

# 2018-2019 Course Catalog

## College Overview

# College Addresses

1-800-381-3722  
www.CoastalAlabama.edu

### ADDRESSES

The Academy at the Fairhope Airport  
8600-B County Road 32  
Fairhope, Alabama 36532

Alabama Aviation Center at Brookley Field  
1975 Avenue C  
Mobile, Alabama 36615

Atmore Campus  
2967 AL Highway 21  
Atmore, Alabama 36502

Bay Minette Campus  
1900 U.S. Highway 31 South  
Bay Minette, Alabama 36507

Brewton Campus  
220 Alco Drive  
Brewton, Alabama 36426

Fairhope Campus  
440 Fairhope Avenue  
Fairhope, Alabama 36532

Gilbertown Campus  
251 College Street  
Gilbertown, Alabama 36908

Gulf Shores Campus  
3301 Gulf Shores Parkway  
Gulf Shores, Alabama 36542

Jackson Center  
PO Box 2000  
Jackson, Alabama 36545

Life Tech Institute  
2117 Bashi Road  
Thomasville, Alabama 36784

Monroeville Campus  
2800 South Alabama Avenue  
Monroeville, Alabama 36460

North Baldwin Center for Technology  
505 W Hurricane Rd  
Bay Minette, Alabama 36507

South Baldwin Center for Technology

19200 Carolina Street  
Robertsdale, Alabama 36567

Thomasville Campus  
30755 US Highway 43  
Thomasville, Alabama 36784

# Accreditation

## Accreditation Statement

Coastal Alabama Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia, 30033, Telephone number 404-679-4501) to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees and Certificates. The three-fold purpose for publishing the Commission's access and contact number is to enable interested constituents (1) to learn about the accreditation status of the institution, (2) to file a third-party comment at the time of the institution's decennial review, or (3) to file a complaint against the institution for alleged non-compliance with a standard or requirement. 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 Accreditation:

Accreditation Commission for Education in Nursing (ACEN)

3343 Peachtree Road NE #850, Atlanta, GA 30326, 404 975-5000

American Dental Association (ADA); Commission on Dental Accreditation (CODA) - Dental Assisting Programs

211 E Chicago Avenue, Chicago, IL, 60611-2678, 312-440-2500

American Culinary Federation Educational Institute

180 Center Place Way, St. Augustine, FL, 32095, 800-624-9458

Commission on Accreditation of Allied Health Education Programs (CAAHEP) - Surgical Technology Programs

1361 Park Street, Clearwater, FL, 33756, 727-210-2350

Commission on Accreditation of Allied Health Education Programs (CAAHEP) - Paramedic

8301 Lakeview Parkway, Suite 111-312, Rowlett, TX, 75088, 241-703-8445

American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA)

1931 North Meacham Road, Schaumburg, IL, 60173

Member:

Alabama Community College System, Alabama Community College Association, American Association of Community Colleges, American Council on Education, and Council for Advancement and Support of Education

Licensure:

Commission for Independent Education, Department of Education

325 West Gaines St, Suite 1414, Tallahassee, FL, 32399-6400, 800-224-6684

# Nondiscrimination Policy

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

## Students Are...

### At Coastal Alabama Community College,

## STUDENTS ARE...

- The most important people on campus -- Without them, there would be no need for our College.
- Not cold, impersonal enrollment statistics--They are flesh and blood human beings with feelings and emotions like our own.
- Not people to be tolerated so that we can do our thing --THEY ARE OUR THING.
- Not dependent on us -- Rather, we are dependent on them.
- Not an interruption of our work, but the purpose of it -- We are not doing them a favor by serving them. They are doing us a favor by giving us the opportunity to do so!

## Important Dates

### Fall Semester 2018

#### August

15-16	Wednesday-Thursday	Registration
20	Monday	First Day of Class- Full Term & Term I
17-23.	Friday-Thursday	Drop/Add- Full Term & Term I

#### September

3.	Monday.	Labor Day Holiday (College Closed)
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#### October

9.	Tuesday.	Last Day to Withdraw from Term I
10-11.	Wednesday-Thursday	Final Exams Term I
12.	Friday	First Day of Term II
15-16.	Monday-Tuesday.	Drop/Add Term II

## November

12.	Monday	Veterans Day Holiday (College Closed)
19-23	Monday-Friday.	Thanksgiving Holidays-Students

## December

7.	Friday.	Last Day to Withdraw Full Term & Term I
10 -14	Monday-Friday.	Final Exams for Full-Term & Term II
17 -18	Monday-Tuesday	Faculty Duty Days
December 24-January 1	Monday though Tuesday	College Closed

## Spring Semester 2019

### January

3.	Thursday	Registration
4-10	Friday-Thursday.	Drop/Add Full Term & Term I
7.	Monday.	First Day of Class Full Term & Term I
21.	Monday.	Martin Luther King, Jr. Holiday (College Closed)

### February

27.	Wednesday.	Last Day to Withdraw from Term I
28	Thursday	Final Exams Term I

### March

1	Friday	Final Exams Term I
4-5	Monday-Tuesday	Faculty Duty Days
6	Wednesday.	First Day of Term II
6-7	Wednesday-Thursday	Drop/Add Term II
18--22	Monday-Friday.	Spring Break/Non-Instructional Duty Days

### April

19	Friday	Local Holiday (College Closed)
30	Tuesday.	Last Day to Withdraw from Full Term & Term II

### May

1-7.	Wednesday-Tuesday	Final Exams for Full Term & Term II
8-13	Wednesday-Monday-Friday	Faculty Duty Days
9-10	Thursday-Friday.	Graduations

## Summer Semester 2019

### May

20	Monday	Registration
21	Tuesday	Faculty Duty Day
22	Wednesday	First Day of Class Full Term & Term I
22-24	Tuesday-Thursday	Drop/Add for Full Term/Term I
27	Monday	Memorial Day Holiday (College Closed)

### June

24	Tuesday	Last Day to Withdraw from Term I
25-26	Tuesday-Wednesday	Final Exams for Term I
27	Thursday	First Day of Class Term II
27-28	Thursday-Friday	Drop/Add for Term II

### July

4	Thursday	Independence Day Holiday (College Closed)
26	Friday	Last Day to Withdraw from Full Term & Term II
29-31.	Monday-Wednesday.	Final Exams for Full Term & Term II

### August

1	Thursday	Final Exams for Full Term & Term II
2-5	Friday-Monday	Faculty Duty Days

## Important Numbers

Academic Affairs- Bay Minette.....	251-580-2289
Academic Affairs - Brewton.....	251-809-1500
Academic Affairs - Monroeville.....	251-575-8202
Academic Affairs - Thomasville.....	334-637-3151
ADA Office - Bay Minette.....	251-580-2109
ADA Office - Brewton.....	251-809-1526
ADA Office - Monroeville.....	251-575-8281
ADA Office - Thomasville.....	334-636-0864
Admissions - Bay Minette.....	251-580-2111
Admissions - Brewton.....	251-809-1594
Admissions - Monroeville.....	251-575-8222
Admissions - Thomasville.....	334-637-3143
Adult Education - Bay Minette.....	251-580-2105
Adult Education - Atmore.....	251-368-7616
Adult Education - Monroeville.....	251-575-8274
Adult Education - Thomasville.....	334-637-3181
Athletics - Bay Minette.....	251-580-2135
Athletics - Brewton.....	251-809-1592
Athletics - Monroeville.....	251-575-8259
Atmore Main Line.....	251-368-8118

Bay Minette Main Line.....	251-580-2100
Bookstore - Bay Minette.....	251-580-2211
Bookstore - Atmore.....	251-368-7629
Bookstore - Brewton.....	251-809-1525
Bookstore - Monroeville.....	251-575-8220
Bookstore - Thomasville.....	334-637-3178
Brewton Main Line.....	251-867-4832
Business Office - Bay Minette.....	251-580-2217
Business Office - Brewton.....	251-809-1520
Business Office - Monroeville.....	251-575-8275
Business Office - Thomasville.....	334-637-3167
Enrollment Management.....	251-580-2103
Fairhope Main Line.....	251-990-0420
Financial Aid - Bay Minette.....	251-580-2151
Financial Aid - Brewton.....	251-809-2151
Financial Aid - Monroeville.....	251-580-2151, 251-575-8256
Financial Aid - Thomasville.....	251-580-2151, 334-637-3168
Gilbertown Main Line.....	251-843-5265
Gulf Shores Main Line.....	251-968-3104
HelpDesk - Bay Minette.....	251-580-4900
HelpDesk - Brewton.....	251-809-1515
HelpDesk - Monroeville.....	251-575-8284
Housing - Bay Minette.....	251-580-2121
Housing - Brewton.....	251-809-1594
Jackson Main Line.....	251-246-0010
Library - Bay Minette.....	251-580-2145
Library - Atmore.....	251-368-7610
Library - Brewton.....	251-809-1584
Library - Monroeville.....	251-575-8207
Library - Thomasville.....	334-637-3146
Monroeville Main Line.....	251-575-3156
Nursing - Bay Minette.....	251-580-2257
Nursing - Brewton.....	251-809-1600
Nursing - Monroeville.....	251-575-8285
Nursing - Thomasville.....	334-637-3160
Police/Security - Bay Minette.....	251-580-2222
Police/Security - Brewton.....	251-809-1608
Police/Security - Monroeville.....	251-575-8237
Registrar - Bay Minette.....	251-580-2227
Registrar - Brewton.....	251-809-1591
Registrar - Monroeville.....	251-575-8252
Registrar - Thomasville.....	334-637-3143
Student Services.....	251-580-2122
Student Support Services - Bay Minette.....	251-580-2106
Student Support Services - Brewton & Atmore.....	251-809-1509
Student Support Services - Monroeville.....	251-575-8251
Student Support Services - Thomasville.....	334-637-3193
Talent Search Program - Thomasville.....	334-637-3223
Thomasville Main Line.....	334-636-9642
Upward Bound - Gilbertown.....	251-843-4423
Upward Bound - Monroeville.....	251-575-8388
Upward Bound - Thomasville.....	334-637-3155
Veterans Affairs - Bay Minette.....	251-580-2292
Veterans Affairs - Brewton.....	251-809-1511
Veterans Affairs - Monroeville.....	251-575-8252

## Mission Statement

Coastal Alabama Community College provides broad access to quality, affordable educational opportunities through a variety of instructional strategies in diverse learning environments that promote economic growth and enhance the quality of life for a global community.

# Institutional Goals

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person in Alabama shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

- Coastal Alabama Community College provides university parallel programs that transfer to senior colleges and universities and workforce development and technical skills training that increases access to employment, enhances career advancement, and supports local economic needs.
- Coastal Alabama Community College provides traditional and non-traditional venues of instruction, including distance educational opportunities, social media, and other emerging and innovative methods of instruction, as well as hybrid classes.
- Coastal Alabama Community College provides flexible scheduling for each semester/term of classes that are offered at each campus location.
- Coastal Alabama Community College provides access to comprehensive student support services to assist students in attaining their educational and career goals along with reaching their maximum potential socially.
- Coastal Alabama Community College provides quality instruction by employing qualified personnel and encouraging continual professional development.
- Coastal Alabama Community College provides library and technology resources to enhance student learning, meet faculty instructional requirements, and enrich the cultural and resource needs of the College's community.
- Coastal Alabama Community College provides physical facilities that are appropriate for the institution's needs and maintain adequate financial and physical resources to support the mission of the College and facilitate future growth.
- Coastal Alabama Community College maintains a structured, institution-wide planning and evaluation process to include student learning and program outcomes that provide evidence of continuous improvement based on evaluation of results.
- Coastal Alabama Community College provides community programs for cultural growth, adult education, literacy instruction, training for existing businesses and industries, continuing education, and to share College facilities with citizens of the community for educational and/or recreational purposes.
- Coastal Alabama Community College promotes a positive image through its use of media, cooperation with external service and governmental agencies, and employee participation in the service area community.

## History of the College

Coastal Alabama Community College is a public two-year institution, a member of the Alabama Community College System and governed by the Alabama Community College System Board of Trustees. The Alabama Community College System consists of twenty-three comprehensive community colleges, and technical colleges; Marion Military Institute; and the Alabama Technology Network, an extensive workforce development initiative.

Coastal Alabama Community College, located in Baldwin Choctaw, Clarke, Escambia, Mobile, and Monroe counties in south Alabama, has instructional sites located at the Academy at the Fairhope Airport, Atmore, the Aviation Campus at Brookley Field, Bay Minette, Brewton, Fairhope, Gilberttown, Gulf Shores, Monroeville, Thomasville, Jackson, the Life Tech Center, the North Baldwin Center for Technology, the South Baldwin Center for Technology, Fountain, and Holman. The Bay Minette Campus is the regional administrative campus.

The former Faulkner State Community College was one of the 13 original two-year colleges created by an act of the Alabama Legislature in 1963 and has undergone several transitions and name changes in its lifetime. For the first few months of operation, it was called Bay Minette State Junior College, but in early 1966, the Board of Trustees named the College William Lowndes Yancey State Junior College in honor of a pre-Civil War statesman and educator. In 1970, the name changed to James H. Faulkner Junior College to honor Mr. James H. Faulkner, a prominent citizen of Baldwin County. The College name was changed again by the Board of Trustees in August 1992, to Faulkner State Community College to more accurately reflect its mission and purpose. The College name was changed again by the Board of Trustees on December 14, 2016, and Coastal Alabama was formed through the consolidation of Alabama Southern Community College, Faulkner State Community College and Jefferson Davis Community College effective January 11, 2017.

The former Faulkner State began offering courses at the Fairhope site in 1970, and in 1975, the College added a permanent staff, student services, and expanded offerings of programs and services to the community. The Fairhope Campus has been housed both at the Fairhope High School and at the old Fairhope Library building. In 1987, the present Fairhope site was acquired. Originally the home of the Marietta Johnson School of Organic Education, the Fairhope site was entered in the National Register of Historic Places by the United States Department of Interior on July 1, 1988. In 1985, the College opened a site in Foley and moved to the present Gulf Shores Campus in 1993. The City of Gulf Shores built the facility for the College on land donated by the Meyer family.

The former Alabama Southern Community College was created in 1991 by the merger of two existing colleges in Monroeville and Thomasville. Patrick Henry State Junior College in Monroeville and Hobson State Technical College in Thomasville were both created through Act No. 93 of the Alabama Legislature in 1963. Patrick Henry was accredited initially by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in December 1970, and Hobson State was accredited initially by the SACS Commission on Occupational Education Institutions in December 1972. The State Board of Education consolidated these two institutions on August 22, 1991, to create Alabama Southern, which was accredited by SACSCOC on June 19, 1992.

The former Jefferson Davis Community College was formed through the consolidation of Jefferson Davis State Junior College and Atmore State Technical College by action of the State Board of Education on December 13, 1990.

Prior to consolidation, the State Legislature's approval of Act No. 93 on May 3, 1963, served as the genesis of Jefferson Davis State Junior College. The Junior College Committee from the Escambia County area was particularly instrumental in the selection of Brewton as the College's site. Farmers, industrialists, educators, ministers, laborers, lawyers, doctors, and merchants - all who believed in educating their neighbors' children - gave their blessings and support to the Junior College's establishment.

The City of Brewton and the Escambia County Board of Commissioners donated the site of Jefferson Davis State Junior College. The city acquired 35 acres from Mrs. Mabel Leigh in 1955 for \$22,500. The Escambia County Board of Commissioners purchased 65 acres from the heirs of John M. Holladay on January 6, 1964, for \$45,745.

Atmore State Technical Institute was created by Act No. 2295 on September 30, 1972; however, it was not until May 1, 1974, that classes (formerly conducted in Atmore by the J. F. Ingram State Vocational School in Deatsville, Alabama) were placed under the supervision of Atmore State Technical Institute in Atmore, Alabama. The name was changed to Atmore State Technical College by the Alabama State Board of Education on April 28, 1983.

Today, Coastal Alabama Community College services nearly 9,000 square miles in south Alabama and offers more than 100 programs of study, as featured in the College Catalog.

The Thomasville Campus of Coastal Alabama offers many technical programs and hosts the National Center for Pulp and Paper Technology in partnership with the National Science Foundation's Advanced Technological Education Centers, which promote workforce development for the pulp and paper industry. Also located in Thomasville is the LifeTech Institute, an innovative non-credit parolee transition program operated in partnership with the Alabama Board of Pardons and Paroles and the College. The LifeTech Institute teaches life and technical skills to help ex-offenders make the transition from prison to society.

The Jackson Center of Coastal Alabama was established in 1975 and is located in the north wing of Jackson Middle School. This location is primarily an evening campus, with two classrooms, a computer lab, and administrative offices.

The Gilberttown Campus of Coastal Alabama was established in 1977 and offers a wide range of day and evening classes. The Gilberttown library facility, which is on campus, is available for the public to use as well as students.

Coastal Alabama Community College's Alabama Center for Literary Arts in Monroeville hosts the annual Alabama Writers Symposium, which awards the Harper Lee Award for Alabama's Most Distinguished Writer of the Year.

The Bay Minette Campus of Coastal Alabama is home to the Sun Chiefs' athletic teams, the Monroeville Campus of Coastal Alabama is home to the Eagles' athletic teams and the Brewton Campus of Coastal Alabama is home to the War Hawks' athletic teams. Coastal Alabama athletic teams compete in the Alabama Community College Conference (ACCC) and the National Junior College Athletic Association (NJCAA).

Coastal Alabama Community College serves a current combined enrollment of more than 10,000 students across all fifteen locations.

Dr. Gary L. Branch is the president of Coastal Alabama. Dr. Branch was appointed as president of Faulkner State Community College in 1981. Through his leadership, Faulkner State Community College grew from an enrollment of 1,150 students to more than 5,000 students in 2016. In acknowledgement of this momentous growth, Faulkner State was recognized as one of

the fastest growing two-year colleges in the nation and state. Dr. Branch guided the consolidation efforts resulting in the newly formed Coastal Alabama Community College effective January 11, 2017.

Coastal Alabama Community College is a result of the consolidation of Faulkner State Community College, Alabama Southern Community College and Jefferson Davis Community College. On December 6, 2016, the Southern Association of Colleges and Schools Commission on Colleges voted to approve the consolidation and acknowledge the institution's intent to seek accreditation. Each of the former institutions was accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (1866 Southern Lane, Decatur, Georgia, 30033, Telephone number 404-679-4501) to award Associate in Arts, Associate in Science, and Associate in Applied Science Degrees and Certificates.

## Campuses

# Campus Facilities

The Regional Offices of Coastal Alabama Community College are located on the Bay Minette Campus in Bay Minette, Alabama, 1900 U.S. Highway 31 South, which is easily accessible from both Interstate 10 and Interstate 65. The Atmore Campus is located at 6574 Highway 21, Atmore, Alabama. The Brewton Campus is located at 220 Alco Drive, Brewton, Alabama. The Fairhope Campus is located at 440 Fairhope Avenue in Fairhope, Alabama. The Gilbertown Campus is located at 251 College Street, Gilbertown, Alabama. The Gulf Shores Campus is located at 3301 Gulf Shores Parkway, Gulf Shores, Alabama. The Jackson Center is located at 235 College Avenue, Jackson, Alabama. The Lifetech Institute Campus is located at 2117 Bashi Road, Thomasville, Alabama. The Monroeville Campus is located at 2800 South Alabama Avenue, Monroeville, Alabama. The Academy at the Fairhope Airport is located at 8600-B County Road 32, Fairhope, Alabama. The Thomasville Campus is located at 30755 Highway 43 South, Thomasville, Alabama.

Coastal Alabama Community College provides equal educational opportunities and is accessible to all qualified students without regard to race, color, creed, national origin, gender, sexual orientation, qualified disability, or any other permissible factor with respect to all of its programs, activities, or employment. Coastal Alabama Community College facilities and devices are in compliance with the Americans with Disabilities Act (ADA).

The College campuses and facilities are available for use by state, county and city non-profit agencies which support the College's mission and goals. 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. 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 of Trustees Policy 510.10.

The College campuses are open to vehicular traffic related to approved College activities only. Student, faculty and staff vehicles must display current vehicle identification (parking decals) in accordance with College policy. Vehicle identifications are issued through the Campus Police. Visitor vehicular traffic is allowed for approved College activities only. All other vehicles are subject to wheel-lock and/or towing at the owner's expense.

## The Academy at the Fairhope Airport

Through a partnership with the Baldwin County Public School System and the Fairhope Airport Authority, Coastal Alabama Community College offers high school students (in Baldwin County) and college students programs in Aviation, Industrial Maintenance, and Welding. The Academy is located adjacent to the Sonny L. Callahan Airport in Fairhope.

## Alabama Aviation Center at Brookley Field

Located at 1975 Avenue C, this building houses administrative and faculty offices, classrooms and work bays, and a learning resources center. The Alabama Aviation Center at Brookley Field was established in January 2002, offering Airframe Technology, Powerplant Technology, and Avionics. Coastal Alabama Community College acquired the Aviation Center in 2018 after approval by the Southern Association of Colleges and Schools Commission on Colleges.

## Atmore Campus

The Atmore Campus is located at the Intersection of I-65 and Highway 21 North approximately six miles from the City of Atmore. Housed on campus are the following facilities:

The Administration Building (Building A) contains offices for administration, business affairs, faculty, counselor, and adult education classrooms, library, and computer labs .

The Industrial Engineering Technology Mobile Units provide labs for motor controls, instrumentation, AC/DC fundamentals, hydraulics and pneumatics, and programmable logic controllers. The Multipurpose Building (Building H) contains a classroom and storage area.

The Nursing and Allied Health Center (Building B) contains the nursing program's classroom, lab, and faculty offices.

Building C contains the nursing program's simulation and computer lab; biology lab; a general purpose classroom; and faculty offices.

The Atmore Campus Library (Building A) provides basic reference materials and a small circulating collection. Students also have access to the Internet, the library catalog, and various databases.

The Air Conditioning/Refrigeration (Building E) lab and instructional area contains a training and troubleshooting lab, an oxygen and acetylene welding station, special project work stations, and a classroom.

The Automotive Body Repair (Building D) lab and instructional area contains a classroom, instructor's office, tool room, shop lab area, spray booth, welding room, and storage area. The building also includes the Student Center and a classroom.

The ILT Building (Building E) contains two large classrooms.

The Welding Shop (Building E) instructional area contains a welding lab shop, tool room, instructor's office, oxyacetylene storage room, oxyacetylene lab shop, and a classroom.

The Masonry Shop (Building E) instructional area contains a classroom and lab area.

The Workforce Development (Building G) instructional area contains a classroom and computer lab area.

## Bay Minette Campus

### Wallace Hall Administration Building (A-Building)

was the first building completed on the permanent site of the college. The building houses administrative offices for the President and the general information switchboard, a number of faculty offices and ten regular classrooms. This building also has two computer labs to help with the advancement of mathematical and drafting skills for students.

The Adult Education Building (ABE Building) is located on U.S. Highway 31 across from the main campus in Bay Minette. This building houses the College's Adult Education Program. This facility contains two large classrooms and multiple offices. The building offers ample parking for those preparing for GED or ESL classes.

Gary L. Branch Business Center (B-Building) completed in the fall of 1988, and undergoing extensive renovation in 2018, houses offices for the Division of Applied Technologies including Paralegal Studies, Computer Technology, Graphic Design & Commercial Art, Business Technology, Management Supervision, Drafting & Design, and is the home of the CISCO Networking Academy. The Branch Business Center is equipped with a hundred seat auditorium, six lecture classrooms, and seven workforce development labs, all of which offer an environment conducive to preparing students for community business and industry.

Ernest Stone Classroom Building (C-Building) completed during the summer of 1968, provides classrooms and laboratories capable of accommodating 900 students. Special facilities include a conference room and several computer labs to meet the digital needs of the 21st century student.

The Harold B. Pearson Dental Laboratory (D-Building) was completed during the summer of 1974 and houses the Dental Assisting Program. The building serves as a mock dental office with individual dental units, X-ray rooms, and an extra laboratory

Lathem N. Sibert Physical Education Center & Athletic and Recreational Areas (Gym, G-Building) is a one-story structure completed in 1968. The gymnasium's arena has a seating capacity of 2000 and contains classrooms for health and physical

education, music, speech and theater, and such special equipment rooms as the weight room, trainer's room, a state of the art fitness center, and hospitality room. It also has four dressing rooms with adequate locker space. The building was dedicated and named in honor of the first president of the college, Dr. Lathem N. Sibert, in January 1971. The baseball field was named for Coach Stan James who was inducted in the AJCCC Hall of fame in 1995. The basketball arena was named for Coach Jack Robertson in 2002. The Lady Sun Chief Softball Field was completed in 2006. In 2018, the outdoor tennis courts, basketball courts, the intramural courts, and walking track were resurfaced.

The Austin R. Meadows Library (L-Building) was the second building completed on the Bay Minette Campus. The Library contains a large reading room with networked computers, a printer, and study areas. Additionally, the Library offers an audiovisual auditorium and conference room as well as access to books, online databases, reference materials, periodicals, audiovisuals, study areas, and the Internet, including student access wifi and a public wifi network. The Library Services course/page on Canvas provides 24/7 access to online library resources.

## Brewton Campus

The Brewton Campus is located in the Alco area of Brewton on a beautiful 100-acre site. Housed on campus are the following facilities:

Built in 1982, the Neal Colonial Center resembles the Colonial Williamsburg style and provides a captivating welcome to the Brewton Campus. This building contains administrative and instructors' offices, nursing and biology classrooms and laboratories, and an 84-seat auditorium.

One of the original three buildings on the Brewton Campus, the Wallace Administration Building, built in 1966, contains the Math lab, the Learning Center, Student Success Center, classrooms for adult education, ESL and for general purposes, and offices for instructors, financial aid, student affairs, and business affairs.

The Science/Student Center contains a chemistry and physics classroom and laboratories, a general lecture room, offices for student clubs, instructors, and Director of Campus Life, college bookstore, student lounge, and a deli provided by a vendor.

Built in 1969, Marie M. Pate Hall was named for an instructor, counselor, Registrar, and Dean of Instruction for the former Jefferson Davis Community College. Ms. Pate was the first female Dean of Instruction in the State of Alabama. This building provides instructor office space and classrooms for humanities and social science classes.

The Leigh Library, built in 1966, was one of the original three buildings on campus. It was named for Mabel Leigh from whom the City of Brewton acquired part of the land on which the Brewton Campus is located. The building was renovated to its current style in 2010 and contains various book collections, current periodicals, a classroom, computer work stations, a faculty room, and several study carrels.

The Gymnasium has sufficient areas and facilities for basketball, volleyball, handball, general physical fitness rooms, calisthenics, and other individual and group activities that are ordinarily a part of progressive health and physical education programs in community colleges.

In 1972, the Woodfin Patterson Auditorium was built. The 950 seat auditorium provides a community room and ample seating for College and community activities. The auditorium, with its spacious stage and lobby areas, is named after Jefferson Davis Community College's first president, Woodfin Patterson.

The Fine Arts Center contains the Thomas E. McMillan Museum (which also houses the Alabama Room), art and ceramics studios, art gallery, history and art classrooms, and instructors' offices.

Hines Hall, built in 1983, was named in honor of Jack and Elinor Hines. Beside the building is a small lake, Gunn Lake, named for Dr. David Gunn, a physician in Brewton. Hines Hall contains instructors' offices and classrooms for business administration, office administration, computer science, economics, mathematics, and psychology.

The Center for Telecommunications Technology contains the drafting and design program's laboratory and classroom, video conferencing equipment, computer laboratories, office and meeting spaces, and Alabama Technology Network (ATN) offices.

Lakeview (a 40-unit, student housing complex) is located on approximately 18 acres adjacent to the College Park. A resident manager lives on-site to assist residents.

The College Park is a 60-acre recreational facility that includes a 3-hole golf course and driving range, baseball and softball fields, four outdoor tennis courts, a two-mile paved walking trail, and a lake.

# Fairhope Campus

The Fairhope Campus is located on 10 acres in downtown Fairhope. On this site, a significant educational experiment was launched by Marietta Johnson who founded the School of Organic Education in 1907. The progressive education school reached its zenith during the 1920's. The City of Fairhope acquired the campus from the Fairhope Single Tax Corporation in 1987 and leased it to the former Faulkner State Junior College. The campus was listed on the National Register of Historic Places by the United States Department of the Interior in 1988. The following facilities are located on the campus:

Administration Classroom Building (F-Building) houses administrative offices, general classrooms, a computer laboratory, and Learning Resources Center.

