

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Residence Halls		Approved by:
Insert:	05.10	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



POLICY / PURPOSE:

It is the policy of Coastal Alabama Community College to ensure compliance with all federal and state laws related to college residence halls, and Alabama Community College System (ACCS) [Board Policy 327.01](#) and [Chancellor’s Procedure 327.01](#).

Rules are inherent in all group living situations because sound laws and regulations provide order essential to personal freedom and achievement. By selecting Coastal Alabama, a student also selects the standards and regulations of the College. Student housing is available on the Bay Minette and Brewton Campuses.

SCOPE:

This policy applies to all residents of student housing at Coastal Alabama Community College.

DEFINITIONS:

There are no definitions applicable to this policy.

DETAILS:

1. **Residence Requirements:** All students residing in college housing are required to retain their residence for the entire academic year, or the remaining portion thereof. Students are required to be full-time (minimum of 12-15 credit hours), according to their program requirements each academic term. See the Residence Hall Contract for additional requirements.

2. **General Residence Hall Rules:** It is expected that students living and visiting Residence Halls will cooperate with the Housing Office, Housing Staff, and with each other in maintaining a routine of living conducive to wholesome college life. Living in the Residence Halls is a privilege, and the College reserves the right to revoke this privilege whenever the actions of a resident are not conducive to the educational environment or interfere with the rights of others. The following are prohibited in and around college-operated Residence Halls and discovery of such offenses will lead to disciplinary action:
 - Weapons of any kind, firearms (including pellet guns, air rifles, or Airsoft-type guns), ammunition, any incendiary or any type of explosive device or material (including fireworks);
 - Gambling in any form;
 - Smoking and tobacco products, including but not limited to electronic vapor paraphernalia;
 - Candles, incense, or other flame-emitting articles;
 - Possession of state, federal, local, or miscellaneous signs illegally obtained;
 - Pets;

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Residence Halls		Approved by:
Insert:	05.10	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



- Open element electrical appliances (including coffee makers, toasters, air fryers, toaster ovens, hotplates, grills of any type, electric skillets), space heaters, window fan/air conditioner unit, or generators.
 - Commercial grade weight-lifting apparatus;
 - Outdoor recreational equipment that does not impose any strain on a resident's room/suitemate(s) (NOT including bikes, small fishing equipment, etc.);
 - Boats and other recreational modes of transportation (i.e., ATVs) cannot be stored on campus;
 - Splicing into or otherwise "tampering" with existing electrical wiring;
 - Playing or practicing of musical instruments that intrudes of posted quiet hours;
 - Dart boards, darts, or any type of throwing knives;
 - Use of profane language, verbal abuse, and/or insubordination toward any college employee;
 - Sexual activity including any sexual conduct by, between, with, to, or involving two or more persons regardless of gender.
3. **Legally Binding Contract:** Coastal Alabama Community College considers the Residence Life Housing Contract to be a legally binding document on the part of the student and College. By signing the Residence Hall Contract, residents agree to comply with all regulations, policies, procedures, terms, and conditions of the College. Failure to comply may result in sanctions and/or fines. Refer to the current Housing Contract for additional information.
4. **Housing Contract Buyout:** A residential housing contract buyout may only occur before the spring semester when a student does not fit the current criteria for release of contract, i.e., marriage, documented medical necessity, military service, or graduation midterm (less than 12 credit hours remaining on the student's degree plan). Contract Buyouts can only be considered when the demand for housing exceeds occupancy. Residents may apply to terminate their housing contract by submitting a written request. However, applying for a contract buyout does not guarantee an automatic release from the Housing Contract. The contract buyout request will be reviewed by the Dean of Student Services or designee. The student's account must be in good standing. The College must have an applicant prepared to move into the unoccupied space and financially ready to pay no less than the down payment due on the room for the term. At such time, the contract buyout requestor, if approved, can pay the \$500 buyout fee, and then the student may be released from the Housing Contract. Regardless of the timing for the buyout request, there will be no refund given for the fall semester payment, other than as stated in the ACCS [Board Policy 327.01](#) and [Chancellor's Procedure 327.01](#).
- a. **Scholarship Athletes Seeking Residential Contract Buyout:** Coastal Alabama Community College scholarship athletes seeking a residential contract buyout must submit documentation from their coaches signifying release from their current scholarship.

