



COLLEGE OF THE  
ALBEMARLE



# 2025-2026 STUDENT CODE OF CONDUCT HANDBOOK

For clarification or any type of assistance regarding this Handbook, please contact any member of the Student Success & Enrollment Management Team.



# STUDENT CONDUCT

We strive to resolve all allegations of Student Misconduct under Policy 5.3.2 Student Code of Conduct in a way that promotes fairness, consistency and accountability. Each student is treated as an individual and each case is considered on its unique circumstances. The needs of the college community will also be considered in determining the best response to violations.

All students are expected to follow the Student Code of Conduct Handbook, which explains the expectation for student behavior at the college.

College of The Albemarle strives to:

- Promote a campus climate of respect and civility
- Educate students, faculty and staff on conduct expectations
- Administer statements of good standing for transfer students
- Receive, review and resolve allegations of student misconduct
- Issue sanctions for violations and monitor their compliance

## Emergency Situations and Student Code of Conduct Handbook

In the event of force majeure, the College reserves the right to implement and enforce temporary rights and responsibilities and expectations until further notice.

“Force Majeure” shall include, but is not limited to the following situations: fire, earthquake, hurricanes, flooding, civil disturbances, and pandemics.

# 1. STUDENT CODE OF CONDUCT

## A. Introduction and Purpose

1. Safety Exception to Open Door Admissions
2. Jeanne Clery Act
3. Violations
4. Jurisdiction

## B. Overview of Student Rights

1. Rights and Responsibilities
2. Terms

## C. Student Code of Conduct

1. Academic-Related Violations
2. Non-Academic Related Violations
3. Discipline and Appeal for Academic Violations
4. Discipline and Appeal for Non-Academic Violations

# 2. STUDENT GRIEVANCE

- I. Student Grievance Overview
- II. Internal Grievance Process
- III. External Grievance Process

# 1. STUDENT CODE OF CONDUCT POLICY

## A. Introduction and Purpose

Students at College of The Albemarle (COA) are viewed as adults and are expected to conduct themselves accordingly. The nature of the College environment requires various rules and regulations to support it. As adults, COA students are responsible, not only to avoid harming the College community, but also to improve, support and encourage its growth.

This Student Code of Conduct Policy provides guidance for academic and non-academic violations and reflects the general principles of behavior accepted by society and by institutions of higher education. It also describes conduct about which COA has made specific statements, rules and regulations.

All COA students (including those involved in Career and College Promise Pathways, Distance Learning, the Adult High School, or the High School Equivalency program) are responsible for knowing and following the Student Code of Conduct and all other regulations which are outlined in this document and the College's Academic Catalog. The Student Code of Conduct Handbook is available online on COA's website. Specific sections included in the handbook are distributed to students during orientation, Welcome Back student events and/or via email. The College's Academic Catalog is also available on the college website.

NOTE: Certain programs at COA may have conduct and academic integrity or sanction requirements in addition to those listed here. Please consult your program handbook for more information.

## 1. Safety Exception to Open Door Admissions

COA is an open door community college with the following safety exception: The College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals.

When making a safety determination, the College may refuse admission to an applicant when there is an articulable, imminent and significant threat to the applicant or other individuals. When refusing admission based on safety concerns, the vice president of student success and enrollment management shall document: a) detailed facts supporting the rationale for denying admission; b) the time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and, c) the conditions upon which the applicant that is refused would be eligible to be admitted.

## 2. Jeanne Clery Act

COA is committed to providing a safe and secure environment for all members of the College's community and visitors. The College shall comply with the Crime Awareness and Security Act of 1990, as amended by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To promote safety and security at the College, and in compliance with the Clery Act, the College shall: a) submit crime statistics to the United States Department of Education; b) maintain a daily crime log (open to public inspection); c) issue campus alerts to timely warn the College community when there is information that a Clery Act Crime has occurred that represents a serious or ongoing threat to campus safety; d) issue emergency notifications upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus; e) publish and maintain an Annual Security Report containing safety and security related policy statements and statistics of Clery Act Crimes occurring on College Property. The Annual Security Report is available on the College's website and hard copies are available through the office of student success and enrollment management for inspection.

## 3. Violations

Violations of the Student Code of Conduct will be handled directly by the vice president of student success and enrollment management, or designee. Certain faculty and/or staff members may immediately restrict access to the College or to certain areas for infractions of the Student Code of Conduct. Such events will be reported via the college's online reporting system as soon as possible.

Should a student's presence on campus create a threat to the safety or well-being of other members of the COA community, the College reserves the right to immediately remove that student from campus.

