



2026-2027

STUDENT HANDBOOK



Central Arizona College

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This Student Handbook is designed to help you understand the expectations, standards, processes as well as some of the unique language of higher education while you are attending Central Arizona College.



WELCOME TO CENTRAL ARIZONA COLLEGE

As Vice President of Student Services, it is my privilege to welcome you to our vibrant learning community. Whether you are just beginning your academic journey or continuing toward your goals, we are honored that you've chosen CAC as your college home.

This Student Handbook is designed to help you navigate your time at CAC. Inside, you'll find important information about your rights and responsibilities as a student, the many resources and services available to support you, and the expectations we uphold to ensure a respectful and inclusive campus environment.

At CAC, we believe in the power of education to transform lives. Our faculty and staff are committed to helping you succeed academically, personally, and professionally. I encourage you to take full advantage of the opportunities available to you, get involved, and reach out whenever you need support.

-Dr. Jenni Heath, Vice President of Student Services



STUDENT SERVICES DIVISION STRUCTURE

The Division of Student Services encompasses most of the services that support students through their educational journey at Central Arizona College. The division is supervised by the Vice President of Student Services. The Vice President of Student Services' direct reports include the Dean of Student Enrollment Services, the Dean of Student Development, and the Athletic Director.

The Dean of Enrollment Services oversees all aspects of the for credit, student enrollment and completion process. These aspects include outreach (recruitment), admissions, academic advising, veteran's and military services benefits, processing and maintenance of student records (including evaluation of incoming academic transcripts), registration, financial aid, graduation (including evaluation of candidates for graduation) and student academic transcripts. The Dean also supervises the Student Services Director San Tan Campus, Student Services Director Maricopa Campus, and the Student Services Director Superstition Mountain Campus.

The Dean of Student Development is responsible for the functions associated with Student Engagement, Student Accessibility Services, Residence Life, Intercollegiate Athletics, New Student Orientation (NSO) and the TRIO departments. In addition, the Dean monitors the student of concern process, reviews student complaints, processes violations of the student code of conduct and works in concert with other campus departments on advancing student diversity, equity, inclusion and belonging.

The Athletic Director, who reports to the Dean of Student Development, is responsible for the operation and administration of the college's intercollegiate athletic program. The Athletic Director provides support and is a resource for all student athletes.

The Director of Student Services at each campus assists students with registration and enrollment challenges, assists with campus programs and serves as a resource to students and community members with questions.

STUDENT CODE OF CONDUCT

Introduction

Central Arizona College (the "College" or "CAC") is a true learning community committed to empowering students and staff to succeed. We value accountability, community, and trust, and we promote civility, mutual respect, and inclusion among all members of our diverse community. As an institution of higher learning, we champion intellectual honesty, respectful dialogue, and continuous improvement to ensure every member of CAC has the opportunity to learn, contribute, and thrive.

Individuals who choose to be a part of the College Community do so voluntarily and assume all obligations of performance and behavior reasonably expected by the College. Each individual member of the College Community is responsible for their own action and is expected to respect the rights of all others.

Purpose of Code

The Student Code of Conduct (the Code) is designed to uphold the freedoms and rights of all members of the College community while ensuring that the College can function in an environment free from disruption. The Code establishes clear expectations for student behavior and provides a framework for maintaining an orderly, respectful, and stable campus climate.

It outlines students' rights and responsibilities and sets forth equitable and consistent procedures to address potential violations. Students accused of misconduct are guaranteed due process and, if found responsible for such misconduct, are subject to fair and appropriate disciplinary action.

Additionally, appeals are available for certain outcomes as set forth in the Student Code of Conduct Procedure. All students are expected to familiarize themselves with and adhere to the standards and procedures outlined within this Code.

For general questions regarding the Student Code of Conduct please contact the Dean of Student Development at deanofstudents@centralaz.edu or by calling 520-494-5341.

Modifications of the Code

The College reserves the right to modify the Code, at its discretion. The provisions of this Code shall not be construed to replace or supersede any state, federal or local laws that also may apply to students or others.

Jurisdiction

Conduct Covered by this Code

The Student Code of Conduct applies to all students who are registered for or are currently attending credit and noncredit-bearing courses. It governs conduct that occurs on any College premises, as well as at college-sponsored, sanctioned, or supervised events, regardless of location. This includes travel, lodging, and unscheduled time associated with college activities. Additionally, the Code applies to behavior that is otherwise College-related or that impacts the order, safety, or operation of college functions, whether or not the conduct takes place on college property or during an official College event.

This Code does not apply to student employees when they are acting in their capacity as employees of the College; in such cases, their conduct is governed by employee policies and procedures.

Individuals Covered by this Code

Jurisdiction may apply to student behavior, whether credit-bearing or noncredit-bearing, conducted in person, online, by email, telephone, or any other electronic medium, if it meets the criteria outlined above. The Code shall apply to a student's conduct even if the student has withdrawn from classes in the event there is a disciplinary matter pending or following a determination that a Code violation has occurred.

Authority

Student Disciplinary Authority

In accordance with Arizona laws A.R.S. §13-2911 and A.R.S. §15-1444, jurisdiction and governance of the Pinal County Community College District (Central Arizona College) are vested in the CAC Governing Board. The Governing Board, along with its designated agents, is authorized to regulate student behavior in a manner consistent with basic standards of reasonableness. At CAC, the Dean of Student Development holds primary authority and responsibility for administering student discipline and overseeing the conduct process.

Burden of Proof: Preponderance of Evidence

Central Arizona College uses the “preponderance of evidence” standard in all student conduct proceedings, including both the Expedited and Formal Conduct Processes.

This standard means that the supporting documents and information must show that it is more likely than not that a violation of the Student Code of Conduct occurred. In other words, there must be greater than a 50% likelihood, based on the information presented, that the student is responsible for the alleged misconduct.

Prohibited Conduct

The behaviors listed below are prohibited for all Central Arizona College students, whether they occur on college property, at college-sponsored events, or off campus when they adversely affect the College community or its members. This list is not exhaustive; other conduct inconsistent with the College’s values, policies, or applicable law may also be subject to disciplinary action under the Student Code of Conduct.

1. **Academic Dishonesty:** Students are expected to maintain the highest standards of academic integrity. Academic dishonesty includes, but is not limited to:
 - a. Cheating (using or attempting to use another person’s work, information, or property as one’s own).
 - b. Plagiarism (presenting another’s work or ideas as one’s own without proper citation).
 - c. Fabrication of facts or sources.
 - d. Unauthorized use of notes, materials, or devices during an exam.
 - e. Copyright infringement.
 - f. Inappropriate use of Artificial Intelligence (AI).
 - g. Facilitating dishonesty by others.

Instructors may define additional forms of academic dishonesty in their syllabi. Students are responsible for reviewing and following these requirements. Any behavior identified as prohibited in a course syllabus will be considered a violation of the Student Code of Conduct.

