01/09	09/30/09	0.7
Employer 2	Title 2	10/01/09	12/31/19	10.3
Employer 3	Title 3	01/01/20	05/31/21	1.4
TOTAL YRS EXPERIENCE	12.4			

Based upon the total years of experience, Employee A would be placed at Step 10 on the C2 Salary Schedule.

3. Initial Placement on Salary Schedules E and H: Initial placement on Salary Schedules E and H, and on local Salary Schedules, which gives credit for prior experience outside of public education in Alabama is within the discretion of the President. However, all initial Salary Schedule placements which give credit for prior experience outside of public education in Alabama must adhere to the following principles:
 - The experience outside of public education in Alabama for which step credit is to be awarded for initial Salary Schedule placement purposes should be directly related to the requirements of the position.
 - The amount of credit that is given, for initial step placement purposes, for experience outside of public education in Alabama, must be consistently applied college wide.
 - New employees are placed on the Salary Schedule identified on the job description.
- b. **Step Increases on Salary Schedule:** All full-time employees in positions on Salary Schedules B, C, D, and E who have completed the step increase milestone as of September 1 will automatically receive an increase in base salary to the next applicable step as of September 1. This automatic increase is generated in the college's Enterprise System.

Example 1: Employee A was hired on August 1, 2007. As of September 1, 2021, he has worked at Coastal 14 years; therefore, he is not eligible for a pay increase to Step 15 until September 1, 2022.

Exceptions to Step Increases:

1. Employees who reach the maximum of their salary grade will not receive an increase to the base salary until such time as the salary range is adjusted through cost-of-living adjustment.
2. A step increase is not warranted for any employee who (1) applies and is hired for a different position within the College during the previous calendar year and (2) the position is on a higher-paying Salary Schedule (example, from E to D or E to C or C to B) or higher-paying scale within a Salary Schedule (from E-4 to E-3 or C-3 to C-2) or the employee receives a higher step on the same scale (moving from step 5 to 10 due to initial placement in new position), and (3) the employee has not been in the most recent position for at least nine months at step increase time.
3. Full-time college employees on leaves of absence for more than three months during the Salary Schedule/Academic Year are not eligible for step increases, unless otherwise required by applicable law.

2. Pay Adjustments Initiated by an Employee:

- a. **Downgrade:** A downgrade occurs when an existing employee applies for a position in a lower salary grade through the position posting procedure. The employee's salary will be adjusted according to the salary grade on the job description. The employee's step placement will be evaluated based upon the ACCS placement guidelines for any new hire.
- b. **Upgrade:** An upgrade occurs when an existing employee applies for a position in a higher salary grade through the position posting procedure. Eligible employees approved for an Upgrade increase will generally receive a base salary increase to salary grade of the position in which the existing employee is current placed, if applicable.
- c. **Lateral Move:** A lateral move is when an employee applies for a position posted in the same salary grade as their current position through the position posting procedure. There is no salary adjustment for a lateral move.
- d. **Faculty Rank Adjustment:** Full-time faculty on the D Salary Schedule may advance in rank upon successful completion of their professional growth plan. Advancements for positions on Salary Schedule D will be based on several components, as listed below:
 1. New full-time faculty will be placed on the "D" Salary Schedule at hire and remain there for at least three years before being considered for advancement within that Level.
 2. Movement within a Level where applicable will be based on successful completion of college credit in the academic discipline the employee teaches from a regionally accredited institution.
 3. When an employee is qualified to advance from one "D" grade to the next within a Level, that employee must submit a completed Employee Change Form accompanied by proper documentation to the appropriate Dean. Official college transcripts must accompany a form, when applicable.
 4. If the Dean approves the requested advancement, the request is presented to the Human Resources Office for review.
 5. If all appropriate documentation is submitted and the employee is eligible for the Salary Schedule advancement Human Resources submits the request and documentation to the President for final consideration. All advancement changes must be made by the beginning of the academic year (but prior to September 1st) requests must be submitted by May 15th to insure time for proper review. Advancements will not be made during the school year.
 6. All degrees applied to level or grade classifications must be earned from institutions accredited by regionally accredited institutions.

