

Student Handbook

2016-2017



**Central
Arizona
College**



STUDENT COMPLAINT PROCESS

Student Code of Conduct

Central Arizona College (CAC) requires students to follow a code of conduct that emphasizes important values for both the classroom and the workplace. Learn more about the Student Code of Conduct in the Student Handbook portion of the College Catalog.

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If you have witnessed an incident on-campus (or off-campus at a College sponsored event) or have been involved in an incident, please use our online Incident Report Form to report it. The college provides this form to alert the appropriate office that an incident has occurred and to begin the investigation.

Reports of crimes should always be made directly to law enforcement. The incident report is in addition to, and not in lieu of, a police report and can be found here: http://www.centralaz.edu/Home/About_Central/Campus_Police.htm

Student Concern or Complaint with a Specific Office (Non-academic)

CAC promotes an open educational environment. The college encourages all students and community members to first direct their complaints and concerns to the staff, or administrator specifically involved. If the situation cannot be remedied at this level the student may contact the staff or administrator's immediate supervisor. Click here for a Staff Directory: http://banportal1.centralaz.edu/WEBDIR/PKG_WEBDIRECTORY.P_WEBDirectory

In addition, they may fill out the form below and their concern will be followed up by the appropriate supervisor.

Please be aware that providing false information to a College Official is a violation of the Student Code of Conduct. A Student who is suspected of this will be adjudicated through the student conduct process as per the Student Handbook.

Sexual Harassment

Central Arizona College seeks to foster a community environment in which all members respect and trust each other. CAC has a strong policy prohibiting the sexual harassment of one member of the college community by another. Inquiries

concerning the application of this policy or the filing of a specific complaint may be referred to CAC's Title IX Coordinator, Jani Attebery, Assistant Academic Dean, (520) 494-6614 or at jani.attebery@centralaz.edu

Concern or Complaint regarding any Disability Accommodation (non-employee related)

If you have a concern about a disability related issue, please contact the Disability Resource Services Coordinator at 520-494-5409 or reference the Discrimination Complaint Process:

http://www.centralaz.edu/Documents/DisabilitySS/How_to_File_a_Discrimination_Complaint.pdf

If you need additional assistance please contact the Dean of Student Affairs at 520-494-5341. An individual may file a discrimination complaint with the Office for Civil Rights, by visiting:

<http://www2.ed.gov/about/offices/list/ocr/docs/howto.pdf>

Academic Concern

Students who have a question or concern regarding their grade(s) or the course instructor should first speak to their instructor: [Academic Concern Process](#).

Title IX Statement

Central Arizona College has policies relative to Title IX that support nondiscrimination and prohibit discriminatory behavior including sexual harassment and sexual violence. Such policies apply to all educational programs, services, activities, and facilities. Inquiries concerning the application of Title IX policies or the filing of a specific complaint may be referred to CAC's Title IX Coordinator, Jani Attebery, Assistant Academic Dean, (520) 494-6614, at jani.attebery@centralaz.edu

COLLEGE POLICY STUDENT CODE OF CONDUCT

The Student Code of Conduct (the Code) sets forth standards that are expected of all students and is developed as a means of implementing fair and consistent standards of student conduct. The code outlines students' rights and responsibilities and the College's expectations with respect thereto. Every student is expected to be aware of the obligations and responsibilities imposed by the Code and comply with it.

Prohibited conduct includes, but is not limited to the following:

1. Conduct in violation of any offense prohibited by state or federal law. Any attempt to commit one or more acts of prohibited conduct may be sanctioned. Any attempt to conceal an act of prohibited conduct is subject to sanctions to the same extent as completed acts.



2. All forms of student academic dishonesty, including but not limited to, cheating, inventing facts or sources, causing others to be dishonest, or representing another's words as one's own.

Cheating is defined as the use or attempted use of information, academic work, research or property of another as one's own. Cheating includes, but is not limited to, plagiarism, sharing knowledge during an examination, the unauthorized use of notes or other materials in an examination, or the willful disobedience of testing rules.

3. Endangering, threatening, or causing physical harm to any member of the College community or to oneself or causing reasonable fear of such harm.

4. Violating the terms of any disciplinary action imposed for an earlier violation of the student code of conduct or other governing board or College rules.

5. Violation of the Declaration of Civility and other published rules that may be adopted by the governing board or by the College.

6. Furnishing false information, including false identification, or failure to provide information to the College or to any College employee or agent, including campus police officers and other agents, acting in good faith.

7. Initiating, causing or contributing to any false report, warning or threat of fire, explosion or other emergency.

8. Failure to comply with the directions of the College officials or agents, including campus police officers, acting in good faith and in the performance of their duties.