2. **Alcohol:** In accordance with [Central Arizona College policy/procedure](#), the College maintains a drug- and alcohol-free environment. Regardless of age, students and their guests are prohibited from possessing, consuming, hosting, or being in the presence of



alcohol on any CAC property or at any College-sponsored event or activity. Being under the influence of alcohol while on campus is also a violation. Additionally, the possession, sale, purchase, use, transfer, or provision of alcohol, including furnishing alcohol to a minor, is strictly prohibited.

3. **Arson:** Intentionally or maliciously setting, attempting to set, or contributing to the spread of a fire or explosion with the intent to cause damage or destruction.
4. **Attempted Violation and Complicity:** Attempting to commit, or assisting another in committing, any prohibited conduct. This includes aiding, facilitating, encouraging, or promoting a violation, whether or not the act is successfully completed.
5. **Bullying:** Engaging in repeated or severe written, verbal, electronic, or physical behavior that:
 - a. Physically harms a person, damages property, or creates reasonable fear of such harm; or
 - b. Is so severe, persistent, or pervasive that it substantially limits a student's ability to participate in college programs, activities, or services.
 - c. Examples include threats, taunting, teasing, assault, extortion, theft, property damage, name-calling, rumor spreading, or social exclusion.
6. **Conspiracy:** Planning with others to commit prohibited conduct, or encouraging, assisting, or directing another to do so.
7. **Defamation:** Making false statements, written or verbal, that harm the reputation of an individual or the College, exposing them to hatred, contempt, or ridicule, or causing personal or professional damage.
8. **Destruction of Property, Vandalism, and Littering:** Damaging, defacing, destroying, misusing, or littering on college property or the property of others.
9. **Disruptive Conduct in the Classroom:** Behavior that distracts, intimidates, or interferes with instruction, fails to follow reasonable faculty rules or instructions, or disrupts the learning process.
10. **Disruptive Conduct outside of the classroom:** Disorderly, lewd, indecent, or disruptive behavior that interferes with college operations, events, or activities, including teaching, administrative functions, and public service programs.
11. **Drugs and Drug Paraphernalia:** The possession, use, sale, purchase, distribution, or being under the influence of illegal drugs, controlled substances, or drug paraphernalia on college property or at college-sponsored events is prohibited. This includes marijuana, narcotics, steroids, inhalants, imitation drugs, and misuse of prescription medication.



12. **Emergency Alarms and Fire Control Devices:** Tampering with, misusing, or activating fire alarms, extinguishers, or other safety devices, except in a genuine emergency.
13. **Endangering the health and safety of Self and/or Others:** Conduct that reasonably could endanger the health or safety of the student, others, or the community.
14. **False Imprisonment:** Unlawfully restraining or restricting the freedom of movement of another person.
15. **Forgery:** Using or attempting to use the signature, identification, or documents of another without authorization, or creating false documents, for the purpose of fraud or deception.
16. **Fraud, Misrepresentation, Extortion, and Theft:** Taking, using, or possessing property or identification without authorization; obtaining property or services through false statements or threats; or making false statements with intent to mislead or deceive.
17. **Furnishing False Information:** Providing false information, including false identification, or knowingly withholding required information from college officials, employees, or agents acting in good faith.
18. **Gambling and Raffles:** Engaging in any form of gambling or games of chance for money or items of value on college property or at college-sponsored events, in accordance with Arizona Revised Statutes §§13-3301 through 13-3312.
19. **Harassment and Discrimination:** Engaging in written, verbal, electronic, or other forms of abuse that, due to its severity, persistence, or pervasiveness, humiliates, intimidates, or harms another person; or engaging in discrimination based on protected characteristics such as age, race, color, national origin, religion, gender, disability, sexual identity, or veteran status.
20. **Hazing and Initiations:** Any act that causes or threatens physical, emotional, or psychological harm as a condition of initiation, admission, affiliation, or continued membership in a group or organization is considered hazing and will not be tolerated. All students are expected to uphold a safe, respectful, and inclusive environment free from coercive or abusive behavior. See the [Central Arizona College Anti-Hazing Policy/Procedure](#) for further reference.
21. **Improper Use of Technology:** Unauthorized access to, use of, or disclosure of college systems, networks, data, or records; or misuse of computing or telecommunications resources. See the Central Arizona College Computer and Network Usage Policy and Procedure for further reference. See the [Central Arizona College Computer and Network Usage Policy and Procedure](#).



22. **Interfering with the Student Disciplinary Process:** Tampering with evidence, influencing or coercing witnesses, or otherwise interfering with an investigation or hearing.
23. **Matters Related to Infringement of the Right to Free Expression:** Conduct that materially and substantially disrupts or interferes with the rights of others to engage in, or to listen to, protected expressive activity, as outlined in Arizona Revised Statute §15-1866. For more information, please refer [to CAC's Freedom of Expression Policy and Procedure](#).
24. **Obscenity and Vulgarity:** Using or displaying obscene, profane, or vulgar language, gestures, or materials that lack serious literary, artistic, political, or scientific value when evaluated under college community standards.
25. **Pets and Animals:** Bringing pets or animals into college buildings without authorization. Service animals trained to assist individuals with disabilities are permitted.
26. **Possession of Weapons or Dangerous Items:** Possessing, using, or displaying firearms, other weapons, explosive devices, or fireworks on any CAC campus or in any college-owned or controlled building, except as permitted by [College policy/procedure](#). Firearms may be stored in a student's locked, privately owned motor vehicle or motorcycle. A concealed weapons permit does not exempt a person from this prohibition.
- a. Prohibited items include, but are not limited to: all firearms, BB guns, air guns, pellet guns, gel guns, bows and arrows, cross bows, black jacks, expandable ASP, bludgeons, batons, martial arts weapons, metallic knuckle's, swords, pikes, lances, spears, stun guns, Tasers, switchblades, drop knives, daggers, knives with blades longer than 3.5 inches, mace, tear gas, oleoresin capsicum, chemical repellents labeled "for police use only", any fireworks, sparklers, rockets, or propellant activated device whose intended purpose is illumination, and any explosive material.
27. **Relationship Violence (Dating or Domestic Violence):** Abusive behavior used by one person in a relationship to gain power and control over another person. It can include physical violence, sexual violence, emotional abuse, threats, intimidation, isolation, and economic abuse (e.g., threats, hitting, isolating from friends/family). See [Title IX Policy and Procedure](#) for further reference.
28. **Retaliation:** Taking adverse action against an individual for making a good-faith report of prohibited conduct or for participating in an investigation or proceeding under this policy. Retaliation includes, but is not limited to, threats, intimidation, harassment, coercion, or any conduct that would discourage a reasonable person from engaging in activity protected by this policy. Actions taken in good faith and in compliance with the law in response to a report of prohibited conduct do not constitute retaliation.