The Bell Building (FB-Building) built in 1904 is the original site of the Marietta Johnson School of Organic Education. It contains two classrooms and the Marietta Johnson Museum.

The Clern Building (FC-Building) was named in honor of Clifford Ernest Johnson, one of the original students of the School of Organic Education in 1907. Built in 1960, the Clern Building was renovated in 1987 and contains two GED classrooms.

Named in honor of the Fairhope Centennial Celebration in 1994, Centennial Hall (FCH-Building) contains eight classrooms, eight faculty offices and a 270-seat auditorium, dedicated in memory of Kenneth and Zelma Giddens.

Dahlgren Hall (FD-Building) is named for Harold Dahlgren who provided funds for the 1981 restoration of the 1912 facility. This building is used as a classroom building and is listed as a historic building by the Baldwin County Historic Development Commission.

Built in 1961 and renovated in 1987, the Fowler Science Building (FF-Building) was named for George T. Fowler and currently houses a modern biology classroom/ laboratory combination.

Gaston Building (FG-Building), built in 1950 and renovated in 1987, was named in honor of Barney Gaston, a World War II war hero and the son of Fairhope's Single Tax Colony founder, E.B. Gaston. It contains the Center for Professional Development offices and a classroom.

The Halstead Amphitheater was completed in 2015 and named in honor of Otilie Halstead. The 850 square foot state-of-the-art brick/stone stage was designed to complement the Fairhope atmosphere that highly supports the arts including music, movies, and theater. The facility can accommodate up to 500 people sitting in the grass on blankets or lawn chairs, but the area can support nearly 10,000 people at events that are standing-room only.

The Thomas Art Building (FT-Building) was named in honor of Murray Thomas and was renovated in 1987. The building houses a classroom and an art studio.

The 52,000 square foot, state-of-the-art, LEED (green) inspired John L. Borom Center of Health & Natural Science (SAH-Building) completed in the fall of 2010 comprises three floors in the center of campus. The Center has faculty offices, 22 high-tech classrooms and labs for Allied Health, Biology, Chemistry, Human Anatomy and Physiology, Physics, Physical Science and Microbiology. The Borom Building also hosts two labs for the Animation, MyCAive Technology, Video Graphics & Visual Effects program, including a green room. The Sun Chief Den, which consists of comfortable and stylish seating, has two 52-inch high-definition televisions, a full vending area, and a double-sided fireplace.

# Gilbertown Campus

The Gilberttown Campus includes two buildings, the McGowin Hall classroom building and the W. H. "Pat" Lindsey Library/ adult education building. Academic, university transfer courses as well as a limited number of technical programs are offered on the Gilberttown Campus.

# Gulf Shores (Wade Ward) Campus

The Administration and Classroom Building (P-Building) was constructed in 1993 and was built for the College by the City of Gulf Shores on land donated by the Meyer family. Administrative offices, general purpose classrooms, a computer lab, a Learning Resources Center, and a science lab are housed in the building.

The Hospitality and Tourism Management Center (H-Building) was constructed in 1994 and houses offices and classrooms for Culinary Arts, Hospitality Management and Hotel/Restaurant Management. Frederic's, the College's gourmet restaurant operated by Coastal Alabama chefs and students, is also a part of the facility.

The Gazebo (G-Building) gives students on the Gulf Shores Campus an area to enjoy the outdoors and is the site of the annual fall campus cookout and tailgate.

## Jackson Center

The Jackson Center, located in Jackson, Alabama, consists of two classrooms, a computer lab, and an administrative office provided by the Clarke County Board of Education in the Jackson Middle School. A limited number of academic, university transfer courses are taught at the Center along with adult education classes.

## Lifetech Institute

The LifeTech Institute, a non-credit prison education training site, is located in Thomasville, Alabama, and provides adult education and technical training for early release parolees from the Alabama prison system. The LifeTech Institute provides this non-credit technical training to early release parolees in order to mitigate prison overcrowding in the State. The LifeTech Institute consists of two buildings with approximately 25,590 gross square feet. The Administrative/Classroom building contains administrative offices, faculty offices, classrooms, and computer labs. The Technical Building houses training labs for teaching Welding, Building Construction – Carpentry, Building Construction – Painting and Drywall, Building Construction – Masonry, Small Engine Repair, Horticulture, and Industrial Maintenance.

## Monroeville Campus

The Monroeville Campus has a total of nine buildings with 90,404 gross square feet of building area for academic and technical programs which supports the mission of the College.

The John D. Forte Library houses an authorized Pearson-Vue Testing Center, a Student Success Center, and Student Support Services. The John Dennis Forte Library in Monroeville is home to the Southwest Alabama Regional Arts Museum which was made possible due to the generous donation of the art collection of Eric and Pam Sekeres. This art collection represents the Sekeres's life-long commitment to curating a global art collection ranging from 19th century landscapes to modernist works. Visitors may view the collection during library hours.

The College's intercollegiate athletic programs are located on the Monroeville Campus with the Cooper Center housing a gymnasium for men's and women's basketball. In addition to a softball complex and a baseball complex, the College's outdoor facilities include a tennis complex with eight lighted courts for student and public use. The College also has a scenic bike/pedestrian walking trail on the western side of the Campus which is approximately 1.2 miles long.

Nettles Auditorium -A 900-seat auditorium, serves the cultural needs of both the College and the community. The auditorium is equipped with state-of-the-art sound, lighting, and broadband wireless Internet to support conferences, musicals, and theater productions for the College and the community.

Alabama Center for the Literary Arts- Centered on the Monroeville campus, the Alabama Center for the Literary Arts supports, studies, and celebrates the rich literary tradition of the State of Alabama. Each spring, the Center hosts the Alabama Writers Symposium in Monroeville, the "Literary Capital of Alabama." The Fountain of Literary Inspiration in the courtyard of the John Dennis Forte Library celebrates and honors the legacy of Monroe County's multitude of writers, including Harper Lee and Truman Capote. Visitors may also view the acclaimed artist Nall's mixed media portrayals of the significance of Truman Capote, Helen Keller, Martin Luther King, Jr., Harper Lee, and Booker T. Washington.

The Workforce Development Center located near the Monroeville campus is approximately 75,000-square-foot and was purchased in 2010 from Vanity Fair, Inc. The building is primarily used to expand the technical programming in the Monroeville Campus area as well as promote economic development in the region. The College currently teaches dual enrollment Welding and Industrial Maintenance classes in the facility.

## Thomasville Campus

The Thomasville Campus contains approximately 95,476 gross square feet of space in thirteen buildings as shown on the Alabama Public Higher Education Facilities Inventory Report. The Campus houses several technical programs including Associate Degree Nursing, Cosmetology, and Paper and Chemical Technology. The National Science Foundation designated National Center for Pulp and Paper Technology is officially housed on the Thomasville campus. Actual paper making laboratories are located in building 7000 where students receive hands-on experience with the high technology that drives today's paper industry.

The Thomasville Campus library offers state-of-the-art research resources and is also home to the Kathryn

Tucker Windham Museum. Opened June 1, 2003, the museum honors the life of author, photographer,

celebrated storyteller, and pioneering journalist Kathryn Tucker Windham, a native of Thomasville. The museum, housed in the Thomasville Kathryn Tucker Windham Library, includes many artifacts from Windham's life and takes visitors on a tour of her achievements, including writing the well-loved *13 Alabama Ghosts* and *Jeffrey*.

The Thomasville campus also houses a regional center of the Alabama Technology Network which is part of the Alabama Community College System and provides training and business solutions for the existing businesses and industries in the College's service area.

## Admissions

# Admissions Policies and Procedures

In keeping with the philosophy that the capabilities of each individual should be developed, Coastal Alabama Community College operates under an "open door" admissions policy. However, certain programs have specific program entry requirements. These program requirements are listed in the Programs of Study section. This policy grants admission to entering freshmen, transfer students, transient students, audit students, accelerated high school students, as well as any students seeking readmission. All students must provide one primary form of documentation for admission to Alabama community colleges. Act No. 91-584 passed by the Alabama State Legislature requires that all males between the ages of 18 and 26 register with the Selective Service prior to enrolling in any state institution of higher education.

## Primary Forms of Documentation

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photograph

## Admission of First-Time College Students

Applicants who have not previously attended any regionally accredited postsecondary institution will be considered first-time college students or "native" students.

Applicants must complete the Application for Admission form which may be obtained upon request from the Admissions Office of the College or on our website. Applicants should submit their application to any Admissions Office at Coastal Alabama Community College as early as possible prior to the semester in which they plan to enroll. Prospective students may also apply online on the College's website.

# Admission to Courses Creditable “Toward an Associate Degree”

To be eligible for admission to courses creditable toward an Associate Degree, first-time college students must meet one of the following criteria:

1. Applicants who hold a diploma (evidenced by an official transcript) issued by a regionally and/or state accredited high school are eligible for admission.
2. 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.
3. 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 shall 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.

## Unconditional Admission of First-time College Students

For Unconditional Admission, applicants must have on file at the College a completed application for admission and either an official transcript from the high school attended or an official GED Certificate. All male students between the ages of 18 and 26 must show proof of registration with the U.S. Selective Service System in accordance with Act 91-584.

## Conditional Admission of First-time College Students

Applicants who do not have all information required on file at registration for unconditional admission may be granted Conditional Admission. No student shall 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.

## Admission of Transfer Students

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 shall be classified as “Degree-Eligible” students. Transfer students who do not meet these requirements shall be classified as “Non-Degree-Eligible” students.

## Admissions/Academic Standards Committee

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered

for admission except upon appeal to the Admissions/Academic Standards Committee. All requests, stating the reason why applicants want to be considered for admission to the College, must be submitted in written form. The correspondence, along with a copy of the applicant's transcript from the institution placing the applicants on suspension, should be addressed to the Admissions/Academic Standards Committee. 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, in order to be considered for admission to the College for said term.

## Eligibility for "Alabama Resident" Tuition Rate

For the purposes of assessing tuition, applicants for admission shall be classified in one of the three categories as outlined below.

I. Resident Student: A Resident Student shall be charged the in-state tuition rate established by the Alabama Community College System Board of Trustees.

1. 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.
2. 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: 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 shall 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 persons shall mean, in the following order: the legal custodian of the student, the guardian, and the conservator.

In determining Resident Student status for the purpose of charging tuition, the burden of proof lies with the applicant for admission.

A. An individual claiming to be a resident shall certify by a signed statement each of the following:

1. A specific address or location within the State of Alabama as his/her residence.
2. An intention to remain at this address indefinitely.
3. Possession of more substantial connections with the State of Alabama than with any other state.

B. Though certification of an address and an intent to remain in the state indefinitely shall be prerequisites to establishing status as a resident, ultimate determination of that status shall be made by the institution by evaluating the presence or absence of connections with the State of Alabama. This evaluation shall 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.
14. 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.

## Unconditional Admission of Transfer Students

1. 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.
2. Students who attend another post-secondary institution and who wish to earn credits for transfer to that parent institution may be admitted to the College as transient students. Students must submit an application for admission and an official letter from the institution they have been attending which certifies that the credits they earn at Coastal Alabama will be accepted as a part of their academic program. Such students are not required to file transcripts of their previously earned credits at other post-secondary institutions.
3. Applicants who have completed the Baccalaureate Degree will be required to submit only the transcript from the institution granting the Baccalaureate Degree.

## 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 shall 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.

## Initial Academic Status of Transfer Students

1. 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.
2. 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.
3. 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.

# General Principles for Transfer of Credit

1. 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.
2. Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.
3. Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.
4. Transfer credits are considered for degree completion requirements, but are not used in the calculation of your Coastal Alabama Community College GPA.

## Transient Students

### Policy

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 students apply for admission.

### Procedure

Applicants must complete the Application for Admission form which may be obtained upon request from the Admissions Office of the College or on our website. 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, be mailed directly to the Admissions Office.

## Students Seeking Readmission

### Policy

Former students who have not attended Coastal Alabama for one or more semesters (excluding summer semester) are required to apply for readmission. Applicants who have been admitted previously, but who did not enroll, will be required to apply for readmission.

### Procedure

Students who are seeking readmission must complete an Application for Admission form, which is obtained upon request, from the Admissions Office or on our website. Students seeking readmission must request that any postsecondary institution attended since leaving Coastal Alabama Community College mail official transcripts directly to the Admissions Office.

## International Students

### General Information

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.

## 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.

## 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.

## Audit Students

### Policy

Audit Only applicants must complete all steps, just as new or first-time transfer students, including the completion of an application for admission. Also, applicants must have all transcripts from high school and college(s) sent to the Admissions Office. Finally, applicants must obtain a "Declaration of Intent to Audit" form from the Registrar's Office, complete the form with the course(s) to be audited, and forward it back to the Registrar's Office. The "Declaration of Intent to Audit" 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.

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.

### Procedure

Audit Only applicants must complete all steps as those for any new or first-time transfer student, including the completion of an application for admission. The applicant must mark "Audit Only" on the application and must have all transcripts sent to the Admissions Office.

All other applicants who wish to audit courses, including degree-seeking students, must obtain a "Declaration of Intent to Audit" form from the Registrar's Office. This form must be completed for the course(s) to be audited. The completed "Declaration of Intent to Audit" form must be submitted to the Registrar's Office by the end of the registration period. As official College documents, the "Declaration of Intent to Audit" forms are placed in students' respective permanent files.

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.

## Orientation: Dive into College

New students are required to attend our new student orientation, DIVE into College, prior to registration at Coastal Alabama Community College. DIVE into College is designed to familiarize students with campus facilities and services, College policies, and to assist students in their academic environment. Sessions with academic advisors and professional counselors devote attention to proper academic placement, academic programs and requirements, the selection of a major field of study, and

extracurricular activities as well as individual advisement on schedule preparation and registration. New students are required to register for ORI101, Orientation to College.

## Registration

The regular registration for each semester is indicated in the College Calendar. Information regarding registration is sent to new students at the time they are accepted. New students are encouraged to meet with an academic advisor or counselor prior to registration to plan appropriate programs of study.

## Late Registration

Any registration which is completed after the beginning of classes is considered late. Late registration dates will be published in the College Calendar. 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.

### Early Registration

All enrolled students are urged to register during the designated time preceding the semester for which they are registering. During early registration, academic advisors and counselors are available during regularly scheduled office hours to assist students with their educational plans.

## Early Registration

All enrolled students are urged to register during the designated time preceding the semester for which they are registering. During early registration, academic advisors and counselors are available during regularly scheduled office hours to assist students with their educational plans.

## Degree Plan

To assist students in monitoring completion of their major, students can print a copy of their Degree Plan as the first step in Coastal Alabama's registration process. The Degree Plan lists each course that is required in the student's declared major, the courses that have been completed by the student, and the courses that the student needs to take. The Degree Plan also lists other information, such as elective courses taken, courses registered for but not successfully completed, placement test scores, and GPA data, that will assist Coastal Alabama students in monitoring their degree completion.

## Service Members' Opportunity College Program

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.

### General Information/Policy

At Coastal Alabama Community College, qualifying high school students have several opportunities to earn college credit while still attending high school. Under the guidelines of the Alabama Community College System Board of Trustees Policies and through cooperative partnerships with groups such as the public school systems in our service area, the following programs currently allow high school students early admission to college:

1. ) Accelerated Program

2. ) Dual Enrollment/Dual Credit
3. ) Career/Technical Dual Enrollment
4. ) Early Release

Detailed information on Accelerated High School/Dual Enrollment, including admission procedures and forms, can be found on the Coastal Alabama Community College website under the “Programs” link. Private, parochial, and home school students may be governed by separate agreements.

## ACCELERATED PROGRAM

The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. This program is available to students attending public, private, parochial, or church/religious schools pursuant to § 16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school offering educational instructions in grades K-12, home schooled students and those receiving instruction through private tutors. Highly motivated students from schools outside of the public school systems have also taken advantage of online classes and on-site classes, allowing them to earn several college credits through the Accelerated Program before they graduate high school. Students pay tuition, fees and cost of books/materials.

## QUALIFICATIONS

Students interested in taking college courses through the Accelerated Program must meet the following criteria for each term:

- Have completed the 10th grade
- Have written verification, have at least a 2.5 GPA, and a recommendation from the Principal or Principal Designee
- Have completed prerequisites for the courses in which they want to enroll as determined by the high school
- Have met placement guidelines for English and math courses

The terms and conditions of the Accelerated Program are subject to change without notice according to changes in secondary and postsecondary standards. Accelerated credit may not substitute for high school requirements.

## DUAL ENROLLMENT/DUAL CREDIT AND EARLY RELEASE FOR HIGH SCHOOL STUDENTS

Coastal Alabama Community College provides instructional opportunities to eligible high school students through Dual Enrollment/Dual Credit for High School Students which allows eligible high school students to enroll in college classes concurrently with high school classes and to receive high school and college credit where appropriate. Early Release (where offered) allows eligible students who have met the required prerequisites to leave their high school campus to attend college classes at any of the Coastal Alabama Community College campuses. Students who qualify must take one college course (3 credits) that will transfer back to the high school as one (1) credit. Coastal Alabama Community College will have individual contracts with each separate public school system in its service area. Students pay tuition, fees, and costs of books/materials.

## QUALIFICATIONS

Students interested in taking college courses through Dual Enrollment/Early Release, if a contract is available, must meet the following criteria for each term in which they wish to participate:

- Completed the 9th grade
- Have at least a 2.5 GPA
- Have written verification and recommendation from the Principal or Principal Designee

- ACT score for participating seniors
- Have met placement guidelines for English and math courses

The terms and conditions of Dual Enrollment are subject to change without notice according to changes in secondary and postsecondary standards.

## CAREER/TECHNICAL DUAL ENROLLMENT

Coastal Alabama Community College offers opportunities for high school students to earn free college credits when grant funds are available while they earn high school credits where available. Students who wish to participate in this program must have a minimum 2.0 GPA and be interested in one of the areas listed below:

Aviation Electrical Technology Industrial Maintenance Technology

Building Construction Emergency Medical Technician Machine Tool Technology

Culinary Arts HVAC Welding Technology

Drafting and Design Technology Industrial Engineering Technology

The terms and conditions of Career/Technical Dual Enrollment are subject to change without notice according to changes in secondary and postsecondary standards.

HIGH SCHOOL PROGRAMS Information Contacts:

Accelerated Programs: 334-637-3143

Dual Enrollment Programs: 251-580-2169

### High School Programs

## High School Programs General Information/ Policy

At Coastal Alabama Community College, qualifying high school students have several opportunities to earn college credit while still attending high school. Under the guidelines of the Alabama Community College System Board of Trustees Policies and through cooperative partnerships with groups such as the public school systems in our service area, the following programs currently allow high school students early admission to college:

1. Accelerated Program
2. Dual Enrollment/Dual Credit
3. Career/Technical Dual Enrollment
4. Early Release

Detailed information on Accelerated High School/Dual Enrollment, including admission procedures and forms, can be found on the Coastal Alabama Community College website under the "Programs" link. Private, parochial, and home school students may be governed by separate agreements.

## Accelerated Program

The Accelerated High School program allows high school students the opportunity to earn college credit while still in high school. This program is available to students attending public, private, parochial, or church/religious schools pursuant to §16-28-1 of the Code of Alabama 1975, or who are receiving instruction from a home school offering educational

instructions in grades K-12, home schooled students and those receiving instruction through private tutors. Highly motivated students from schools outside of the public school systems have also taken advantage of online classes and on-site classes, allowing them to earn several college credits through the Accelerated Program before they graduate high school. Students pay tuition, fees and cost of books/materials.

#### QUALIFICATIONS

Students interested in taking college courses through the Accelerated Program must meet the following criteria for each term:

- Have completed the 10th grade
- Have written verification, have at least a 2.5 GPA, and a recommendation from the Principal or Principal Designee
- Have completed prerequisites for the courses in which they want to enroll as determined by the high school
- Have met placement guidelines for English and math courses

The terms and conditions of the Accelerated Program are subject to change without notice according to changes in secondary and postsecondary standards. Accelerated credit may not substitute for high school requirements.

## Dual Enrollment/Dual Credit and Early Release for High School Students

Coastal Alabama Community College provides instructional opportunities to eligible high school students through Dual Enrollment/Dual Credit for High School Students which allows eligible high school students to enroll in college classes concurrently with high school classes and to receive high school and college credit where appropriate. Early Release (where offered) allows eligible students who have met the required prerequisites to leave their high school campus to attend college classes at any of the Coastal Alabama Community College campuses. Students who qualify must take one college course (3 credits) that will transfer back to the high school as one (1) credit. Coastal Alabama Community College will have individual contracts with each separate public school system in its service area. Students pay tuition, fees, and costs of books/materials.

#### QUALIFICATIONS

Students interested in taking college courses through Dual Enrollment/Early Release, if a contract is available, must meet the following criteria for each term in which they wish to participate:

- Completed the 9th grade
- Have at least a 2.5 GPA
- Have written verification and recommendation from the Principal or Principal Designee
- ACT score for participating seniors
- Have met placement guidelines for English and math courses

The terms and conditions of Dual Enrollment are subject to change without notice according to changes in secondary and postsecondary standards.

## Career/Technical Dual Enrollment

Coastal Alabama Community College offers opportunities for high school students to earn free college credits when grant funds are available while they earn high school credits where available. Students who wish to participate in this program must have a minimum 2.0 GPA and be interested in one of the areas listed below:

- Aviation
- Electrical Technology
- Industrial Maintenance Technology
- Building Construction
- Emergency Medical Technician

- Machine Tool Technology
- Culinary Arts
- HVAC
- Welding Technology
- Drafting and Design Technology
- Industrial Engineering Technology

The terms and conditions of Career/Technical Dual Enrollment are subject to change without notice according to changes in secondary and postsecondary standards.

## High School Programs Information Contacts

Accelerated Programs: 334-637-3143

Dual Enrollment Programs: 251-580-2169

### Business Office

## Tuition and Fees - Subject to Change

Credit Hours	AL In-State Tuition	Non-AL Res Tuition	Bond Reserve Fee	Technology Fee	Facility Renewal Fee	Special Bldg Fee	AL Resident Total Tuition/Fees	Non-AL Resident Total Tuition/Fees
1	129.00	258.00	1.00	9.00	9.00	10.00	158.00	287.00
2	258.00	516.00	2.00	18.00	18.00	20.00	316.00	574.00
3	387.00	774.00	3.00	27.00	27.00	30.00	474.00	61.00
4	516.00	1032.00	4.00	36.00	36.00	40.00	632.00	148.00
5	645.00	1290.00	5.00	45.00	45.00	50.00	790.00	435.00
6	774.00	1548.00	6.00	54.00	54.00	60.00	948.00	722.00
7	903.00	1806.00	7.00	63.00	63.00	70.00	1106.00	009.00
8	1032.00	2064.00	8.00	72.00	72.00	80.00	1264.00	296.00
9	1161.00	2322.00	9.00	81.00	81.00	90.00	1422.00	583.00
10	1290.00	22580.00	10.00	90.00	90.00	100.00	1580.00	870.00
11	1419.00	2838.00	11.00	99.00	99.00	110.00	1738.00	157.00
12	1548.00	3096.00	12.00	108.00	108.00	120.00	1896.00	444.00
13	1677.00	3354.00	13.00	117.00	117.00	130.00	2054.00	731.00
14	1806.00	3612.00	14.00	126.00	126.00	140.00	2212.00	018.00
15	1935.00	3870.00	15.00	135.00	135.00	150.00	2370.00	305.00
16	2064.00	4128.00	16.00	144.00	144.00	160.00	2528.00	592.00
17	2193.00	4386.00	17.00	153.00	153.00	170.00	2686.00	879.00
18	2322.00	4644.00	18.00	162.00	162.00	180.00	2844.00	166.00
19	2451.00	4902.00	19.00	171.00	171.00	190.00	3002.00	453.00
20	2580.00	5160.00	20.00	180.00	180.00	200.00	3160.00	740.00

\*General Fees - Effective Fall 2018

\*Subject to change

These fees are required each semester and are subject to change without notice. In-state fees include \$129.00 per credit hour Tuition, \$9.00 per credit hour Technology Fee, \$9.00 per credit hour Facility Renewal Fee, \$10.00 per credit hour Special Building Fee, and a \$1.00 Bond Reserve Fund Fee. Out-of-state fees include \$258.00 per credit hour Tuition, \$9.00 per credit hour Technology Fee, \$9.00 per credit hour Facility Renewal Fee, \$10.00 per credit hour Special Building Fee, and a \$1.00

Bond Reserve Fund Fee. In addition to paying the appropriate tuition fee, you may also be required to purchase certain necessary tools and supplies for some courses or programs.

Tuition is due prior to the first day of class. These fees are required each semester and are subject to change without notice. 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).

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, all classes and dorms will be cancelled, and the check will be treated as a nonpayment for services. A service charge will also be applied to the student's account. In the event of delinquent student payments, no college credits, transcripts, or diplomas shall be issued or released. A student with a delinquent account shall 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.

All returning students for the Fall Semester must reapply for Financial Aid by completing the free application for Federal Student Aid. 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.

## Other Fees

### Room and Board

Fees for room and board (available on the Bay Minette and Brewton Campuses) is listed in the Housing Contract for the semester requested. A \$100.00 Non-Refundable Housing Application fee is collected at the time of application. See the website for further housing information.

- Lost Dormitory Key Fee - \$25.00 (The fee will be assessed at the time of replacement.)
- Meal Ticket Replacement Fee - \$10.00
- Non-Residential Meal Plan - 10 meals for \$58.75
- Graduation Fee - \$50.00 (Cap and Gown not included)
- ID Replacement Fee - \$25.00
- Smoking Violation Fee - \$25.00
- Placement Challenge Test Fee - \$25.00
- WorkKeys Test Fee - \$31.75 - Students who took the WorkKeys test as part of a high school program should contact Mandy Bezeredi at 251-580-2169. Students may be granted credit for WKO 107 if they tested and reached their major's target level.
- Parking Decal Fee - \$20.00 (Please visit <http://www.coastalalabama.edu/safey> to apply for a parking decal)
- Returned Check Fee - All return checks received for services will be treated as nonpayment; for tuition and fees, immediate cancellation of class schedule; for dormitory and/or meals, immediate cancellation of and access removal to those services. After return check students will be given 10 days from date of written notification to present cash or credit card to regain class schedule and/or access to services. Coastal Alabama will no longer accept personal checks from the student. Return checks received for all other goods and services will be treated like any other bad debt. The current Board of Trustees approved return check fee will be applied to the students account. The student will be billed until the end of the semester in which the check was returned and any outstanding charges will be remitted to the current collection company, at which time the student becomes liable for the amount of bad debt and all collection cost associated with the collection of the debt.

NOTICE: Students who owe the College any type of fee, such as a tuition and/or fees, the fees described above, or a parking/traffic violation fine or a library fine, etc., will be prohibited from enrolling in subsequent semesters at the College. The College will not release official College credits, transcripts, or diplomas until all delinquent balances are paid in full.

## Tuition Deferment Plan

Coastal Alabama Community College has a tuition deferment plan for those needing tuition payment assistance. Through this plan, students pay a \$40.00 processing fee and at least one-half of total term charges no later than the first day of each term. The remaining balance shall be paid no later than midpoint of the term.

In the event of delinquent student payments, no official grades, college credits, transcripts, or diplomas shall be issued or released. A student with a delinquent account shall 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 Business Office. There is a \$40.00 deferment fee to enroll in this plan.

## Provisional Enrollment

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 for 30 calendar days after the last day of registration for students receiving financial assistance from third party agencies (private, federal, and state). However, federal and state agency payments may be extended beyond the 30 calendar days 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 30 calendar day extension. If payment is not rendered immediately, the student will be administratively withdrawn.

## Refund Policy 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:

Withdrawal during first week: 75% of fees refunded

Withdrawal during second week: 50% of fees refunded

Withdrawal during third week: 25% of fees refunded

Withdrawal after close of third week: No fees refunded

1. Administrative Fee- An administrative fee not to exceed 5% of tuition and other institutional charges or \$100.00 whichever is smaller, shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.
2. Books and Supplies- A student who withdraws and who has purchased returnable books and/or supplies from the College and returns the items in new/unused condition by the end of the third week of the semester/term will be refunded the full purchase price. Books and/or supplies returned in used condition by the end of the third week of the semester/term will be refunded 50% of the purchase price.