Instances of academic dishonesty will be handled by faculty members in accordance with policies set forth in their syllabi and the procedures for academic violations in this handbook or the College's Academic Catalog. Students wishing to appeal academic violation decisions made by faculty members should consult the Academic-Related Violations section of this handbook or the College's Academic Catalog for guidelines.

## 4. Jurisdiction

These standards apply to the College campus, College activities including public service functions and other duly authorized or College sponsored activities, either on or off the College premises.

## B. Overview of Student Rights

### 1. Rights and Responsibilities

The following is an overview of basic student rights. For more specific information concerning these and other rights, students are directed to review the specific policy or procedure dealing with the issue of concern. The provisions and language contained in specific policies and procedures supersede this Policy. All students at College of The Albemarle (College) shall be treated in an equitable and fair manner and afforded certain due process rights in academic, discipline, and grievance matters as established in College procedures.

- A. Students are free to pursue their educational goals. The College shall provide appropriate opportunities for learning in the classroom and on the campus. Student performance will be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards. For more information regarding attendance and academic standards, see policies contained in the Policy Manual, Section 5.2 Attendance and Academics.
- B. Students have the right to freedom of expression, inquiry and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner. For more information, consult Policy 2.3.5 Campus Free Speech, Distribution of Material and Assembly.
- C. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and College offices.
- D. The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of and access to student records and the College shall adhere to the FERPA laws and regulations. Students and former students have the right to review their official records and to request a grievance if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved or if a legal exception applies. For more information, consult Policy 5.4.3 Student Records – FERPA.
- E. No disciplinary sanctions, other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. For more information concerning student due process rights with respect to disciplinary situations, consult Policy 5.3.2 Student Code of Conduct.

- F. Students have the right to voluntarily withdraw from courses under certain criteria. For more information, consult Policy 5.2.2 Withdrawal from Courses.
- G. Students have the right to be free from discrimination, harassment and sexual violence while attending the College and accessing the College's programs and opportunities. For more information, consult Policy 5.3.4 Discrimination and Harassment.

## 2. Terms

- 1. Accused Student: Any student accused of violating the Student Code of Conduct.
- 2. Business days: Monday through Friday, excluding days when the College is not open.
- 3. College officials: Senior Administrators and their designees.
- 4. Complainant: Any person who submits charges alleging a violation of the Student Code of Conduct or who believes s/he has been a victim of the misconduct.
- 5. Criminal activity: Any violation of local, state or federal laws.
- 6. Online classes: Classes which utilize COA resources including faculty, internet or intranet services whether or not directly operated by COA, including Hybrid classes.
- 7. On-campus: All real property and vehicles owned, operated, maintained, controlled or leased by COA.
- 8. Property belonging to COA: All land, buildings, facilities or other grounds or structures, or any item in possession of or owned, used, loaned, leased, maintained or controlled by COA or funded by COA budgets, including computers and network systems, library materials, classrooms and laboratories used for COA purposes.
- 9. For purposes of this Policy, "student" means any person who has been issued a student identification number at the College and is:
  - currently enrolled, or
  - admitted and shown intent to enroll, or
  - withdrawn from a specific course, program, or the College after allegedly violating the Student Code of Conduct.
- 10. Student Group or Organization: A group of students who have been recognized by the College as having a specific affiliation (such as student clubs and organizations, teams, etc.)

## C. Student Code of Conduct

Students assume an obligation to conduct themselves in a manner compatible with College of The Albemarle's (College) function as an educational institution. The College has adopted basic standards of student conduct. These standards apply to the College campus, College activities including public service functions and other duly authorized or College sponsored activities, either on or off the College premises. When these standards are violated, penalties may be incurred.

Consequences for violations include, but are not limited to: warnings, reprimands, restitution, loss of privileges or access to campus resources, probation, suspension or dismissal.

If a student's behavior simultaneously violates both College regulation and federal, state and/or local laws, the College may take disciplinary action independent of that taken by legal authorities.

The following regulation sets forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following code provisions may result in one of the sanctions described in Procedure 5.3.2.1 – Discipline and Appeals Procedures for Academic-Related Violations and/or Procedure 5.3.2.2 – Discipline and Appeals Procedures for Non-Academic Related Violations.