29. **Sexual Misconduct, Harassment, or Exploitation:** A student shall not engage in any unwelcome sexual behavior, including verbal, visual, or physical conduct, that creates a hostile environment; or taking non-consensual advantage of another (e.g., groping, sextortion, sharing intimate images without consent). See [Title IX Policy](#) for further reference.
30. **Solicitation and Posting of Notices:** Students, including student employees, club representatives, and other student leaders, may not use CAC property for commercial purposes or post materials about college events, activities, or other content without prior authorization from the Dean of Student Development.
31. **Stalking and Cyberstalking:** A student shall not engage in a pattern of unwanted attention, harassment, or conduct, including via digital platforms, that causes a reasonable person to feel fear for their safety or emotional distress (e.g., repeated messages, GPS tracking, showing up uninvited). See [Title IX Policy](#) for further reference.
32. **Threatening an Educational Institution:** Threatening to cause harm or disrupt college operations in accordance with Arizona Revised Statute §13-2911.
33. **Threats, Assaults and Fighting:** Threatening or causing physical harm to another person or creating reasonable fear of such harm.
34. **Tobacco Use:** Using tobacco products, including e-cigarettes, except in designated outdoor areas as outlined in the [Central Arizona College Use of Tobacco Products Policy](#).
35. **Unauthorized Entry and Duplication of Keys:** Gaining or attempting to gain forceful or unauthorized entry into college buildings, grounds, or designated off-limits areas. Remaining in, loitering, cohabitating, or occupying college buildings, grounds, or designated off-limits areas for extended periods without approval from a college official. Possessing, reproducing, transferring, selling, or providing access to a key or key card for any college building or facility without authorization from a college administrator.
36. **Violating the Terms of any Disciplinary Action:** Failing to comply with any sanction or condition imposed under the Student Code of Conduct.
37. **Violation of College Policies, Rules, or Directives:** Failing to follow college policies, administrative regulations, or lawful directions of college officials acting in their official capacity.
38. **Violation of Federal, State, or Local law:** Committing or attempting to commit any act prohibited by federal, state, or local law, or concealing such conduct.

Sanctions

Sanctions are disciplinary outcomes that may be imposed when a student is found responsible for violating one or more provisions of the Student Code of Conduct through either the Expedited Conduct Process or the Formal Conduct Process. Sanctions serve both as a response to misconduct and, when appropriate, as a condition for a student to resume or continue their studies at Central Arizona College.

Sanctions are assigned based on the circumstances of the specific incident and take into account the student's cumulative disciplinary history. The sanctions listed below are presented in order with increased severity, though not all sanctions are applicable in every case, more than one sanction may be imposed for a single violation.

Authorized Sanctions

1. **Warning/Reprimand** – Written notice of violation; student remains in good standing.
2. **Educational Sanction** – Required educational activity (e.g., workshop, reflective paper, counseling program).
3. **Parental Notification** – As permitted by FERPA, for alcohol/drug violations or safety concerns.
4. **Community Service** – Mandated service relevant to the violation.
5. **Restitution** – Payment for damage or loss.
6. **Restriction – Privileges, Services, or Access** – Limited use of services, resources, or facilities.
7. **Restriction – Enrollment** – Prohibited from certain courses, modalities, or instructors.
8. **No Contact Order** – Prohibits contact with specific individuals.
9. **Organizational Sanctions** – Restrictions, suspension of recognition, or loss of privileges for student organizations.
10. **Holds** – Registration, transcript, or graduation restrictions until resolved.
11. **Disciplinary Probation** – Removal from good standing for a set period; may include additional conditions.
12. **Residence Hall Eviction** – Loss of housing privileges, with prohibition from residential areas.



13. **Trespass** – Prohibited from certain areas or all College property for a set period.
14. **Withholding of Diploma** – Delay or denial of diploma or commencement participation.
15. **Suspension** – Temporary removal from the College (up to three years) with reentry conditions.
16. **Revocation of Degree** – Withdrawal of conferred degree for fraud or serious violations.
17. **Expulsion** – Permanent separation from the College with indefinite ban from property and activities.
18. **Other Sanctions** - Additional or alternative sanctions may be imposed at the College's discretion as deemed appropriate to the nature of the violation.

All colleges and universities are required to have a Student Code of Conduct to comply with federal and state regulations, accreditation standards, and best practices in higher education. Regulatory frameworks that influence or mandate student conduct policies include:

- Clery Act (20 U.S.C. § 1092(f)) – requires institutions to disclose campus safety policies, including disciplinary procedures for certain crimes.
- Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) – requires policies and procedures to address sexual harassment and sexual misconduct.
- Drug-Free Schools and Communities Act (34 C.F.R. Part 86) – requires colleges to prohibit unlawful possession, use, or distribution of drugs and alcohol by students.
- State law (Arizona Revised Statutes §13-2911 and §15-1444) – grants community college districts the authority to regulate student behavior and maintain campus order.
- Accreditation requirements (Higher Learning Commission) – require institutions to demonstrate that they provide a safe and ethical learning environment.

Central Arizona College's Student Code of Conduct meets these requirements and serves as both a protective measure and an educational tool. It balances accountability with opportunities for learning and personal growth, ensuring that students are held responsible for their actions while also being supported in their development as members of the college community.

Delegation of Authority

The Governing Board delegates to the President, or designee, the authority and responsibility to develop, implement, and maintain administrative procedures to carry out this Policy and ensure fair, consistent, and equitable application of the Student Code of Conduct.

PROCEDURES

1. Definitions

Academic Integrity- The commitment to producing original work, giving proper credit to others, and completing all academic tasks honestly. Violations include plagiarism (using another's work without proper citation), unauthorized collaboration, falsification of information, or allowing others to copy or substantially revise one's work. Such violations may result in penalties up to and including assignment or course failure. Upholding academic integrity fosters confidence, originality, and ethical scholarship.

Advisor- A non-attorney who assists or supports a student during the Code of Conduct process. The advisor may not speak on the student's behalf or disrupt the proceedings during meetings or hearings.

Business Day- Monday through Thursday, 8:00 a.m. to 6:00 p.m., excluding College-recognized holidays and scheduled closures.

Charges- Alleged violations of the Student Code of Conduct that the respondent is reported to have committed.

College- Pinal County Community College District (PCCCD), also known as Central Arizona College (CAC).

College Premises- All land, buildings, facilities, and other property in the possession of, owned, used, or substantially controlled by the College.

College Community- All individuals employed by, volunteering for, enrolled in classes at, visiting the College, or otherwise participating in or attending any College-sponsored activity.

Complainant- The individual who submits a complaint alleging that a student violated the Student Code of Conduct.