## Policy for 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 Business 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, you may be given a refund if you drop a class that meets on an irregular basis--for example, if you drop a

class that meets only one day during the semester. For more information, contact the Business Office. 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.

Coastal Alabama Community College uses Heartland ECSI's RefundSelect Solution to process refunds due to students. Students that are new to Heartland will receive a Welcome Email from Heartland ECSI to their Coastal Alabama assigned student email account that will provide them with the information on the new refund delivery options and how to set-up their account for the first-time.

Current Students can maintain their Heartland ECSI accounts at <https://heartland.ecsi.net/index.main.html#/access/signIn>. This website is where a student accesses their Refunds account to manage their refunds. Once signed in, students have the option to enroll in a delivery method (Direct Deposit, Discover or Paper Check). For further questions regarding your refund please call 251-580-2217.

For questions regarding your Heartland ECSI account please contact Heartland at 844-760-6052. Students can learn more about the Discover Student Deposits Program, fees, ATMs, FAQs, etc. at [DiscoverBank.com/student](http://DiscoverBank.com/student).

## Refund in Compliance with Federal Regulations

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 Title IV repayment.

## 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. The refund repayment procedure is as follows:

1. A withdrawal occurs when a student officially withdraws, drops or, takes an approved leave of absence, is
2. expelled, or otherwise fails to complete the program on or after the first day.

The withdrawal date is:

1. official withdrawal—the date the student notifies of withdrawal or the date of withdrawal specified by the student;
2. drop out—the last recorded date of class attendance;
3. leave of absence—the last recorded date of class attendance, or;
4. • Internet course—the date of the last assignment submitted by the student.

The withdrawal date must be determined within 30 days after the end of the earlier of:

1. the period of enrollment for which the student has been charged;
2. the academic year; or,
3. • the educational program.

Title IV recipients who withdraw from the College or stop attending class(es) before completing 60% of the semester will owe a refund to the College and Title IV programs based upon actual last day of documented class attendance.

The 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.

## Early Registration, Cancellations & Refunds

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.

ALL CANCELLATIONS OR WITHDRAWALS OF EARLY REGISTRATION MUST BE HANDLED PERSONALLY. STUDENTS SHOULD CONTACT THE REGISTRAR'S OFFICE OR COMPLETE THE WITHDRAWAL FORM ONLINE.

## Financial Aid

# Important Deadlines

To better serve the students, the College Financial Aid Priority deadline is July 1st. To receive full consideration for all aid sources, student application packets, including the submission of all required documents, must be completed and received by the Financial Aid Office by noon on July 1st. Completed packets received after that time will still be processed for Pell Grant eligibility and Direct Loan eligibility. All tuition and fees are due by 7:00 p.m. on the last day of regular registration or students will be removed from registered classes. Students may re-register (with payment) for classes during the late registration period, provided space in those classes is available.

# Awarding of Financial Aid

Financial Aid is a process which involves many stakeholders: the Department of Education, the Internal Revenue Service, the family, the student, the Institution, the Financial Aid Office, the Admissions Office, and the Registrar, to name a few. Awarding financial aid is a detailed process that takes time. Filing the FAFSA is the start of the process. The awarding process, once the Financial Aid Office receives all required information, takes 7 to 10 working days to complete.

Once all information is received, the Financial Aid Office can provide the student with a financial aid award. This notification and all subsequent notifications will be sent to the student's secure campus email account, unless the student has informed the Financial Aid Office of their desire to receive all notifications through mail. The student agrees to receive electronic emails during the admissions application process. All students will be sent yearly, via email, a notification of these electronic notifications. The award letter will confirm if the student is eligible for any type of grant aid or scholarship aid. This letter will also confirm the amount and type of loan that the student is eligible for. Please note all students are eligible for loans unless: (1) they have defaulted on a previous loan, (2) they are academically ineligible to receive loans, or (3) they have used their maximum loan amount eligibility.

Federal Financial Aid (Pell Grants, SEOG, and Direct loans) are Title IV Funds. In order to qualify for federal student aid, a student who first enrolls in a program of study on or after July 1 must have a high school diploma, a recognized equivalent of a high school diploma, or have completed a home school program. Documentation that a student needs to provide can be a copy of the high school diploma, or a copy of a final transcript from the high school showing the date when the applicant completed his or her education. A student who has not graduated from high school may provide a General Educational Development (GED) certificate. Those students who have been home schooled must provide either of the following: a transcript or its equivalent that lists the courses completed by the applicant and that documents completion of high school. Such a transcript or the equivalent must be signed by the applicant's parent or guardian, or a high school completion credential for home school provided for under state law. No financial aid can be awarded until the above requirement is met.

Students who are conditionally accepted by the Admissions Office into a degree program or certificate of study, with the condition being final high school or college transcript, can receive financial aid during the conditional term. Students who do not comply with the conditions will lose future financial aid and will not be allowed to continue with the certificate or degree pursuit.

## Please Note

Any financial aid commitment involving the use of federal funds is tentative and conditional upon subsequent congressional appropriations and actual receipt of the funds by the College. The Financial Aid and Scholarship Committee reserves the right on behalf of the College to review and cancel an award at any time because of changes in the student's financial or

academic status, changes of academic program or changes in the institutional award level.

## Purpose

The primary purpose of the Financial Aid Program is to provide financial assistance to students who, without such aid, would be unable to attend college. Financial aid is provided in the following ways:

- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grants
- Federal Work Study Jobs
- Institutional Work Study
- Scholarships
- Alabama Student Assistance Program
- Direct Stafford Loan Program
- Parent Plus Loan Program

Grants are monies usually provided from a political source, such as federal, state or local government, and do not have to be paid back. Scholarships are monies normally provided by private sources or foundations. In most cases, scholarships do not have to be paid back if a student follows all terms and conditions that are stated in the scholarship award document, which is provided to the student by the scholarship committee or foundation awarding the scholarship. Loans are monies that the student borrows and these monies will need to be paid back to the lender. In the Direct Loan program, the federal government is the lender.

Students in violation of the College's strict policy against alcohol and drugs on campus and/or in violation of local, state and federal regulations on alcohol and drug usage may jeopardize their grant and work eligibility.

In determining student need, the Financial Aid Director will use the Student Aid Report from the Free Federal Application for Student Aid (FAFSA). No financial aid can be determined without filing a FAFSA. To file the FAFSA, students should go to the website: <http://www.fafsa.ed.gov>. The FAFSA needs to be filed yearly, no earlier than October 1st. Once the FAFSA is filed, the student will receive the Student Aid Report, which will have the family's Expected Family Contribution (EFC). The EFC will be used to consider financial need. The amount of financial assistance students may receive depends upon their need as determined by: the family's EFC and aid received from outside sources. Financial aid is awarded on an academic year basis. Primary consideration is given to an applicant's demonstrated financial need. Normally, the financial aid award will be disbursed in two payment periods, except the work-study award. The applicant receiving a work study award will receive wages monthly.

## Financial Aid Code of Conduct

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel. Any College officer, employee, or agent who has responsibilities with respect to student educational loans must comply with this code of conduct. The following provisions were developed to bring the College into compliance with the federal law.

Neither the College as an institution nor any individual officer, employee or agent shall enter into any revenue sharing arrangements with any lender.

No officer or employee of the College who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de-minimus amount.

An officer or employee of the College who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

The College shall not A) for any first-time borrower, assign, through award packaging or other methods, the borrower's loan to a particular lender, or B) refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

The College shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan to students in exchange for the institution providing concessions or promises regarding providing the lender with A) a specified number of loans made, insured, or guaranteed under Title IV, B) a specified loan volume of such loans, or C) a preferred lender arrangement for such loans.

The College shall not request or accept from any lender any assistance with call center staffing or financial aid office staffing.

Any employee who is employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

## Financial Aid Policies

### Financial Aid Satisfactory Academic Progress Policy

Federal regulations require all students receiving federal financial aid (Federal Title IV aid including Federal Pell Grant, Federal Work Study, Federal Supplemental Educational Opportunity Grant, Stafford Subsidized, Unsubsidized or Plus Loans) must make satisfactory academic progress toward completion of a degree or certificate. Students receiving an Alabama Student Assistance grant must also make satisfactory academic progress toward completion of a degree or certificate. After each review of satisfactory academic progress, students who do not meet the progress requirements will be notified via their campus e-mail. The notice will tell the student what type of satisfactory progress issue the student has: satisfactory academic suspension or satisfactory maximum time suspension.

According to 34 CFR 668-16(e), there are two major components of satisfactory academic progress: the qualitative component (cumulative GPA) and quantitative component (timeframe of completion).

Qualitative Requirement (Cumulative GPA) – Students must meet or exceed the following minimum cumulative GPA's based upon total hours attempted:

Semester Credit Hours Attempted Cumulative GPA

12-21 1.50

22-32 1.75

33 or more 2.00

Quantitative Requirement (Timeframe for Completion) – Eligible students in Certificate or Associate Degree programs may receive federal financial aid for a period of time not to exceed 1.5 times the normal length of his/her program of study. All credits transferred into the College will be counted toward the maximum number of hours attempted. Each student on federal financial aid must earn two-thirds (67%) of all the hours he/she attempts in order to complete a program in the normal length of time allowed. Students who have not passed the required number of hours will be suspended (financial aid suspension) from receiving federal financial aid. Financial aid is reinstated when the student has achieved the minimum cumulative GPA required and earned the required minimum number of credit hours.

If a student repeats a course which was previously successfully completed, the hours obtained the second time the course is attempted do count toward the minimum number of academic hours required for program completion. Failing grades, withdrawals, incompletes and/or repeated classes may result in financial aid suspension because these classes are considered as attempted hours not successfully completed (these hours are included in the maximum number of hours attempted).

Developmental Courses– A student receiving federal financial aid may not enroll in the same developmental (remedial) course more than three times and continue to receive federal financial aid. A federal financial aid recipient may not receive aid for more than 30 semester hours of developmental work. Credit hours attempted for developmental courses are included when determining a student's qualitative or quantitative progress for financial aid, including the maximum time frame requirement.

Academic Suspension is different than Financial Aid Suspension. A student who is readmitted academically or who has appealed successfully his/her academic suspension, may not be able to receive financial aid and MUST contact the financial aid office. Approval of the student's appeal to the admissions committee for readmission does not reinstate the student's eligibility for financial aid.

Financial Aid Suspension– Academic progress will be assessed at the time a student applies for financial aid, and reviewed each academic year. The student is placed on financial aid suspension when the Qualitative Requirement (Cumulative GPA) and/or the Quantitative Requirement (Timeframe for Completion) have not been met. Financial Aid will be reinstated when the student attends college at his/her own expense and meets the minimum standards of satisfactory academic progress or if the Financial Aid Appeal Committee reinstates eligibility.

Change in Program –If a student changes programs, he or she will be allowed to continue to receive federal financial aid for 1.5 times the normal length of the second program. Any student exceeding the normal maximum credits to receive a degree will need to appeal for maximum time. A student may change programs of study more than once but will not be allowed to receive federal financial aid for more than 180 credit hours attempted.

Appeals Process –If a student wishes to request consideration for re-instatement of federal financial aid due to either a maximum time situation or an extraordinary circumstance (examples: death of parent, spouse or family member, documented medical issues, documented injury (Note: work is not considered extraordinary)), the student must do the following:

1. Complete a Financial Aid Appeal form and follow the form directions.
2. A student must have a written statement regarding why the student failed to make SAP (extraordinary circumstance).
3. A student must state what has changed to allow the student to make SAP progress and what the student is going to do to be successful.
4. Students must provide a detailed academic plan signed by the student academic advisor, indicating courses needed to graduate in cases where financial aid suspension resulted from maximum time (credit consumption). This degree plan must include graduation date (term). If appeal is approved, the plan must be followed exactly or future aid will be removed.
5. Provide third party unrelated professional documentation of reason for extraordinary circumstance. This documentation must be date and time specific and address the reason as stated in the appeal. For death of a family member, an original death certificate must be received, as well as other third party unrelated professional documentation that supports the reason as stated.

A student may submit an appeal for reinstatement of federal financial aid one time; additional appeals may be accepted based on special circumstances. Any appeals that are not complete will be returned to the student unprocessed. Once appeals are received by the Financial Aid Committee, written decisions will be sent to the student (by email ) within two weeks. The decision of the Financial Aid Appeal Committee is final.

Send all appeal documents to:

Coastal Alabama Community College

ATTN: Financial Aid Office

1900 US Highway 31 South

Bay Minette, AL 36507

## Notice of Federal Student Financial Aid Penalties for Drug Law Violations

Students convicted of a federal or state offense of selling or possessing illegal drugs may not be eligible for federal student aid (grants, loans, and work-study). Students who answer "Yes" to question 31 on the FAFSA will be sent a worksheet by the federal processing center to determine if the conviction affects eligibility for aid. Also, if the Financial Aid Office is notified that a student has been convicted of possession or sale of illegal drugs during the academic year, all federal student aid will be suspended immediately.

Convictions only count if they were for an offense that occurred during a period of enrollment for which the student was receiving federal student aid. Also, a conviction that was reversed, set aside, or removed from the student's record does not count.

The chart below illustrates the period of ineligibility for federal student aid funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for sale of drugs includes convictions for conspiring to sell drugs.)

Possession of illegal drugs Sale of illegal drugs

1st offense 1 year from date of conviction 2 years from date of conviction

2nd offense 2 years from date of conviction Indefinite period

3+ offenses Indefinite period

Students regain eligibility the day after the period of ineligibility ends or when they successfully complete a qualified drug rehabilitation program. Further drug convictions will make them ineligible again. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.

It is the student's responsibility to certify to the Financial Aid Office the date of the conviction and if (s)he has completed a drug rehabilitation program.

## Verification

### What is verification?

Verification uses documentation to confirm that the information provided on a student's Free Application for Federal Student Aid (FAFSA) is correct. The federal government requires colleges and universities to verify, or confirm, the data reported by students and their parent(s) on the FAFSA. The verification process ensures that eligible students receive all the federal financial aid to which they are entitled and prevents ineligible students from receiving financial aid for which they do not qualify.

## Title IV Funds

### Return of Title IV Funds

In accordance with Federal regulations, those students who receive federal financial aid and who officially withdraw from the College during the first 60 percent of a term will have their federal financial aid adjusted. To officially withdraw from the College, a student may withdraw any time prior to the last day of class before any final exams start for any semester or term, as published in the printed semester schedule for the College. To withdraw, students must complete the withdrawal process on line.

The adjustment is based on the percentage of calendar days used in the academic period. This percent is calculated by dividing the number of days in the term (excluding breaks of five days or longer) into the number of days completed prior to the withdrawal (excluding breaks of five days or longer). The date of withdrawal will be the date the student begins the withdrawal process unless there is documentation of class attendance beyond that date.

Students who do not follow the official withdrawal procedure, but who stop attending classes for all of their courses, will be considered to have withdrawn at the 50 percent point of the term unless attendance is documented after that time. Attendance is tracked electronically for students taking Distance Education courses. Distance Education students should follow the official withdrawal procedure and base their official withdrawal date on their actual last date of attendance (i.e. course participation). There will be no adjustment to federal financial aid after the completion of at least 60 percent of the term.

A student who receives all "F"s or all "W"s, and whose last day of attendance was before the 60 percent date of the term, will

have their federal aid adjusted as stated previously.

Once the amount of federal funds to be returned has been calculated, the funds will be returned in the following order:

- Unsubsidized Stafford Loans
- Subsidized Stafford Loans
- PLUS Loans
- Pell Grants
- Supplemental Educational Opportunity Grants

Students who receive a refund of financial aid prior to withdrawing from the College may owe a repayment of federal financial aid funds received. Students will be billed by the Student Account Office and will be given 30 (thirty) days to repay the funds to the College. Students who fail to repay the unearned portion of Federal financial aid funds given to them will become ineligible for continued receipt of financial aid until such time as the repayment is made.

## Federal Pell Grants

By filing the FAFSA, a student is automatically considered for a Pell Grant based on his/her family's EFC and if he/she is enrolled in an eligible program of study. Students receive preliminary Pell eligibility upon completion of filing their FAFSA electronically. This amount is subject to any changes that a student might make to his/her FAFSA application or from the process of Verification.

The amount of the student's award, based on the determination of eligibility and the cost of his/her education, is determined by the U.S. Department of Education. This grant program, authorized by the Educational Amendments of 1972, does not have to be repaid and is used to provide the "base" for a student's financial package. The maximum amount varies from year to year dependent on published Office of Education payment schedules.

Once Pell is awarded to a student and that student becomes registered, Pell is placed on the student account. A Pell grant is used to pay tuition, fees, room and board (if a student lives on campus). Any amount over these billed amounts can be refunded to a student. Students who are Pell-eligible can charge their books from the campus bookstore to their accounts before any Pell refunds are distributed if financial aid is greater than tuition, fees and dorm charges. This can be by the 7th day of a payment period, as long as the student has completed the financial aid process. Students must have completed the financial aid process (must be awarded) in order to obtain their books in this manner. This process is only for the College bookstore.

Students must apply each year by filing the FAFSA electronically. Students can apply after October 1st each year. All new and returning students are encouraged to apply early, at least by April 1, to ensure adequate time for processing.

The amount of a student's Pell grant can be affected by a student's enrollment status: full time, part time or less than part time. Before a student changes enrollment status (drops or adds classes) he/she should check with the Financial Aid Office to see how the change will affect his/her aid status. After the official drop and add period, the Financial Aid Office will not recalculate a student's Federal Pell Grant amount due to enrollment status change. EXAMPLES: If Student A enrolls for 12 credit hours and withdraws from 3 credit hours after the official Drop/Add period, then Student A will be paid as a full time student. If Student B originally enrolls for 9 credit hours and adds an additional 3 credit hours after the official Drop/Add period, then Student B will be paid as a three-quarter time student, not as a full time student.

When a student is awarded after the beginning of a term (semester) and the student is Pell eligible their enrollment will be reviewed at that time. To receive a Pell grant a student must be enrolled and attending those courses that the student is enrolled in and these courses must be in a degree or certificate program that is qualified for federal student aid. The student's Pell will be awarded based on this course attendance, regardless of what the student was originally enrolled for. The date of record for Pell will be the date that the student has completed the awarding process. No reduction of Pell will occur after a student is awarded except when a student totally withdraws or fails all courses in a given term. Then the rules for recalculation of Title IV aid will be reviewed with respect to the student's last date of enrollment and federal aid is adjusted at that time if need be.

Pell Grants are federal financial aid. Direct Student Loans, Plus loans, FWS and FESOG are also federal financial aid. Students receiving federal financial aid of any type must have their attendance verified each semester before any aid proceeds are disbursed. This process, completed by the faculty, occurs after the last day of drop and add for the term of current enrollment. Any student not attending classes as documented by the faculty will have their classes dropped and will have their federal financial aid suspended. Students are notified of this via their campus email. Students will not be able to attend

classes. If a student believes they have attended class, they need to contact their instructors and follow the instructions that were emailed to them.

Students receiving Pell Grants are subject to lifetime limits and review of their enrollment history. For information, please go to Pell LEU and Unusual Enrollment History.

## Federal Supplemental – Educational Opportunity Grants

By filing the FAFSA form, students are considered for the the Federal Supplemental Educational Opportunity Grant Program (FSEOG). This grant is for students with exceptional financial need. The students with the lowest EFC have the highest need. If a student receives FSEOG, it cannot be less than \$200. Not all students who qualify can be awarded, as there is a limited amount of grant money available. Students who apply early (file a complete FAFSA) are given first consideration.

## Federal Work-study Program

By filing the FAFSA form, students can be considered for the Federal Work-Study Program (FWS). The FWS program provides jobs for students who have financial need and who indicate on their FAFSA that they are interested in employment. The number of hours a student may work is determined by the student's need for financial aid. A student may earn no less than minimum wage. Students are paid monthly via student payroll.

Jobs include on-campus work in the cafeteria, library, administrative offices, residence halls, labs, gymnasium, facilities and grounds maintenance department, and off-campus with a public or private nonprofit agency, such as the public school system. In arranging a job and determining how many hours a week a student may work under this program, the Financial Aid Director or his designee will take into account: (1) need for financial assistance, (2) class schedule, (3) health, and (4) academic progress.

Federal Work-Study job assignments are made according to the date students complete their file and receive a Federal Work Study award. The student's job preference and skills are given first consideration; however, other factors may determine final job placement. Students who indicate no skills or job preference are placed in areas needing the largest number of student workers. Those students who fail to complete their files prior to orientation are considered late and are placed in the areas with remaining jobs.

Not all students who want jobs or are eligible can be placed. FWS is also limited due to the amount granted by the federal government. Those students who apply early by filing the FAFSA will be considered first.

## Institutional Work Study

This program of student employment provides jobs for students who are interested in campus-based jobs. Students may earn no less than minimum wage. Jobs are the same as the Federal College Work-Study Program. Students must be full-time and make satisfactory academic progress.

## Alabama Student Assistance Program

The Alabama Student Assistance Program provides a supplemental source of financial assistance to qualified undergraduate students with an established financial need from families with income below the prescribed maximum levels provided by law.

Students must be enrolled at least half-time in an eligible program of study leading to a degree other than a field of preparation for a religious profession. They must be legal residents of the State of Alabama and must maintain satisfactory progress.

## Direct Student Loan

By filing the FAFSA form and being in an eligible program, a student can qualify for the Direct Student Loan Program. This loan program provides financial assistance through the federal government. To apply for a student loan, a student must go to <http://studentloans.gov>. A student must do both a MPN (master promissory note found on the website) and entrance counseling (also found on the website). When a student ends his/her college career, either by graduating or withdrawing (not continuing), he/she must do exit loan counseling. The College will notify all students who graduate, withdraw or do not enroll for the next term within 30 days of the end of each term. This notification will be a reminder for the student to do exit counseling. This counseling service is found at <http://studentloans.gov>. For more information on exit counseling and what student responsibilities are, students should view the Exit Counseling Guide for Federal Student Loan Borrowers.

Once a student is awarded a Direct Loan by the Financial Aid Office, the student must fill out a Loan Request Form (form is located on the Forms tab of the Financial Aid website). Students must complete this form to receive any Direct Student loans. Loan eligibility can be found on the award notification or on student's myCA account. Students must apply for loans on an annual (academic year) basis, UNLESS a student is only attending for a single semester. This means that students must fill this form out for two consecutive terms: Fall and Spring or Spring and Summer. If applying for a single term loan please note that this loan is subject to two disbursements during the term of the loan. Single term summer loans can be requested if a student is eligible, but a student must check on the request form if the summer loan is an additional loan or first time loan. Loans will only be disbursed for the terms that a student is registered for. Loans that are not disbursed do not have to be paid back. Interest on unsubsidized loans or parent plus loans does not start until loans are disbursed.

If a student is in the first year of undergraduate study and is a first-time Direct Subsidized/Direct Unsubsidized Loan borrower, the disbursement of the first installment of the Direct loan will not occur until 30 calendar days after the student's program of study begins.

Direct Student Loans will be awarded to students who at the time of awarding are enrolled at least half time in a degree or certificate program that qualifies for federal student aid. Direct student loans are subject to positive confirmation by the student before any actual loans are originated. Also a student must be enrolled at least half time at time of loan disbursement. Direct student loans are also subject to the rules of Title IV recalculation if a student totally withdraws or fails all courses in a given term.

The Direct Loan Program has two types of loans: Subsidized and Unsubsidized.

For more information on Direct Student Loans and Repayment Schedule Information, please visit our website at <http://www.coastalalabama.edu/financialresources/>.

## Subsidized Direct Loan

The student borrower is required to demonstrate a financial need. The federal government, on behalf of the borrower, pays the interest that begins to accrue while a student is in school, during authorized deferment periods, and for six months after the student ceases to be enrolled at least half-time.

Students who are first time loan borrowers on or after July 1, 2013, are subject to a 150% maximum borrowing time limit for subsidized loans. For example, if a student is enrolled in a two year degree, he/she has three years of subsidized eligibility (if qualified) to earn the degree. If a student does not earn the degree (graduate), he/she will become only eligible for unsubsidized loans and the subsidized loans that he/she has previously received will revert to unsubsidized loans and the student will be responsible for any and all interest. For one-year certificate programs, the time limit is 18 months.

Students transferring into the College from other colleges who were first time loan borrowers on or after July 1, 2013, are subject to the maximum borrowing limits. For example a student who had borrowed three years of subsidized loans at a four year school and is transferring to the College, regardless of the number of accepted transfer credits, would have zero eligibility left for subsidized loans, but would have unsubsidized loan eligibility left depending on his/her lifetime eligibility limits.

Students who change programs without completing their initial program are subject to maximum time rules for subsidized loans. For example a student who starts a program but fails to complete it and starts a program of equal or less length loses subsidized eligibility after the 150 percent time period.

For more information about current interest rates, applications and counseling information, please go to [www.studentloans.gov](http://www.studentloans.gov).

## Unsubsidized Direct Loan

The student borrower is not required to demonstrate a financial need to qualify for the unsubsidized loan. However, repayment begins immediately upon disbursement or payment may be delayed. If repayment is delayed, the applicable interest payment begins to accrue upon disbursement.

## Loan Amounts

Depending on the student's cost of attendance and his/her student status (dependent or independent), a student can borrow from \$3,500-\$9,500 on both the Subsidized and Unsubsidized Stafford Loan Program for the first year, and between \$4,500-\$10,500 for the second year. A student can borrow a lesser amount than listed above and is encouraged to do so. Students are encouraged to visit [studentaid.ed.gov/types/loans](http://studentaid.ed.gov/types/loans) for more loan information.

## Direct Plus Loan (LOAN for Parents)

A Plus Loan enables a parent with a good credit history to borrow to pay the educational expenses of each child who is a dependent, undergraduate student. Eligibility is not based on income. This loan program is intended to supplement the Direct Student Loan Program. Detailed information and application information can be found here <http://www.direct.ed.gov/parent.html>. A parent may borrow an amount not to exceed the student's estimated cost of attendance minus any financial aid that has been awarded for the enrollment period. For more information about current interest rates, applications and counseling information, please go to [www.studentloans.gov](http://www.studentloans.gov).

## Private Alternative Loans

For more information, please visit our website at [http://www.coastalalabama.edu/financialaid/private\\_education\\_loan\\_disclosures/](http://www.coastalalabama.edu/financialaid/private_education_loan_disclosures/).

## Ombudsman Contacts

We are pleased to provide updated information to ensure that borrowers of loans authorized under Title IV of the Higher Education Act of 1965, as amended, have the most current contact information for the Student Loan Ombudsman. This information is necessary to comply with the regulatory requirements that schools, lenders, guaranty agencies, and commercial and Department of Education servicers notify borrowers regarding the availability of the Ombudsman. Those requirements are included in the regulations at 34 CFR 674.42(b)(2)(xi) and .45(h); CFR 682.208(c)(3)(ii), .410(b)(5)(vii), .411(b)(3), and .604(g)(2)(x); and CFR 685.304(b)(4)(vii). Effective February 28, 2016, students should use the following information to contact the FSA Student Loan Ombudsman Group.

- Via on-line assistance: <http://studentaid.gov/repay-loans/disputes/prepare>
- Via telephone: 877-557-2575
- Via fax: 606-396-4821
- Via mail:

FSA Ombudsman Group

P.O. Box 1843

Monticello, KY 42633

## Scholarships

The College offers several types of scholarships to students. The Scholarship Committees award scholarships for proven performance in academics, technical, leadership, athletics, cheerleading, and performing arts. Detailed information and applications for scholarships may be obtained through the Financial Aid Offices. Students applying for any type of scholarship are encouraged to file the FAFSA. Only citizens of the United States or resident aliens are eligible for Institutional Scholarships. For a full list of scholarships, go to <http://www.coastalalabama.edu/scholarships/>.

# Veteran Benefit Programs

## **ABOUT VA EDUCATION BENEFITS**

The Financial Aid office of the College makes every effort to ensure that all veterans, dependents, and reservists receive their educational benefits in a timely manner. If you have any questions about applying for VA education benefits, please contact the Financial Aid Office. For other information, including questions regarding your eligibility, please contact the Department of Veterans Affairs (DVA) at 1-888-GIBILL1.

## **VA CHAPTERS FOR EDUCATIONAL BENEFITS**

- Chapter 30 – Montgomery GI Bill
- Chapter 31 – VA Vocational Rehabilitation
- Chapter 33 – Post 911
- Chapter 1606 – Montgomery GI Bill – Selected Reserve
- Chapter 1607 – Reserve Educational Assistance Program (REAP)
- Chapter 35 – Dependents Educational Assistance (DEA)
- Chapter 36 – Counseling Services
- Tuition Assistance – for individuals currently on active reserve
- State VA – Alabama scholarship for dependents and spouses
- More information (1-888-442-4551) or at [www.gibill.va.gov](http://www.gibill.va.gov).