9. Forgery, inventing facts or sources, unauthorized changes to any College document, record, or identification, including but not limited to, electronic software, data and records.

10. Unauthorized presence in or unauthorized use of College property, resources or facilities.

11. Unauthorized access to, disclosure of, or use of any College document, record, or identification, including but not limited to electronic software, data, and records. Misuse of college computing facilities, telecommunications, networking systems, associated facilities, resources or equipment as outlined by College Policies.

12. Interfering with College or College-sponsored activities, including but not limited to classroom-related activities, studying, teaching, research, intellectual or creative endeavor, administration, a service or the provision of communication, computing or emergency services.

13. Misrepresenting oneself or an organization as an agent of the College.

14. Possession of property the student knows or has reason to believe may be stolen.

15. Misuse, theft, misappropriation, destruction, damage, or unauthorized use, access, or reproduction of property, data, records, equipment or services belonging to the College or belonging to another person or entity.

16. Violation of College Policy governing alcohol, including consumption, distribution and/or unauthorized sale or possession of alcoholic beverages. Alcohol is any fermented and/or distilled liquor or substance reasonably believed to be or portrayed by the student as fermented and/or distilled liquor.

No alcohol is allowed on campus. This applies to all students, visitors or guests. All students present in an environment where they are aware that alcohol is possessed and/or consumed, are considered to be in violation of the rule. It is not acceptable to be in an area where alcohol is present even if you "are not drinking."

17. Unauthorized use, transfer or possession of any controlled substance. A controlled substance is:

- a. Alcohol
- b. Any narcotic or dangerous drug
- c. Glue, paint, or any intoxicating substance that may excite or stupefy an individual or diminish the individual's physical or mental capacity when possessed for such purpose
- d. Any other potential mind-altering substance including marijuana
- e. Drug paraphernalia, as defined by A.R.S. 13-3415
- f. Any other substance enumerated in A.R.S.13-3401, as well as any imitation controlled substance listed in A.R.S. 13-3451. Medication shall not be considered a controlled substance so long as the medication is either (1) prescribed by a physician and used in accordance with the prescription, or (2) a nonprescription drug as defined in A.R.S. 32-1901(49) when used in the manner intended by the medication.

18. Gambling as prohibited by law as defined in A.R.S. §§13-3301 through 13-3312.

19. Offering, soliciting or accepting a bribe to influence the outcome of an athletic event.

20. There shall be no hazing, solicitation to engage in hazing, or aiding and assisting another who is engaged in hazing of any person enrolled, accepted for enrollment, or intending to enroll in the College. For purposes of this section, a person shall be considered a "student" until graduation, transfer or withdrawal from the College.

Hazing means any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:

- a. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of



membership in any organization that is affiliated with an educational institution.

- b. The act contributes to a substantial risk of potential physical injury, mental harm or degradation, or causes physical injury, mental harm or personal degradation. See A.R.S. 15-2301.

Hazing also includes any action undertaken or situations created by any individual, group of individuals, or organization, in which a student is voluntarily or involuntarily subjected to activities that have the potential to harass, intimidate, impart pain, humiliate, invite ridicule, cause undue mental or physical fatigue or distress, or cause mutilation, laceration or bodily injury. It is no defense to a violation of this policy if the victim consented or acquiesced to hazing.

21. Engaging in harassment or repeated unwanted conduct. Harassment is conduct toward an individual that would disturb or annoy a reasonable person under similar circumstances. This conduct includes, but is not limited to, stalking, and all forms of verbal, physical and/or racial harassment.

22. Engaging in conduct intended to, or that results in discrimination based on race, color, religion, sex, age, disability, national origin, military status or genetic test information.

23. Interfering with any campus disciplinary process, including but not limited to tampering with physical evidence or inducing a witness to provide false information or to withhold information.

24. Engaging in any sexual offense, including but not limited to, sexual assault, public sexual indecency or indecent exposure. Sexual assault includes any unwanted sexual contact, and may involve unreasonable coercion, physical violence, or the threat of harm to the victim. Sexual harassment is any unwelcome sexual advance, request for sexual favors or other verbal, written or physical conduct of a sexual nature that substantially interferes with a student's performance or creates an intimidating or hostile environment.

25. Use, possession, display or storage of any weapon, dangerous instrument, explosive device, fireworks, or dangerous chemical unless specifically authorized by campus police.

26. Attempting to commit an infraction of this policy, regardless of whether or not the attempt is or possibly could have been successful.

27. Associating or participating in any infraction of this policy or the entering into an agreement with one or more individuals to commit an infraction of this policy where the infraction is ultimately committed or attempted by any one or more of the individuals.

28. Inducing or soliciting another to commit an infraction of this Policy or providing assistance to another knowing that it likely will result in an infraction of this Policy.