Decision- The formal determination by the SCO or Hearing Officer as to whether a student is responsible for violating the Student Code of Conduct, based solely on information presented during a student meeting or formal conduct hearing. The determination is made using the preponderance of the evidence standard ("more likely than not"). Past violations are not considered when determining responsibility but may be considered when determining sanctions.

Hearing Officer- The official designated by the College to ensure compliance with the Code and assist Student Conduct Officers (SCO) in navigating the adjudication process.



Respondent- A student accused of violating the CAC Student Code of Conduct. Respondents are presumed not responsible until it is determined, by a preponderance of the evidence, that they have violated the Code.

Sanctions- Disciplinary outcomes imposed when a student is found responsible for violating the Student Code of Conduct. Sanctions are intended to promote accountability, personal growth, and the safety and well-being of the college community. In determining an appropriate sanction, the SCO or Hearing Officer will consider the nature and severity of the current violation, as well as any prior conduct violations on the student's record.

Student- Central Arizona College defines a student as any individual enrolled in credit or non-credit courses and actively engaged in the College's educational or co-curricular programs and services. By participating in the college community, individuals commit to upholding the institution's values and behavioral expectations as outlined in the Student Code of Conduct. The status continues through the end of the first semester that the student is not enrolled.

Student Conduct Officer (SCO)- The official designated by the Dean of Student Development, or their designee, responsible for gathering facts about an alleged violation of the Code, meeting with involved parties, and making a determination of responsibility.

2. Jurisdiction – Application and Determination

Application of the Student Code of Conduct

The Student Code of Conduct applies to all students who are registered for or are currently attending credit-bearing or noncredit-bearing courses at Central Arizona College. For purposes of administering this Procedure, jurisdiction may be exercised over conduct that occurs on College premises, at College-sponsored, sanctioned, or supervised activities, or in connection with College-related travel, lodging, or associated unscheduled time.

Jurisdiction may also apply to conduct that occurs off College property when the behavior is College-related or when it reasonably impacts the order, safety, operations, or educational environment of the College community.

Modalities of Conduct

Jurisdiction may apply to student behavior, whether credit-bearing or noncredit-bearing conducted through any modality, including but not limited to:

- In-person interactions
- Online or virtual platforms
- Email or written communication
- Telephone or electronic communication
- Social media or other digital environments



When evaluating jurisdiction, the College will consider whether the alleged conduct has a sufficient connection to the College or its community, regardless of the medium through which it occurred.

Enrollment Status

The Student Code of Conduct may be applied to a student's behavior even if the student has withdrawn from classes or is no longer actively enrolled when:

- A disciplinary matter is pending at the time of withdrawal; or
- A determination has been made that a Code violation occurred prior to the student's change in enrollment status.

Student Employees

When a student is acting in their capacity as an employee of the College, alleged misconduct will generally be addressed under applicable employee policies and procedures. If the conduct also implicates student status, safety concerns, or the broader College community, the Dean of Student Development, or designee, may determine that the Student Code of Conduct applies.

Jurisdiction Determination Authority

The Dean of Student Development, or designee, has the authority to determine whether an alleged incident falls within the jurisdiction of the Student Code of Conduct and to assign the appropriate conduct process. Jurisdictional determinations are based on the information available at the time of review and may be reconsidered if additional relevant information becomes available.

Students Covered Under Additional Rules and Regulations

In addition to the requirements imposed by this Code on all students, some students may be subject to additional or alternate rules and regulations imposed by college departments or outside agencies. Examples of such situations include:

- Academic Program-Specific Expectations: Students enrolled in specific academic programs, whether credit-bearing or non-credit-bearing, including Adult Education, Community and Continuing Education, Prison Education, Nursing, Allied Health, and others are expected to follow the specific guidelines outlined in program-specific handbooks, course syllabi, or other instructional materials provided to the student. These expectations are in addition to the standards set forth in the Central Arizona College Student Code of Conduct.

While violations of program-specific rules may result in disciplinary actions within the program, more serious or egregious conduct may also be subject to review and sanction under the Student Code of Conduct.

Housing and Residence Life Students

Students residing on campus are also subject to the Housing and Residence Life rules and regulations outlined in the Residence Hall Compendium. Violations of the [Residence Hall Compendium](#) are considered violations of the Student Code of Conduct. The Director of Housing and Residence Life, or their designees, are authorized to issue warnings for violations of Residence Life policies. The Director may also revoke specific Residence Life privileges for individuals who violate Compendium rules. Additional sanctions may be imposed based on the nature of the violation, in accordance with both the Residence Hall Compendium and the Student Code of Conduct.

Student Extra Curricular Activities (including Athletics)

Students participating in extracurricular activities, including athletics, are also subject to the rules and regulations outlined in club, team, or organization handbooks, as well as any additional guidelines established by the relevant departments. Students found in violation of these rules may be sanctioned by the appropriate staff member or administrator. Sanctions may include probation, suspension, or removal from extracurricular participation privileges. In addition, such violations may result in further disciplinary action under the Student Code of Conduct.

Students Participating in College Sponsored Activities

Students who participate in or are otherwise involved with college-sponsored events, whether held on or off college property, are subject to the Student Code of Conduct as well as any additional rules and expectations reasonably established by college representatives for the event. Lodging provided during college-sponsored travel is considered an extension of college housing; therefore, students are expected to be aware of and follow all rules and regulations applicable to residence halls during their stay.

Prosecution for Violations

A student may be charged and prosecuted for the same alleged conduct by both the College and the criminal justice system. The Student Code of Conduct may proceed prior to, simultaneously with, or following civil or criminal proceedings at the discretion of the official responsible for administration of the Code. Disciplinary action by the College is not subject to challenge or postponement on the grounds that criminal charges or civil litigation involving the same incident has been dismissed, reduced, or is pending in court.

Right to Restrict Non-Members of the College Community

All guests and visitors are expected to uphold the same standards of conduct as students, faculty, and staff. The College reserves the right to limit access to its property or events and may prohibit the presence of any guest or visitor whose behavior is considered detrimental to the well-being of the College community or disruptive to normal operations.

Students who invite or host guests on College property or at College-sponsored events are responsible for ensuring their guests comply with College policies. A student may be held accountable for violations committed by their guest.



If a guest or visitor who has been restricted from the College Community later seeks admission or attempts to register for classes, they will be required to meet with a college administrator at a designated time and location. The purpose of this meeting is to review the individual's responsibilities as a prospective student and to ensure they understand and agree to maintain behavior consistent with the Student Code of Conduct before proceeding with the admissions or registration process.

3. Instructor Authority and Actions

Classroom and Instructional Environment Disruptions

Central Arizona College values a learning environment that is respectful, inclusive, and conducive to student success. Instructors are encouraged to address disruptive behavior through progressive discipline, beginning with verbal warnings, redirection, or other appropriate interventions aimed at resolving the issue within the classroom. When these efforts are unsuccessful, or when behavior is severe enough to threaten safety, significantly disrupt instruction, or interfere with the learning process, instructors have the authority to require the student to leave the learning environment (whether in person or virtual) and follow the procedures outlined below.