## **DESCRIPTION OF CHAPTERS**

Chapters 30, 1606, 1607 and 35 - These Chapters receive benefits in the form of a monthly check; none of these chapters pay for tuition or books. Muskogee Regional office determines their eligibility.

Chapter 31 - This chapter pays for tuition and books and receives a monthly stipend, which is determined by their local office. The local office is responsible for getting an authorization form to the College's Financial Aid Office so that tuition and books can be paid for.

Chapter 33 - This chapter is for veterans, spouses and children. It pays tuition (based on percentage rating), provides stipends for books, and pays a basic monthly housing allowance. The tuition money is sent to the College, and the book stipend and housing allowance is paid straight from the VA to the student via check or direct deposit. In order to be eligible for the full housing allowance, students must be full time and must have at least one campus course. If the student is less than full-time, the allowance will be prorated. Students must have at least seven hours or more to qualify for the housing allowance period. For individuals whose eligibility rating is less than 100 percent, the housing allowance will be paid based on percentage (60 percent, 70 percent, 80 percent, etc.).

Chapter 36 - This chapter is designed to provide professional, educational, vocational and career counseling services to service members, veterans and dependents. This benefit is available to service members within six months of anticipated discharge, veterans within one year following discharge from active duty, and service member or veteran currently eligible for a VA education benefit and all current VA education beneficiaries. These are the VA forms students will need for counseling VAF 28-8832, VAF 22-1990, VAF 28-1902 and VAF 28-8606. Information about this benefit can be found by clicking here.

Tuition Assistance - This benefit is for active duty reserve veterans only. Neither spouses nor children can receive this benefit. Veterans must apply for this benefit through [www.GoArmyEd.com](http://www.GoArmyEd.com). Upon approval, he/she must submit a Tuition assistance Authorization form to the College's Financial Aid Office so the tuition can be paid. This covers tuition and fees only (no books or housing allowance).

State Veterans' Affairs - This benefit is for spouses and children of a disabled veteran. The veteran has to have at least a 40 percent service-connected disability and must be a resident of the State of Alabama when he/she enlisted. If the veteran was not a resident of the State of Alabama at the time of enlistment, but he/she has lived in Alabama for five years or longer, then he/she may qualify. State VA pays tuition and a portion of fees and books. State VA does not cover \$19 per credit hour of fees, nor do they cover remedial courses. Remaining balances can be paid for by cash or alternative methods of financial aid.

## **HOW TO APPLY:**

## **NEW APPLICANTS**

Chapters 30, 33, 1606 and 1607 – Go to the VA website ([www.gibill.va.gov](http://www.gibill.va.gov)), and complete a 22-1990 form. The Financial Aid Office will certify the form and will mail the application to Muskogee, OK. The VA strongly urges all veterans to use the electronic process for completing this form. The VA will contact the student by mail letting them know their eligibility. The College's Financial Aid Office requires a copy of the DD214 (discharge notification), along with a completed in-house form known as the Statement of Understanding.

Chapter 33, Post 911 – Students need to submit a copy of their certificate of eligibility once they receive it from the VA.

Chapter 35 – Students must go to the VA website ([www.gibill.va.gov](http://www.gibill.va.gov)) and complete a 22-5490 form. The Financial Aid Office will mail the form to the VA, which will experience a longer delay due to mail service. These same steps apply to the other chapters when mailing applications.

## **ESTABLISHED VA STUDENTS**

Veteran students who have received benefits through Chapter 30, 33, 1606 or 1607, are required to complete a 22-1995 form. The Financial Aid Office requires a completed 22-1995, along with a copy of the DD214 and a completed in-house form known as the Statement of Understanding. Chapter 35 established veterans will need to fill out a 22-5495 and submit it to the Financial Aid Office.

## **NEW DEPENDENTS FOR POST-911**

Veterans must go to the Department of Defense website (DOD) and elect how many months of benefits they wish to transfer to their child or spouse. Once the Department of Defense approves their request, the veteran can complete the application online at [www.gibill.va.gov](http://www.gibill.va.gov) or can complete a paper 22-5490 form. Once receiving a certificate of eligibility, the veteran needs to submit a copy to the Financial Aid Office. The Financial Aid Office will require a copy of the veteran's certificate of eligibility if the veteran is applying for Chapter 33, Post 911.

## **ESTABLISHED DEPENDENTS FOR POST-911**

Veterans must complete a 22-5495 and submit a copy of their certificate of eligibility to the Financial Aid Office.

## **TUITION ASSISTANCE**

To apply for tuition assistance, the veteran will need to access [www.GoArmyEd.com](http://www.GoArmyEd.com). Once Go Army Ed approves the tuition assistance, the veteran needs to submit a copy of the Tuition Assistance Authorization form to the Financial Aid Office.

## **TUITION GUIDELINES**

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fees purposes:

- A veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill – Active Duty Program) or Chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Alabama while attending a school located in Alabama (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33, of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence).
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Alabama while attending a school located in Alabama (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. § 3679 as amended.

## **STATE VETERANS' AFFAIRS**

A veteran must apply within the county he/she lives in. To locate a number for the county office, the veteran can go to [www.va.alabama.gov](http://www.va.alabama.gov). On the left-hand side of the website, choose County Veterans' Service Office, then choose the county of residency.

### **ANGEAP - ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM**

An award to be used for tuition, educational fees and books/supplies for Alabama National Guard members to attend a public postsecondary educational institution in Alabama. Awards limited to \$600 per term and no more than \$2,000 per year. Applications are available at Alabama National Guard units.

### **VOCATIONAL REHABILITATION**

Vocational Rehabilitation is an agency providing funding for education. To contact this agency, students should call (251) 441-5616.

### **GI BILL COMPARISON TOOL**

Thanks to VA's new GI Bill® Comparison Tool, veterans can now find information online about Post-9/11 GI Bill benefits and the schools and training programs available to education beneficiaries. Before this tool launched, estimating how much beneficiaries may receive under the Post-9/11 GI Bill benefit was challenging. The new comparison tool makes it easy to estimate Post-9/11 GI Bill benefits with just one click.

In addition, Veterans can find and compare information on our 10,000+ approved education and training programs, including estimated tuition and fee amounts and your projected housing allowance. Also available are each school's graduation rate, student loan default rate and Yellow Ribbon participation. Together, the GI Bill benefit estimator and school comparison information enable students to compare education options and make the best decision for their future. In the future, VA will add additional functionality to the tool, including the ability to compare up to three schools side-by-side

### **VETERAN EMPLOYMENT WEBSITE**

Newly launched Employment Center available on [www.ebenefits.va.gov](http://www.ebenefits.va.gov). The Department of Veterans Affairs worked closely with our federal partners to develop the Employment Center, which is the single federal source for Veterans looking for new career opportunities in the private and public sectors, as well as Servicemembers transitioning to the civilian workforce, military spouses and dependents looking for employment opportunities, G.I. Bill® beneficiaries transitioning from training to the job market and employers looking to connect with high quality applicants. This new site integrates multiple tools and resources for both job seekers and employers, including the Veterans Job Bank.

If you or someone you know is a Veteran, Service member, military spouse or a dependent who is either unemployed or looking for a different career opportunity, I strongly encourage you to check out the new Employment Center. Once on the site you will be able to use the Skills Translator to translate your military skills to civilian skills or skip directly to building a resume with the Resume Builder tool. Resumes created on the site will be available for viewing by both private and public sector employers who are specifically looking to hire Veterans. Please, visit [www.ebenefits.va.gov](http://www.ebenefits.va.gov) and click on the Employment Center tab on the top navigation bar to create and post your resume. This will ensure that employers looking to hire Veterans like you have access to your resume online.

## **Estimated Cost of Attendance (COA)**

Cost of attendance (COA) is an average figure used to determine financial aid eligibility. It includes estimates of standard expenses such as tuition, fees, books, supplies, room, board, and personal expenses, such as unreimbursed medical/dental expenses, clothing, and transportation. Cost of Attendance minus the Expected Family Contribution (EFC) from your FAFSA equals your financial need for need-based financial aid programs.

The COA is not a bill and is provided for planning purposes only. Actual student bills will differ from the estimated COA figures provided by the College, which include both direct (i.e. billable) costs and indirect costs for two semesters. Tuition, fees, room (for on-campus residents), and books are the direct costs for which students are billed by the College. Other costs, including off-campus living expenses, are not billed by the College and will vary for each student.

Estimated cost of attendance budgets for 2018-2019 (two semesters of enrollment) are provided by the College upon request. Please note that COA figures are estimates and are subject to change.

	Single at Home Full Time	On Campus Full Time	All Others Full Time	Out of State on Campus Full Time	Out of State Off Campus Full Time
Full time for 2	30 Credits	30 Credits	30	30 Credits	30Credits

semesters			Credits		
Tuition and Fees	\$4,740	\$4,740	\$4,740	\$8,610	\$8,610
Room/Board	\$0	\$5,900	\$6,215	\$5,900	\$6,215
Book and Supplies	\$1,448	\$1,448	\$1,448	\$1,448	\$1,448
Loan Cost	\$129	\$129	\$129	\$129	\$129
Personal Expenses	\$1,530	\$1,530	\$1,530	\$1,530	\$1,530
Transportation	\$2,860	\$2,860	\$2,960	\$2,960	\$2,960
Total	\$10,707	\$16,607	17,022	\$20,577	\$20,892

	Single at Home Full Time	On Campus Full Time	All Others Full Time	Out of State on Campus Full Time	Out of State Off Campus Full Time
Three-Quarter Time for 2 semesters	20 Credits	20 Credits	20 Credits	20 Credits	20 Credits
Tuition and Fees	\$3,160	\$3,160	\$3,160	\$5,740	\$5,740
Room/Board		\$5,900	\$6,215	\$5,900	\$6,215
Books and Supplies	\$1,300	\$1,300	\$1,300	\$1,300	\$1,300
Loan Cost	\$129	\$129	\$129	\$129	\$129
Personal Expenses	\$1,530	\$1,530	\$1,530	\$1,530	\$1,530
Transportation	\$2,900	\$2,900	\$2,900	\$2,900	\$2,900
Total	\$9,019	\$14,919	\$15,334	\$17,499	\$17,814

	Single at Home Full Time	On Campus Full Time	All Others Full Time	Out of State on Campus Full Time	Out of State Off Campus Full Time
Half Time for 2 semesters (12-17 Credits)	15 Credits	15 Credits	15 Credits	15 Credits	15 Credits
Tuition and Fees	\$2,370	\$2,370	\$2,370	\$4,305	\$4,305
Room/Board		\$5,900	\$6,215	\$5,900	\$6,215
Books and Supplies	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Loan Cost	\$129	\$129	\$129	\$129	\$129
Personal Expenses	\$1,530	\$1,530	\$1,530	\$1,530	\$1,530
Transportation	\$1,950	\$1,950	\$2,050	\$2,800	\$2,900
Total	\$6,979	\$12,879	\$13,294	\$15,664	\$16,079

	Single at Home Full Time	On Campus Full Time	All Others Full Time	Out of State on Campus Full Time	Out of State Off Campus Full Time
Less than Half-Time for 2 semesters (1-5 Credits)	5 Credits	5 Credits	5 Credits	5 Credits	5 Credits
Tuition and Fees	\$790	\$790	\$790	\$1,435	\$1,435
Room/Board		\$5,900	\$6,215	\$5,900	\$6,215
Books and Supplies	\$600	\$600	\$600	\$600	\$600
Loan Cost	\$129	\$129	\$129	\$129	\$129
Personal Expenses	\$1,550	\$1,550	\$1,550	\$1,550	\$1,550

Transportation	\$2,030	\$2,030	\$2,030	\$2,080	\$2,080
Total	\$5,099	\$10,999	\$11,314	\$11,694	\$12,009

NOTE: Cost of Attendance is reduced for less than full time status. The above table is for one academic year and is subject to change. Refer to the College website for the most current information. Estimated costs of attendance (two semesters of enrollment) are provided by the College upon request or can be found at [www.CoastalAlabama.edu/financial-aid](http://www.CoastalAlabama.edu/financial-aid). Please note that COA figures are estimates and are subject to change.

## Academic Affairs

# Program and Catalog Changes

Provisions of this publication are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change without prior notice any provision or requirement at any time within the student's term of attendance. It is the student's responsibility to know and follow all requirements.

## Classification of Students

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.

## Credit Hour Definition

The Alabama Community College System requires all institutions in the System to operate on a semester system. 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. A semester system is defined as a fall semester, spring semester, and a summer term.

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.

Coastal Alabama Community College follows the Alabama Community College System Board of Trustees Policies which are published on the Alabama Community College System Course Directory. This Course Directory is used by all institutions in the Alabama Community College System 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 textbooks 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.

Coastal Alabama Community College adheres to the policies and guidelines that are approved by the Alabama Community College System Board of Trustees and regulated by the Alabama Community College System regarding the level of credit awarded for courses taught at all colleges within the Alabama Community College System, regardless of the format or mode of delivery, including distance education/online courses.

# Maximum and Minimum Course Loads

- The maximum course load for an entering first semester freshman is 19 semester hours, except by special permission.
- The maximum load for a student who has an average of 3.00 or above during the preceding semester is 24 semester hours. However, students wishing to take more than 19 semester hours must have written permission from the Vice-President of Instructional Services and Workforce Development or Designee.
- The minimum load for a regular full-time student is 12 semester hours. A student taking an average of 16 semester hours earns 32 semester hours in 2 semesters.
- The maximum course load for a student on academic probation is 16 semester hours for the term, except by special permission.

## Grading System

Letter grades are assigned for all courses, with the exception of nursing courses, for which students have registered as follows:

A Excellent 90-100 W Withdrawal

B Good 80-89 I Incomplete

C Average 70-79 P Non-Credit

D Poor 60-69 AU Audit

F Failure below 60

Nursing course grades are assigned as follows:

A Excellent 90-100 W Withdrawal

B Good 80-89 I Incomplete

C Average 75-79 P Non-Credit

D Poor 60-74 AU Audit

F Failure below 60

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 should be repeated before attempting transfer.

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.

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.

Students may access their grade report and a variety of other student information items online. Official transcripts must be requested from the Registrar's Office or Online.

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.

# Quality Points

To evaluate the scholastic standing of students, the following quality points are assigned to grades:

A - 4 quality points per credit hour

B - 3 quality points per credit hour

C - 2 quality points per credit hour

D - 1 quality point per credit hour

F - 0 quality points per credit hour

Students' scholastic standing or grade point average (GPA) is obtained by dividing their 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, including physical education. 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.

## Grade Appeal Policy

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. However, if it is not possible to resolve the matter informally, then a grade appeal must be received in writing in the office of the appropriate Instructional Officer 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.

All academic concerns relative to a final grade, except plagiarism, are subject to the steps outlined below. Please note that issues of plagiarism must be handled via the Judiciary Affairs Committee. Also, all issues related to plagiarism must be resolved before a grade appeal request can be addressed.

The following procedure for appealing a grade must be followed in the order listed:

- The student should first contact the instructor to request verification of the grade and how it was determined.
- 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.
- However, 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 faculty member, independently or jointly, in an attempt to reach closure.
- If closure is not reached by using the informal approach, the student may file a formal grade appeal to the appropriate Instructional Officer by the midterm of the semester/term following the date the grade is issued. The written appeal 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.
- The appropriate Instructional Officer will forward copies of the student's request letter 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 Affairs Committee for a hearing. Members of the Instructional Affairs Committee will sit as the investigatory body. If the Committee requests additional information for the hearing, the appropriate Instructional Officer will coordinate the collection of information. After the written appeal is received, the Committee will deliberate and make a determination on the request within a reasonable period of time. The decision will be recorded in the Committee's minutes.
- If the Committee's decision is to alter the grade, the appropriate Instructional Officer will notify the instructor and the student, in writing, of the Committee's decision as soon as possible. If the Committee's decision is to deny the grade appeal, the appropriate Instructional Officer will notify the student in writing of the Committee's decision as soon as possible.
- The decision of the Instructional Affairs Committee is final.

# Forgiveness

Course forgiveness occurs when a student repeats a course and the last grade awarded (excluding grades of W) replaces the previous grade in the computation of the cumulative grade point average. The grade point average during the term in which the course was first attempted will not be affected. The official transcript will list the course and grade each time it is attempted.

# Academic Bankruptcy

The academic bankruptcy policy will allow students at certain intervals of their academic career or training to declare bankruptcy. The transcript will identify the bankrupted courses and credits; however, all coursework taken, even hours completed satisfactorily, will be disregarded in the cumulative grade point average and will not be counted toward graduation.

1. A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:

A. If fewer than three (3) calendar years have elapsed since the semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all course work taken during that one semester provided the student has taken and successfully passed a minimum of 18 semester credit hours of course work at the institution since the bankruptcy semester occurred. All course work taken, even hours completed satisfactorily, during the semester for which academic bankruptcy is declared will be disregarded in the cumulative GPA.

1. B. If three (3) or more calendar years have elapsed since the most recent semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters provided the student has taken and successfully passed a minimum of 18 semester credit hours of course work at the College since the bankruptcy semester(s) occurred. All course work taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative GPA.
2. When academic bankruptcy is declared the transcript will reflect the wording "ACADEMIC BANKRUPTCY IMPLEMENTED" after each semester for which it is declared. The courses and grades forgiven will not be deleted from the transcript.

A. A student may declare academic bankruptcy only once.

B. Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institution.

# Prerequisites

Certain college courses have prerequisite courses (identified in the Course Descriptions section of this 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.

# Attendance Policy (Absences)

Class attendance is regarded as an obligation as well as a privilege. Absences disrupt a student's orderly progress in a course and significantly diminish the quality of group discussion in class. There is also a high correlation between the number of absences and the final grade. Although an occasional absence may be unavoidable, it in no way excuses a student from meeting the requirements of the course. Participation in a College-sponsored activity is not regarded as an absence. All students are still responsible for preparing all assignments for the next class and for completing work missed. Excused absences are subject to verification and may include, but may not be limited to the following: active military duty, jury duty, and other approved by the Vice-President of Student Services. Specific attendance requirements will be indicated in all course syllabi.

# Withdrawals

Students may withdraw from class or the College any time prior to the last day of class before any final exams start for any semester or term. To withdraw from class or the College, students must complete the online withdrawal form located on the Registrar page of the Coastal Alabama Community College website.

Students who complete the withdrawal process prior to the deadline will be assigned a grade of "W". However, 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.

# Standards of Academic Progress

These standards of progress shall apply to all students unless otherwise noted.

## Exceptions

- 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.
- Selected transfer students will be placed on Academic Probation upon admission and must transition to these standards of academic progress.
- Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV Financial Aid.

## Gpa Requirements

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

## Intervention for Student Success

When a student is placed on Academic Probation, One Semester Academic Suspension, or One Calendar Year Academic Suspension, College officials may provide intervention for the student by taking steps including, but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

## Application of Standards of Progress

1. 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.
2. 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.
3. 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.

4. 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.
5. 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.
6. 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.

## Process for Appeal for Readmission

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 a request in writing for an "appeal for readmission" to the Admissions/Academic Standards Committee. During the meeting of the Admissions/Academic Standards Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decisions of the Admissions/Academic Standards Committee, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

## Definition of Terms

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

- Appeal of Suspension – The process by which the College shall 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.

## Standards of Academic Progress: Transfer Students

1. 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.
2. 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.
3. 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.

## Final Examinations

Final exams assure that students are provided optimal learning experiences while earning a terminal degree and/or transferable credit. A final examination or alternative assessment is required for each course at the close of the term. Alternative assessments include, but are not limited to final projects, papers, essays, discussions, presentation, etc. Final exams are administered during the regularly scheduled final exam session based on the schedule issued each term by the Instructional Officers and any deviations from the published schedule must be approved by the appropriate Instructional Officer. 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. No student exemptions are permitted.

## Credit for Nontraditional Students

In addition to earning credit hours for work that is acceptable toward a degree by traditional means, per Alabama Community College System Board of Trustees Policy–Credit Awarded through Non-traditional Means, general college credit may be awarded through nontraditional means (i.e., credit awarded for prior learning from which the skills that comprise courses – terminal objectives – are mastered to an acceptable degree of proficiency). Specifically, credit awarded through nontraditional 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 nontraditional 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 nontraditional means. Also, credit awarded through nontraditional 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 Alabama Community College System Board of Trustees Policy–Graduation Requirements: Degrees.

## 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, if the student holds a valid Alabama Career Readiness Certificate at or above the WorkKeys® target level corresponding to the occupational program of study. The credit will be awarded only at the request of the student after registration in an occupational program of study at the College. The request must be made prior to the end of the first semester of enrollment in the occupation program of study. All documentation to qualify must be presented

in writing to the Career Readiness Certification Coordinator and approved by the Admissions Office at Coastal Alabama Community College. More information about the WorkKeys® target levels designated for occupational programs at Coastal Alabama Community College can be found on the WorkKeys® page of the College website or by calling the Career Readiness Certificate Coordinator, Mandy Bezeredi, at 251-580-2169.

## 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 Program Examinations of the College Entrance Examination Board, not to exceed 20 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 College will accept up to a maximum of 20 semester hours of credit from all non-traditional sources.

### AP Course and Exam Credits Equivalent Courses

Art History 3 ART100

Art Studio 3 ART113

Biology 8 BIO101, 102

Calculus AB 4 MTH125

Calculus BC 4 MTH125

Chemistry 4 CHM104

Computer Science A 3 CIS150

English Language/ Composition

Score of 3 3 ENG101

English Language/ Composition

Score of 4 or 5 6 ENG101, 102

English Literature/Composition

Score of 3 3 ENG101

English Literature/Composition

Score of 4 or 5 6 ENG101, 102

European History 6 HIS101, 102

Government and Politics

(United States) 3 POL211

History (United States) 6 HIS201, 202

Human Geography 3 GEO100

Macroeconomics 3 ECO231

Microeconomics 3 ECO232

Music Theory 3 MUS111

Music Listening & Literature 3 MUS101

Physics B 8 PHY201, 202

The student should be aware that acceptance of a score of three (3) does not assure that another postsecondary institution will award advanced credit for the course. Therefore, the student should confer with the Registrar for procedural practices related to that discipline. 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 appropriate Student Development Office.

## College Level Examination Program – CLEP

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 shall 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

CLEP Subject Matter Exams	Minimum Score	Credit	Equivalent Courses
<b>BUSINESS</b>			
Computer and Data Processing	50	3	CIS190
Computer and Data Processing	60	3	CIS190 or 191
Introductory Accounting	50	3	BUS241
Introductory Accounting	60	6	BUS241, 242
Introductory Business Law	50	3	BUS263
Introductory Micro-Macro Economics	50	3	ECO231
Introductory Micro-Macro Economics	60	6	ECO231, 232
Introduction to Management	50	3	BUS275
Introductory Macroeconomics I	50	3	ECO231
Introductory Microeconomics II	50	3	ECO232
<b>LANGUAGE AND FINE ARTS</b>			
American Literature	50	3	ENG251
American Literature	60	6	ENG251, 252
English Literature	50	3	ENG261
English Literature	60	6	ENG261, 262
<b>MATHEMATICS AND SCIENCE</b>			
College Algebra	50	3	MTH112
College Trigonometry	50	3	MTH113
Calculus w/Elementary Functions	50	4	MTH125
<b>SOCIAL SCIENCE &amp; PUBLIC SERVICE TECHNOLOGIES</b>			
Western Civilization I:			
Near East to 1648	50	3	HIS101
Western Civilization II:			
1648 to Present	50	3	HIS102
American History I:			
Early Colonial to 1877	50	3	HIS201

American History II: 1865 to Present	50	3	HIS202
General Psychology	50	3	PSY200
Introductory Sociology	50	3	SOC200

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

## DANTES Subject Standardized Tests

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
<b>BUSINESS</b>			
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
<b>MATHEMATICS AND SCIENCE</b>			
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
<b>SOCIAL SCIENCE &amp; PUBLIC SERVICE TECHNOLOGIES</b>			
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

For a complete listing of DANTES examinations, minimum scores, and credit awarded, contact the Registrar's Office.

## 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:

- 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 Office of the Registrar.

- 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 Office of the Registrar that such courses were satisfactorily completed.
- 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.
- 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 for the credit and supply the appropriate documentation to receive the credits.

## Police Academy Credit

For each person attending an Alabama Police Academy or State Trooper Academy, the following credit will be awarded by the College after the student has enrolled in a regular course of study at the College:

Physical Education 4 Semester Hours

CRJ 290 Selected Topics Seminar in Criminal Justice 3 Semester Hours

CRJ 117 Community Relations 3 Semester Hours

This credit will be awarded at the request of the student after registration in a regular course of study at the College.

## Directed Study

A student may petition an instructor to enroll in a course on a directed study basis.

1. Instructors should refer students requesting a directed study course to the appropriate Division Chair.
2. Any directed study course must be approved in advance by the appropriate Division Chair and Instructional Officer.
3. 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.
4. For a directed study course to be approved, a full-term lesson plan must be submitted in advance to the appropriate Division Chair and Instructional Officer.
5. For a directed study course to be approved by the Division Chair and the appropriate Instructional Officer, the course should contain the same lecture time, course content, and testing procedures that is included in a regularly scheduled class.
6. Once written permission from the appropriate Instructional Officer is received by the instructor, the student will be allowed to complete the course work on a directed study basis.
7. The student is responsible for all course work as required in the traditional classroom setting.
8. 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.
9. This privilege may be afforded the student under the condition that he/she has been unable to schedule the required course in any other manner.
10. Approval is also subject to the instructor's work load.

## Placement Testing

All entering students are assessed through a 3-level screening guideline process. Level 1 is ACT Placement: all students who have taken the ACT within the last 5 years must make sure their scores are on file with the Admissions Office (251-580-2111). Level-2 Screening: (a) If students did not take the ACT test, (b) if students' scores are over 5 years old, or (c) if students' scores do not meet guidelines, then the students must make sure that the Admissions Office has their official high school transcript.

Level 2 screening is based upon high school GPA and course of study. Level 3 Screening: if students do not meet placement requirements pursuant to the new guidelines for Level 1 and Level 2 screenings, then they will need to schedule a date to take the ACCUPLACER test. There is no charge for the first time students take the ACCUPLACER test. However, there is a \$25 re-test fee. Students may schedule a re-test date any time after 6 weeks following their original test. However, students are limited to take the test only twice during their tenure at Coastal Alabama. All placement test results are valid for five years from the original or re-test date.

#### Placement Level 1

##### ACT Placement Chart

20+ in MTH	See Math Placement Guidelines Chart
19 in MTH	MTH 100 or MTH 110 with 109LS or MTH 112 with MTH 111LS
19 in ENG	ENG 101
18 in MTH	MTH 100 or MTH 110 with 109LS or MTH 112 with MTH 111LS
18 in ENG	ENG 101
17 in MTH	MTH 100 and MTH 099
17 in ENG	ENG 101 and ENG 099

(Below 17 in MTH or ENG Move to the high school GPA and MTH/ENG Marker Chart for placement Level 2. NOTE: Composite ACT score MAY NOT be used for placement in math and English courses. Scores cannot be older than 5 years.)

#### Placement Level 3:

##### Accuplacer Placement

(This level is only used when a student did not clear Level 1 and Level 2).

Elementary Algebra (Accuplacer)	
20-49	MTH 098
50-59	MTH 100 and MTH 099
60-79	MTH 100
80-120	MTH 110 or MTH 112
Writing Placement (Accuplacer)	
0-3	ENR 098

4	ENG 101 and ENG 099
5	ENG 101

## Placement Advising

Students should enroll in developmental 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 places in a developmental course is required.

## Evaluation

Coastal Alabama Community College, in conjunction with the Alabama Community College System office, shall conduct a periodic review to determine the accuracy of placement. Coastal Alabama Community College shall collect and analyze the data to determine the success of students in developmental programs compared to the non-developmental student population. The Alabama Community College System shall conduct research to determine the validation of cut scores based on the predicted accuracy in placement rates and student success rates. A committee will review the data, and System report shall be submitted to the Chancellor.