- e. **E Salary Schedule Advancement:** Advancements for positions on Salary Schedule E will be based on several components, as listed below:

1. Movement within a Salary Schedule where applicable will be based on **ALL** of these factors:

SALARY SCHEDULE	ADDITIONAL YEARS IN POSITION / GRADE
E1	E1-01 = 3 additional years E1-02 = 0 additional years
E2	E2-02 = 3 additional years E2-03 = 0 additional years
E3	E3-03 = 3 additional years E3-04 = 0 additional years
E4	E4-04 = 3 additional years E4-05 = 0 additional years
E5	E5-05 = 3 additional years E5-06 = 0 additional years

- The employee has been in the position for the additional years referenced in the chart above;
 - The employee has been in the grade for the additional years referenced in the chart above;
 - The employee has received no disciplinary action or performance improvement plan (PIP) in the past calendar year, and
 - The employee has satisfactory job performance (meets expectations or better on most recent performance evaluation).
2. When an employee meets the criteria to advance from one "E" grade to the next within the Salary Schedule, the employee's Supervisor must submit a completed Employee Change Form accompanied by proper documentation to the appropriate Dean or Supervisor. Official college transcripts must accompany a form, when applicable.
 3. If the Dean and Supervisor approve the requested advancement, the request is presented to the Human Resources Office for review.
 4. If all appropriate documentation is submitted and the employee is eligible for the Salary Schedule advancement Human Resources submits the request and documentation to the President for final consideration. All advancement changes must be made by the beginning of the academic year (but prior to September 1st) requests must be submitted by May 15th to ensure time for proper review. Advancements will not be made during the school year.

NOTE: *The employee may not move into a higher Salary Schedule.*

- f. **Adjustment for Obtaining Doctoral Degree:** Staff on Salary Schedules B and C are eligible for an additional \$2,000 per year for obtaining their doctoral degree. Employee must complete an Employee Change Form and submit for review and approval with official college transcripts. Adjustment for earned doctoral degree must be submitted by May 15 for consideration in next fiscal year. Adjustments for earned doctoral degrees are only processed as of September 1 each year.
- g. **President in Charge Designation:** The President may designate an employee on the B Salary Schedule as being "in charge" in the President's absence. The designated employee will receive an additional \$2,000 per year for such designation. Adjustments for "in charge" designation are only processed as of September 1 each year.

3. Pay Adjustments Initiated by a Manager:

- a. **Supplements or Extra Duty Pay:** The President may designate supplements as established in the Board of Trustee's approved Salary Schedules for extra duty pay. The President may designate additional supplements based on unique and compelling circumstances, subject to the Chancellor's written approval. Additional supplements awarded without prior written approval from the Chancellor will be deemed invalid and subject to return. Supervisor must complete and submit an Employee Change Form to Human Resources for consideration and approval.
- b. **Transfers (Internal):** The President is responsible for all internal College transfers and is responsible for complying with Alabama's Students First Act found at Alabama Code §16-24C-7. The President has the authority to transfer or reassign any employee, at any time, as the needs of the college require, to any position or work location within the college, which the employee is qualified. Internal posting rules are appropriate and may be used for transfers. Transfers require written approval of the Chancellor before implementation. A transfer does not necessarily mean salary will be adjusted (refer to Supplements / Extra Duty Pay). Supervisor must complete and submit an Employee Change Form to Human Resources for consideration and approval.

4. Pay Adjustments Initiated by the President:

- a. **Reorganizations:** Reorganizations are modifications to positions that both currently exist at the institution and have been filled previously through a regular search process. Reorganizations may involve shifting duties that currently exist within positions at the College or adding new duties to a current position at the College. The reorganization may include changes of title, Salary Schedule placement, job duties, or level of responsibility, but it cannot create a fundamentally new position or an entirely new set of duties or responsibilities. Reorganizations require written approval of the Chancellor before implementation, including any changes to salaries.
1. **E Salary Schedule Advancement Due to Reorganization:** When a reorganization is approved and an employee is moved from one E Salary Schedule to a higher E Salary Schedule, the Human Resources Office will initiate an E Salary Schedule Advancement to the appropriate grade using the criteria below to determine eligibility:

SALARY SCHEDULE	ADDITIONAL YEARS IN POSITION / GRADE
E1	E1-01 = 3 additional years E1-02 = 0 additional years
E2	E2-02 = 3 additional years E2-03 = 0 additional years
E3	E3-03 = 3 additional years E3-04 = 0 additional years
E4	E4-04 = 3 additional years E4-05 = 0 additional years
E5	E5-05 = 3 additional years E5-06 = 0 additional years

- The employee has been in the position for the additional years referenced in the chart above;
 - The employee has been in the grade for the additional years referenced in the chart above;
 - The employee has received no disciplinary action or performance improvement plan (PIP) in the past calendar year; and
 - The employee's job performance (meets expectations or better on most recent performance evaluation).
2. When an employee is qualified to advance from one "E" grade to the next within a Salary Schedule, the Human Resources Office will complete and submit an Employee Change Form accompanied by proper documentation to the President for approval. Advancements will be processed on the reorganization effective date.