## 1. Academic-Related Violations

A student who violates academic honesty, either directly or indirectly, is immediately responsible to the instructor of the course. The following terms are defined:

### A. Plagiarism

The intentional theft or unacknowledged use of work or ideas of another person or produced by artificial intelligence without proper attribution. Plagiarism includes, but is not limited to: (a) paraphrasing or summarizing another's words or works without proper acknowledgement; (b) using direct quotes of material without proper acknowledgment; (c) purchasing or using a paper or presentation written or produced by another person or by artificial intelligence; or (d) using information that is not common knowledge. If a student is uncertain about what constitutes plagiarism, he/she should discuss this with the class instructor.

NOTE: The use of Artificial Intelligence (AI) to create or assist in the completion of writing assignments, papers, reports, or other academic work without properly documenting or acknowledging sources will be considered plagiarism. All papers and assignments may be subject to screening via plagiarism and AI detection software.

### B. Cheating

Using unauthorized notes, electronic equipment, artificial intelligence or other material on an exam or class work without permission from the class instructor; receiving information from another student or artificial intelligence during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting someone else's work as one's own; having someone take one's exam and submitting it as his/her own; submitting academic work previously submitted in another course without authorization; and altering or tampering with grades. Cheating also



includes creating, falsifying or misrepresenting any data in connection with a seated (traditional) class, lab or online class or the act of giving any unauthorized assistance or collaboration in a learning environment.

- C. **Aiding Acts of Academic Dishonesty**  
Providing information to another student and knowing, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.
- D. **Online Identity**  
Any student registered in an online/hybrid course(s) will be the same student who participates in and completes the course or program and receives the credit for the online/hybrid course. Further, any student who allows his/her unique username and password to be used by another individual to complete an assignment or participation within the course will be in violation of this policy.
- E. **Other Examples of Academic Dishonesty**  
Falsifying information to a faculty member or College official; altering a graded work after it has been returned, then submitting the work for re-grading without the instructor's knowledge/approval; stealing tests or other assessment items; forging signatures on College documentation; giving false or misleading information to an instructor or College official in an effort to receive a postponement or an extension on a test or other assignment; accessing computerized College records or systems without authorization; recording, reproducing, retransmitting or redistributing course materials without authorization; or using solutions manuals, test bank or test bank materials for homework or exams without authorization.

The acts of academic-related violations shall encompass, but shall not be limited to the examples or context cited above.

## 2. Non-Academic Related Violations

Types of non-academic related student conduct for which disciplinary proceedings may be initiated include but are not limited to the following:

- A. **Theft and Property Damage**  
Students shall not steal or damage College property or another individual's property. Students who are caught stealing, destroying, damaging or littering said property will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.
- B. **Trespass to Property**  
Students are trespassing if accessing or entering College buildings, structures or facilities information systems, or obtaining or providing to another person the means for such unauthorized access; possessing, duplicating or using

keys or access codes for unauthorized access to any College property; or continuing to occupy any College facility and/or event after being requested to leave by a College employee, official or designee acting in the performance of their duties.

C. Drugs and Alcohol

Unlawfully possessing, using, being under the influence of, manufacturing, dispensing, selling or distributing alcohol, illegal or unauthorized controlled substances or impairing substances at any College location or at any College-affiliated activities or events. For more specific information, see Policy 5.3.5 – Students – Alcohol and Drugs on Campus.

D. Tobacco Free Campus

Students may not use tobacco of any form or e-cigarettes on campus or at any College-affiliated activities or events. For more specific information, see Policy 2.2.1 Tobacco Free Campus.

E. Lewd and Indecent Behavior

Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene material based on reasonable community standards. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes lewd and/or indecent behavior. Prohibited behavior includes, but is not limited to, indecent exposure, urinating or defecating in public, outward displays of sexual activity, voyeurism, etc.

F. Mental/Physical Abuse

Students shall not mentally or physically abuse any person on the College premises or at a College-supervised function, including verbal or physical actions which threaten or endanger the health or safety of any such persons.

G. Assault

Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching or striking.

H. Sexual Harassment and Sexual Violence

Students shall not engage in sexual harassment and/or sexual violence. For more specific information and definitions of prohibited activities, consult Procedure 5.3.4.1 Sexual Harassment and Sexual Violence.

I. Unlawful Discrimination and Harassment

Students shall not engage in unlawful discrimination and/or harassment. For more specific information and definitions of prohibited activities, consult Procedure 5.4.3.2 Discrimination and Harassment.

J. Communicating Threats

Students shall not verbally, in writing, electronically, through a third party, by conduct/gesture, or any other means threaten to physically injure themselves, another person or that person's child, sibling, spouse or dependent, or willfully threaten to damage the property of another. Threatening behavior includes conduct that threatens or causes physical injury or endangers another person's or one's own health or safety including, but not limited to: physical violence, assault or the threat to use physical violence; use or possession of fireworks, gunpowder, dangerous chemicals or explosive materials; and blocking or preventing the use of or access to fire exit doors and building hallways.