29. Attempting to commit arson includes attempting to burn any property, to start a fire or explosion, or to promote the continuation of a fire or explosion.

30. Engaging in conduct that is reasonably likely to disrupt, or that does disrupt, any College function, process or activity.

31. Engaging in vulgarity. Vulgarity is the repeated use of offensive or repulsive language that is of such a nature as to create an intimidating, hostile or offensive environment.

32. Threatening an educational institution as set forth in A.R.S. 13-2911 including, but not limited to, interfering with or disrupting any College class, event or activity.

33. Engaging in gang activity. A gang is a group of three or more people who: (1) interact together to the exclusion of others; (2) claim a territory or area; (3) have a name; (4) have a rival/enemies; and (5) exhibit antisocial behavior often associated with crime or a threat to the community. Gang activity includes, but is not limited to, wearing, carrying or displaying gang paraphernalia, exhibiting behavior or gestures that symbolize gang membership, causing and/or participating in activities that intimidate or adversely affect the educational activities of another student or the orderly operation of the College.

STUDENT CODE OF CONDUCT

I. Introduction

A. Purpose of Code

Central Arizona College is an educational institution committed to excellence in learning, student achievement and success, leadership, and service to community, and to providing a quality environment for achieving personal excellence and growth. The Student Code of Conduct (the Code) sets forth standards that are expected of all students and is developed as a means of implementing fair and consistent standards of student conduct and due process procedures. The Code outlines students' rights and responsibilities and the College's expectations with respect thereto. Every student is expected to be aware of the obligations and responsibilities imposed by the Code and comply with it.

B. Application of the Code

The Code is intended to regulate the conduct of an individual student or student organization, and/or to provide the ability to discipline a student or student organization. A student is subject to this Code whenever the student (1) is on College premises, (2) at a College-sponsored event, (3) is traveling with a College team or organization or as a representative of the College, or (4) has engaged in misconduct that is in any other manner College-related or affects the order or operation of any College function whether or not such conduct occurs on College



property or at a College-sponsored activity. For the purpose of this paragraph, the term “College premises” includes all property owned or controlled by the College.

C. Policy Prohibiting Misconduct

A student shall not commit or attempt to commit, induce or solicit another to commit, or conspire to commit, any of the infractions listed in Policy 589, Student Code of Conduct (Prohibited Conduct). Any attempt, inducement, solicitation or conspiracy to commit any infraction by a student shall be treated, for the purpose of imposing discipline, as if the student actually committed the infraction.

D. Authorized Sanctions

The Chief Student Affairs Officer or designee may impose one or more of the following sanctions for any violation of the Student Code of Conduct:

Expulsion: Permanent separation of the student from the College. An indication of expulsion may appear on the student’s transcript. The expelled student will not participate in any College-sponsored activity and will be barred from College property.

Suspension: Temporary separation of the student from the College for a specified period of time or until specific conditions, if imposed, have been met. An indication of suspension may appear on the student’s transcript. Except where prior approval has been granted by the Chief Student Affairs Officer/Designee, a suspended student will not participate in any College-sponsored activity and will be barred from the College campus.

Residence Hall Eviction: Permanent removal from College housing. The College may revoke the student’s Residence Hall License for conduct code violations by giving not less than one day’s written notice to the student. Notice shall be served personally upon the student or be posted in some suitable place upon the housing facility of the student.

Probation: Removal of the student from good disciplinary standing. Additional restrictions or conditions also may be imposed. Probation will last for a stated period of time and until specific conditions, if imposed, have been met. Any violation of these rules, the conditions of probation or other College rules committed during the probationary period will subject the student to further discipline, including suspension or expulsion.

Warning: A written statement advising the student that a violation of the Student Code of Conduct has been committed and that further misconduct may result in more severe disciplinary action.

Administrative Hold: A status documented in the registrar’s official file which precludes the student from registering, from receiving transcripts, or from graduating until clearance has been received from the Chief Student Affairs Officer/ Designee in accordance with College rules.

Restricted Access to College Property: A student’s access to the College property, including but not limited to research, communication and computing resources, may be restricted for a specified period of time or until certain conditions are met.

Organizational Sanctions: Sanctions for organizational misconduct may include revocation of the use of College property or privileges for a definite period of time, revocation or denial of recognition or registration, or suspension of social or athletic activities or events, as well as other appropriate sanctions permitted under the Student Code of Conduct or other rules of the College.

Parental Notification: Parents or legal guardians of dependent students (as defined under Section 99.31 (a) (8) of the Family Educational Rights and Privacy Act of 1974) may be notified for violation of the alcohol and other drug policy.

Behavior Education/Support: A student may be required to complete a Behavior Education Program.

Interim Action: Suspension of a student for an interim period prior to resolution of the disciplinary proceeding.