Examples:

- **Example 1:** Employee A is currently on Salary Schedule E3-03. Due to an approved Reorg, Human Resources will request a grade increase to E2-02 because Employee A did not receive an increase as a result of the Reorg, has been in the position and Salary Schedule for 4 years, has had no disciplinary action/PIP and meets expectation on the performance evaluation.
- **Example 2:** Employee B is currently on Salary Schedule E3-03. Due to an approved Reorg, Human Resources will not request a grade increase to E2-02 because Employee B received a written warning disciplinary action/PIP two months prior.

NOTE: *The employee may not move into a higher Salary Schedule.*

Additional Provisions / Information:

Effective Date of Pay Adjustments: Most pay adjustments are effective September 1 each year; however, no wage adjustment will take effect sooner than the 1st of the month following approval.

Notification of Pay Adjustments: All employees will be notified in writing of their pay adjustment and a copy will be placed in the employee's personnel file.

10.09 Standards of Behavior

Original Approval: 04/01/2022

Last Updated: 06/03/2024

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure compliance with Alabama Community College (ACCS) [Board Policy 615.01](#), AL Code 36-25-5, [Code of Alabama Section 16-60-11.4](#), [Section 41-1-5](#), ACCS [Board Policy 205.01](#), [Board Policy 205.02](#), [Board Policy 205.03](#), [Board Policy 205.04](#), [Board Policy 205.05](#), [Board Policy 205.06](#), [Board Policy 615.01](#) and Chancellor's Procedure 615.01, and all other relevant provisions of the Board of Trustees.

In addition, it is the policy of Coastal Alabama Community College to ensure that employee's behavior is professional at all time. Relationships between students and employees as well as relationships between managers and direct reports remain professional and appropriate.

The Human Resources Office is responsible for policy guidance and administration of its pay programs.

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with some items within this policy.

Definitions:

Relatives: Any person within the fourth degree of affinity or consanguinity (aka kinship) of a public employee. For the purpose of this policy, this includes either birth or marriage a parent, child, spouse, brother, sister, grandparent, grandchild, mother in-law, father in-law, daughter in-law, son in-law, great grandparent, great grandchild, uncle, aunt, niece, nephew, grandparent in-law, brother in-law, sister in-law, grandchild in-law, great-great grandparent, great aunt, great uncle, first cousin, grandniece, grandnephew, great grandparent in-law, aunt in-law, uncle in-law, first cousin in-law, niece in law, nephew in-law, and great grandchild in-law.

Secondary Employment: The term used to describe any additional employment in which a College employee is engaged outside of Coastal Alabama Community College and it may be paid or unpaid employment.

Details:

1. **Civility:** Coastal Alabama Community College encourages and promotes an environment of civility and mutual respect among its diverse employees and students. All employees and students are expected to treat one another in a respectful manner with civility, integrity, and consideration. Each individual is expected to have respect for the dignity and needs of all people, regardless of whether they are peers, students, or visitors with whom we interact.

College employees and students are expected to avoid behavior on or off campus or during College activities that substantially interferes with and creates an intimidating, hostile College environment (including the use of technology). Examples of these behaviors may include, but are not limited to, the following:

- Bullying - e.g., any conduct reasonably perceived as being malicious, intimidating, hostile, humiliating, threatening, disparaging, likely to evoke fear of physical harm or is motivated by bias or prejudice based upon any actual/perceived characteristic. This includes comments, insults, gestures, graphics, written statements, or physical acts (including, but not limited to, the use of electronically transmitted acts to cyberbully by way of cell phone, computer, or wireless handheld device);
- Screaming and yelling with an intent to humiliate or intimidate;
- Cursing at individuals in anger or with an intent to humiliate or intimidate;
- Insulting or name calling;
- Insubordination; and
- Retaliatory actions.