## WorkKeys™ Testing

WorkKeys™ is a registered trademark of ACT, Inc., and is an assessment tool that defines, measures, and certifies that individuals have the skills and abilities they need to succeed in entry-level work in the workplace. All students enrolled in certain occupational programs (AAS, CER, STC.) are required to take WorkKeys™ in the areas of Applied Mathematics, Locating Information, and Reading for Information. WorkKeys™ preparation and test administration are integral components of a course within the occupational programs. Preparation for WorkKeys™ will be in the form of free, Internet based courseware. A \$31.75 test scoring fee will be assessed when students take the WorkKeys™.

## Degrees Offered and Programs of Study

Coastal Alabama Community College awards the Associate in Arts and Associate in Science Degree to individuals desiring to transfer to senior colleges or universities and the Associate in Applied Science to individuals desiring to pursue an applicable career program of studies. The College offers programs of study and courses at convenient times for students. Programs of study availability and course offerings are scheduled according to many factors including student demand, instructor availability, and financial constraints. Programs of study and courses listed in this catalog may not be available each term. For availability of courses and programs of study, students should consult the College's semester course schedule. Class offerings and program availability are subject to change from catalog and semester schedule listings without prior notice.

## Associate in Arts (AA) Degree

An undergraduate award signifying successful completion of a prescribed course of study (60-64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the liberal arts. Only colleges accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) are authorized to award this degree.

# Associate in Science (AS) Degree

An undergraduate award signifying successful completion of a prescribed course of study (60-64 semester credit hours) designed for students planning to transfer to a senior institution to pursue a baccalaureate degree in the sciences or specialized professional field. Only colleges accredited by SACSCOC are authorized to award this degree.

# Associate in Applied Science (AAS) Degree

An undergraduate award signifying successful completion of a prescribed course of study (60-76 semester credit hours) that offers specialization in a technical, business, or semi-professional field qualifying the student for employment upon graduation while providing the possibility of transfer of some credit to a senior institution. Only colleges accredited by SACSCOC are authorized to award this degree.

# Certificate (CER)

An undergraduate award (less than a degree) signifying the successful completion of a prescribed course of study (30-60 semester hours) that provides the student with a specialized set of skills for employment or professional advancement. Certificates are not designed for transfer to a senior institution.

# CTE Short-Term Certificate (STC)

An undergraduate award signifying the successful completion of a prescribed course of study (9-29 semester hours) equipping the student with a focused set of skills for an entry-level position in business and industry. CTE Short-term certificates are not designed to transfer to a senior institution.

# Requirements for Degrees and Certificates

Colleges must offer degree programs that reflect coherent courses of study that are compatible with their own missions, that are based upon fields of study appropriate to higher education, and that include general education components ensuring a breadth of knowledge that promotes intellectual inquiry and critical thinking. Thus, each degree must consist of coursework from each of the following five areas as defined by the Alabama Articulation and General Studies Committee (AGSC):

**AREA I:** Written Composition. Study in this area ensures effective written communication skills, which are essential in a literate society.

**AREA II:** Humanities and Fine Arts. Study in the humanities addresses the ability to deal with questions of values, ethics, or aesthetics as they are represented in literature, philosophy, religion, and the arts, and is fundamental to general education. In addition to literature, disciplines in the humanities and fine arts include, but are not limited to, area/ethnic studies, philosophy, religious studies, speech, foreign languages, art and art history, music and music history, theatre, and dance.

**AREA III:** Natural Sciences and Mathematics. Study in the natural sciences and mathematics emphasizes the scientific method and quantitative reasoning. Disciplines in the natural sciences included, but are not limited to, astronomy, biology, chemistry, earth science, geology, physical geography, physics, and physical science.

**AREA IV:** History, Social, and Behavioral Sciences. Study in history and the social and behavioral sciences deals primarily with the study of human behavior, social and political structures and economics. Disciplines other than history in this area include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology.

**AREA V:** Pre-Professional, Major, and Elective Courses. Area V is designated for courses appropriate to the degree/major requirements of the individual student.

# Degree Requirements for Graduation

Students shall be awarded the Associate in Arts, Associate in Science, and Associate in Applied Science degrees upon satisfactory completion of the requirements of the specific programs as specified by Coastal Alabama Community College and the Alabama Community College System Board of Trustees.

To become eligible to receive an Associate Degree from Coastal Alabama Community College, the student must fulfill the following requirements:

1. Satisfactorily complete a minimum of 60 semester hours of college credit in an approved program of study, including prescribed general education courses.
2. Earn a 2.0 cumulative GPA in all coursework attempted at the College. The calculation of the grade point average shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of semester credit hours required for the degree at the College.
4. The College will accept all coursework transferred for credit provided all official transcripts from previously attended colleges reflect the collegiate coursework relevant to the degree.
5. Meet all requirements for graduation within a calendar year from the last semester of attendance.
6. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution; and
7. Fulfill all financial obligations to the College.

Any student receiving an Associate Degree or an award from the College is encouraged to be present at the graduate ceremony when the degree is conferred.

To become eligible to receive a Certificate, the student must fulfill the following requirements:

1. Satisfactorily complete an approved program of study.
2. Earn a 2.0 cumulative GPA in all coursework attempted at the College. The calculation of the grade point average shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements.
3. Complete at least 25 percent of semester credit hours required for the certificate at the College.
4. The College will accept coursework transferred for credit provided all official transcripts from previously attended colleges reflect the collegiate coursework relevant to the award.
5. Meet all requirements for graduation within a calendar year from the last semester of attendance.
6. Comply with formal procedures for graduation in accordance with institutional policy at the receiving institution; and
7. Fulfill all financial obligations to the College.

Any student receiving Certificate or an award from the College is encouraged to be present at the graduation ceremony when the certificate is conferred.

## Application for Graduation

Individuals planning to graduate should make application for graduation to the appropriate Office of Student Development at least one term prior to the expected term of graduation. Compliance with this deadline will allow the College to evaluate the student's record through a graduation check and notify the student concerning remaining graduation requirements. The official date that the student has completed requirements for the degree will be specified on the student's permanent transcript.

## 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

## Graduation Honors for Certificate

Superior academic achievement by students earning certificates shall be designated on transcripts as follows:

- Graduating with Distinction 3.50-4.00 GPA

## Graduation

The College wishes to honor all graduates by hosting a reception and presenting formal copies of their specific awards earned during graduation ceremony. All graduates, their respective parents, relatives, and friends of graduates are invited to the reception, which is observed immediately prior to the graduation ceremony. To ensure compliance with graduation requirements, students should apply for graduation with the Registrar's Office at least one semester prior to their last expected term. 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.

## Academic Awards

Calculation of the grade point average (GPA) for graduation honors and awards shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate earned. All course work taken during the student's enrollment, whether continuous or returning, at Coastal Alabama Community College will be used to calculate the cumulative GPA. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 32 semester credit hours at Coastal Alabama Community College.

## President's Award

The President's Award is presented to the graduating sophomore from Coastal Alabama Community College with the highest academic record. All course work taken during the student's enrollment, whether continuous or returning, at Coastal Alabama Community College will be used to calculate the cumulative GPA. All course work for the degree must have been completed before graduation and the recipient must be participating in the graduation ceremony. At least 70 percent of course work must have been completed at Coastal Alabama Community College.

## James H. Faulkner Good Citizenship Award

This award is given to the graduating student from Coastal Alabama Community College who is selected by the Honors and Awards Committee. The recipient must meet the following criteria: have high moral character; exhibit qualities of honor, integrity, and responsibility; have been active in collegiate clubs, organizations, and other extra-curricular activities and have given generously of his/her time and talents of wholesome activities to the community. The recipient of this award must participate in the graduation ceremony. Duplicate awards are given in case of a tie.

## Division Awards

These awards are given to the graduating student selected for outstanding scholarship by each division. The recipient of this award must participate in the graduation ceremony.

## Semester Academic Honors

Coastal Alabama Community College provides academic honors to recognize and promote notable student achievements.

## Dean's List

A Dean's List shall be compiled at the end of each semester. Requirements for the Dean's List shall 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.

## President's List

A President's List shall be compiled at the end of each semester. Requirements for the President's List shall 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.

## Student Right to Know

In compliance with the Federal Student Right-to-Know Act, statistical information on completion/persistence rates will be available in the Admissions Offices.

### **Distance Education Policy**

## Definition of 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 more than 50% of the requirements through Internet access to the course web site. (note: The more than 50% rule is the same as that used by the Southern Regional Educational Board.) Distance education courses at Coastal Alabama Community College may be classified as Internet or Hybrid. Web-Enhanced courses are not classified as distance education courses. The definitions for these learning formats are described below:

A. Internet – These courses are delivered one hundred percent (100%) electronically. Coastal Alabama Community College requires that Internet courses may only be developed by full-time faculty members, but may be taught by full-time or adjunct faculty members.

B. Hybrid – These courses are delivered fifty percent (50%) to ninety-nine percent (99%) electronically. (This is defined by the Southern Regional Education Board and Southern Association of Colleges and Schools Commission on Colleges as a distance learning format.) Coastal Alabama Community College requires that hybrid courses may only be developed by full-time faculty members, but may be taught by full-time or adjunct faculty members.

C. Web-enhanced – These courses are traditional, seated courses in which (1) no more than twenty-five percent (25%) of assignments and course content are completed electronically, and (2) web-enhanced content may not replace the required on-campus contact hours. Web-enhanced courses are classified as traditional education courses.

## Definition of 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.

Policy Statements

## 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 may be required to present a valid photo ID and have access to a computer with Internet access and web cam capabilities. This may result in direct costs to the student not imposed by College.

The final exam, if applicable, must be proctored. Any other exams/assessments may be proctored as determined by the instructor. 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. Instructors are responsible for choosing the method of assessment for their distance education students. Instructors, approved proctors, and proctoring software shall require students to show a valid photo ID.

## 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 course.

## Student Privacy

In order to protect the privacy of students enrolled in distance and correspondence education courses or programs, the faculty 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 faculty must contact students using the secure communication system in the Learning Management System (LMS) or through College provided email accounts for both faculty and students. Coastal Alabama Community College currently licenses Canvas, by Instructure, Inc. as the LMS. Students may adjust the settings in their password protected Canvas account to receive communications only in their Canvas inbox or also receive email in their Coastal Alabama Community College email inbox and other designated private email accounts. Students have the ability to view their entire communication history in their Canvas inbox and delete emails as desired. As with any other password protected email account, other individuals cannot access or view the message history.

## Reporting Enrollment

Coastal Alabama Community College reports accurate headcount enrollment on its annual Institutional Profile to SACSCOC.

## Distance Accreditation

Distance and correspondence education courses and programs at Coastal Alabama Community College are required to comply with the SACSCOC Principles of Accreditation.

## 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.

## Faculty Oversight

At Coastal Alabama Community College, distance education has been integrated into many different programs as an additional mode 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 learning at the College is the Distance Education/Online Course Development Committee. This committee is composed of faculty members 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 learning courses prior to the courses being offered electronically and to propose policies and procedures regarding all aspects of distance education. Specifically, the committee has the responsibility of evaluating the structure and content of all Internet and Hybrid courses offered by the College.

Proposed distance learning (hybrid or Internet) courses are approved in accordance with the steps listed below:

1. Course Development Request – The request must be submitted to the requestor's Division Chairperson and the agreement for request must be approved by applicable Division Chairs from each Coastal Alabama Community College District. The requesting Division Chairperson submits the course development request to the Director of Distance Education.
2. Course Development Authorization
  1. a. Review and approval or denial of the request must be completed by the Director of Distance Education b. Instructor/Course developer and applicable Division Chairs will receive a response in regard to the development request
  2. Course Review for Completion

a. Review and approval of the completely developed electronic course must be completed by the Distance Education/Online Course Development Committee b. Instructor/Course Developer and applicable Division Chairs will receive a copy of the committee's feedback and approval, recommendations prior to approval, or denial c. Documentation of committee approval must be submitted to the Instructional Affairs Committee by the Distance Education/Online Course Development Committee Chairperson d. Final course approval must be made by the Instructional Affairs Committee prior to the course being taught in a distance learning format

Following the extensive review by the Distance Education/Online Course Development Committee, the comments and suggestions are forwarded to the Instructional Affairs Committee, which is composed of Division Chairs from all Coastal Alabama Community College Districts, Vice-Presidents, Deans, and Departmental Directors, and Managers. The Chairperson of the Distance Education/Online Course Development Committee presents each course and any course revision comments to the members of the Instructional Affairs Committee for further input and suggestions. Final comments regarding course revisions are then sent to the Course Developer and applicable Division Chairs for any necessary changes to be made prior to the implementation and initiation of the course as an official distance learning course.

## Instructional Technology

Coastal Alabama Community College uses Canvas, by Instructure, Inc. as the College's LMS. This system and other technologies utilized by the College provides flexibility to deliver instructional content and assessment for distance education courses. All instructors teaching Internet 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 online courses, they may contact the Technology Services Help Desk. All Coastal Alabama Community College distance education courses must use Canvas to record grades for all assignments in a timely manner for students to access.

## 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.

## Statement on Copyright

Faculty teaching Internet-based courses are expected to be familiar with and abide by all applicable and/or relevant copyright laws.

## Academic Support Services

In order to promote the student learning experience and enhance student development, all students are assigned faculty advisors based upon their declared major. Students are able to receive the individualized attention needed to launch their academic careers and remain on track to reach their respective goals.

All advisors hold regular office hours and may meet with students at other pre-arranged times. Also, all advisors may be contacted by telephone, e-mail, or through Internet course communication. To further bolster the College's academic advising program, students are welcomed and encouraged to visit the Student Success Centers, which are staffed by knowledgeable counselors and advisors. 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. Additionally, the staff of the Student Success Center provides expertise and advice to faculty advisors. Finally, through the College website and social media sites, which are staffed, maintained, and monitored by College counselors and advisors, distance education, current, and prospective students can receive academic advising and responses to their questions in a timely manner.

## Policy on Equivalence

Internet-based courses are taught in an equivalent manner to the courses taught in the traditional format, in accordance with SACSCOC requirements.

## 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.

## 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's Catalog and Student Handbook.

## 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 (SLOs), program review processes, and instructor evaluations.

## Faculty

Coastal Alabama Community College has adequate faculty resources to ensure the quality and integrity of its academic programs. Division Chairs work within their respective divisions to provide a workload rotation of face-to-face, hybrid, and Internet courses. Distance education courses and traditional face-to-face courses have the same semester credit hours and are counted equally when determining instructors' workloads. Coastal Alabama Community College evaluates the faculty teaching Distance Education courses and traditional courses based on the same evaluation procedures and criteria. Faculty who teach in distance and correspondence education programs and courses receive appropriate ongoing training on the LMS and affiliated technologies and instructional strategies.

## Institutional Effectiveness

The College maintains overall effectiveness and quality in distance education through a variety of processes.

- 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.
- Professional development is required for all instructors teaching distance education courses. Professional development workshops cover both pedagogy and skills in the use of technology.
- 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.
- The College requires a peer review and approval process for all proposed distance education course before they are offered to the students. The process is detailed in the Faculty 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 by the Instructional Affairs Committee, the course is offered online.

Given the aforementioned methods of evaluation, the College ensures the overall effectiveness and quality of courses taught via the distance learning process.

## Library and Learning Resources

The College's Libraries and Learning Resources Centers provide an array of services to students, including a place to study, prepare assignments, and locate research and leisure reading materials in comfortable, well suited facilities and surroundings. Users find books, magazines, periodicals, and reference resources. Audiovisual equipment, along with computers with Internet access, databases, copiers, individual and group meeting areas, and flexible hours of operation are some of the services offered at the Libraries and Learning Resources Centers. In addition to established contractual services with community libraries, the Libraries and Learning Resources Centers provide access to the online Alabama Virtual Library as well as specialized databases to enhance a full array of services as rendered by the Centers.

The Coastal Alabama Community College Libraries provide access to library collections, information, and resources to students and faculty on campus as well as off-campus. The Libraries have links to the online catalogs and the Alabama Virtual Library on the Coastal Alabama webpage. Additionally, there is a Library Services course in Canvas that allows students and faculty to access databases and resources from any location with an Internet connection.

The Alabama Virtual Library provides all students, instructors, and citizens of the State of Alabama with Internet access to essential library and information resources. This service is free for state residents and those attending school at any Alabama public college or university. Alabama Virtual Library cards are also available for students whose IP address is not registered in the State of Alabama.

## Student Services

Students at Coastal Alabama Community College receive a variety of services designed specifically for eligible students, including individualized tutoring, individual and group counseling 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 of 1990 are provided through the Division of Student Development. 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 College Catalog and web page. Records of accommodations, documentations, and requests for accommodations made by students with disabilities are maintained confidentially in individual student files in the Division of Student Development.

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. Therefore, the Complaint, Grievance, and Appeal Policy outlined in the College Catalog and Student Handbook defines the procedures for resolving such complaints and grievances which have been adopted by Coastal Alabama Community College.

The College's programs of study list is featured in each course schedule, which is produced twice annually. Additionally, the programs are found on the College's website and in the Degree Plans and Course Descriptions section of the College Catalog and Student Handbook. The degree plans printed in the College Catalog and posted annually on the College's website 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. 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 Board Policy 801.01 – Admissions: General, as adopted by the Alabama Community College System Board of Trustees - 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 pre-requisites or admission requirements as specified by program of study in the College Catalog and Student Handbook. All applicants must provide one (1) primary form of identification.

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 that is licensed by Coastal Alabama Community College. Procedures regarding User Access/Password Assignment and Confidentiality are documented in section 2b of the Statement of Policy in the Technology Services Network Access Policy

The course schedules that are produced three times annually specify the technology requirements for Distance Education courses as well as the minimal computer specifications and minimal computer skills for completing Distance Education courses. Technical Support assistance is provided through a 24/7 Canvas Support Service and the Technology Services Help Desk.

## Facilities and Finances

For all courses, including distance learning courses, all students have access to the College's learning management system, Canvas, which is provided by Instructure, Inc. Coastal Alabama Community College provides 24/7 Canvas Support access to employees and students for assistance with technical support issues. A Technology Services HelpDesk is also provided during published hours. 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 faculty, staff, services, and technological infrastructure to support the methodology of Distance Education through annual budget reviews and strategic planning for Distance Education. A portion of the technology fees that are collected based on credit hour production are used to fund the distance education budget. The budget is scalable as student enrollment and needs for services increase.

### Academic and Student Support

## Trio Student Support Services

The Student Support Services Program is funded by the U.S. Department of Education and is designed to provide supportive

services to first generation, low-income and/or disabled participants in order to enhance their skills and increase their retention and graduation rates, and, as appropriate, to facilitate their entrance into graduate and professional programs. Through the Student Support Services Program, assistance is provided in the academic and personal development of qualified students. The Student Support Services Program offers to participants a variety of services designed specifically for them, including individual tutoring, individual and group counseling and financial aid assistance. Services also include academic tutoring in most classroom subjects; advising; workshops on time management, financial aid, career choices, preparing research papers, building self-esteem, career development groups which explore decision making, interpersonal relationship skills, employability skills, interest inventories, and employment opportunities; study skills sessions covering notetaking, test-taking, time management, listening skills, and reading skills, cultural enrichment, trips to four year institutions, and supplemental grant aid. The needs of each student are assessed, and those services needed by the individual student are provided.

Students applying for the Student Support Services Program must be United States citizens, must show academic potential, and must meet one or more of the following requirements:

- meet certain financial requirements as established by the United States Department of Education;
- show an academic need; and/or
- have a disability

For more information, go to [www.CoastalAlabama.edu](http://www.CoastalAlabama.edu) or call 1-800-381-3722. Students should specify which campus they will be taking courses at when requesting information. The goal of the program is to increase retention, graduation, and transfer rates of eligible students through offering a range of academic support services.

## Student Success Centers

Coastal Alabama Community College has Student Success Centers to meet our students' needs. The College is committed to doing its part in assisting students with meeting their educational goals. These Student Success Centers provide an environment for students to engage in study groups, assist their peers through tutoring, and much more. The purpose of the Student Success Centers is to provide learning support services and resources to students and to provide instructors and student development staff with support for retention efforts. These services and resources include but are not limited to the following:

- Referral of students to Student Support Services for tutoring and/or services
- Referral of students to the student development office or other persons for requested academic and support services
- Instruction on the use of online education and computer tutorials
- Online supplemental instruction and resources for coursework
- Coordinating and providing a location for the meeting of study groups, seminars, and tutorial sessions
- Identification and contacting of at-risk students
- Career Services resources including resume' writing and interview skills training offered in conjunction with Student Support Services
- Seminars on various topics including study skills, time management and money management offered in conjunction with Student Support Services
- Transfer trips offered in conjunction with Student Support Services

## Learning Assistance/Tutorial Support

Coastal Alabama offers free tutoring for all students, including students taking courses through distance learning classes. Assistance may be provided on a one-on-one basis or in group settings. Tutors are selected based upon recommendations from faculty or staff and academic records. Tutors receive training prior to an assignment and participate in regular professional development opportunities.

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

Compliance with the Americans with Disabilities Act is a priority of Coastal Alabama Community College. 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 his/her 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.

Further, the administration solicits the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

Questions or concerns regarding this Act should be directed to the appropriate ADA Accommodations Coordinator.

## **Americans with Disabilities Act (ADA) Policies**

# Americans with Disabilities Act

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- provided funding for the activities of the ADA Coordinator and for reasonable accommodations of auxiliary aids and services;
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- 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.

Further, the administration solicits the involvement of the community and individuals with disabilities in conducting the self-evaluation and in setting priorities for compliance.

Questions or concerns regarding this Act should be directed to the appropriate ADA Accommodations Coordinator.

# Ada Grievance Procedure

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 shall, 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.

All complaints should be addressed to the appropriate ADA Accommodations Coordinator.

1. 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.
2. A complaint must be filed within ten (10) business days after contacting the ADA Coordinator/Office of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The investigation shall 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.
4. A written determination as to the validity of the complaint and a description of the resolution shall 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.
5. 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.
6. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall 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.
7. These rules shall 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.
8. The ADA Coordinator shall maintain the files and records of the College relating to the complaints filed.

## Providing Services for 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 appropriate ADA Accommodations Coordinator. 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 faculty:

- 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 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.

## Criteria for Disability Documentation

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students 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 limitations.

## 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:

1. Clearly stated diagnosis
2. Defined levels of functioning and any limitations
3. Current treatment and medication
4. Current letter/report (within 1 year), dated and signed
5. Recommendations to address functional limitations

## Psychological Disorder

A letter or report from a mental health professional (psychologist, neuropsychologist, licensed professional counselor), including:

1. Clearly stated diagnosis (DSM-IV criteria)
2. Defined levels of functioning and any limitations
3. Supporting documentation (i.e. test data, history, observations, etc.)
4. Current treatment and medication
5. Current letter/report (within 1 year), dated and signed
6. Recommendations to address functional limitations

## 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:

1. Assessment of cognitive abilities, including processing speed and memory
2. Analysis of educational achievement skills and limitations (reading comprehension, written language, spelling, and mathematical abilities)
3. Defined levels of functioning and limitations in all affected areas (communication, vision, hearing, mobility, psychological, seizures, etc.)
4. Current treatment and medication
5. Current letter/report (post-rehabilitation and within 1 year), dated and signed
6. Recommendations to address functional limitations

## Learning Disabilities (LD)

A comprehensive evaluation report from a clinical psychologist, psychiatrist, neuropsychologist, school psychologist, learning disability specialist, or diagnostician, including:

1. Clear statement of presenting problem; diagnostic interview
2. Educational history documenting the impact of the learning disability
3. Alternative explanations and diagnoses are ruled out

4. 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
5. Clearly stated diagnosis of a learning disability based upon DSM-IV criteria
6. Defined levels of functioning and any limitations, supported by evaluation data
7. Current report (within 3 years of enrollment date), dated and signed
8. 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.

## Attention Deficit Disorder (ADD) or Attention Deficit Hyperactivity Disorder (ADHD)

A comprehensive evaluation report from a physician, psychiatrist, clinical psychologist, neurologist, or neuropsychologist, including:

1. Clear statement of presenting problem; diagnostic interview
2. Evidence of early and current impairment in at least two different environments (comprehensive history)
3. Alternative explanations and diagnoses are ruled out
4. 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
5. Clearly stated diagnosis of ADD or ADHD based upon DSM-IV criteria
6. Defined levels of functioning and any limitations supported by evaluation data
7. 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.

### Community Services

## Alabama Workforce Solutions

The Alabama Workforce Solutions Program of the Center for Professional Development is a partnership with local business and industry in the south Alabama community. The College provides short and long-range training programs and will customize training to meet specific needs. Examples of previous training include, but are not limited to, Certificate of Supervision, Waste Water Management Program, Lean Manufacturing, Mechanical Maintenance and Troubleshooting, Electrical Maintenance and Troubleshooting, Human Resources, computer skills, and other technical skills. A variety of training sites is available, including many of the College's campuses. Some programs can also be conducted on site upon request.

## Professional/Continuing Education

The Center for Professional Development supports Coastal Alabama's education and service missions and offers study opportunities to the community by extending the resources of the College to the region. Offerings include a broad range of subjects in professional development, including continuing education units (CEUs) in accounting, nursing, electricity, etc. In addition, the Center also offers non-credit programs, such as Certified Nursing Assistant. Continuing Education offerings carry CEU credit only.

# Personal/Recreational Education

The Center for Professional Development and Continuing Education Program also offers short-term, non-credit offerings to meet the challenging needs of the community and help individuals fulfill personal goals. Offerings include digital photography, culinary, kids' summer camps and computer literacy.

## Career Path

Career Path classes are non-credit classes and services designed specifically to prepare learners to enter postsecondary, higher education, skills training programs, and workplace readiness programs. Instructors work with learners to develop goals and a comprehensive career plan. Learners may be advised to attend a learning lab or a computer lab to improve basic skills. Efforts are made to assist learners with identifying the support services needed to be successful at Coastal Alabama and beyond.

## Workplace and Work Based Project Learner Classes

Workplace education classes are designed to assist business and industry by providing literacy skills to current employees. Work Based classes are non-credit, short-term classes designed to teach specific work based skills and competencies needed for employment.

## Job Readiness Classes

Job Readiness classes provide career pathways for individuals with limited education and employment experience. Classes provide the skills required for entry-level employment with many Alabama industries and businesses. The curriculum covers Basic Education, Computer Skills, Problem Solving, and Job Acquisition. Participants benefit from the free, quality training by industry professionals. Participants also prepare to take the WorkKeys® assessment for a Career Readiness Certificate.

## Refunds for Professional/Personal Offerings

A student who withdraws from a Continuing Education or Alabama Workforce Solutions class may claim a refund of fees under certain allowances. If such withdrawal is made after registering, but before any offerings begin, the student may claim full fees. No refunds will be made after the offering begins. The College reserves the right to cancel those offerings with insufficient enrollment.

## Adult Education Program

The Adult Education (AE) Program offers a variety of class options including Career Pathways, Ready to Work, ESL, High School Diploma Option, and GED preparation free to the citizens of our service area. Career Pathways classes currently consist of Building Construction and Office Administration. The Ready to Work class is offered each semester on the Fairhope and Atmore campuses. For students wanting to learn English as their second language, ESL classes are offered in Baldwin and Escambia Counties. The GED Preparation classes are designed for adults age 16 and older who were not able to complete high school. The class helps prepare individuals for the GED test by improving their basic reading, language, and math skills. Adults age 19 or older may qualify for the Alabama High School Diploma Option course that is also offered through the AE program. All materials needed for AE Program classes will be provided free to all enrolled learners. Individuals interested in enrolling in AE classes may contact the Adult Education Office at Coastal Alabama Community College at 1-800-381-3722. GED classes operate on an open-enrollment basis; therefore, a participant may register at any time by simply attending the class and notifying the instructor. Other class options will require pre-enrollment. Classes are offered at more than 30 locations in the service area. Refer to the College's website for the most current locations and times.

## Alabama Technology Network (ATN)

The Alabama Technology Network (ATN) of the Alabama Community College System links two-year colleges, the University of Alabama System, Auburn University and the Economic Development Partnership of Alabama together to solve the needs of the State's existing manufacturing industry. This link allows Alabama manufacturers to "make things better in their business." As Alabama's Affiliate of the National Institute of Standards and Technology's Manufacturing Extension Partnership, our employees are able to provide training and services that meet local needs and provide innovative and cost-effective solutions. Through ATN's resources, we put our clients in touch with our experts to provide solutions to their business needs.