Refusal to Admit/Enroll: The College may refuse re-admission and/or re-enrollment to any student who has committed an infraction. The College also may refuse admission and/or enrollment to any student who has been suspended and/or expelled from another educational institution.

Other sanctions permissible under existing College rules
Pursuant to A.R.S. 15-2301, sanctions for hazing shall include, but are not limited to, the revocation or suspension of an organization’s permission to conduct operations at the College if the organization knowingly permitted, authorized or condoned the hazing activity.

A student who has been suspended or expelled from one Central campus/center will be ineligible for re-enrollment or re-admission to any Central campus/ center except as follows:

A student who has been suspended at one campus will not generally be eligible for admission or re-enrollment at another campus until the student has met the conditions for reinstatement at the campus which imposed the suspension. The conditions for reinstatement may be waived in whole or in part at the discretion of the Chief Student Affairs Officer.

The College has rules and procedures to consider a request for re-admission from a student who has been previously expelled or suspended.

Determining What Sanction to Impose

When determining what sanction to impose, the College may consider:

- The nature and severity of the current infraction committed by the student;



- Whether the infraction committed by the student was in whole or in part intended to frighten, harm, injure, intimidate or harass an individual and was motivated in whole or in part by the offending student's bias. The offending student's bias may include, but is not limited to, bias based on race, color, religion, sex, age, disability, national origin, military status or genetic test information.
- Prior infractions committed by the student at the College or at any other educational institution including, but not limited to:
 - a. the nature and severity of the prior infractions;
 - b. whether the prior infractions resulted in sanctions;
 - c. the sanctions imposed for the prior infractions.
- The student's disciplinary record at the College or at any other educational institution.

II. Due Process Procedures

Filing Charges

Any CAC student or staff member may complete and submit an Incident Report Form to the Student Affairs Dean, Vice President of Human Resources and/or Campus Police when it appears that a Code of Conduct violation has occurred. The Incident Report Form should, to the extent reasonably possible state facts, including specific names, dates, locations, and descriptions of the allegation to enable the Student Affairs Dean/Designee to determine the nature of the Code of Conduct violation. The referral must be signed by the complainant.

Removal from Class

An instructor may remove a student from class meetings for disruption of the educational environment or Code of Conduct violations. In such cases, an Incident Report form must be filed and submitted to the Student Affairs Dean, Vice President of Human Resources and Campus Police.

If an instructor removes a student for more than one (1) class period, the instructor shall notify their immediate supervisor and the Academic Dean in writing of the problem, action taken by the instructor, and the instructor's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures. The student will be permitted to attend class pending the outcome under due process policies and procedures.

Interim Action

At any time following the submission of a written referral, the Student Affairs Dean/Designee may suspend a student for an interim period prior to resolution of the disciplinary proceeding if the Student Affairs Dean/Designee believes that the information that supports the allegations of misconduct is reliable, and determines that the continued presence of the student on the College poses a threat to any individual, property or College function.

The decision to suspend a student for an interim period will be communicated in writing to the student, and will become effective immediately as of the date of the written decision.

The interim suspension will remain in effect until a final decision has been made on the pending charges or until the Student Affairs Dean/Designee determines that the reasons for imposing the interim suspension no longer exist.

A student who is suspended for an interim period will be provided an opportunity to respond to the allegations of misconduct as soon as reasonably possible but no later than five (5) business days following the effective date of the interim suspension.

The Student Affairs Dean/Designee may impose other forms of interim action, such as immediate removal from College housing or exclusion from one or more classes or other locations.

Review and Decision

The Student Affairs Dean/Designee will make an initial determination as to whether there is a sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. The Student Affairs Dean/Designee may decide to interview the complainant and/or other witnesses or to request additional information from the complainant.

If the Student Affairs Dean/Designee determines that there is a sufficient basis to believe that a violation of the Student Code of Conduct may have occurred, then the Student Affairs Dean will promptly notify the student in writing of the alleged violation and will gather further information, if needed, by interviewing witnesses and reviewing documents. Members of the College community will be expected to comply with any request or directive issued by the Student Affairs Dean in connection with a disciplinary proceeding, unless compliance would result in significant personal hardship or substantial interference with normal College functions.

A student who is charged in a Student Code of Conduct referral will be provided an opportunity to meet with the Student Affairs Dean/Designee. A student who fails to attend the meeting with the Dean will forfeit his/her right to respond on his/her behalf and to appeal any disciplinary decision regarding the alleged violation, unless the student can demonstrate that an extraordinary circumstance prevented his/her appearance. If the student fails to attend the meeting, the Student Affairs Dean may proceed as described below.