2. **Conflict of Interest:** Honesty and professional integrity are expected of all employees. It would be a serious violation of this trust if the interests of any institution under the direction and control of the Alabama Community College System Board of Trustees were to be disregarded or compromised in the course of performing professional duties.
 - a. **Use of Position for Personal Gain:** The use of official position and influence to further personal gain or that of families or associates is unacceptable behavior and a violation of the Alabama State Ethics Law.

All College employees have the right to acquire and retain status of a professional, personal, or economic nature. In a community as diverse and complex as the institutions that comprise the Alabama Community College System and Coastal Alabama Community College, there is always the possibility that the pursuit of individual interest may result in a conflict with those of the College. This places an important responsibility on faculty and staff to recognize potential conflicts and prevent them. It is not expected that every employee will have a complete and current knowledge of the laws and regulations that apply to conflict of interest. However, all persons, particularly those with significant exposure to potential conflict of interest situations, should develop a sensitivity to this issue and seek guidance when appropriate.

- b. **Independent Research and/or Consulting Services:** Full-time employees of the College may, with the approvals described below, contract to perform independent research or to furnish services as a consultant, or both, provided that such activity: (a) does not interfere with the performance of other responsibilities as a college employee; (b) is limited in time; (c) is compatible with the interests of the College; and (d) does not require use of College resources or facilities.

Because of the great variation in the nature of employee expertise and outside activities, it is difficult to establish specific rules or time allocations for outside consulting activities. It is the responsibility of the employee, Department or Division Chair, Instructional Officer, or Supervisor to exercise judicious oversight and control of consulting activities so that no College functions, policies, or procedures are neglected. Written prior approval to participate in any outside consulting activities will be obtained from the President through the appropriate Department or Division Chair, Instructional Officer, or Supervisor. Activities which will be exempt from the requirement for prior approval include those things which, assuming they do not constitute a conflict of interest or conflict of commitment, are generally recognized as professional responsibilities, are limited in time, and do not involve the use of institutional resources. Examples of such activities might include the following: (a) participation in uncompensated manuscript review, grant/contract review, or academic program review; (b) uncompensated professional studies or services for not-for-profit entities; and (c) occasional compensated or uncompensated seminars, presentations, or performances for civic groups or at schools, colleges, universities, research institutes, or for-profit businesses.

All other external consulting activities which draw upon the knowledge and skill of an employee require prior approval. Such compensated activities usually will include, but are not limited to the following: (a) one-time or multiple visits to a business for the purposes of offering advice and counsel; (b) carrying out investigations or studies which are not institutional grants or contracts; (c) a series of non-institutional lectures or performances; (d) serving as an expert witness; (e) rendering other specific professional services.

3. Nepotism:

- a. The Nepotism Statute (Code of Alabama Section 41-1-5) takes precedent over all Alabama Community College System Board policies regarding employment.
- b. No President will employ any relative within the fourth degree of kinship by either birth or marriage to work in the institution, and any relative of a President within the aforementioned relationship now employed in the institution as of August 1, 2013, will not be assigned to any position which reports directly to the President, or in which the employee makes final decisions concerning the expenditure of funds.
- c. No officer or employee of the state or of any state department, board, bureau, committee, commission, institution, corporation, authority, or other agency of the state will appoint, or enter a personal service contract with, any person related to him or her within the fourth degree of affinity or consanguinity to any job, position, or office of profit with the state or with any of its agencies.
- d. Any person within the fourth degree of affinity or consanguinity of the agency head or appointing authority, the appointing authority's designee, deputy director, assistant director, or associate director will be ineligible to serve in any capacity with the state under authority of such an appointment, and any appointment so attempted will be void. The provisions of this section will not prohibit the continued employment of any person who is employed as a public employee as of August 1, 2013, nor will it be construed to hinder, alter, or in any way affect normal promotional advancements under the state Merit System for the employee.
- e. Any person within the fourth degree of affinity or consanguinity of a public employee will not be the immediate supervisor for or in the chain of command of, or participate in the hiring, evaluation, reassignment, promotion, or discipline of, the public employee within any state department, board, bureau, committee, commission, institution, corporation, authority, or other agency of the state.