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Residence Halls		Approved by:
Insert:	05.10	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	

Warren Craig P.

PROCEDURE(S):

Violations of Housing Policy Procedures

Violations of Housing Policy that do not fall under the Student Code of Conduct will be addressed by Housing staff within a specific Hearings and Appeals process. The following is an outline of the Hearings and Appeals process:

1. **Incident Report reviewed by Housing Staff Member:** A professional staff member reviews the report and requests any additional information needed. The staff member also adds to the report any possible policy violations that may apply to the incident.
2. **Letter of Warning Sent - No Further Action Needed from Student:**
 - a. Student Life conduct hearing scheduled. A student may have a conduct hearing scheduled with the Student Code of Conduct Officer if:
 - 1) The student is a Coastal Alabama Community College student, but not a resident in College housing.
 - 2) The incident was severe and may result in suspension or expulsion from Coastal Alabama Community College.

For more information about the Student Conduct process please visit the [Student Code of Conduct Policy](#).

3. **Housing and Residence Life Hearing Scheduled:**
 - a. The student will receive an email with information about the date/time of the hearing, as well as a list of the possible policy violations.
 - b. After the Hearing is held there will be two possible outcomes.
 - 1) Student is not found responsible for a policy violation. The student will receive an email letter containing this information and will not need to take any further action.
 - 2) Student is found responsible for a policy violation and assigned sanction(s):
 - A student found responsible for a policy violation will be assigned sanctions. A sanction may relate to the student's status as a resident in College housing.
 - A sanction may require follow-up action on the part of the student.
4. **Sanctions:** A student who is assigned sanctions will also be assigned a deadline to complete any sanctions that require action.

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Residence Halls		Approved by:
Insert:	05.10	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	



- a. If all sanctions are completed by the assigned deadline, the hearing process is finished and no further action is needed.
 - b. Students not completing sanction(s) by the deadline may need to attend another hearing or may be assigned additional sanctions (such as an extension of probation).
5. **Appeals:** A student may appeal a sanction of suspension/eviction/contract termination.
- a. A student who is assigned sanctions will also be assigned a deadline to complete any sanctions that require action.
 - 1) This is the only opportunity for appeal.
 - 2) All appeals are submitted online.
 - The resident has 2 business days from the date of the sanction notice.
 - In the event that any technical problems preventing online appeal submission, the resident is responsible for submitting a written appeal to the Housing Office within in the 2 business day window for an appeal.
 - The resident can bring a hard copy of their appeal statement to the Housing Office in Memorial Hall or email the appeal statement to housing@coastalalabama.edu in the event of technical difficulty.
 - The online appeal must specify in detail the grounds on which the appeal is based.
 - b. After submitting an appeal, the resident will be contacted to arrange an appeals meeting.
 - 1) The resident may present documents and to bring witnesses to present statements to the person hearing the appeal.
 - 2) The proceedings are designed to be informal in nature, and no formal rules of evidence or procedure shall apply.
 - 3) There are three possible outcomes from the appeals process:
 - The Housing Office may decide to uphold the original decision and sanction, which means the student is still evicted from housing
 - The Housing Office may decide to uphold the original decision and add additional sanctions
 - The Housing Office may decide to overturn the original decision and sanction(s), which means the student is not suspended/evicted from housing and may continue to live on campus
 - c. Appeal decisions will be provided in writing via student email.

COASTAL ALABAMA COMMUNITY COLLEGE			
Policies and Procedures Manual			
Title:	Residence Halls		Approved by:
Insert:	05.10	Date:	04/01/2022
Replace:		Date:	06/01/2023
Reviewed:		Date:	06/01/2023
Remove:		Date:	

Warren King

ADDITIONAL PROVISIONS/INFORMATION:

Refer to [Student Housing Handbook](#).

Refer to [Student Code of Conduct Policy](#).