Procedure

1. **Address the Disruption:** When a student's behavior disrupts the classroom or instructional environment, the instructor should first attempt to resolve the issue through verbal warnings, redirection, or other appropriate interventions.
2. **Dismissal from the Learning Environment:** If the disruption persists or is severe enough to demand immediate action, the instructor may require the student to leave the learning environment.
3. **Direct the Student to Leave:** The instructor will clearly inform the student that they are required to leave immediately.
4. **If the Student Refuses to Leave:** Campus Police will be contacted.
 - a. If in person, the student may be escorted off campus for the remainder of the day.
 - b. If virtual, the student may be asked not to visit any CAC campuses for the remainder of the day.
5. **Return to Campus After Escort:** If escorted by Campus Police and directed to leave campus or asked not to visit a campus, the student must obtain permission from both Campus Police and the Academic Dean (or designee) before returning the next day for academic activities.
6. **Incident Report**
 - a. The instructor will submit an incident report.
 - b. The instructor will notify both their immediate supervisor and the Academic Dean.
7. **Schedule a Follow-Up Meeting**
 - a. Within one (1) business day, the instructor's supervisor or the Academic Dean (if requested) will contact the student and instructor to schedule a meeting.
 - b. The student may not contact the instructor before this meeting.
8. **Conduct the Meeting**



- a. The meeting will include the student, instructor, and the instructor's supervisor and/or Academic Dean.
 - b. The purpose is to review the incident and determine if the student may return to the learning environment.
- 9. If the Student is Allowed to Return**
- a. A Return Agreement will be created and signed by the student, instructor and supervisor and/or Academic Dean.
 - i. The agreement will:
 - 1. Outline behavioral expectations and prohibited conduct.
 - 2. Specify consequences for violating the agreement.
 - 3. Include any other relevant conditions.
 - 4. The agreement will be added to the student's official conduct record.
 - 5. The student is responsible for any classwork missed during removal.
- 10. If the Student Commits Further Misconduct:** If the student violates the Return Agreement, has prior violations, is on disciplinary probation, or causes another disruption, the matter will be referred to the Dean of Student Development (or designee) for action under the Student Code of Conduct.
- 11. If the Student is Not Allowed to Return:** The Academic Dean and instructor will inform the student of the resulting academic outcome for the course. The Academic Dean will document the decision and forward it to the Dean of Student Development for inclusion in the student's official record.

Grade Change/Appeal Process

The student has the right to request an explanation of an instructor's grading procedure and how a particular grade was determined. Only in exceptional cases shall a grade appeal be heard at times other than during the regular academic year (fall and spring semesters.) The Academic Dean will determine if a case is exceptional and warrants a review and has the authority to extend the time limits of the appeal process, which should begin before the end of the 10th week of the semester following the semester in which the grade was assigned. In no case shall the appeal process extend beyond the end of the first semester following the awarding of the grade without the consent of all parties involved. The Dean will decide if the time constraints are satisfied.

Grade appeals procedure and form: Select grade appeal as the nature of the report and select Academic Concern in the description. A detailed reason why the student is requesting the appeal as well as steps taken up to the point of submission are required.

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.

Academic Dishonesty

Academic dishonesty is defined in the 'prohibited conduct' section of the Code. In addition, each instructor may include statements regarding additional behaviors considered academic dishonesty in their course syllabus.

Students who are found responsible for behaviors that are prohibited by the definition of academic dishonesty in the Code of Conduct or outlined in the course syllabus will be subject to the appropriate conduct sanction.

- First level sanction will include an incident report being created and consequences for academic dishonesty being administered by the instructor (in accordance with the course syllabus)
- Second level sanction will include all of the above items and a conduct sanction administered by the appropriate Academic Dean and/or their designee. This sanction will include but not be limited to; warning, educational sanction, probation, dismissal and/or failure from the course (with no refund), and restriction on enrollment.
- Additional levels of academic dishonesty may result in sanctions being imposed by the Dean of Student Development. These sanctions include but are not limited to, suspension from the college for a designated time period.

4. Reporting and Case Assignment

Reporting Student Conduct Concerns

Central Arizona College provides an online reporting system for submitting concerns related to Student Code of Conduct violations, as well as other complaints or issues. Reporting forms are available on the CAC website under the [Student Resource Forms](#) section. Please select the appropriate form to ensure your report is routed to the correct department.

All alleged student conduct violations, regardless of severity, must be submitted through the [official incident reporting form](#). This ensures inclusion in the College's conduct database, supports the identification of behavioral patterns, and enables a timely, proactive response. Reporting all incidents, even those shared for informational purposes only, helps maintain a safe, healthy, and supportive learning environment.

The student disciplinary process typically begins with the submission of an Incident Report (IR), or a police report received by the Office of the Dean of Student Development. Verbal complaints are only accepted in cases involving sexual harassment/misconduct or in extraordinary emergency situations.

The College strictly prohibits retaliation against any individual who, in good faith, submits a report or participates in a disciplinary process as a witness or in any other capacity.

Incident Reports should clearly describe the alleged misconduct, identify all individuals involved, and include as much detail as possible to support the investigation and resolution process.

Initial Review and Assignment of Conduct Process

Once a Student Code of Conduct Incident Report is received by the Office of the Dean of Student Development, the Dean or their designee will review the report within one (1) business day. Based on the nature and severity of the incident, a determination will be made as to whether the report will proceed through the Expedited Conduct Process or the Formal Conduct Process.

If the report involves behavior or actions of a significant or extreme nature, the Dean or designee will take immediate action and refer the matter to the Formal Conduct Process.

Incident reports assigned to the Expedited Process will be managed by a designated Student Conduct Officer (SCO).

Reports assigned to the Formal Conduct Process may be managed by the Student Conduct Officer (SCO), if designated by the Dean, or directly by the Dean of Student Development. The Dean retains the discretion to oversee all or part of the Formal Conduct Process and may serve in a supportive or advisory role to the SCO as needed.

5. Supportive Provisions and Special Considerations

Victims of Alleged Misconduct

Nothing in this code precludes a victim from seeking criminal or civil judicial remedies against an alleged wrong doer. To the extent permitted by law, victims of alleged misconduct may be informed concerning the status and outcome of the disciplinary hearing.

Victims of Sexual Misconduct

Sexual harassment must always be referred first to the College Title IX Coordinator for review. Conduct that does not meet the definition of sexual harassment as outlined in the [Title IX policy](#) will be referred by the Title IX Coordinator to be reviewed under the Student Code of Conduct.

Civil Liability for Damage to College Property

A student is legally responsible for any damage they cause to college property. The student may be required to cover the cost of repair or replacement through an appropriate civil process and may also be subject to disciplinary action under the Student Code of Conduct.