- f. Whoever violates this section is guilty of a misdemeanor and will be punished by a fine not to exceed five hundred dollars (\$500) or by imprisonment not to exceed one year, or both. A willful violation of this section will subject the public employee and the person or persons within the fourth degree of affinity or consanguinity of the public employee to disciplinary action, up to and including separation from state service.
 - g. This section will not apply to any city or county board of education.
4. **Non-Fraternization / Romantic Relationships:** Relationships vest considerable trust in the employee, manager, or person who bears authority and accountability as a mentor, educator, evaluator and/or manager. The unequal institutional power inherent in these relationships heighten vulnerability and the potential for coercion.
- a. **Non-Fraternization / Romantic Relationships Between Employee and Students:** Faculty and staff must avoid sexual or inappropriate relationships with students over whom they have or might reasonably expect to have direct pedagogical or management responsibilities, regardless of whether the relationship is consensual. Conversely, a faculty and/or staff employee must not directly supervise any student with whom he or she has a sexual relationship.
 - b. **Non-Fraternization / Romantic Relationships Between Manager and Direct Report(s):** Managers are prohibited from having sexual or romantic relationships with any employee within their chain of command or with whom they might reasonably expect to have management responsibilities, regardless of whether the relationship is consensual. Violation of this policy is considered serious misconduct and is cause for immediate termination of employment.
5. **Personal Decorations:** The College allows employees to display personal decorations or items in their work areas as long as the item is not offensive to a reasonable person. Examples of acceptable items or decorations may include family photographs, cartoons of a tasteful nature, small plants, and similar items. Examples of prohibited items may include sexually explicit material, profanity, or other material, which is derogatory. Supervisors are responsible for determining if personal items are or are not appropriate in the workplace.

Certain areas within the College have more contact with customers and other non-employees, and the College reserves the right to restrict the display of personal items in such areas.

6. **Secondary Employment (Outside Employment / Activities):**

- a. College employees are expected to fulfill their duties and responsibilities with regard to their position at the College. No full-time college employee is to accept regular employment that may interfere with their responsibilities to the College or be in conflict with the mission and goals of the College and/or in conflict with their employment. College employees will inform the President in writing through the appropriate Department or Division Chair, Instructional Officer, or Supervisor by September 1, prior to acceptance of or continuation of outside employment that is in conflict with this policy.
 - b. Employees will not engage in any employment or other business activity on behalf of any person or entity other than the College, which includes but is not limited to, consultative employment, without informing the College in advance of such outside activity and, if known, the working days and hours of such outside activity. Employees will not engage in any outside employment or other outside business activity that would (1) disrupt or interfere with operations of the College, (2) directly compete with the College, (3) impose additional financial burden on the College, (4) violate the Alabama Code of Ethics for public employees (as set forth in the Code of Alabama), or (5) considered of a nature, character, or subject matter such that the outside employment, when considered in the light of the employee's position and duties with the College, would or tend to decrease the effectiveness of the employee in performing their College employment duties.
 - c. Employees will not conduct any outside employment, business activity, or political activity during College working hours, nor will the Employee use any College property, equipment, or facilities for any private personal gain.
 - d. Employees are required to complete the Notification of Secondary Employment Form and submit the form to their immediate supervisor for review and approval prior to entering into an agreement of secondary employment. It is the responsibility of the employee to notify the College by submitting a revised Notification of Secondary Employment Form if the status of previously approved secondary employment changes.
7. **Standards of Professional Behavior:** As specified in the applicable Board of Trustees' policy, the activities outlined below are prohibited.