At the meeting the student will be provided with the following:

- An explanation of the charges which have been made;
- A summary of the information gathered;
- A reasonable opportunity for the student to reflect upon and respond on his/her own behalf to the charges; and a summary explanation of the applicable disciplinary procedures, including the student's right to appeal. This is a written request of a hearing before a Student Conduct



Committee if a serious disciplinary sanction (expulsion, suspension or eviction from College housing) is imposed.

If necessary, any further information gathered will be presented to the student and an additional opportunity to respond will be provided.

The Student Affairs Dean/Designee will determine whether it is more likely than not that a violation of the Student Code of Conduct has occurred and, if so, will decide on an appropriate disciplinary sanction to impose.

The Student Affairs Dean/Designee will inform the student of the decision, in writing, within five (5) business days of the student's last opportunity to respond. When feasible, this information will also be communicated in a face-to-face meeting.

The written decision will include a statement of the charges, the determination, and the sanction to be imposed, if any. This decision is final, unless the student requests a hearing in a timely manner to review a decision to suspend, expel, or evict from College housing.

If the sanction imposed includes expulsion, suspension or eviction from College housing, the student will be informed of his/her right to request a hearing before a Student Conduct Committee. The student files a written request with the Chief Student Affairs Officer/designee no later than five (5) business days following the date on which the notice was posted or personal delivery of the written decision.

The filing of a timely written request for a hearing will suspend the imposition of the disciplinary sanction, except for interim suspension, pending the outcome of the hearing. If the sanction is suspension, expulsion or College housing eviction and the student requests a hearing, the student will not be permitted to graduate until the hearing process has been concluded. If the student elects not to request a review of the Chief Student Affairs Officer decision and signs a statement to that effect, then that decision is a final decision which becomes effective immediately.

III. The Student Conduct Committee

Purpose of the Committee

The Student Conduct Committee shall serve as a Hearing Board for students' alleged violations of the Student Code of Conduct and provide recommended course of action. The composition of the committee members will include:

- Three (3) faculty
- Three (3) students
- One (1) support staff

A non-voting chairperson appointed by the President or designee.

The Chief Student Affairs Officer/Designee will provide orientation for Hearing Board members.

A quorum of five (5) voting members is necessary to conduct a Student Conduct Committee hearing.

Pre-Hearing Procedures

The Hearing Board members will be notified in writing of their selection.

The chairperson will convene the Board no later than twenty (20) business days following receipt of the student's written request for a hearing.

The chairperson, who may be assisted by the Student Affairs Dean/Designee, will prepare and send a written notice to the student no less than ten (10) business days prior to the date set for the hearing. The notice will be delivered personally or by mail directed to the address furnished by the student on his/her hearing request. The notice will include:

- A statement of the date, time, location and nature of the hearing;
- A written statement of the charges which specifies the allegations of misconduct in sufficient detail to enable the student to respond;
- A copy of this Student Code of Conduct;
- A list of the names of all Hearing Board members;
- The name of a College representative who will be presenting evidence in favor of sustaining the discipline that has been imposed. This may or may not be the Student Affairs Dean.

This individual shall be referenced below as the College Representative. When a reference is made in this portion of the Code to the "parties," it means the student and the College Representative.

If the student cannot attend the hearing on the date scheduled for the hearing due to extraordinary circumstances, he/she must notify the Chief Student Affairs Officer in writing. He/She will determine whether to approve or deny the request to re-schedule the hearing.

No later than five (5) business days prior to the hearing, the parties will exchange the following information in writing:

- A list of the names and addresses of the witnesses who may be called to speak at the hearing;
- Copies of all documents or notarized statements to be presented at the hearing; and,
- The name and title of the person who will present the evidence on behalf of the College, and the name of the advisor, if any, who will be present to assist the student. A student's advisor may not represent the student during the hearing.
- Please note legal representation is permitted only in cases of on-going civil litigation or criminal prosecution. A student's legal representative may represent them during the hearing.



A student may challenge the participation of any member of the Hearing Board on the grounds of personal bias by submitting a written statement to the chairperson setting forth the basis for the challenge no later than seven (7) business days prior to the hearing. The chairperson will determine whether to sustain or deny the challenge. If the challenge is sustained, a replacement member will be appointed to serve on the Hearing Board. If a challenge is filed against the chairperson, the Chief Student Affairs Officer/designee will rule on the challenge.

Conduct of the Hearing

The student who is charged with the misconduct may be assisted throughout the proceeding by an advisor. If the student is represented by an attorney, the chairperson/ designee and or College Representative also may be assisted by an attorney.

In order to preserve the confidential nature of the disciplinary process, and to protect the privacy interests of the student who is charged with the violation and the witnesses who may be called to testify, the hearing conducted by the Hearing Board will be closed.