The College, through the local Alabama Technology Network Center, offers various types of seminars, workshops, and courses for employees of area businesses and industries on a cost-share basis. Recognizing that economic development and continued economic stability are essential to the community it serves, the College extends its facilities and other resources to businesses and industries by providing training in such areas as Lean Manufacturing, Six Sigma, Environmental Safety, and Health, Maintenance, Executive Coaching, and various other process improvement and continuing education opportunities.

## Alabama Writers Symposium

Since 1998, Monroeville and Coastal Alabama Community College have been home to the annual Alabama Writers Symposium. The Symposium brings together many of Alabama's most distinguished writers and scholars for two days of readings, lectures, and discussions in the Literary Capital of Alabama. The event is a celebration of the Alabama literary arts for writers and their works to be enjoyed by writers, readers, critics, scholars, and everyone who appreciates the written word. Each year, a theme is selected to allow writers, scholars, and panelists to explore common threads found in their writing, such as "The Elephant in the Room" and "Literary Quilting." One of the highlights of the Symposium is the presentation of the Harper Lee Award for Alabama's Distinguished Writer, and the past winners list includes esteemed Alabama authors such as Rick Bragg, Mark Childress, Fannie Flagg, and Winston Groom.

## Educational Talent Search

The Educational Talent Search Program is a federally funded program that identifies and assists eligible individuals who have the potential to succeed in higher education. It is designed to encourage participants to graduate from high school and complete postsecondary education. Approximately 1400 students from schools in Choctaw, Clarke, Conecuh, Escambia, Marengo, Monroe, Washington, and Wilcox counties are provided with academic, career and financial counseling services.

## LifeTech Institute

The LifeTech Institute located in Thomasville, Alabama, is an innovative non-credit parolee transition program operated in partnership with the Alabama Board of Pardons and Parole and Coastal Alabama Community College. The LifeTech Institute teaches life skills and technical skills to help parolees make the transition from prison to society. The program trains parolees for successful reentry into the world of work and helps reduce Alabama prison overcrowding. The transition program is demanding. Each parolee assigned to the center must meet obligations to participate in treatment, vocational and life skills training and also work at the center.

## The National Center for Pulp and Paper Technology Training

In July of 2004, Coastal Alabama Community College received recognition by the National Science Foundation as an Advanced Technological Education Center of Excellence. With this distinction, The Pulp and Paper Lab gained national recognition as a Center of Excellence and the College took on the responsibility to foster teaching excellence in Pulp and Paper Technology throughout America. This recognition was gained after two project grants from NSF, review of a National Visiting Committee, completion of a planning grant and submission of a grant to NSF for recognition of the Center. The grant established the National Network for Pulp and Paper Technology Training (npt)<sup>2</sup> and provides funding to link the Pulp and Paper Technology program at the College to pulp and paper industries across the United States.

To enhance the training of entry level and incumbent employees, all students are involved in a core of courses that provide hands on training across the typical systems found in a pulp and paper or chemical processing plant. By utilizing a multi-craft training approach, students learn how to think outside of the box and outside of their singular focus. Through training in

Basic Electricity, Process Control, Instrumentation (including electronics, and programmable logic controls), Hydraulics, Pneumatics, and Rotary Power operations, operators trained at the College have a systems approach to problem solving that is unique within the industry. Thus, students trained at Coastal Alabama Community College and the National Center for Pulp and Paper Technology Training have an advantage in the workforce. They can boast of being prepared as a contributor for the Technologically Advanced Workforce needed by US companies to maintain a global competitiveness. As technologically advanced workers, they are active members in problem solving teams vital for all plants.

## Special Testing for High School Equivalency Diploma

Coastal Alabama Community College has been designated by the Alabama State Department of Education as a test center for the General Education Development (GED) Test. This Test is used as the basis for granting the diploma of high school equivalency issued by the State Department of Education. The Alabama High School Equivalency Diploma is designed to benefit veterans, service personnel, and adults over 18 years of age who did not complete high school. Most colleges, employers, training agencies, and state and federal civil service agencies accept the Alabama High School Equivalency Diploma.

To be eligible for the certificate a person must: (1) be 18 years of age or may take the Test at 16 or 17 years of age, if the school superintendent provides written approval, and if the parent(s) or guardian also provide a letter of agreement: (2) be a resident of the State of Alabama; and (3) make an acceptable score on the GED Test.

Persons may take the GED Test regardless of the amount of previous education. Also, all GED applicants must provide photographic identification and a valid social security card to the test center official(s) as part of the identification process prior to taking the GED Test. Interested persons may obtain further information concerning the Test by calling 1-800-381-3722.

## Upward Bound

Coastal Alabama's Upward Bound Programs are located on the Gilbertown, Monroeville, and Thomasville Campuses. These programs are designed to provide academic assistance, advising, tutoring, and cultural enrichment necessary for students who qualify to complete both secondary and postsecondary schools. Services include afterschool and weekend programs during the academic year. In addition, students will be involved in an intensive six week summer program. Students will also have the opportunity to participate in a summer bridge program during their senior year, thus giving them the opportunity to start their college career with a strong support system provided by Upward Bound staff.

### **Additional College Policies and Information**

## Drug Testing of Student Athletes

I. PERSONS TO BE TESTED: Any student who desires to participate in intercollegiate athletics at any institution of the Alabama Community College System will be required to submit to urinalysis drug testing.

### II. TYPES OF TESTS TO BE PERFORMED

A. An initial drug test will be required prior to eligibility determination for any scholarship and/or participation in intercollegiate athletics. A student will be required to authorize a drug test result to be provided to the Athletic Director, Head Coach, or other designated College representative. The student's specimen must have been collected and tested within the two (2) week period prior to eligibility determination. The College will be responsible for the initial testing of the student.

B. After the initial drug test has been provided, further testing of the student athlete will be conducted throughout the year at regular and random intervals, both announced and unannounced, utilizing an on site testing device. The on-site testing device shall be used only for subsequent testing and not for the initial test coordinated by the student. The Athletic Director, Head Coach, or other designated college representative may request a test at any time. Random individual and/or random team testing will be done. 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 shall be done by each college by utilizing random

number selection computer software. Each college shall be responsible for maintaining an updated listing of student athletes to provide an accurate random selection pool.

### III. DRUGS TO BE TESTED

- A. Amphetamines
- B. Cocaine
- C. THC
- D. Opiates
- E. PCP

### IV. CONSENT TO DRUG TESTING

A. Each student is required to sign a statement certifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the student athlete is under eighteen (18) years of age, the student athlete's parent or legal guardian must sign the drug testing consent form in addition to the student athlete. The Athletic Director, Head Coach, or other designated College representative shall maintain the original of the signed consent form and may provide a copy of the consent form to the student athlete upon request.

B. Student athletes have the right to refuse to consent to drug testing under this program; however, students athletes who decline participation in the program will not be permitted to participate in intercollegiate athletics.

C. Student athletes may be excused from drug testing only under the most extreme circumstances (e.g., illness, family emergency). The student athlete is responsible for providing written verification for such absences. Approval of averifiable absence is the responsibility of the Athletic Director, Head Coach, or other designated College representative.

### V. SPECIMEN COLLECTION

A. A copy of the 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 this program. 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.

#### B. Requirements:

1. The collection site person shall 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.
2. Specimen collection procedures shall provide for the designated collection site to be secured in accordance with the 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 shall 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 college representative. If the student athlete's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.
4. The student shall remove any unnecessary outer garments such as a coat or jacket. The collection site person shall 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. The student athlete may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy, unless there is reason to believe that a particular individual may alter or substitute the specimen to be provided. If direct observation is required, the collection site person or designated College representative, shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation by a same gender collection site person.
6. If the student athlete is unable to provide a specimen during the collection process, the individual may leave the collection site and return at a later time to begin the process again. The designated College representative should

be notified by the collection site person that the student athlete was not able to provide a specimen at that time. The Athletics Director, Head Coach, or other designated College representative is responsible for ensuring that the student athlete returns to the collection site within the same day or, if not possible, no later than the following day.

7. Once the specimen has been collected, the student athlete and the collection site person shall 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 shall 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.

#### VI. ON SITE TESTING TO BE USED

A. Regular and random testing by the College shall be performed by utilizing an on site testing device. The collection site person performing the test shall check the specimen containers to ensure that the seals have not been broken and that all identifying numbers of the specimen containers match the information on the chain of custody and control form.

B. Using only the primary specimen, the individual performing the test shall transfer the urine onto the testing device. A negative test result shall be recorded on the chain of custody and control form and in a test results log book. The log book shall contain the student athlete's identification number, date of test, and test result. The testing device that was used shall be maintained with the completed chain of custody and control form for each student athlete. Positive test results shall be recorded on the chain of custody and control form and in the test results log book. A positive test shall require that the specimen be sent to a certified laboratory for confirmatory testing. The split sample which has not been tested shall be the specimen sent to the laboratory.

#### VII. DRUG TESTING LABORATORY

A. Laboratories certified by the Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services (HHS), must be used to perform confirmatory urine drug testing analysis.

B. These laboratories have met the minimum criteria established in the Mandatory Guidelines for Federal Work-place Drug Testing Programs.

#### VIII. MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS

A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory.

B. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

1. 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 bio-medical factors.
2. 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 shall give the student athlete an opportunity to discuss the result. The MRO shall contact the student athlete directly to discuss the results of the test or if unsuccessful in contacting the student athlete directly, the MRO shall contact the designated College representative who shall have the student athlete contact the MRO as soon as possible.

#### IX. REPORTING OF DRUG TEST RESULTS

A. Reporting of drug test results shall be made to the Athletics Director, Head Coach or other designated College representative. Test results will not be released to any individual who has not been authorized to receive such results.

B. A written notification of the test results shall be provided to the Athletics Director, Head Coach, or other designated College representative. The test result shall not be received from any student or any person who is not a designated representative of the service provider. Students shall not be allowed to hand deliver any test results to College representatives. Drug test results can be received by U.S. Mail, if sent directly from the service provider. The envelope should be marked "CONFIDENTIAL" and should not be opened by any person not authorized by the College to receive such results.

C. Any institution of the Alabama Community College System may refuse to accept any test result that does not meet the requirements of the policy and guidelines.

D. When drug test results are received by the Athletics Director, Head Coach, or other designated College representative, these records shall be maintained in a confidential manner in a secured file with limited access. Individual records shall not be released to any person, other than the student athlete, without first obtaining a specific written authorization from the student athlete.

#### X. PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED

##### A. First Positive Test:

1. Suspension from athletic competition for a minimum two (2) week period. The student athlete will be required to participate in a substance abuse program during this suspension period. A negative follow-up drug test will be required before the student athlete is permitted to return to participation in the athletic program. Student athletes who are suspended for a positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for up to twelve (12) months while in the athletic program. A refusal to participate in a substance abuse program and/or follow-up drug testing will require immediate suspension from the athletic program. If a student athlete does not comply with this requirement within two (2) weeks, permanent suspension from athletic competition and forfeiture of any athletic scholarship will be required.
2. A referral to a substance abuse program shall be made by the Athletics Director, Head Coach, or other designated College representative. The length of the substance abuse program will be determined by the program counselor. The designated College representative should be informed of the expected completion date of the program and whether or not the student athlete successfully completes the program. The student athlete will be responsible for any costs associated with the counseling and treatment in the substance abuse program. Any referrals to the substance abuse program shall be confidential.

B. Second Positive Test: Permanent suspension from athletic competition and forfeiture of any athletic scholarship.

C. Refusal To Be Tested: A student athlete who refuses to be tested for drugs, after initially consenting to be tested, shall be considered to have made a decision not to participate in the athletic program. A refusal to cooperate in testing will result in suspension from the athletic program and forfeiture of any athletic scholarship. The designated College representative shall be notified of any refusal to be tested. D. Failure To Appear: A student athlete who fails to appear for drug testing will be given an opportunity to explain the failure to appear. If the student athlete agrees to be tested, another collection will be scheduled. If the student athlete fails to appear for the second time, the failure to appear shall be treated as if a positive test result had occurred. The designated College representative shall be notified of any failure to appear.

#### XI. EDUCATION PROGRAM

A. A drug use and abuse education program shall be provided to all student athletes at the beginning of the fall term and at other times as deemed necessary by the Athletics Director, Head Coach, or other designated College representative. Attendance is mandatory for all student athletes. An attendance roster shall be maintained for each session of this program and shall include the signatures of each student athlete and the date of attendance. This program should include, at a minimum, the following:

1. Discussion of drug testing policy for student athletes; and,
2. Presentation by a qualified substance abuse counselor or an individual with relative qualifications for such presentations; and,
3. Distribution of education materials concerning the use and abuse of illegal drugs.

B. In General: Nothing in the Family Education Rights and Privacy Act (FERPA) or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing to a parent or legal guardian of a student information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records, if –

1. the student is under the age of 21; and,
2. the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

C. Alcohol/Controlled Substance Disclosure Policy: Nothing in the above paragraph shall be construed to supersede any provision of State Law that prohibits an institution of higher education from making the disclosure.

# Drug-Free Workplace Policy

In compliance with the drug-free workplace requirements of Public Law 100-690 for recipients of federal contracts and grants, the following policy is in effect for Coastal Alabama Community College:

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" shall 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.).
2. Coastal Alabama Community College has and shall maintain a drug-free awareness program to inform employees and students about:
  - the dangers of drug abuse in the workplace;
  - Coastal Alabama Community College's policy of maintaining a drug-free workplace;
  - any available drug counseling, rehabilitation, and employee assistance program; and
  - the penalties that may be imposed upon employees and students for drug abuse violations.
3. All employees and students of Coastal Alabama Community College shall comply with paragraph 1 above.

# Family Educational Rights and Privacy Act

## **(Buckley Amendment, 20 U.S.C. 1230, 1232G) Annual Notice to Students**

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.

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 will have such violation(s) reported to their parents/guardians.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy are available to students in the Registrar's Office. The policy is also printed under Student Records Policy in the Student Handbook. Questions concerning the Family Education Rights and Privacy Act may be referred to the office of the Registrar.

# Rehabilitation Act

Coastal Alabama Community College complies 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. Questions or concerns regarding this Act should be directed to the appropriate ADA Accommodations Coordinator, located in the South, East and North districts.

## Non-Discrimination Policy

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment. The College encourages any students or employees who believe that they have been subjected to harassment on the basis of race, color, or national origin, to report the harassment to the College, and note the College's commitment to take immediate action to eliminate the harassment, prevent its recurrence, and address its effects. Any students or employees

found to engage in acts of discrimination or harassment on the basis of race, color, or national origin, will be promptly disciplined and may include, if circumstances warrant, suspension or expulsion for said students and employees. Coastal Alabama Community College complies with nondiscriminatory regulations under Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act (ADA), Title IV, VI, and IX of the Civil Rights Act. Questions or concerns regarding Section 504 of the Rehabilitation Act of 1973, as amended, Title II of the Americans with Disabilities Act (ADA) should be directed to the ADA Coordinator at each respective campus.

The President of Coastal Alabama Community College has assigned responsibility for Titles IV, VI, and IX as follows: • Students with questions or any concerns, including discrimination or harassment, that are academic in nature should contact the Regional Instructional Office, telephone (251) 580-228

- Students with questions or any concerns, including discrimination or harassment, that are non-academic in nature should contact the Regional Student Services Office, telephone (251) 580-2122.
- Employees and other individuals who have questions or any concerns, including discrimination or harassment, should contact the Regional Human Resources Office, telephone (251) 580-2144.

These individuals can be contacted at the following address: Coastal Alabama Community College, 1900 U.S. Highway 31 South, Bay Minette, Alabama, 36507. Information on the College's nondiscrimination policy will be made available in large type upon request. Also this information will be read to any person making the request. Also, the College will distribute the statement in languages other than English, as necessary.

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## Behavioral Evaluation and Threat Assessment (beta) Policy

Coastal Alabama Community 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. The President appoints the committee members, comprised of administrators, faculty, and staff, to oversee and employ the BETA policy, when appropriate.

## Harassment Policy

Coastal Alabama Community College is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class. Such harassment is a violation of Alabama Community College Board of Trustees policy. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally sponsored activities.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature. Harassment of employees or students by non-employees is also a violation of this policy. Harassment is a violation of College policy and will not be ignored, tolerated or condoned.

If an individual is confronted with what he or she considers to be harassment, the following courses of action are available:

- Take personal action either in person or by letter stating that the behavior is neither humorous, not welcome, and should cease immediately;
- Request informal third-party mediation from a friend or colleague; or
- File a formal grievance in accordance with the College's Grievance and Appeal Policy.

**Student Grievances.** The Regional Vice-President of Student Services has been designated as the Title IX Coordinator and Grievance Officer for students. Any student who has questions, concerns, complaints or grievance, should contact the Vice-President of Student Services, 251-580-2122.

**Faculty and Staff Grievances.** The Regional Vice-President of Human Resources has been designated as the Title IX Coordinator and the Grievance Officer for employees. Any employee who has questions, concerns, complaints or grievance, should contact Human Resources, 251-580-2144, or the Vice-President of Instruction and Workforce Development, 251-580-2289 or the Vice-President of Student Services, 251-580-2122.

Coastal Alabama Community College Contact Numbers:

College Police: 251-580-2222

Police Chief: 251-580-2221

Student Services (Student Complaints): 251-580-2122 for Bay Minette, Fairhope, Gulf Shores; 251-809-1592; for Brewton or Atmore; and 251-575-8227 for Monroeville, Thomasville, Gilbertown, and Jackson.

Human Resources (Employee Complaints): 251-580-2144c

## Sexual Assault and Violence

Coastal Alabama Community College does not tolerate sexual misconduct such as sexual harassment, sexual assault, stalking, intimate partner violence, or any other of the prohibited sexually related behaviors discussed herein below. These behaviors are harmful to the well-being of our community members, the learning/working environment, and collegial relationships among our students, faculty, staff, and visitors. All forms of prohibited conduct under this policy are regarded as serious College offenses, and violations will be subject to appropriate disciplinary action including the possibility of separation from the College. State and federal laws also address conduct that may meet the College's definitions of conduct prohibited under this policy, and criminal prosecution or civil court actions may take place independently of any disciplinary action instituted by the College.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex or gender in the College's programs and activities. The U.S. Congress has also adopted subsequent legislation to enhance and/or apply in conjunction

with Title IX. The College will respond to complaints or reports about conduct prohibited under this policy with measures designed to stop the behavior, eliminate any such gender discrimination, prevent the recurrence of the prohibited conduct, and remediate any adverse effects of such conduct on campus or in College-related programs or activities.

The College has an obligation to make reasonable efforts to investigate and address complaints or reports of sexual misconduct, whenever it becomes aware of such a complaint or report. Once made aware, the College must conduct an investigation regardless of how the information was brought to the College's attention or the extent to which the complainant (i.e., an individual who has been subjected to prohibited conduct, according to the complaint or report) wishes to participate or be involved. All individuals have access to resources that they may use for support and guidance without initiating College action. Retaliation against anyone involved in filing an internal complaint under this policy, filing an external complaint, participating in the internal disciplinary process, or opposing in a reasonable manner an act believed to constitute a violation of this policy, is prohibited and will not be tolerated.

In light of these commitments, the College has adopted this policy, which includes investigation and disciplinary procedures that will be followed in response to allegations of sex or gender discrimination, including sexual misconduct such as sexual harassment and sexual assault, intimate partner violence, stalking, and related retaliation. In a case of alleged sex or gender discrimination or sexual misconduct, this policy supersedes policies and procedures for other forms of misconduct. In addition to this policy, a Coastal Alabama employee who is a victim of any misconduct that constitutes a violation of Title IX shall also be covered by the Board of Trustees Employee Grievance Policy (Policy No. 620.01) that has been adopted for institutions within the Alabama Community College System.

### **A. SEXUAL ASSAULT VICTIMS' BILL OF RIGHTS**

All members and representatives of the College community are expected to recognize and abide by the following principles regarding victims of campus-related sexual assaults or other misconduct described herein:

#### 1. The Right to Human Dignity

Victims shall:

- Be treated with fairness and respect for their dignity.
- Have their privacy honored.
- Have their allegations of sexual assault or other misconduct treated seriously.
- Be free from any suggestion that they are responsible for the sexual assaults or other misconduct committed against them.
- Be free from any threat of retaliation or other attempt to prevent the reporting of sexual misconduct.
- Be free from unwanted pressure from campus personnel to:
  - o Report sexual assaults or other misconduct if they do not wish to do so.
  - o Report sexual assaults as less serious offenses.
  - o Refrain from reporting sexual assaults or other sexual misconduct for any reason, including the fear of unwanted personal publicity.

#### 2. The Right to Resources On and Off Campus

Victims of whom the College shall have become aware shall:

- Receive notice describing options to pursue a criminal complaint with the appropriate law enforcement agency, to pursue the College's disciplinary process, or to pursue both processes simultaneously.
- Be notified of existing campus and community-based medical, counseling, mental health services for victims of sexual assault whether or not the assault is formally reported to campus or civil authorities.
- Have the right to know that there will not be a monetary charge for filing criminal or College disciplinary complaints.
- Have access to campus counseling and be informed of additional information about resources and options to aid in recovery.
- Be informed of and assisted in exercising:
  - o Any rights to confidential or anonymous testing for sexually transmitted infections, HIV, and pregnancy.
  - o Any rights to preventive measures such as HIV prophylaxis.
  - o Any rights that may be provided by law to obtain the communicable diseases test results of sexual assault suspects.

#### 3. The Right to Campus Judicial Proceedings

Victims have the right to:

- Written and advance notice about a disciplinary hearing involving the person or persons accused of sexually assaulting them or engaging in other misconduct toward them is covered by this policy.
- Have the opportunity to present witnesses and other evidence, and to receive notice of the process, information about procedures, and written notice of the outcome in a manner that is equivalent to the process of the accused.
- Remain present during the entire proceeding, whenever possible. Alternative arrangements may be made for those who do not want to be present in the same room as the accused during the disciplinary hearing.
- Be heard at the proceeding.
- Be assured that their irrelevant past sexual history will not be discussed during the hearing.

#### 4. The Right to Law Enforcement and Campus Intervention

- Reports of sexual assault will be subject to being investigated and evaluated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault is reported.
- Victims shall receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- Victims shall receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of a reported sexual assault; "No contact" orders (e.g., Cease and Desist orders) shall be issued promptly and in writing to all parties to a reported sexual assault after the College receives notice of a complaint.
- Campus personnel shall take reasonable and necessary actions to prevent further unwanted contact by any victim's alleged assailant(s).
- Victims shall be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available.

#### 5. Note: Statutory Mandates

Nothing in this Victims' Bill of Rights statement shall be construed to preclude or in any way restrict the College from carrying out its duties under law to report suspected offenses to the appropriate law enforcement authorities. Except as required by law, the College will take care not to identify the victim.

Nothing in this statement shall be construed to preclude or in any way restrict the College from issuing a Timely Warning when the College is aware of a reported sexual assault incident that potentially puts the campus community at risk. The College will take care not to identify the victim in such notices but, in certain cases of continuing danger, the College may identify the suspect, assailant, or the address where the crime occurred.

### **B. COLLEGE'S TITLE IX COORDINATORS**

The Vice-President of Student Services serves as the Title IX Coordinator for student complaints brought under this policy. Student complaints should be directed to Mike Nikolakis, Vice-President of Student Services, in person or by campus phone at 251-580-2122.

The Vice-President of Human Resources & Employee Relations serves as the Title IX, Coordinator for employee complaints. Employee complaints should be directed to Laura Burks, Vice-President of Human Resources & Employee Relations, in person or by campus phone at 251-580-2144.

The Title IX Coordinators will be informed of all complaints or reports of violations of this policy, and oversees the College's centralized response to ensure compliance with Title IX, the 2013 Amendments to the Violence Against Women Reauthorization Act (VAWA), and any other applicable Federal or State statute or regulation related to sexual misconduct on campus. The Title IX Coordinator's activities include (but are not limited to):

- Communicating with all members of the College community regarding Title IX and VAWA, and providing information about how individuals may access their rights provided under those statutes.
- Reviewing applicable College policies to ensure institutional compliance with Title IX and VAWA.
- Monitoring the College's administration of its own applicable policies, including record keeping, timeframes, and other procedural requirements.
- Conducting training regarding Title IX, VAWA, and prohibited conduct defined in this policy.

- Responding to any complaint or report regarding conduct that violates this policy. In this capacity, the Title IX Coordinators oversee the investigation and resolution of such alleged misconduct, direct the provision of any remedial measures, and monitor the administration of any related appeal.

### **C. SCOPE OF THIS POLICY**

This policy governs the conduct of students, employees, and third parties (i.e., non-members of the College community, third party may make a complaint or report of a violation of this policy committed by a member of the College community. A third party may also be permanently barred from the College or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs on College property (i.e., on campus) or at College-sanctioned events or programs that take place off campus. All actions by a member of the College community that involve the use of the College's computing and network resources from a remote location, including but not limited to accessing email accounts, will be deemed to have occurred on campus. This policy also applies to conduct that occurs off College property (i.e., off campus) when the conduct is associated with a College-sponsored program or activity, or when such conduct may have a continuing adverse effect or could create a hostile environment on campus. Judgments about these matters will depend on the relevant facts of each individual case.

### **D. PROHIBITED CONDUCT**

In determining whether alleged conduct violates this policy, the College will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct defined in this policy can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

#### 1. Sexual Misconduct

The following behaviors constitute sexual misconduct and are prohibited under this policy. All forms of sexual misconduct are serious offenses and will be subject to appropriate College disciplinary procedures. Sexual misconduct involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another person's state of incapacitation, will be deemed especially egregious and may result in academic expulsion, or termination of employment. The consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation of this policy.

- Non-Consensual Sexual Penetration (commonly referred to as rape): Any act of vaginal or anal penetration by a person's penis, finger, other body part, or an object; or oral penetration by a penis, without consent.
- Non-Consensual Sexual Contact (commonly referred to as sexual assault): Any sexual touching other than non-consensual sexual penetration without consent. Examples of non-consensual sexual contact may include: genital-genital or oral-genital contact not involving penetration; contact with breasts, buttocks, or genital area, including contact over clothing; removing the clothing of another person; and kissing.
- Sexual Exploitation: Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute nonconsensual sexual penetration or non-consensual sexual contact. Examples may include: recording, photographing, transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations).
- Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. (See College Policy 646)
- Sexually Inappropriate Conduct: Unwelcome sexual conduct that may not rise to the level of sexual harassment or sexual exploitation, but that is sexual in nature. Examples may include obscene or sexually offensive gestures, comments or other behavior that would be considered lewd or lascivious by a person of reasonable sensitivity.

#### 2. Other Prohibited Behaviors

Behaviors as described below are also prohibited under this policy:

- Domestic Violence in the Context of Intimate Relationships: Domestic violence means any incident resulting in the abuse, assault, harassment or the attempt or threats thereof, between families, household or dating or engagement relationship members.
- Intimate Relationship Violence (also known as dating violence or intimate partner violence): Acts of violence, threat or intimidation that harm or injure a partner in a current or former intimate relationship (defined below). These acts may be physical, emotional/psychological, or sexual in nature. Intimate relationship violence can be a single act

or pattern of behavior.

- Dating Violence: The term dating violence is not defined by Alabama law, as such. However, the term dating violence is incorporated into the definition of domestic violence because the definition of domestic violence includes “dating or engagement” relationships.
- Stalking: A course of conduct (i.e., more than one act) directed at a specific person that would cause a reasonable person to feel fear for her, his, or others’ safety, or to suffer substantial emotional distress. Acts that together constitute stalking may include, but are not limited to; pursuing or following of a person electronically via social media websites or in person; non-consensual (unwanted) communication by any means (included but not limited to letters, cards, photos, text messages, emails, or other documentary or electronic communications); unwanted gifts; trespassing; and surveillance or other types of observation.
- Retaliation: Any attempt to seek retribution against, or cause harm or undue discomfort to, an individual or group of individuals involved in filing a complaint or report under this policy, filing an external complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a
- violation of this policy. Retaliation can take many forms, including abuse or violence, threats, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or College-controlled living environment of an individual; or if they hinder or prevent the individual from effectively carrying out their College responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

### 3. Terminology

The following definitions clarify key terminology as used throughout the policy.

**Intimate Relationship:** An intimate relationship is a short- or long-term relationship between persons of any gender that provides romantic and/or physical intimacy or emotional dependence. Intimate relationships may include (but are not limited to) marriages, civil unions, dating relationships, “hook-up” relationships, relationships in which partners are characterized as “girlfriends” or “boyfriends,” and relationships between persons with a child in common.