Self-Harm and Suicidal Thoughts or Ideation

Self-harm or the expression of intent to self-harm may be considered disruptive behavior. However, in most cases, students who engage in or express intent to engage in self-harm will be treated as students of concern requiring intervention, rather than being processed as a Code of Conduct violation. Students in need of support will be referred to appropriate resources. For more information, see [Support Services](#).

6. Prohibited Conduct

Violations of the Student Code of Conduct are defined in the Student Code of Conduct Policy, and delineated on pages 4 through 11 of this handbook. When alleged behavior falls within one or more categories of prohibited conduct outlined in the Policy, the matter will be addressed using the procedures described in this document.

Alleged conduct may fall under more than one Code provision and may also implicate other College policies or procedures.

7. Expedited Conduct Process

When an incident is assigned to the Expedited Conduct Process, the following procedures will apply:

Investigation Initiation

The Student Conduct Officer (SCO) will begin investigating the incident within two (2) business days of assignment. The investigation may include reviewing video footage, police or incident reports, and contacting witnesses or individuals involved.

Student Meeting

At the conclusion of the investigation, the SCO will schedule a conduct meeting with the student (respondent), either in person or via an online platform (e.g., Teams or Zoom).

During the Meeting:

- The SCO will present the alleged misconduct as outlined in the incident report and any supporting information (e.g., witness statements, police reports).
- The student will be given an opportunity to respond to the allegations.
- The student may be accompanied by an advisor of their choice; however, the advisor may not speak during the meeting other than to the student. If the advisor disrupts or speaks on the student's behalf, the SCO may dismiss the advisor from the meeting.

Decision and Notification

Within two (2) business days following the student meeting, the SCO will issue a written decision regarding the outcome of the incident. As appropriate and permitted by law, the decision will be sent to the student, the reporting party and/or victim, the Dean of Student Development, Campus Police, and any other relevant parties.

The SCO will determine one of the following outcomes:



- **Notice of Dismissal:** The investigation finds no information or reasonable belief that a Code violation occurred. The case is closed, and the student has no further obligations related to the report.
- **Notice of Outcome and Sanction:** The student is found responsible for violating specific sections of the Student Code of Conduct. The notice will include:
 - The final determination and applicable Code section(s) violated
 - Assigned sanction(s) and corresponding deadlines
 - Instructions for completing the sanctions
 - Any relevant resources or follow-up information

Referral to Formal Conduct Process

If the incident involves serious or complex misconduct that cannot be appropriately resolved through the Expedited Conduct Process, the case will be referred to the Formal Conduct Process for further review and resolution.

Additional Expedited Process Information

Failure to Attend Meeting

If the student fails to attend the scheduled meeting with the SCO and does not provide a reasonable explanation, the conduct process will proceed in their absence, and an outcome will be determined based on the available information.

Available Sanctions

Sanctions issued through the Expedited Conduct Process may include but are not limited to the following.

- Warning
- Disciplinary probation
- Restriction on access to specific areas or services
- Restitution (limited to cases involving less than \$150 in damages)
- Work restitution or service (not to exceed 60 hours)
- No-contact directive

Also see the Sanctions Section of the Student Code of Conduct Policy.

Sanctions in the expedited process do not include suspension, removal from the Residence Halls, or Expulsion.

Failure to Comply with Sanctions

If a student fails to fulfill any condition of an assigned sanction, the matter will be referred to the Formal Conduct Process, and more significant sanctions may be imposed.

Appeal Limitations

Decisions and sanctions resulting from the Expedited Conduct Process are final and not subject to appeal.

8. Formal Conduct Process, Hearing, and Appeals

The Dean of Student Development, their designee, or the Student Conduct Officer (SCO) may refer a case to the Formal Conduct Process under any of the following circumstances:

- Upon initial review of the incident report, based on the nature or severity of the alleged misconduct
- During the Expedited Conduct Process, if the matter cannot be appropriately resolved through that process
- As a direct outcome of the Expedited Process, when a referral is deemed necessary in lieu of resolution
- When a student fails to comply with sanctions imposed through the Expedited Conduct Process

Once it is determined that the Formal Conduct Process is warranted, the case will be assigned to the appropriate SCO for investigation and management.

Note: At any point during the process, if the Dean or SCO determines that the student's behavior poses an immediate threat to the safety, welfare, or functioning of the College community, emergency or interim measures may be implemented in accordance with Section 9, Immediate Actions.

Investigation and Notification

The SCO will initiate an investigation within two (2) business days of the case being assigned. This process may include:

- Reviewing relevant documentation (e.g., police or incident reports, video footage)
- Contacting witnesses and/or victims
- Collecting any additional supporting evidence

Once the investigation is complete, the SCO will schedule a conduct meeting with the student (respondent). Prior to the meeting, the student will receive written notification via their official College email that includes:

- The date, time, and location (or virtual platform) of the meeting
- A summary of the alleged charges
- A description of the complaint and relevant facts
- The date and location of the alleged incident
- A link to the Student Code of Conduct or Student Handbook

Conduct Meeting and Response Options

At the scheduled meeting, the student (respondent) will have the opportunity to respond to the allegations and present relevant written, verbal, or physical information in their defense. The SCO will review the findings and propose a conduct sanction if a violation is determined.

If the student fails to appear for the meeting without prior notice or acceptable justification, the SCO may render a decision and impose sanctions in their absence. In doing so, the student forfeits the right to request an appeal.

At the conclusion of the meeting, the student has two options:

- **Option A – Accept Proposed Sanction:** The student may accept the SCO's proposed conduct sanction. In doing so, the student waives the right to appeal. The SCO will forward the proposed decision and supporting materials to the Dean of Student Development for final approval. Within two (2) business days, the Dean will notify the student and all appropriate parties of the final decision and sanctions.
- **Option B – Proceed to Formal Conduct Hearing:** If the student does not accept the proposed sanction, the matter will advance to a Formal Conduct Hearing for further review and resolution.

8.1 Formal Conduct Hearing

If a student (respondent) decides to advance their case to a Formal Conduct Hearing the procedure will be as follows:

Pre-Hearing Procedures

The Dean of Student Development or their designee, referred to in this process as the Hearing Officer, will issue a Hearing Notice to both the student (respondent) and the Student Conduct Officer (SCO) no fewer than four (4) business days prior to the scheduled hearing.

Note: In cases where the student resides in campus housing and the matter directly impacts their residential status, the student may choose to waive the four-day notice period in writing and request an earlier hearing date.

The Hearing Notice will include the following information:

- The time, date, and location (or online platform) of the Formal Conduct Hearing
- A description of the alleged misconduct
- The specific provisions of the Student Code of Conduct allegedly violated
- All relevant information collected during the SCO's investigation, which may include:
 - Incident reports
 - Witness statements
 - Police reports

- Other supporting documentation

Note: The student (respondent) will not be granted access to the personal conduct records of other students or to documents protected by attorney-client privilege if applicable.