- Sexual Harassment ([Board Policy 601.04](#));
- Gambling on college campuses (SBE 513.01);
- Smoking in prohibited area ([Board Policy 514.01](#));
- Possession of firearms, dangerous chemicals, or other dangerous weapons on campus or at college functions ([Board Policy 511.01](#));
- Absence from work without approved leave ([Board Policy 618.01](#));
- Disclosure of confidential information ([Board Policy 616.01](#) and [Board Policy 809.01](#));
- Failure to report for duty at the beginning of a semester ([Board Policy 618.01](#));
- Pursuit of individual interest resulting in a conflict with the interest of the College ([Board Policy 615.01](#)) and ([Chancellor's Procedures 615.01](#));
- Discrimination based on race, color, national origin, religion, age, disability, sexual orientation, marital status, or gender ([Board Policy 601.01](#), [Board Policy 601.02](#), and [Board Policy 601.04](#));
- Use of official position and influence for personal gain ([Board Policy 615.01](#), [Chancellor's Procedures 615.01](#), and Ala. Code § 36-25-5).
 - a. In addition to the behaviors outlined above, Coastal Alabama Community College employees are subject to appropriate disciplinary action by the College, including official written reprimand, suspension with or without pay, and/or dismissal, for misconduct occurring on any property owned or controlled by the College off campus at any function which is authorized, sponsored, or conducted by the College, or at any off-campus function or event in which the College is a participant.
 - b. A College employee may be terminated for conviction of a felony or misdemeanor involving moral turpitude of an offense that results in the imprisonment of the employee, or of an offense the nature of which can be reasonably construed to relate to the ability or likelihood of the respective employee to properly carry out their official duties. A Coastal Alabama Community College employee who is arrested for, indicted for, or convicted of a felony or crime involving moral turpitude subsequent to the requisite criminal background check must report the arrest, indictment, or conviction to the President of the College within five (5) business days after the arrest, indictment, or conviction. Further, if the employee's manager/supervisor becomes aware of the arrest, indictment, or conviction of a felony or crime involving moral turpitude they are required to report such activity to the President of the College immediately after becoming aware of the arrest, indictment, or conviction.
 - c. Other types of behaviors and/or misconduct for which appropriate disciplinary action may be taken include, but are not limited to, the commission of, or the attempt to commit, any of the following offenses on any property owned or controlled by the College, off campus at any function which is authorized, sponsored, or conducted by the College, or at any off-campus function or event in which the College is a participant:
 1. Any form of dishonesty, including theft, embezzlement, misappropriation of public funds or property, cheating, plagiarism, fraud, falsification of student records. This offense includes, but is not limited to, dishonesty related to employment applications, or records kept in performance of duties, misrepresentation of a material fact, or furnishing false information to the College or any other educational or governmental institution or agency.
 2. Forgery, alteration, unauthorized destruction, or misuse of any College document, record, or identification source.
 3. Intoxication, or the display, possession, sale, distribution, or use of any alcoholic beverage or any unprescribed controlled substance or illicit drug, or of any marijuana plant or part of a marijuana plant.
 4. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by Coastal Alabama Community College on any property owned, leased, or controlled by the College or during any activity conducted, sponsored, or authorized by or on behalf of Coastal Alabama Community College. A "controlled substance" will include any substance defined as a controlled substance in Section 102 of the Federal Controlled Substance Act (21 U.S. Code 802) or in the Alabama Uniform Controlled Substance Act (Code of Alabama, Section 20-2-1, et seq.).
 5. The unlawful possession of drug paraphernalia as defined by federal, state, or local laws.
 6. Use, possession, or distribution of any firearm, ammunition, or any other weapon, or dangerous material of any kind, or fireworks, or any incendiary or explosive device or material. Provided, however, that law enforcement officers properly authorized to carry weapons may do so if they are officially enrolled in classes or are acting in the performance of their duties, and further provided that any College student who is enrolled in an instructional program for which firearms are required equipment may be in possession or control of a firearm to the extent that such possession or control is required by the program.

7. Disorderly or disruptive conduct, including rioting, inciting to riot, or assembling to riot; raiding, inciting to raid, or assembling to raid College property or the property of another person or entity; intentional damage, abuse of equipment or facilities of college property or the private property of another person; or physical or verbal damage to or abuse of another person. This category of offenses also includes any involvement in acts or threatened acts of violence, including hostile behavior, or any threat of violence, whether made in person, by telephone, in writing, or electronically, toward any person or toward any property of the College or private property of another person. Any such threat made from a location off campus will be considered to have been made on campus if it is received on campus or at a College function.
8. Lewd, indecent, obscene, or unduly offensive behavior or expression, including oral, written, photographic, or symbolic expressions or depictions that would be offensive to a person of ordinary and reasonable sensitivity.
9. Any behavior that unduly disrupts the safe and efficient operation of the College.
10. Participating in, or financially benefitting from, any form of gambling or game of chance except at a licensed gambling facility.
11. Unauthorized entry into or upon a College facility, or unauthorized use of college equipment, supplies, or other resources.
12. Violation of published safety regulations.
13. Unauthorized solicitations on work premises.
14. Inappropriate contributions to blogs, message boards, and social networking or content-sharing sites.
15. Tardiness.
16. Sleeping on the job.
17. Insubordination toward a Supervisory College official.
18. Misfeasance, malfeasance, or failure to satisfactorily perform assigned duties and responsibilities.
19. Making, presentation, distribution, transmission, or promotion of any video or audio recording of any person situated within or upon the premises of Coastal Alabama which recording is reasonably determined to be of an obscene, profane, verbally abusive, or sexually provocative nature, or of an unduly violent nature, or which would tend to unduly bring disrepute to Coastal Alabama or any student or employee of Coastal Alabama, or which would otherwise present Coastal Alabama or any student or employee of Coastal Alabama in a manner that is contrary to the good name and reputation of Coastal Alabama.
20. Violation of any valid provision of a College employment contract.
21. Violation of the State Ethics Laws for an employee to exploit students for their private advantage.
22. Violation of any state or federal law, any local or county ordinance, or any policy, rule, or regulation of the Alabama Community College System Board of Trustees or Coastal Alabama Community College.