**Consent and Incapacitation:** In reviewing possible violations of sexual misconduct, the College considers consent as the voluntary, informed, uncoerced agreement through words and actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner knowingly, willfully, and affirmatively chooses to participate in the activity.

Indications that consent is not present include: when physical force is used or there is a reasonable belief of the threat of physical force; when duress is present; when one person overcomes the physical limitations of another person; when the person against whom an action is taken is induced by fraud or deceit; and when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in a person’s manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent to any further activity.
- Silence, passivity, or lack of resistance does not necessarily constitute consent.
- Initiation or acceptance of a sexually-related behavior described herein by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.

In the context of this policy, incapacitation is the state in which a person’s perception or judgment is so impaired that he or she lacks the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes sexual misconduct.

**Victim:** A person who has been the subject of prohibited conduct, regardless of whether that individual makes a complaint or seeks disciplinary action.

Complainant: A victim who has made a complaint of a violation of this policy, or on whose behalf a complaint was made or a disciplinary action was initiated.

Respondent: The term respondent refers to the individual(s) who has been accused of prohibited conduct.

Third party: The term third party refers to any individual who is not a College student, a faculty member, or a staff member (e.g., vendors, alumni/ae, or local residents). Being a third party does not preclude a person from coverage by this policy, even where the person may not be subject to internal disciplinary action by the College. A third party who is a victim shall have the right to report and have investigated any complaint made hereunder; and a third party who is a respondent found to have violated this policy may be permanently barred from College campuses and/or activities, or subject to other reasonable actions by the College.

## **E. CONFIDENTIALITY, PRIVACY, AND RELATED RESPONSIBILITIES**

The College is committed to protecting the privacy of all individuals involved in a report of sexual assault, sexual violence, and stalking or intimate partner violence. All College employees who are involved in the College's Title IX response receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

Issues of privacy and confidentiality play important roles in this policy, and may affect individuals differently.

Requests for confidentiality may limit the College's ability to conduct an investigation.

In some circumstances, the reporting responsibilities of College employees, or the College's responsibility to investigate, may conflict with the preferences of the complainant and/or respondent with regard to privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities in determining their preferred course of action. In any situation where a party's desire for confidentiality is in conflict with Federal or State reporting requirements, the College shall be obligated to fulfill its duty to comply with applicable laws and regulations.

Privacy and confidentiality are related but the following definitions clarify the terminology as used throughout the policy.

### 1. Privacy:

Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those College employees who "need to know" in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

### 2. Confidentiality

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others.

When a report involves suspected abuse of a minor under the age of 18, the College is required by law to notify local law enforcement and the local agency for child protective services.

### 3. Request for Confidentiality:

Where a Complainant requests that his/her name or other identifiable information not be shared with the Respondent or that no formal action be taken, the College will balance this request with its dual obligation to provide a safe and non-discriminatory environment for all College community members and to remain true to principles of fundamental fairness that require notice and an opportunity to respond before action is taken against a Respondent. In making this determination, the College may consider the seriousness of the conduct, the respective ages and roles of the Complainant and Respondent, whether there have been other complaints or reports of harassment or misconduct against the Respondent, and the rights of the Respondent to receive notice and relevant information before disciplinary action is sought.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to do so may be limited based on the nature of the request by the Complainant. Where the College is unable to take action consistent with the request of the Complainant, the Title IX Coordinators will inform the Complainant about the chosen course of action, which may include the College seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to limit the effects of the alleged harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or revealing the identity of the Complainant. Any additional disclosure of information related to the complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), the Title IX requirements, or other applicable

Federal or State laws or regulations.

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#### 4. Responsibility to Report

In emergency situations, if there is a suspected crime in progress, or imminent or serious threats to the safety of anyone, students, faculty and staff members must immediately contact the College Police Department by dialing 251-580-2222 or contact the Department of Public Safety by dialing 911 from an on-campus telephone or personal cell phone.

In non-emergency situations, students, faculty, and staff members must promptly report suspected violations to the appropriate officials as follows:

- Vice-President of Student Services, Mike Nikolakis: 251-580-2122
- Vice-President of Human Resources & Employee Relations, Laura Burks: 251-580-2144
- Vice-President of Instruction & Workforce Development, Patty Hughston: 251-580-2289
- Provost, Brewton, Atmore, Monroeville Campuses, David Jones: 251-809-1551
- Gulf Shores Campus Director, Ed Douglas: 251-968-3104
- Fairhope Campus Director: 251-990-0423
- Thomasville and Jackson Campus Director, Chips Shepherd: 334-637-3179
- Gilbertown Campus Director, Sheila Skelton: 251-843-5265

A victim may choose not to make a complaint or report in his or her own case, even if the victim otherwise has reporting obligations by virtue of being a faculty member, staff member, or Residential College Adviser. However, the victim shall not have the option of prohibiting the College from carrying out any investigative or reporting duty or responsibility that it may have under applicable laws and regulations.

#### 5. Release of Information

If the Alabama Department of Public Safety (911) becomes aware of a serious and continuing threat to the campus community, the Department of Public Safety will issue a timely notification to protect the health or safety of the community. The Department of Public Safety may also be required to publicly disclose a reported incident of sexual misconduct in the daily crime log or annual security report. In addition, the College may also share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will the College release the name or other personally identifiable information of the complainant to the general public without the express consent of the complainant or as otherwise permitted or required by law.

## **F. SUPPORT RESOURCES**

A complainant or witness has many options, including counseling, filing an internal complaint, and/or filing a criminal complaint. The College recognizes that deciding among these options can be difficult. Complainants and witnesses are encouraged to seek assistance before deciding how to proceed. The following resources are available to provide support and/or receive complaints or reports.

#### 1. Emergency Resources and Law Enforcement

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:

#### **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
- Clarke County Sheriff's Office: 251-275-8156
- Choctaw County Sheriff's Office: 205-459-2166
- East Brewton Police Department: 251-867-4864

- Escambia County Sheriff's Office, Atmore: 251-368-4779
- Escambia County Sheriff's Office, Brewton: 251-867-0304
- Fairhope Police Department: 251-928-2385
- Gilbertown Police Department: 251-843-2766
- Gulf Shores Police Department: 251-968-2431
- Jackson Police Department: 251-867-4864
- Monroeville Police Department: 251-575-3246
- Monroe County Sheriff's Office: 251-575-2963
- Thomasville Police Department: 334-636-2174

#### **Area Hospitals—**

- Atmore Community Hospital, Atmore: 251:368-2500
- D.W. McMillan Hospital, Brewton: 251-867-8061
- Grove Hill Memorial Hospital, Grove Hill: 251-275-3191
- Monroe County Hospital, Monroeville: 251-575-3111
- North Baldwin Infirmary, Bay Minette: 251-937-5521
- South Baldwin Hospital, Foley: 251-949-3400
- Thomas Hospital, Fairhope: 251-928-2375

If you need immediate support, you can reach your local Rape, Abuse, and Incest National Network affiliate at any time, 24/7, by calling the National Sexual Assault Hotline at 1-800-656-HOPE (4673) or The Rape Crisis Center: 251-473-7273 / 251-928-9500. The Center provides immediate medical attention and counseling. This includes the collection of personal physical evidence and a blood test for sexually transmitted dis-eases. Counseling, in an on-going basis, is available after the incident.

Alabama Crime Victims' Compensation Commission: 1-800-541-9388

In non-emergency situations, students living in College-managed housing must promptly report suspected violations to the appropriate officials as follows:

- Resident Assistant or Housing official is notified of assault
- Residence Hall Director, Danielle Pitts: 251-580-2174 or 251-580-2178
- Director of Housing and Regional Special Events, Linda Caldwell: 251-580-2121

#### **G. OPTIONS FOR COMPLAINANTS AND OTHER REPORTING PARTIES**

The College encourages all individuals to report any alleged or suspected violation of this policy to the appropriate Title IX Coordinator, and to report potential criminal conduct to law enforcement. Anyone who seeks to make a complaint or report may:

- Request interim measures from the Title IX Coordinators (see H. below);
- File a complaint or report with the Title IX Coordinators, thereby invoking the College's internal disciplinary process (see I. below);
- Contact the Department of Public Safety by dialing 911 for assistance in filing a criminal complaint and preserving physical evidence (see F. above); and/or
- Contact local law enforcement to file a criminal complaint (see F. above).

An individual may pursue some or all of these steps at the same time (e.g., one may simultaneously pursue an internal complaint and a criminal complaint). When initiating any of the above, an individual does not need to know whether they wish to request any particular course of action, nor how to label what happened. Before or during this decision-making process, complainants and other reporting persons are encouraged to seek assistance from support resources.

#### **H. INTERIM MEASURES**

Upon receipt of a complaint or report of a violation of this policy, the College will make good faith efforts to

provide reasonable and appropriate interim measures designed to preserve the complainant's educational experience, the safety of all parties and the broader College community, maintain the integrity of the investigative and/or resolution process, and deter retaliation. The College may provide interim measures regardless of whether the complainant seeks formal disciplinary action.

Interim measures may include:

- Access to counseling services and assistance in arranging an initial appointment.
- Rescheduling of exams and assignments.
- Change in class schedule, including the ability to transfer course sections or withdraw from a course.
- Change in work schedule or job assignment.
- Change in campus housing.
- Providing medical services.
- Imposition of an on-campus "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals; and/or
- Any other reasonable remedy that can be used to achieve the goals of this policy.

Any interim measures will not disproportionately impact the complainant. Requests for interim measures may be made by or on behalf of the complainant to any College official, including the Title IX Coordinators. The Title IX Coordinators are responsible for ensuring the implementation of interim measures and coordinating the College's response with the appropriate offices on campus.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by an interim measure. The College will take immediate action to enforce a previously implemented measure and disciplinary penalties can be imposed for failing to abide by a College-imposed measure.

## **I. FILING A COMPLAINT OR REPORT WITH THE TITLE IX COORDINATORS**

Individuals are encouraged to report any alleged violation of this policy, whether the reporting party is the alleged victim, or the alleged victim is another person who the reporting party has reason to believe has been subjected to misconduct prohibited by this policy. Such reports should be made directly to the appropriate Title IX Coordinator. In order to do so, individuals may schedule an appointment with the Title IX Coordinator.

Timeliness of Report Complainants and other reporting individuals are encouraged to report any violation of this policy as soon as possible in order to maximize the College's ability to respond promptly and effectively. Complaints and reports may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If the respondent is no longer a student or employee at the time of the complaint or report, the College may not be able to take disciplinary action against the respondent, but it will still seek to meet its Title IX obligations by providing support for the complainant and taking steps to end the prohibited behavior, prevent its recurrence, and address its effects. The College shall also reserve the right to take the complaint into consideration in the event that the respondent should ever again attempt to become a student or employee of the College.

## **J. INVESTIGATIONS AND DISCIPLINARY PROCEDURES IN GENERAL FOR THIS POLICY**

The College is committed to providing a prompt and impartial investigation of all alleged violations of this policy. During the disciplinary process, both parties (complainant and respondent) have equivalent rights, including the opportunity to present evidence, to be accompanied by an adviser of their choice, and to appeal. The College will concurrently provide both parties with written notification of the outcome of the process and any appeal. With regard to any proposed disciplinary action against a student or employee, the action shall be carried out in accordance with applicable student or employee disciplinary laws, regulations, policies, and procedures.

### **1. Responsibility to Investigate**

In order to protect the safety of the campus community, the Title IX Coordinators may investigate allegations of violations of this policy even absent the filing of a formal complaint or report, or if a complaint or report has been withdrawn. The Title IX Coordinators may need to proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the Title IX Coordinators will take into account the complainant's articulated concerns, the best interests of the campus community, fairness to all individuals involved, and the College's obligations under Title IX.

This policy differs from Alabama criminal law. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the

outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

## 2. Initial Assessment of Complaints

The investigative process is initiated when the Title IX Coordinators receives a complaint or report of a violation of this policy. The Title IX Coordinators will conduct an initial assessment. Following the initial assessment, the Title IX Coordinators may take any of the following actions:

- If the Title IX Coordinators determines that the complaint, even if substantiated, would not rise to the level of a policy violation, the Title IX Coordinators may dismiss the complaint.
- If the Title IX Coordinators determines that the complaint is outside the scope of this policy, the Title IX Coordinators may refer the complaint to another office for review.
- If the Title IX Coordinators determines that the complaint or report would, if substantiated, constitute a violation of this policy, the Title IX Coordinators will determine appropriate interim measures and initiate an investigation.

## 3. Timeframes of Any Related Disciplinary Proceedings

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both complainant and respondent.

## 4. Cooperation with Investigation and Disciplinary Procedures

Coastal Alabama Community College expects all members of the College community to cooperate fully with the investigation and disciplinary procedures, including the preservation of all material evidence by the alleged victim. The College recognizes that an individual may be reluctant to participate in the process; nevertheless, any student or member of the faculty or staff who refuses to cooperate in an investigation may be subject to discipline. Refusal to cooperate includes delaying or failing to acknowledge requests from College officials for information, and delaying or failing to make oneself available for meetings with College officials.

It is understood that there may be circumstances in which a complainant wishes to limit their participation. The complainant retains this right and will not be subject to discipline, although the College may be obligated to conduct an investigation regardless of the complainant's wishes.

If a respondent chooses not to answer any or all questions in an investigation for any reason, the College process will continue, findings will be reached in accordance with the preponderance of evidence standard with respect to all available credible evidence in support of or contrary to the alleged conduct, and the College will take such action or actions as are appropriate to findings supported by the evidence. The College will not, however, draw any adverse inference from a respondent's silence.

## 5. Sexual History

The sexual history of the complainant and/or the respondent will generally not be used in determining whether a violation of this policy has occurred. However, in certain circumstances, the sexual history between parties may have limited relevance. For example, if consent is at issue, the sexual history between the parties may be relevant to determining whether consent was sought and given during the incident in question, although it must be remembered that even in the context of a relationship, consent to one sexual act does not constitute consent to another sexual act, and consent on one occasion does not constitute consent on a subsequent occasion. In addition, under very limited circumstances, sexual history may be relevant to explain injury, to provide proof of a pattern, or for another specific question raised by an allegation or in defense against an allegation.

## 6. Consolidation of Investigation

The Title IX Coordinators has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

## 7. Circumstances Relating to Misconduct Affecting Health or Safety

In connection with this policy, in circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the College to carry out its essential operations is seriously threatened or impaired, the president or an authorized representative may summarily suspend, dismiss, or bar any person from the College, subject to a post-action review on the action taken by the College. In all such cases, actions taken will be reviewed promptly, typically within one week, by the appropriate College authority.

## **K. MAKING A CRIMINAL COMPLAINT TO LAW ENFORCEMENT**

At the complainant's request, the College will assist the complainant in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process. See F. above for contact information related to law enforcement.

## **L. DISCIPLINARY ACTION WHEN THE RESPONDENT IS A STUDENT**

In addition to any criminal or civil actions which may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against the respondent(s). Persons found responsible for sexual assault may expect disciplinary actions up to and including dismissal from the College. Policies and procedures contained in the Student Code of Conduct will be followed in all disciplinary procedures.

## **M. DISCIPLINARY ACTION WHEN THE RESPONDENT IS AN EMPLOYEE**

In addition to any criminal or civil actions which may be pending or in process, the College reserves the right to separately pursue appropriate disciplinary action against the respondent(s). For violations of this policy by faculty or staff members, disciplinary penalties may include (in accordance with the employment laws, regulations, and policies governing the employee in question) counseling or training, written warning, formal reprimand, suspension with or without pay, demotion, or termination. The College also reserves the right to place an accused employee on paid administrative leave during the pendency of the investigation and/or hearing of an allegation of a violation of this policy.

## **N. DISCIPLINARY PROCEDURES WHEN ONE PARTY IS A MEMBER OF THE COLLEGE COMMUNITY AND THE OTHER PARTY IS A NON-MEMBER OF THE COLLEGE COMMUNITY**

When a third party, (i.e., a non-member of our College community) is involved as a complainant or a respondent, the College will use disciplinary procedures that are generally consistent with the disciplinary procedures stated in sections D and E, appropriately modified based on the particular circumstances involved and taking into account privacy requirements and the like. In no case will a member of our community (i.e., current student, faculty member or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the College community.

## **O. OTHER INVESTIGATION AND RESOLUTION PROCEDURES**

If a complaint or report of conduct prohibited by this policy is made against multiple individuals, an office, or the College in general, the Title IX Coordinators will review the matter and take appropriate action, in accordance with this policy. The Title IX Coordinators may conduct an investigation, using investigative and disciplinary procedures that are generally consistent with those stated in this policy, appropriately modified based on the particular circumstances involved.

## **P. REPORTING AND PRESERVATION OF INFORMATION**

Each respective Title IX Coordinator will be responsible for the preservation of the records involved in every complaint received, and investigation and hearing conducted, under this policy and shall further be responsible for ensuring that all reports are made to such Federal and State agencies as are required to be notified under Title IX and related laws and regulations. In conjunction with ensuring that the required reports are made on a timely basis, the respective Title IX Coordinator shall notify the President of the appropriate reports having been made.

# Grievance and Appeal Policy

## GRIEVANCE PROCEDURE

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 employees and students must feel confident that any valid complaint or grievance an employee or student may make concerning the College will be promptly addressed by the appropriate authorities. Therefore, the following procedures for resolving such complaints and grievances have been adopted by Coastal Alabama Community College.

## INITIAL STEPS TO RESOLVE A COMPLAINT

**Employees:** Any college employee who wishes to make a complaint about any work-related matter shall first report that complaint orally or in writing to his/her immediate supervisor, vice-president, dean or department chair. If the complaint is about a specific occurrence, the complaint should be made within ten (10) working days of the occurrence.

The employee making the complaint and the college official to whom the complaint is made shall endeavor to resolve the complaint informally and as quickly as is reasonable. If, after discussion between the employee and the supervisor, dean or department chair, it is determined that the complaint can be resolved informally, the supervisor, dean or department chair will take action to resolve the complaint and will submit a report within (10) working days of the filing of the complaint to the President, the College's Employee Grievance Officer, and such other appropriate college supervisory official(s) as the

President may designate, detailing both the complaint and the resolution of the complaint.

If it is determined by the college that the complaint is of such a nature that it would fall within the scope of the Title IX statute or a Title IX regulation, the employee shall complete and file an original and two copies of Grievance Form A with the appropriate Vice-President, Dean, Department Chair or Division Chair within thirty (30) days of the most recent occurrence of the alleged Title IX violation. Once such a Title IX complaint is filed, the complaint shall be handled in accordance with Alabama Community College System Policy No. 620.01.

**Students:** Any student of Coastal Alabama Community College who wishes to make a complaint about an academic matter shall report that complaint in writing to the Vice President of Instructional Services and Workforce Development. Other types of complaints shall be reported in writing to the Vice-President of Student Services. If the complaint is about a specific occurrence, the complaint shall be made within ten (10) business days of the occurrence.

The student making the complaint and the college official to whom the complaint is made shall endeavor to resolve the complaint informally and as quickly as is reasonable. If, after discussion between the student and the respective college official, it is determined that the complaint can be resolved informally, the college official will take action to resolve the complaint and will submit a report within ten working days of the filing of the complaint to the President, the College's Student Grievance Officer, and such other appropriate college official(s) as the President may designate, detailing both the complaint and its resolution.

If it is determined by the college that the complaint is of such a nature that it would fall within the scope of the Title IX statute or a Title IX regulation, the student shall complete and file an original and two copies of Grievance Form A with the Vice-President and/or the appropriate Dean of Student Services within thirty (30) days of the most recent occurrence of the alleged Title IX violation. Once such a Title IX complaint is filed, the complaint shall be handled in accordance with Alabama Community College System Policy No. 620.01.

For any type of complaint other than one falling within the scope of Title IX, the following procedures shall apply:

## PLAN OF RESOLUTION

If the student's or employee's complaint cannot be resolved immediately, but requires instead a "plan of resolution", the college official to whom the complaint was made shall submit a written report to the President, the respective College Grievance Officer, and such other appropriate college official(s) as the President shall designate. The report shall be submitted within ten (10) working days of the complaint and shall detail the complaint and the plan to resolve the complaint. Should the President, College Grievance Officer, or other respective designated official wish to assist in submitting the report, or instruct the submitting official to modify the "plan of resolution," the President, College Grievance Officer or other official shall inform the submitting official of his/her intention.

## GRIEVANCE PROCEDURES

If any student's or employee's complaint is not or cannot be resolved at the first level of supervision as described in the above paragraphs, such an unresolved complaint shall be termed a "grievance". An employee or student who submits a complaint to the appropriate college official and who is not informed of a satisfactory resolution, or plan of resolution, of the complaint within ten (10) working days, shall have the right to file with the Student Grievance Officer or Employee Grievance Officer, respectively, a written statement detailing the grievance. The written grievance statement shall be filed using Grievance Form A, which will be provided by the Grievance Officer and shall include at least the following information:

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

The grievance statement may also contain other information relevant to the grievance which the Grievant wants considered by the Grievance Officer. If the grievance involves a claim of discrimination based on gender, race, age, national origin, religion, color, or disability, the complaining party should state with particularity the nature of the discrimination and, if known, a reference to any statute, regulation, or policy which the Grievant believes to have been violated.

## INVESTIGATION, HEARING, AND FINDINGS

The College shall have thirty (30) calendar days from the date of the receipt by the respective Grievance Officer of the grievance to conduct an investigation of the allegation(s), hold a hearing (if requested) on the grievance, and submit a written report to the Grievant of the findings arising from the hearing. Grievance Form A shall be used to report both the grievance and the hearing findings. The hearing findings shall be reported by the President (or his/her designee) to the Grievant by either personal service or certified mail sent to the Grievant's home address. The President shall have the right to extend the investigation/hearing period if such an extension is either agreed to by the parties or made necessary by the circumstances of the situation at hand.

## INVESTIGATION PROCEDURES

The respective Grievance Officer, personally or with the assistance of such other persons as the President may designate, shall conduct a factual investigation of the grievance allegations and shall research the applicable statute, regulation, or policy, if any. The factual findings of the investigation by the Grievance Officer shall be stated in a written report which shall be submitted to the Grievant and to the party against whom the complaint was made (the "Respondent") and shall be made a part of the hearing record, if a hearing is requested by the Grievant. Each of the parties shall have the opportunity to file written objections to any of the factual findings and to make their objections a part of the hearing record. Publications or verified photocopies containing relevant statutes, regulations, and policies shall also be presented by the Grievance Officer for the hearing record. In the event that the Grievant does not request a hearing, the Grievance Officer's report and a recommendation for the resolution of the complaint shall be filed with the President, and a copy provided to the Grievant and Respondent.

## HEARING PROCEDURES

In the event that the Grievant requests a hearing within the time frame designated by the respective Grievance Officer, the President shall designate a qualified, unbiased person or committee to conduct each grievance hearing. The hearing officer or committee shall notify the Grievant, and each Respondent, of the time and place of the hearing at least seventy-two (72) hours prior to the scheduled beginning of the hearing. The hearing shall be conducted in a fair and impartial manner and shall be open to the public unless both parties request in writing for the hearing to be conducted in private to the extent that there will be no violation of any applicable "sunshine law."

At the hearing, the Grievant and the Respondent shall be read the grievance statement by the official conducting the hearing. After the grievance is read into the record, the Grievant will have the opportunity to present such oral testimony and other supporting evidence as he/she shall deem appropriate to his/her claim. Each Respondent shall then be given the opportunity to present such oral testimony and other evidence as he/she deems appropriate to the Respondent's defense against the charges. In the event that the college, or the administration of the college at large, is the party against whom the grievance is filed, the President shall designate a representative to appear at the hearing on behalf of the Respondent.

Any party to a grievance hearing shall have the right to retain, at the respective party's expense, assistance of legal counsel or other personal representative. However, the respective attorneys or personal representative, if any, shall not be allowed to address the hearing body or question any witnesses. In the event that the College is the Respondent, the College representative shall not be an attorney unless the Grievant is assisted by an attorney or other personal representative. Regardless of whether or not any party to the hearing is assisted by legal counsel, the official conducting the hearing shall have the right to be assisted by legal counsel in conducting the hearing.

The hearing shall be recorded either by a court reporter or on audio or video tape or by other appropriate electronic recording medium. In addition, all items offered into evidence by the parties, whether admitted into evidence or not, shall be marked and preserved as part of the hearing record.

## REPORT OF FINDINGS AND CONCLUSIONS OF LAW

At the conclusion of the hearing, the Hearing Officer or Chairperson of the Hearing Committee shall submit a written report of findings to the Grievant by personal service or by certified mail, return receipt requested, and to the President containing

at least the following information:

1. Date and place of the hearing;
2. The names and title(s) (if any) of each party to the grievance;
3. The nature of the grievance;
4. The name of each member of the hearing committee;
5. A list of all witnesses for all parties to the grievance;
6. Findings of facts relevant to the grievance;
7. Conclusions of law, regulations, or policy relevant to the grievance; and
8. Recommendation(s) to the President arising from the grievance and the hearing thereon.

## AVAILABLE APPEAL

The Grievant shall have the right to appeal all or any portion of the hearing findings, provided that within fifteen (15) calendar days following receipt of the report, the Grievant files with the President and respective Grievance Officer a written notice of acceptance or appeal of the report. If a notice of appeal is filed, appeal Form B must be used. The Grievant must state clearly and specifically on Form B the objections to the findings and/or decision of the Grievance Officer. Copies of Form B must be filed with the Grievance Officer and the President. If the Grievant fails to file notice of appeal by 5:00 p.m. on the 15th calendar day following the Grievant's receipt of the report, the right to further appeal will be forfeited, and the report shall be deemed to have been accepted by the Grievant.

In the event that no appeal is filed, the President shall give due consideration to the recommendations of the Hearing Officer/ Hearing Committee and shall issue a final decision of the matter of the Grievance.

In the event that an appeal is filed, the President will have thirty (30) calendar days following date of receipt of the Grievant's notice of appeal to investigate and study the Grievant's allegations, the report of the Grievance Officer, and make a written report of the President's findings to the Grievant. Form B must be used for the report of the President's decision. Copies of the completed Form B shall be provided by the President to the Grievance Officer and the Grievant. The Grievant's copy shall be mailed to his/her home address by certified mail, return receipt requested.

With the exception of Title IX grievances covered by Alabama Community College System Policy, the decision of the President on a grievance appeal filed under this College grievance procedure shall be final and binding.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, the Grievant will have until 5:00 p.m. the first working day following the 15th calendar day to file.

## Missing Person Policy

The purpose of this policy is to establish procedures for the College's response to reports of missing residential students as required by the Higher Education Opportunity Act of 2008. 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 his/her 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. It is the policy of the Coastal Alabama Community College Police Department to actively investigate any report of a missing person(s) as defined. There is no waiting period before the commencement of an investigation and procedures will be governed by federal, state and local laws.

### I. Procedures for designation of emergency contact information

- a. 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 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.
- b. 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 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.

## II. Official notification procedures for missing persons

- a. 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.
- b. 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.
- c. 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.
- d. 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, shall be referred to the Coastal Alabama Community College Campus Police immediately.

## Minors on Campus

As an institution of higher education, Coastal Alabama Community College provides 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. Please be aware that 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. Through the following procedures, the College seeks to create a safer environment, which is conducive to and supportive of the learning process.

Procedural Guidelines:

1. No employee, student or visitor should bring minors not enrolled as Coastal Alabama Community College students or participating in College sanctioned events to class or leave a minor unattended at the College.
2. Unattended minors not enrolled in classes or participating in college sanctioned events on any campus may be referred to Campus Police for assistance or to the Department of Human Resources.
3. This procedure pertains to all employees, students, and visitors (including vendors) who attend classes, programs, events, or other activities on the campuses of Coastal Alabama Community College.

## Intellectual Property 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. According to College policy, the terms of compliance are listed thusly:

**Definition:**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, such as Xerox, SlimFast, or IBM.)

**Ownership:**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. However, 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.

**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 shall 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.

## Copyright, Trademark, and Patent Ownership Policy

This policy is in compliance with Alabama Community College System Board of Trustees Policy 321.01 – Copyright, Trademark, and Patent Ownership. According to the aforementioned policy, “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.