Hearing Attendance:

- Hearing Officer – Dean of Student Development or designee
- Assigned Recorder – For official documentation of the hearing
- Student (Respondent)
- Advisor of Choice for the student – The advisor may not speak on behalf of the student or disrupt the hearing. If the advisor violates this rule, they may be dismissed from the hearing.
- Student Conduct Officer (SCO)
- CAC Legal Counsel – Only if the student has indicated they will be accompanied by legal counsel
- Witnesses – Called by either the student or the SCO; may only attend during their own statement

At the discretion of the Hearing Officer, additional individuals may be permitted to attend, including:

- Parent(s) of a minor student
- Language interpreter
- Assigned CAC Police Officer

Note: These individuals may observe but are not permitted to participate in the hearing process.

Pre-Hearing Requirements

At least two (2) business days prior to the hearing, both the student (respondent) and the SCO must submit the following to the Hearing Officer:

- A written list of witnesses each party intends to call
- A list of any documents or materials they plan to present during the hearing

Recording

All Formal Conduct Hearings are recorded to ensure an accurate record. This recording requirement cannot be waived.

Hearing Procedure

The hearing will proceed in the following order:

1. Hearing Officer Introduction and Statement of Alleged Violations



- a. The Hearing Officer opens the hearing and reads the alleged Code of Conduct violations.

2. Opening Statements

- a. The SCO presents a brief opening statement.
- b. The student (respondent) follows with their opening statement.

3. Presentation of Evidence

- a. The SCO presents their case, including witness accounts and documentation.
- b. The student and Hearing Officer may ask questions of any SCO-presented witnesses.
- c. The student then presents their case, including witnesses and any relevant materials.
- d. The SCO and Hearing Officer may ask questions of any student-presented witnesses.

4. Written Statements or Documents

- a. If either party wishes to present a written statement or document, copies must be provided to both the Hearing Officer and the opposing party.

5. Closing Statements

- a. The SCO provides a closing statement.
- b. The student provides a closing statement.

6. Hearing Concludes

- a. The Hearing Officer formally concludes the hearing and informs all parties of the next steps in the process.

Deliberation and Decision

1. The Hearing Officer deliberates privately, if necessary, and determines whether a violation of the Student Code of Conduct occurred based on a preponderance of the evidence (i.e., more likely than not).
2. If the student is found responsible for any conduct violations, an appropriate disciplinary sanction will be imposed.
3. If the student is found not responsible, the student will be released from all allegations related to the incident.

Notification of Outcome

The Hearing Officer will issue a Formal Conduct Outcome Letter within eight (8) business days of the hearing. The letter will be sent to the student (respondent), the SCO, and any other appropriate parties, including victims (as applicable), relevant College administrators, faculty, or staff.

Non-Attendance

If the student (respondent) does not attend the Formal Conduct Hearing, the Hearing Officer may proceed in their absence and issue a decision based on the information presented.



Sanctions may be imposed as warranted. By failing to appear, the student forfeits their right to appeal.

Waiver of Formal Conduct Hearing

At any point in the process, a student may choose to waive their right to a Formal Conduct Hearing and accept the sanctions recommended by the SCO. To do so, the student must complete and sign a Student Waiver Agreement.

Once the waiver is signed, the Hearing Officer will have six (6) business days to issue the Formal Conduct Outcome/Decision Letter.

In accordance with FERPA, the Hearing Officer may share the findings with appropriate College personnel. If the case involves a crime of violence or other qualifying conduct, the outcome may also be communicated to relevant individuals, including victims.

8.2 Formal Conduct Appeal Process

Central Arizona College provides students with an opportunity to appeal decisions made through the Formal Conduct Process. An appeal must be based on one or more of the following grounds:

1. **Procedural Error:** A material failure to follow the procedures outlined in the Student Code of Conduct or other applicable College policies that negatively impacted the outcome of the case.
2. **Unreasonable Sanction:** Sanctions that are excessive, unduly severe, inconsistent with college practice, or applied in a capricious or arbitrary manner.
3. **New Information:** Discovery of new, substantive information that could not have been reasonably available during the original hearing and that may have significantly affected the decision, or the sanction imposed.

Appeal Submission Requirements

To request an appeal, the student (respondent) must submit an appeal request form to the Vice President of Student Services within four (4) business days of receiving the written outcome of the Formal Conduct Hearing.

The appeal must include:

1. The student's full name, Student ID number (SID), phone number, and College email address
2. A copy of the original written decision, including imposed sanctions
3. A written statement clearly identifying the applicable appeal ground(s) listed above, and providing a detailed, reasoned explanation of:



- a. How a procedural error occurred and how it negatively impacted the outcome
- b. Why the sanction(s) should be reconsidered due to inconsistency or severity
- c. What new information has become available, and how it may affect the outcome

Appeal Review and Decision

The Vice President of Student Services, or their designee, will review the appeal and conduct any further investigation deemed necessary. A written decision will be issued within eight (8) business days of receiving the appeal.

The decision of the Vice President is final and is not subject to further appeal.

Substantial Compliance Clause

Minor or technical errors in the application of this Code that do not result in a negative impact on the student shall not be grounds for overturning or invalidating disciplinary actions.

9. Sanctions

Sanctions are disciplinary outcomes that may be imposed when a student is found responsible for violating one or more provisions of the Student Code of Conduct through either the Expedited Conduct Process or the Formal Conduct Process. Sanctions serve both as a response to misconduct and, when appropriate, as a condition for a student to resume or continue their studies at Central Arizona College.

Sanctions are assigned based on the circumstances of the specific incident and take into account the student's cumulative disciplinary history. The sanctions authorized by the Student Code of Conduct Policy are applied in a manner that is proportionate to the violation and consistent with College practice. The list of authorized sanctions is available on page 9 of this handbook. More than one sanction may be imposed for a single violation when appropriate.

Sanctions become effective upon issuance of the written outcome or decision letter, unless otherwise specified. Students are responsible for completing all assigned sanctions by the stated deadlines and in accordance with the instructions provided.

Failure to Comply with Sanctions

Failure to complete or comply with the conditions of a sanction, whether issued through the Expedited or Formal Conduct Process, may result in additional consequences, including but not limited to:

1. Placement of a hold on the student's account, restricting registration, transcripts, or other services
2. Additional conduct charges for violating the terms of the original sanction
3. Escalation of the case to the Formal Conduct Process for further review and action

Immediate Actions

In certain circumstances, the College may implement an immediate action to ensure the safety and well-being of the college community while a conduct matter is under investigation. Immediate Actions are not a determination of responsibility but are temporary measures imposed to prevent harm or disruption such as temporary removal from campus or restriction of access to facilities.