Workplace Attire: It is the policy of Coastal Alabama Community College that all employee's workplace attire is appropriate for the work environment.

- a. Workplace attire must be neat, clean, and appropriate for the work being performed and for the setting in which the work is performed. Departments may determine appropriate workplace attire for their area. Supervisors should communicate their department's workplace attire and appearance guidelines to staff. Departments that participate in dress-down days should define what appropriate casual attire will be for that day. Any questions about the department's guidelines for attire should be discussed with the immediate supervisor.
- b. Attire guidelines will accommodate the employee's observance of religious beliefs, customs, and practices to the extent required by applicable law.

Procedure(s):

NOTE: *If applicable, refer to the Employee Complaints and Grievance Policy for additional information.*

Nepotism Procedures

1. Applicants are required to identify kinship to a current Coastal Alabama Community College employee in the application process.
2. If two employees become relatives or start a dating/romantic relationship and one of them supervises the other, the one who is the supervisor is required to inform the Executive Director - Human Resources of the relationship. The College will address the issue within 30 calendar days.

Secondary Employment Procedures

1. Employee completes the Notification of Secondary Employment Form. NOTE: Secondary employment includes employment at Coastal that is outside the employee's primary position (for example, Adjunct Instructor).
2. Employee distributes to Supervisor and administrative Dean for review and approval.
3. Employee distributes to the Human Resources Office for review and approval.
4. The Human Resources Office distributes to the President's office for review and approval. Once approved, the form is returned to the Human Resources Office for filing and a copy is provided to the employee.

Additional Provisions / Information:

There are no Additional Provisions / Information applicable to this policy.



Section 11: Foundation

11.01 Foundation

Original Approval: 04/01/2022

Last Updated: 06/01/2023

Last Reviewed: 06/03/2024

Policy/Purpose:

It is the policy of Coastal Alabama Community College to ensure that Coastal Alabama Community College's Foundation provides access to higher education for our community in compliance with Alabama Community College System (ACCS) [Board Policy 213.01](#).

Scope:

This policy applies to all Coastal Alabama Community College students and employees during any activity involving the College, including the workday. In addition, visitors, vendors, contractors, and all other non-employees are expected to recognize and comply with College policies.

Definitions:

Fundraising: For the purpose of this policy, fundraising at Coastal Alabama Community College is considered to be any organized activity or instance of soliciting donations, whether they are in the form of equipment, materials, supplies, services, in-kind contributions, cash, or pledges.

Details:

1. **Foundation:** Donations to the Foundation supports educational programs and initiatives that advance the quality and accessibility of our institution, and our ability to respond quickly to emerging priorities. The Foundation operates under the administration of the Foundation Board as a separate 501 (c) (3) organization and is the primary receiving point for gifts made to the College.
2. **Acceptance of Gifts:** The Foundation solicits and receives donations that further its mission.
 - a. The Foundation Treasurer accepts all gifts on behalf of the Foundation.
 - b. No gifts are accepted under terms which violate federal or state law or College policy.
3. **Fundraising:** When approving fundraising activities, consideration will be given to supporting projects that are consistent with the mission of the College and limiting the potential diversion of funds to projects. Refer to ACCS [Board Policy 213.01](#).

Procedure(s):

1. The Foundation Treasurer accepts the gift on behalf of the Foundation.
2. The Foundation Treasurer contacts the organization that provided the gift and explains the College's policy regarding acceptance of gifts to employees and/or provides the donor with acknowledgment of receipt on behalf of the Foundation.

Additional Provisions / Information:

There are no Additional provisions / Information applicable to this policy.