During the hearing, the student shall have the right to (1) present favorable evidence and witnesses; and (2) question adverse witnesses. All witnesses shall be placed under oath before testifying.

The chairperson will preside at the hearing and will rule upon all procedural matters, subject to being overruled by the majority of the Hearing Board members. The formal rules of evidence will not apply, although objections to the introduction of specific statements or documents may be considered by the chairperson. Irrelevant, immaterial, privileged or unduly repetitious information will be excluded. The chair may establish reasonable limits upon the time allotted to the student and the College Representative for oral presentation and examination of witnesses.

The College Representative will present the information which supports the charges, and will have the burden of showing that a violation of the Student Code of Conduct was more likely than not to have been committed by the student.

The student who has requested the hearing will present statements or written information on his/her own behalf. A student who fails to appear at the hearing will be deemed to have abandoned his/her request, unless the student can demonstrate that an extraordinary circumstance prevented his/her appearance. The hearing will be recorded manually or by a recording device.

Witnesses may be excluded from the hearing except during their own testimony, except that a complaining witness (complainant) who is the alleged injured party may be permitted with the discretion of the chairperson to attend the hearing.

The order of presentation will be as follows:

The College Representative will present an opening statement, which summarizes what the information that has been gathered is expected to show.

The student or his/her legal representative may present an opening statement, or may reserve it until the presentation of his/her case.

The College Representative will call witnesses to provide statements under oath. Witnesses will be questioned by means of direct examination with no leading questions permitted. A leading question is one which suggests the desired response.

At the conclusion of each witness's statements, he or she may be questioned by the student at which time leading questions are permitted.

Following the questioning by the student or his/her legal representative, the College Representative and the members of the Hearing Board may ask further questions of each witness.

Following the testimony of all witnesses called by the College Representative, the student then presents his/her case.

Each witness for the student is called to testify. The pattern remains the same as described above.

Following the close of the student's presentation, the College Representative may call witnesses to refute statements made by the student or the student's witnesses. If such witnesses are called, they will be subject to the same procedure outlined above.

Throughout the proceeding, the parties may introduce written documents. All such documents which are admitted will be marked as exhibits, for example, "College's Exhibit #1" or "Student's Exhibit #1," and may be considered by the Hearing Board in reaching its decision.

Following the presentation of witnesses, the parties will be allowed to present closing statements which summarize the information that has been presented. The College Representative presents his/her closing statement first, followed by the student.

Hearing Board Deliberations and Recommendations

Following the presentation of information and closing statements, the members of the Hearing Board will discuss the information that has been presented and the reasonable inferences to be drawn from this information prior to reaching their decision. Only the members of the Hearing Board and its legal advisor, if any, may be present during the deliberations.

When determining whether a student committed an infraction, the Hearing Board may consider only the alleged incident that is the subject of the hearing unless there is evidence of a habit



or routine practice of the student that is relevant to prove that the conduct of the student on a particular occasion was in conformity with the student's habit or routine practice. Other than as set forth in the preceding sentence, a student's prior misconduct at the College or at another educational institution is not relevant to the question of whether the student committed an infraction. Such information, however, can be admitted and is relevant on the topic of what sanction is appropriate if an infraction has been established.

Based solely upon the information presented during the hearing, the Hearing Board will formulate a recommendation, including the appropriate sanction, to the Chief Student Affairs Officer. At least three votes are necessary to make any recommendation. The College Representative will present any prior misconduct to be considered when imposing the appropriate sanction. The student and the College Representative will be provided the opportunity to present their positions on the appropriate sanction.

The Hearing Board will render its recommendation following the hearing and will communicate that recommendation to the Chief Student Affairs Officer/Designee no later than two (2) business days following the conclusion of the hearing. The written recommendation will include basic findings of fact and will be signed by the chairperson. The decision of the Chief Student Affairs Officer is final.

IV. Miscellaneous

1. Searches

- a. A search of a student or the student's personal property including a motor vehicle parked on College property may be conducted if the College has a reasonable suspicion that the student possesses or the property contains an item or items, the possession of which violates state, federal or local law, College policy or regulation.
- b. In conducting a search of a student or the student's personal property, the College must consider the intrusiveness of the proposed search in light of the age and sex of the student and the nature of the suspected infraction.

2. Seizures

- a. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by College personnel and/or legal authorities.
- b. Items which are or may be used to disrupt or interfere with the educational process may be removed from the student's possession.
- c. Items seized may be held by the College, returned to the student, or turned over to an appropriate law enforcement agency.