## Anti-litter Policy

Great efforts are made to keep Coastal Alabama’s campuses beautiful and environmentally friendly. Littering is strictly prohibited on all campuses, and there is a \$25 fine for violation of this policy. Help keep Coastal Alabama clean and beautiful: don’t litter.

## Tobacco Free Environment

Coastal Alabama Community College is committed to providing a safe and healthy environment for its employees, students, and visitors. The College recognizes the right of persons to make their own decisions about their personal use of tobacco products away from the College. However, to support a healthy working and living environment and general health and wellness for its students, faculty, staff and visitors, it is the intent of the College to establish a clean environment on its campuses.

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

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.

All College employees, students, visitors, and contractors are required to comply with this policy, which shall remain in force at all times. 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.

#### Student Fines

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

- First student ticket – Warning
- Second student ticket - \$25.00

A student who has pending fines may not register for classes nor have transcripts released until all fines are paid in full. Any student or faculty 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.

#### Employee Fines

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

- First employee ticket – Warning
- Second employee ticket - \$25.00

Any 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.

## Respect and Responsibility

The success of this policy depends on the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All members of the College share in the responsibility for adhering to and enforcing this policy. All faculty, staff, students, visitors, contractors, and other individuals on campus who are in violation should be reminded that the Coastal Alabama Community College is a tobacco-free campus and asked to comply with the policy.

## Privacy Policy

In order to help maintain an environment of freedom of expression and ideas for students and employees of Coastal Alabama Community College, 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 shall 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). This policy shall 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 shall be considered to have given consent for the recording of the message. The only exceptions to the above prohibition shall 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 shall 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 shall 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.

## Technology Services Network Access Policy

The Coastal Alabama Community College Network Access Policy governs 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.

Residence halls and individual instructional areas may have additional policy requirements.

Coastal Alabama Community College strives to provide high-speed access to the Internet, email, and network services for its students, faculty, staff, and community partners. Its 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.

The College's network/Internet provides students with a quality learning environment by promoting a flexible delivery method of instruction, innovative technology, and state-of-the-art concepts in instruction. It also contributes to a growth-oriented learning environment for employees by promoting faculty and staff professional development opportunities. Through efficient management of the College's network/Internet resources and facilities, Coastal Alabama Community College serves as a learning partner for its community and regional stakeholders. In addition, the college's technology infrastructure and resources support the college's administrative and operational processes, thereby strengthening its outreach, programs, and services.

**Policy Oversight:**This policy shall be governed by the policies of Coastal Alabama Community College and the laws of the state of Alabama. The Campus Network Policy is created and amended under the authority of the Technology Committee. All Technology Committee documents are submitted to and subject for review by the Executive Committee. Failure to enforce any provision of this agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision.

**Condition of Use:**Access to the Coastal Alabama Community College Network System shall 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 Technology Services Department. Employees who violate this policy are subject to disciplinary actions, up to and including discharge in accordance with institutional and state policies. Students who violate this policy are subject to disciplinary action as stated in the Student Handbook section of college catalog. 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.

**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. Coastal Alabama Community College reserves the right to monitor, collect and store all electronic activity conducted on the Coastal Alabama 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.

## Statement of Policy:

### 1. Ethical and Responsible Use of the Network/Internet

a. 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.

b. 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.

c. 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.

d. All users must abide by all federal and state laws with regard to 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 shall not be transmitted over the Internet.

1. e. 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.
2. User Access/Password Assignment and Confidentiality

a. 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 by the Technology Services Department.

b. 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 shall 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.

c. 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.

d. 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.

1. e. 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.
2. Software

a. To prevent computer viruses from being transmitted through the system, no unauthorized downloading or installation of any software is permitted. Software downloads and installation shall be done only after approval and/or assistance from the appropriate Technology Services Personnel.

b. Streaming media and music and video downloads are prohibited unless authorized by the appropriate Technology Services Personnel.

1. c. Point to point (P2P) file sharing is prohibited unless authorized by the appropriate Technology Services Personnel.
2. Copyright Issues

a. 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.

b. It is permitted for Web pages to be printed and material downloaded from the Internet for informational purposes as long as 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, provided that attribution is clearly given and that the material quoted is reasonably brief in extent.

c. The college is not responsible for copyright infringement by a user. Such responsibility shall lie solely with the user.

d. Users found guilty of copyright infringement shall be subject to disciplinary action, including possible suspension, expulsion, or termination.

1. e. 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.

2. Personally Owned Computer Hardware/Software

- a. 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.

1. b. Computer hard drives may not be installed or removed without the express written consent of authorized Technology Services Personnel.
2. Privacy of Information

- a. 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.

- b. Users should respect the privacy of others, including, but not limited to, abstaining from unauthorized access to email, files, data, and transmissions.

1. c. 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.
2. 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 shall also constitute a violation of the Coastal Alabama Community College Policy for Acceptable Use of Technology Resources. Furthermore, this policy prohibits various actions (described below) which may or may not constitute a crime.

## Unacceptable Use

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.

1. Altering system software or hardware configurations without authorization of the Coastal Alabama Community College Technology Services Department.
2. 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.
3. Using technology resources for illegal activities.
4. Accessing or attempting to access another user's files, email or other resources without his or her permission except as otherwise provided herein.
5. Allowing unauthorized persons to utilize an authorized user's account, user name, or password.
6. Using technology resources for commercial or profit making purposes without written authorization from Coastal Alabama Community College.
7. Installing, copying, distributing or using software that has not been authorized by the Coastal Alabama Community College Technology Department.
8. Originating or proliferating electronic mail, broadcasts, or other messages that may be deemed as obscene, abusive, racist, or harassing.

9. Creating and/or distribution of viruses or other destructive programs.
10. Unauthorized release or disclosure of any confidential college, personnel, or student information.
11. Using any computer technology in a manner that violates patent protection or license agreements. Engaging in any activity that violates copyright laws.
12. Such activity may include utilizing Coastal Alabama Community College technology to copy and/or distribute copyrighted materials without authorization.
13. 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).

#### DISCIPLINARY ACTION

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 discharge in accordance with guidelines provided institutional and state policies.

## College Committees

The faculty, staff, and students of Coastal Alabama Community College participate in the governance of the College through the committees on which they are appointed to serve. Even though full democratic participation is encouraged and expected, the College is not a pure democracy. Ultimate legal responsibility for the administration of the College rests with the College President. Consequently, all College committees are advisory in nature and all actions of the committees are subject to the review and approval of the President. Student members are nominated by the Student Services Office after consultation with the Student Government Association President. These nominees are presented to the President for his approval. During the academic year, each committee will meet on a regular schedule and on a call basis as necessary. An appointed reporter will keep minutes of the actions of the committee and distribute copies to the members of the committee, the Instructional Office and the President. Two-thirds of a committee should be present when committee recommendations are made. Committee items requiring administrative action will be communicated to the appropriate administrator, and a response will be returned to the committee indicating the action taken on the committee's recommendation. When committees are required to function during the summer semester and committee members are not under contract to the College or not in school, temporary appointments will be made as required. Ad hoc committees will be formulated and members appointed by the President as deemed necessary.

**ADA Committee-** This committee serves in an advisory capacity to the President to ensure institutional compliance with the Americans with Disability Act. Additionally, the ADA Committee assists the ADA Coordinator in self-evaluations and in the implementation of a plan of compliance. The ADA Committee is also responsible for preparing, publishing, and distributing policy statements and procedures, and initiating additional activities deemed necessary by the administration to comply with the Americans with Disabilities Act, unless those pose an undue burden or would result in a fundamental alteration of programs of the institution.

**Administrative Council-** This committee serves in an advisory capacity to the President and administrative staff of the College in the formulation, coordination, and implementation of College policy and procedures within the framework provided by the Alabama Community College System Board of Trustees and accreditation standards. The committee meets quarterly and provides input to the decision making process and is advisory to the President and Executive Committee.

**Admissions/Academic Standards-** The committee serves in an advisory capacity to the Instructional Officers in filling the specific admissions and retention functions:

- To hear appeals from students placed on academic suspension when unusual or extenuating circumstances exist
- To hear appeals from transfer students seeking admission to the College
- To recommend admissions policies
- To recommend institutional quality point-ratio requirements for students
- To review and make recommendations concerning student withdrawal policies of the College
- To review and make recommendations pertaining to institutional record keeping procedures

Recommendations originating with faculty or staff members are made to the Admissions/Academic Standards Committee. The committee then decides if the recommendation is justified. The committee may forward the recommendations regarding

admissions procedures to the Dean of Enrollment Management or designee and all other matters to the Vice-President of Instruction & Workforce Development or designee. The Dean of Enrollment Management and the Vice-President of Instructional Services & Workforce Development decide whether to concur and then forward to the President. The President is the final institutional authority, and when he approves the recommendation, it becomes institutional policy.

Calendar Committee- This committee develops the institutional calendar according to the guidelines provided by the Alabama Community College System.

Catalog Committee -This committee reviews the catalog and provides recommendations to the Instructional Officers.

College Assembly - This committee serves as a forum for the discussion and dissemination of information regarding college actions and matters.

Community Volunteers/Outreach- This committee serves as an advisory committee in planning ways and means to involve the institution in services to the community. The committee also assists the President with public relations activities. The committee holds fund raisers to benefit the College's service area.

Courtesy Fund- This committee is made up of College employees who collect voluntarily donated funds for the purpose of benefiting fellow members and others as described in the Courtesy Fund guidelines. The Committee develops and reviews guidelines and expenditures for flowers and other related benefits.

Distance Education/Online Course Development- The committee reviews the Internet and hybrid courses and distance education opportunities for students. The committee will make recommendations concerning Internet course improvements for student success. The committee serves as an advisory committee to provide recommendation to the Instructional Officers regarding policies and procedures for non-traditional learning activities including, but not limited to, those involving technological advances.

Diversity Council- This committee is responsible for creating and assisting in the implementation of a plan to foster a campus climate in which there is a proactive commitment to diversity as a basic value of the College. This will include coordinating awareness and training activities. In all of the initiatives, Coastal Alabama must emphasize the development of good character and must model the values of inclusion, mutual respect, and cooperation.

Enrollment Management & Retention Committee- This committee provides leadership and direction for all enrollment management functions including, but not limited to, review of recruitment materials, public relations campaigns, customer service functions, enrollment trends, and data analysis

Environmental Health and Safety- This committee assures adequate programs are provided for the protection of the health and safety of students, faculty, staff, and surrounding communities and for compliance with appropriate codes and regulations. This committee annually develops and reviews the College's disaster recovery plans.

Executive Committee- The Executive Committee plans, coordinates, and evaluates the College's programs and services and develops and approves all policies. This committee also evaluates the overall operation of the College

Honors and Awards Council- This committee is responsible for coordinating the Honors and Awards programs for Coastal Alabama. Responsibilities include, but not limited to, recruitment and selection of students for invitation into the Honors Programs, certification of participant eligibility on a continuous semester basis, administration of the Inter-Disciplinary Seminars, and all other activities associated with Honors and Awards. Council members may also serve as College advisors to honors organization.

Instructional Affairs- This committee serves in an advisory capacity to the Administration in all matters pertaining to instructional policies and procedures and serves in an advisory capacity to the Instructional Officers and Executive Committee concerning all phases of curriculum, including course offerings, programs of study, relationships with other institutions of higher learning, and academic standards. Proposals for course changes and recommendations for the improvement and coordination of the curriculum will be handled through this committee. . This committee may handle such broad areas of academic structure such as grading systems, class attendance, student withdrawal, and course syllabi. This committee is also responsible for participating in the annual review, evaluation, and revision of the Programs of Study and Course Description sections of the College Catalog, under the supervision of the Instructional Officers. The committee serves in an advisory capacity regarding the Learning Resources Center, to the Instructional Officers, and to the Director of Library Services. This committee serves as a communication link between the faculty, students, and the Learning Resources Center(s). The committee will study and recommend ways to improve services and utilization of the Center by faculty and staff.

Judicial Officers Committee- This committee is comprised of all appointed Judicial Officers, with the purpose of education and training. This committee will ensure that our Student Code of Conduct and that the standards of due process are adhered to

in a consistent and fair manner. to in a consistent and fair manner.

Judiciary- This committee serves as an appeals committee for all student disciplinary actions. The committee makes its recommendations to the Vice-President of Student Services. This committee has the following functions:

- To hear charges and evidence concerning student misconduct and to take final action in all cases referred to the committee for original jurisdiction to the Vice-President of Student Services
- To serve as a review committee for cheating and plagiarism cases referred by faculty members through the Vice-President of Student Services or to hear appeals by the student from faculty actions when referred by the Vice-President of Student Services
- To review and make recommendations to the Vice-President of Student Services on student discipline policies and procedures

Lyceum- This committee plans and provides cultural activities for the College through a series of forum presentations. The Presidents appoints the Chair.

Professional Development- This committee functions in the areas of faculty welfare, professional relations, and social activities. The committee will cooperate with the Instructional Officers to assure the professional development of faculty. The committee advises in the formulation of in-service workshops, faculty evaluations, and the improvement of teaching-learning processes of the College.

QEP Oversight Committee- This committee serves as an advisory committee to provide recommendations to the Executive Vice-President of Institutional Advancement and Student Services and to inform the Instructional Officers regarding the formation and implementation of the QEP mandated by the Southern Association of Colleges and Schools Commission on Colleges.

Recruitment and Selection Committee - This committee reviews employee recruitment procedures of the College and makes recommendations to the President regarding the recruitment and selection of faculty and staff members. This committee seeks to continually implement progressive methods to maintain faculty and staff diversity.

Registration Committee- This committee reviews registration procedures and policies to continually make improvements in the registration process.

SACSCOC Oversight- This committee reviews and updates the College's philosophy and objectives and oversees the evaluative process to ensure that the College is in compliance with all SACSCOC accreditation standards. In addition to ensuring the College's institutional effectiveness, this committee develops strategies to improve the accreditation process. Also, this committee is responsible for ensuring a conducive and high quality learning environment for students. Assessment of the results of the objectives and goals provides the College with information that is incorporated as part of the College's continuous planning cycle, thereby, creating a more efficient and comprehensive educational environment.

Scholarship- This committee acts as an advisory, review, and decision making body to the Financial Aid Director in the formulation of written policies, procedures, and responsibilities for the institutional administration of the College's scholarship programs. The Scholarship Committee awards all College Scholarships.

Scholars Bowl Committee- This committee is responsible for all aspects of the Scholars Bowl events and activities for the service area.

Strategic Planning Committee- This 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. Also, the specific role of the committee is to review and update the College philosophy and objectives, to 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.

Sick Leave Bank- This committee approves the loan of sick leave days for its participating members after their accumulated sick leave days have been exhausted. The bank shall be operated, managed, and governed by the Sick Leave Bank Committee. The committee elects the chair. The Sick Leave Bank Committee provides governance of the Sick Leave Bank according to State guidelines.

Student Affairs Council- This committee serves as an advisory body to the Vice-President of Student Services in the formulation and implementation of policies and procedures relating to all student affairs. It is responsible for the maintenance of high standards of quality and may make recommendations to appropriate administrative personnel in pursuance of these standards. In the area of student activities, the Student Affairs Committee functions in an advisory capacity to the SGA, reviews and approves plans for student-sponsored activities, and otherwise evaluates and recommends

ways to enrich and improve student life at the College. This committee also assists in the review and revision of the Student Handbook in cooperation with the Vice-President of Student Services. The committee shall also promote, advise, regulate, evaluate, and make recommendations to the President concerning any activities of the Coastal Alabama Intercollegiate Athletic Program. The committee serves in an advisory capacity in the operation of the food services; it acts as a connecting link between the students and the coordinator of food services to ensure a concerted effort to provide the best service possible. The committee is also responsible for designing the new student orientation experience on all campuses. This experience is designed to give each student a head start in obtaining information about the programs and services at the College. During these sessions, students will have the opportunity to meet other new students who will be starting classes the same semester.

Technology/Software Planning Committee- This committee is charged with the responsibility of overseeing and administering all accepted policies and procedures concerning the access and use of the Coastal Alabama Internet connection for faculty, staff, students, and administration. The committee will make recommendations concerning changes in current policies and procedures and recommend any new applicable policies and procedures to the President.

## **Programs of Study**

# University Parallel Programs

Transfer programs leading to the Baccalaureate Degree are offered in the following areas:

Associate in Arts

Liberal Arts

Art

Computer Management Information Science

Criminal Justice

English

Music

Social Science

Associate in Science

General Studies

Agricultural Business & Economics

Biological Science

Biomedical Sciences

Business Administration

Computer Science

Education (Early Childhood & Elementary)

Engineering

Environmental Science

Forestry

Health Science

Health, Physical Education & Recreation

Mathematics

Secondary Education

Surveying & Geomatics

The programs of study listed in both the Associate in Arts and the Associate in Science sections of the catalog are curriculum guides designed to aid the student in completing the freshman and sophomore level requirements in the designated field. The State of Alabama, by legislative mandate, has an articulation agreement among two-year and four-year public colleges and universities that guarantees half of the hours required in any bachelor-level degree may be earned at Coastal Alabama Community College as long as the courses taken are in the approved program template. Program templates are developed and approved by the State Articulation and Transfer Committee and are available via the Committee's online transfer guide called STARS. To access the approved program templates, go to [www.CoastalAlabama.edu](http://www.CoastalAlabama.edu), scroll over "Students" and click "STARS" and search for area of major by name.

The major curriculum guides listed in the Associate in Arts and Associate in Science sections of Coastal Alabama Community College's catalog are in compliance with the STARS templates at the time of publication. IT IS THE RESPONSIBILITY OF THE STUDENT TO BECOME FAMILIAR WITH THE REQUIREMENTS OF THE TRANSFER INSTITUTION.

Students should consult the catalog of the transfer institution and work with their assigned advisor at Coastal Alabama Community College to select courses prior to registration for each term. Variations between the program of study required by the transfer institution and the requirements of Coastal Alabama Community College may be resolved through conferences with the student's academic advisor and with the approval of the appropriate supervisor in the Instructional Office. Students must initiate resolution of variations between programs of study and should start first with their assigned academic advisor. To ensure compliance with graduation requirements, during the third term of a four-term program and prior to early registration for the fourth term, Coastal Alabama Community College students should apply for graduation in the Registrar's Office. 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. Students must pay all fees owed prior to graduation. Students should contact the Registrar's Office for further details.

## Degree Plans

The Degree Plan lists each course that is required in the student's declared major, the courses that have been completed by the student, and the courses that the student needs to take. The Degree Plan also lists other information, such as elective courses taken, courses registered for but not successfully completed, placement test scores, and GPA data, that will assist Coastal Alabama students in monitoring their degree completion.

### PRE-PROFESSIONAL PROGRAMS

Students who are preparing for careers in the professions have opportunities at Coastal Alabama Community College. The College offers small classes with individual attention, special pre-professional academic advisors, modern, well-equipped laboratory facilities, and an exceptionally trained and caring faculty dedicated to providing the best pre-professional education available anywhere. Admission to most professional schools is highly competitive, thus it is recommended that students choose and plan an undergraduate program with attention to alternative career goals.

## Pre-Professional Programs

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## Articulated (2+2) Agreements with Universities

Students graduating from Coastal Alabama Community College with an AA, AS, AAS or related course work in listed areas

may transfer designated courses and continue their education to complete a Bachelor's Degree. The 2+2 program is designed to assist Coastal Alabama Community College graduates with program options that provide credit equivalency in mutually agreed upon curriculums:

#### **AUBURN UNIVERSITY UNIVERSITY OF SOUTH ALABAMA**

- Hospitality Management Hospitality Management
- Culinary Arts Culinary Arts
- Pastry Arts Pastry Arts
- Event Planning Event Planning
- Animation, Interactive Technology, Video Graphics & Visual Effects

#### **UNIVERSITY OF ALABAMA**

- Hospitality Management

#### **UNITED STATES SPORTS ACADEMY**

- Culinary Arts Sports Coaching
- Pastry Arts Sports Management
- Event Planning Sports Strength and Conditioning
- Sports Studies

#### **UNIVERSITY OF MOBILE**

- Education

#### **TROY UNIVERSITY**

- Nursing Surveying and Geomatics

#### **HUNTINGDON COLLEGE**

- Business Administration
- Criminal Justice

## Statewide Articulation & Reporting System (STARS)

### **AREAS I - IV: Recognized AA & AS Academic Transfer Courses/Electives**

Colleges must offer degree programs that reflect coherent courses of study that are compatible with their own missions, that are based upon fields of study appropriate to higher education, and that include general education components ensuring a breadth of knowledge that promotes intellectual inquiry and critical thinking. Thus, each degree must consist of coursework from each of the following five areas as defined by the Alabama Articulation and General Studies Committee (AGSC):

#### **AREA I: Written Composition (6 SH)**

ENG 101 Written Composition I: 3 SH

ENG 102 Written Composition II: 3 SH

#### **AREA II: Humanities and Fine Arts (12 SH)**

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV):

ENG 251 American Literature I: 3 SH

ENG 252 American Literature II: 3 SH

ENG 261 English Literature I: 3 SH

ENG 262 English Literature II: 3 SH

ENG 271 World Literature I: 3 SH

ENG 272 World Literature II: 3 SH

Students must complete a 3 SH course in the ARTS: Please see program of study.

ART 100 Art Appreciation: 3 SH

ART 203 Art History: 3 SH

ART 204 Art History II: 3 SH

MUS 101 Music Appreciation I: 3 SH

THR 120 Theatre Appreciation: 3 SH

THR 126 Introduction to Theatre: 3 SH

Any remaining hours in AREA II should be chosen from the approved list below: Please see program of study. Some of these may be used as Humanities Electives.

HUM 299-01 PTK Honors Course I: 1 SH

HUM 299-02 PTK Honors Course II: 1 SH

HUM 299-03 PTK Honors Course III: 1 SH

IDS 115 Forum: 1 SH

PHL 106 Introduction to Philosophy: 3 SH

PHL 206 Ethics and Society: 3 SH

REL 100 World Religion: 3 SH

REL 151 Survey of Old Testament: 3 SH

REL 152 Survey of New Testament: 3 SH

SPA 101 Introductory Spanish I: 4 SH

SPH 102 Introductory Spanish II: 4 SH

SPH 107 Fundamentals of Public Speaking: 3 SH

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV)

**AREA III: Natural Sciences and Mathematics (11 SH)**

BIO 101 Introduction to Biology I: 4 SH

BIO 102. Introduction to Biology II: 4 SH

BIO 103. Principles of Biology I: 4 SH

BIO 104. Principles of Biology II: 4 SH

CHM 104. Introduction to General Chemistry: 4 SH

CHM 105. Introduction to Organic Chemistry: 4 SH

CHM 111. College Chemistry I: 4 SH

CHM 112. College Chemistry II: 4 SH

PHS 111. Physical Science I: 4 SH

PHS 112. Physical Science II: 4 SH

PHY 201. General Physics I: 4 SH

PHY 202. General Physics II: 4 SH

PHY 213. General Physics w/Calculus I: 4 SH

PHY 214. General Physics w/Calculus II: 4 SH

Select 3 SH from the following courses: Please see program of study.

MTH 110. Finite Mathematics: 3 SH

MTH 112. Precalculus Algebra: 3 SH

MTH 113. Precalculus Trigonometry: 3 SH

MTH 115. Precalculus Algebra & Trigonometry: 4 SH

MTH 120. Calculus and Its Applications: 3 SH

MTH 125. Calculus I: 4 SH

MTH 126. Calculus II: 4 SH

MTH 227. Calculus III: 4 SH

MTH 237. Linear Algebra: 3 SH

MTH 238. Applied Differential Equations I: 3 SH

#### **AREA IV: History, Social, and Behavioral Sciences (12 SH)**

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV):

HIS 101. History of Western Civilization I. 3 SH

HIS 102. History of Western Civilization II. 3 SH

HIS 121. World History I. 3 SH

HIS 122. World History II. 3 SH

HIS 201. U.S. History I. 3 SH

HIS 202. U.S. History II. 3 SH

Students must complete a 6 SH sequence in either literature (AREA II) or history (AREA IV)

The remaining hours in AREA IV should be chosen from the following courses: Please see program of study.

ANT 200. Introduction to Anthropology: 3 SH

ECO 231. Principles of Macroeconomics: 3 SH

ECO 232. Principles of Microeconomics: 3 SH

GEO 100. World Regional Geography: 3 SH

POL 200. Introduction to Political Science: 3 SH

POL 211. American National Government: 3 SH

PSY 200. General Psychology: 3 SH

PSY 210. Human Growth & Development: 3 SH

SOC 200. Introduction to Sociology: 3 SH

SOC 210. Social Problems: 3 SH

### **AREA V: Pre-Professional/Major Electives: ( 19-23 SH)**

The courses taken in this AREA are specific to a student's major. Students should consult their program of study and the requirements of the institution to which they plan to transfer.

## Secondary Education

### **Secondary Education Associate in Science Degree**

Students planning to enter secondary education can complete their freshman and sophomore years at Coastal Alabama and transfer credits earned to their selected institution. Students can earn one-half of the bachelor level program requirements at Coastal Alabama Community College. The State Transfer Articulation and Reporting System, STARS, lists specific courses for each subject area concentration. Transferability of courses listed on the templates is guaranteed. Students should follow the program of study for their selected major. See the Associate in Arts and Associate in Science sections of this catalog for a listing of majors. If Coastal Alabama does not have a program of study for your major area, you should select General Studies or Liberal Arts as your major and contact your transfer institution for additional information. You should work with your transfer institution and academic advisor to finalize course selection.

## Directories

## Directories

### **Directory**

Coastal Alabama Community College is a part of the state system of Junior, Community, and Technical Colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. The College is a result of the consolidation of Faulkner State Community College, Alabama Southern Community College and Jefferson Davis Community College and is under the supervision of the Alabama Community College System Board of Trustees. The President of the College is directly responsible to the Alabama Community College System Board of Trustees through the Chancellor of the Alabama Community College System.

### **College Executive Committee**

Branch, Gary L., President:  
251-580-2281

B.S., University of Alabama

M.A. University of Alabama

L.L.D. Honorary, University of West Alabama

Kennedy, Brenda J., Executive Vice-President of Institutional Advancement & Student Development:  
251-580-2180

B.A., Alderson-Broaddus College

M.A., University of Alabama  
Ed.D., Auburn University

Burks, Laura, Vice-President of Human Resources and Employee Relations: 251-580-2144  
A.A., Faulkner State Community College  
B.A., University of South Alabama  
M.S., University of South Alabama

Caldwell, Linda, Director of Housing and Regional Special Events:  
251-580-2247  
A.A.S., Faulkner State Community College  
B.S., University of Mobile  
M.Ed., University of South Alabama

Davis, Jessica, Vice-President of Financial and Administrative Services:  
251-580-2206  
A.S., Faulkner State Community College  
B.A., Faulkner University  
M.M., University of Phoenix

Davis, Sara, Director of Communications & Marketing  
251-580-2281  
A.A. Faulkner State Community College  
B.S., Troy University  
M.A., University of South Alabama

Hughston, Patty, Vice-President of Instruction & Workforce Development:  
251-580-4882  
B.S., Jacksonville State University  
M.S., University of South Alabama

Jones, David, Provost, Atmore and Brewton Campuses:  
251-809-1551  
B.S., University of Montevallo  
M.A.T., University of West Alabama

Nikolakis, Michael G., Vice-President of Student Services:  
251-580-2122  
B.A., University of South Alabama  
M.S., University of South Alabama

Strickland, Brian C., Dean of Information Technology:  
251-580-2214  
A.S., Faulkner State Community College  
B.S.B.A., Auburn University  
M.S.M., Troy University  
Master Certificate in Project Management, Villanova University

## **Faculty & Staff**

Abbot, Tracy, Director of Student and Community Services, Alabama Aviation Center:  
251-580-4931  
B.S., University of Alabama  
M.A., University of Alabama

Abrams, Anthonell, Secretary, Adult Education:  
334-637-3181  
A.A.S., Alabama Southern Community College

Agee, Gene, Maintenance/Security Officer:  
334-534-4907  
Diploma

Albaugh, Stacey, Instructor, Speech:  
251-809-1620

A.S., Jefferson Davis Community College  
B.A., University of West Florida  
M.A., University of West Florida

Allen-Thomas, Katrina, Instructor, Nursing:  
251-580-2268

B.S.N., Mobile College  
M.S.N., University of Mobile

Allen, Kouri, Instructor, History:  
251-580-2131

A.A., Faulkner State Community College  
A.A., Faulkner State Community College  
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