Whenever possible, the SCO will contact the student (respondent) in advance to inform them of the immediate action and offer an opportunity to discuss the matter. The SCO will explain the action being taken and clarify behavioral expectations moving forward.

Additional Immediate Actions include, but are not limited to:

- **Cease and Desist Order:** A formal directive requiring the student to immediately stop specific behavior that could result in further violations of the Student Code of Conduct.
- **Immediate No Contact Order:** A directive prohibiting any communication or interaction between individuals involved in a pending investigation, intended to prevent harassment, threats, or escalation.
- **Immediate Residence Life Removal:** An action requiring the student to vacate campus housing immediately and prohibiting entry into residential facilities for the duration of the removal period. This action does not restrict attendance at classes or College-sponsored events unless specifically stated.
- **Immediate Suspension:** An action barring the student from all College property and activities due to a determination that their continued presence poses a real or potential threat to themselves, others, property, or the campus environment. Students living in campus housing must secure alternative living arrangements at their own expense.
- **Denial of Admission/Enrollment:** The College may deny admission or enrollment to a student who has committed a serious infraction, or who has been suspended or expelled from another institution.
- **Denial of Housing Agreement Renewal:** The College may refuse to renew a student's housing agreement or deny future access to housing based on conduct history, including removal from housing at another institution.

Eligibility for Readmission

A student who has been suspended for violating the Student Code of Conduct may be required to meet specific written conditions to regain eligibility for readmission. These conditions are outlined in the suspension decision and may include educational sanctions, counseling, restitution, or behavioral agreements.

- If a student fails to meet the specified conditions or commits additional violations during the suspension period, the Dean of Student Development or designee may convert the suspension to an expulsion. In such cases, the student retains the right to appeal through the Formal Conduct Appeal Process.
- A student who has been expelled is permanently ineligible for readmission to Central Arizona College. Any request for readmission following expulsion will be automatically denied and is not subject to appeal.

Disciplinary and Hearing Records

A disciplinary file is maintained for each student in the Office of the Dean of Student Development or designated conduct records archive. Disciplinary sanctions are maintained as part of a student's educational record in accordance with Central Arizona College's records retention policies. This file includes documentation of the student's disciplinary history, including:

- The taped and/or digitized recording of the Formal Conduct Hearing
- Case documents and supporting materials (e.g., incident reports, witness statements, and exhibits)
- Written decisions and outcome letters

Audio or digital recordings from Formal Conduct Hearings are not part of a student's permanent academic record and are managed solely for procedural documentation purposes.

These recordings remain confidential and will not be released, reproduced, or removed from college property, except in compliance with applicable laws, including the Family Educational Rights and Privacy Act (FERPA), as amended, or pursuant to a valid subpoena or court order.

Students may request to review the digital recording by listening to it in the office where it is maintained. All recordings remain the property of Central Arizona College and will be stored confidentially and destroyed in accordance with the College's official records retention schedule.

For Questions or Additional Information

Central Arizona College

Office of the Dean of Student Development

Signal Peak Campus M-115

deanofstudents@centralaz.edu

520-494-5341



STUDENT COMMENT/COMPLAINT/GRIEVANCE PROCESS

Central Arizona College strives to provide a safe, humane and responsive learning environment for students. Suggestions or ideas for improvements or new programs should be submitted directly to the appropriate administrator.

The overview of the student complaint processes, as well as the forms needed to file a complaint, is available on the CAC Website at the [Student Support and Care Page](#), simply scroll down the page to student support forms.

SUPPORT FOR STUDENTS

Better Mynd Free Online Therapy

Central Arizona College has partnered with [Better Mynd](#), an online therapy provider that partners exclusively with colleges and universities. CAC students can access confidential and convenient mental health services with a diverse network of health clinicians remotely for free — anytime, anywhere. All CAC students can access confidential and convenient mental health services with a highly diverse network of licensed clinicians in a remote manner for free!

Better Mynd also provides live online Wellbeing Workshops. Get access to monthly workshops on topics like academic stress, disorders, emotional wellness, overcoming failure and so much more. Workshops are led by a licensed counselor, are about an hour in length and are free to CAC students. Students simply need to log into Better Mynd to find the monthly listing of workshops and sign up to participate.

Campus Police Department

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 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. Students can contact the Campus Police Department to report an incident, request an escort or seek assistance.

Student Accessibility Services

Student Accessibility Services (SAS) provides support for students who may require academic accommodations due to learning disabilities, health impairments, physical limitations, or mental

health conditions. Central Arizona College (CAC) is committed to fostering an inclusive, discrimination-free environment where all students have equitable access to educational opportunities. Students who may be eligible for accommodations are encouraged to contact the Student Accessibility Services office prior to the start of classes. Early self-identification helps ensure that reasonable accommodations can be provided in a timely manner.

To request accommodations, students must submit current and appropriate medical and/or psychological documentation. Once documentation is received, students should schedule an appointment with SAS to discuss their needs and develop an accommodation plan.

A key to success for students is to request accommodations as early as possible in their educational career!

To set up an appointment, please contact Student Accessibility Services at 520-494-5275 or studentaccessibility@centralaz.edu.

Title IX

Title IX is a federal regulation which states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.” Title IX prohibits discrimination on the basis of sex or gender in educational programs and activities that receive federal financial assistance. Central Arizona College is committed to providing an environment free of discrimination on the basis of sex or gender, including sexual harassment, sexual misconduct, sexual assault, relationship (dating and domestic) violence, and stalking. CAC provides resources and reporting options to students, faculty, and staff to address concerns related to sexual harassment and sexual violence prohibited by Title IX and college policy. 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.

Reports of discrimination based on sex, including sexual harassment and gender-based harassment, may be directed to the Title IX Coordinator. Central Arizona College designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended, and related state and federal laws:

Title IX Coordinator: Laura Shepherd

Physical Location: Signal Peak Campus, “I” Building, Office I-106

Telephone: 520-494-5106

Email: titleix@centralaz.edu

End Notes

Central Arizona College faculty and staff are committed to student success. As such, CAC provides numerous resources to support students both inside and outside the classroom. Students are strongly encouraged to explore the [college catalog](#) and [website](#) to learn more about these resources and to take full advantage of the support available throughout their academic journey.

CAC is an equal opportunity employer and complies with all applicable federal, state, and local laws regarding equal employment opportunity and anti-discrimination. CAC strictly prohibits and does not tolerate discrimination on the basis of the following protected classes and/or characteristics, in all of its operations, programs and activities, including but not limited to employment, promotion, admissions and access to all career and technical programs: race, color, religion, creed, national origin or ancestry, ethnicity, sex, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. For more information contact: Laura Shepherd, Title IX Coordinator at 520-494-5106 or titleix@centralaz.edu; Section 504/ADA Coordinator at studentaccessibility@centralaz.edu or Human Resources at human.resources@centralaz.edu.