3. Warrants

- a. If a search warrant is served, every reasonable effort should be made to cooperate with law enforcement officers.
- b. A student who has been suspended is encouraged to continue his/her education outside of the regular College environment. A student who has been placed on long-term suspension may, upon submission of a written request to the College, be provided with course outlines, course goals and objectives, and an opportunity to take comprehensive examinations after the suspension period has expired.
- c. In appropriate situations, this will provide the responsible student with the opportunity to obtain course credit. Any participation on the part of College professional staff is optional, and any financial compensation required for special services rendered by College professional staff at the request of the student is the responsibility of the student.

If a student does not attend any disciplinary hearing, or if the student withdraws from the College after receiving notice of possible disciplinary action, the discipline procedures may continue and the results of the discipline process may be recorded in the student's permanent file.

- d. A student shall not be disciplined for threatening or using physical force against another when and to the extent a reasonable person would believe such force is necessary to protect that person or a third person against another person's use or attempted use of unlawful or otherwise inappropriate physical force. Verbal provocation alone does not justify the use of physical force.
- e. Technical and/or procedural violations of the Code that are not prejudicial to the student shall not invalidate any imposed discipline.
- f. When a student is alleged to have engaged in misconduct that involves the commission of a crime, the student may be disciplined pursuant to the Code in the same manner as if the misconduct was not criminal in nature. The alleged criminal misconduct should be reported to appropriate law enforcement officials.

These policies and procedures supersede all previous statements and policies with respect to student rights, responsibilities and disciplinary procedures including, but not limited to, the policy statement contained within the College Catalog. Disciplinary procedures are designed to allow for fact-finding and decision making with "education" as the primary motive.



CODE OF CONDUCT & STUDENT DISCIPLINE

Three-Tier System

Students documented for policy violations on campus will be referred and accountable to a three-tier system.

Example – a student arrested for MIP (Minor in Possession of Alcohol). The student will be accountable to:

1. Residence Life – code of conduct violation discipline process
2. Campus Police – county court system
3. Student Affairs Dean – academic standing discipline process.

Note: Students removed from housing for violations of the Student Code of Conduct (including alcohol & drug violations) are not eligible for any refund of room and board payments and can be held financially responsible for the Terms of Occupancy and License Agreement. Behaviors or activities that threaten or endanger the individual or other residents, such as possession of weapons, use of drugs, verbal and/or physical assaults, will result in immediate dismissal from the residence halls.

Campus Police Department

Law Enforcement Authority

The Central Arizona College Police Department is a full service public law enforcement agency, established by the Pinal County Community College District Board of Governors, in and by the authority vested in them by the legislature of the State of Arizona, for the purpose of providing law enforcement, security and safety services on property owned or controlled by the College. All Campus Police Officers are fully certified as police officers by the Arizona Peace Officer Standards and Training Board.

The Department is located in the Everingham Student Center, Building I, on the Signal Peak Campus, and is staffed with a combination of police officers and other personnel. Together, they provide law enforcement, safety and security services that are individually tailored to meet the needs of each campus. Our law enforcement staff, who are referred to as Campus Police Officers, are armed and vested with full law enforcement powers, including the authority to make arrests. A Campus Police Officer is on duty at the Signal Peak Campus 24-hours a day, 7 days a week, 365 days a year.

Campus Security is used to provide safety and security protection at the Superstition Mountain Campus. These individuals are not empowered to make arrests; however, a close working relationship is maintained with the local law enforcement agencies in each area. The San Tan, Maricopa and Aravaipa Campuses, and Casa Grande, Florence and Coolidge centers are patrolled by the local police agencies having jurisdictional control at each location.

Department Mission

The Central Arizona College Police Department is a duly established law enforcement agency responsible for providing law enforcement and security services to the campuses and centers of Central Arizona College. The mission is to safeguard the lives and property of the people we served within the campus communities, to reduce the incidence and fear of crime and to enhance public safety while working with the community to provide an atmosphere that is conducive to the pursuit of the College's primary function – education. In carrying out the department's responsibilities, officers will do so with honor and integrity, while at all times conducting themselves with the highest ethical standards to maintain public confidence.

Central Arizona College Campus Police Officers patrol the Signal Peak Campus and areas immediately adjacent to the campus in a proactive manner. These patrols may be conducted by vehicle, bicycle, or on foot, and may be conducted in conjunction with other police agencies. The Department's patrol operations are continuous; a police officer is on duty on the Signal Peak Campus 24 hours a day, 7 days a week, 365 days a year. If you should need help with something, or have a question, please don't hesitate to contact Campus Police at the 24-hour number, 520-836-9655.

Reporting Crimes and Emergencies

Central Arizona College encourages the reporting of all criminal action and emergencies as soon as possible. To report a crime or emergency on the Signal Peak Campus, the caller should contact the Police Department at 520-836-9655.

To report a crime or emergency occurring at any of the other Central satellite campuses or centers, the caller should contact the local emergency operator by dialing 911. As soon as possible thereafter, the caller should contact the College Police Department. Reports of a non-emergency nature, regardless of campus location, should be made to the Police Department at 520-836-9655.

When reporting a crime or an emergency, try to call from a safe location. Remain calm and be prepared to answer the following questions:

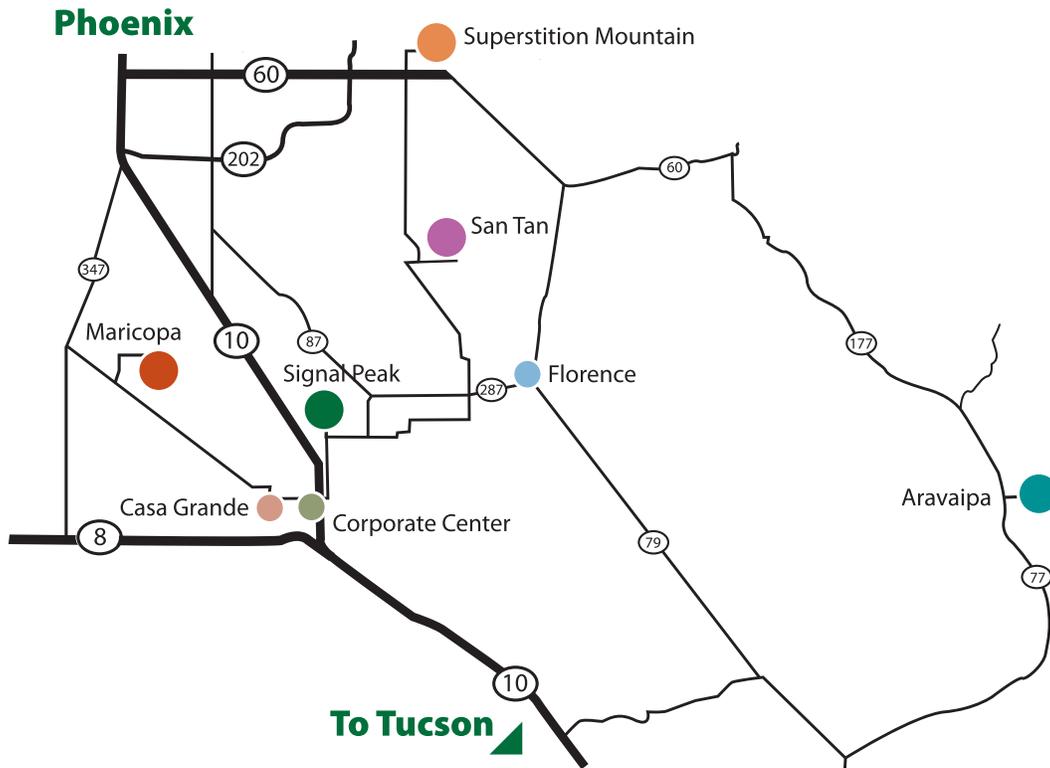
- The location of the emergency, including the campus address and the exact location of the incident on campus.
- The nature of the emergency (fire, medical, hazardous material, etc.).
- How many people are injured and the extent of their injuries?
- How did it happen?
- When did it happen?

Annual Security Report /Clery Act

The Student Right to Know and Campus Security Act of 1990, recently renamed "The Jeanne Clery Disclosure of Campus Security and Crime Statistics Act," was enacted by Congress and signed into law in November of 1990. In 2000, and most recently in 2008, Congress significantly amended the law,



expanding the reporting criteria. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the CAC Police Department issues an annual report to provide an overview of the college's security resources, policies and procedures, as well as crime statistics. The report is updated annually and is available on our website: http://www.centralaz.edu/Home/About_Central/Campus_Police.htm or copies are available at the Central Arizona College police department.



Campus:

Signal Peak Campus
8470 N. Overfield Rd.
Coolidge, AZ 85128
520-494-5444
800-237-9814

Aravaipa Campus
80440 E. Aravaipa Rd.
Winkelman, AZ 85192
520-357-2800
866-869-6507

Maricopa Campus
17945 N. Regent Drive
Maricopa, AZ 85138
520-494-6400

San Tan Campus
3736 E. Bella Vista Road
San Tan Valley, AZ 85143
480-677-7825
520-494-6725

Superstition Mountain Campus
805 S. Idaho Road
Apache Junction, AZ 85119
480-677-7700

Centers:

Casa Grande Center
1015 E. Florence Blvd.
Casa Grande, AZ 85122
520-494-6050

Corporate Center
(Interstate 10 & Florence Blvd.)
540 N. Camino Mercado
Casa Grande, AZ 85122
520-494-6600

Florence Center
P.O. Box 707
800 E. Butte Avenue
Florence, AZ 85132
520-494-6801