A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.

K. Bullying

Students shall not intimidate or threaten with harm any other individual. Bullying is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on the College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her property; or (b) creates, or is certain to create, a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits or a College's employee's ability to perform the essential functions of his/her job. Hostile environment means that the victim subjectively views the conduct as bullying and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying. A hostile environment may be created through pervasive or persistent misbehavior or a single incident if sufficiently severe.

L. Demonstration, Disorderly Conduct and Disruption

Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities and/or emergency services; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College based on reasonable time, place and manner restrictions; remain at the scene of such an assembly after being asked to leave by a representative of the

College staff. Students shall not engage in or incite others to engage in harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus or at College-affiliated activities/events. For more information, see Policy 2.3.5 Campus Free Speech, Distribution of Material and Assembly.

M. Possession of Weapons

Students may not have a weapon of any kind, including but not limited to, knives, stun guns, pellet guns, explosives, dangerous chemicals, brass knuckles or any firearms in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: (a) the person has a concealed handgun permit that is lawfully issued; (b) the handgun is in a closed compartment or container within the person's locked vehicle; (c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and (d) the vehicle is locked at all times. For more information regarding possession of weapons on campus, see Policy 2.1.6 Weapons on Campus.

N. Tampering with Fire Alarms

Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

O. Gambling

Students may not gamble on campus or at any College-affiliated activities or events.

P. Traffic Violations

Violation of College regulations regarding the operation and parking of motor vehicles. For more information, see Policy 2.3.4 Traffic Regulations.

Q. Providing False Information

Students shall not present to the College or its employees false information as part of an investigation, inquiry, hearing or in other matters related to College activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the College.

R. Disobedience/Insubordination and Refusal to Identify

Failure to comply with instructions of College officials acting in performance of their duties and failure to adhere to the terms of any discipline action. Students are required to produce identification for a College official when asked, specifically their student ID card.

S. Financial Impropriety

Financial impropriety such as failure to pay College-levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or the passing of worthless checks, drafts or orders to College officials.

T. Local, State or Federal Laws

Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as College discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus. Students under 18 years of age who are involved in acts of violence, drugs, and alcohol or sexual assault violations may have their parents or legal guardians notified by the vice president of Student Success and Enrollment Management, or designee. Career and College Promise students including Early College may have their originating high school notified.

U. Failure to Report Criminal Activity

Failure to inform the College, in writing, within five (5) calendar days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on a College location or at a College-affiliated event or activity. For more information, see Policy 5.3.5 Student Alcohol and Drugs on Campus.

V. Unauthorized Access to College Records

Students may not access, view, copy or change official College records without expressed authority to do so.

W. Animals on Campus

Students may not have an animal of any kind on campus. This includes animals left within a vehicle. Service animals are permitted and any student with a service animal should report the use of a service animal to the College's Accessibility and Student Conduct Coordinator. For more information regarding service animals, see Policy 5.4.5 Service Animals and Other Animals on Campus.

X. Improper Use of the College Network/Technology

Students are prohibited from engaging in any activities prohibited under Policy 7.2 Internet and Network Acceptable Use. For all issues related to the use of College network/technology, see Policy 7.2 Internet and Network Acceptable Use.

Y. Violation of Policies and Procedures

Students are expected to be familiar with the College's policies and procedures. Students may be disciplined for failure to follow the College's policies and procedures.

Z. Violations of Normal Classroom Behavior

Not complying with reasonable rules issued by an instructor, causing disruption in the classroom or being disrespectful to classmates or the instructor. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct is disruptive or disrespectful not based on content or viewpoint discrimination.

Classroom misconduct is any behavior which disrupts or interferes with the learning experience. Students are required and expected to conduct themselves in a mature and considerate manner. Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class.

Examples of classroom misconduct include, but are not limited to, the following:

- Engaging in behavior that disrupts or interferes with the learning experience. Behavior such as, but not limited to, talking in class while the faculty member or other students are speaking, using hate speech or threatening speech, or speech which otherwise causes a disturbance, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive behavior to the learning process.
- Using cell phones or other electronic devices that disrupt the learning process or teaching environment is not allowed under most circumstances. The use of personal laptop computers, phones, etc., may be acceptable in some classes; however, they must be used only for note taking or activities in direct support of the course objectives. Faculty members have the right to ask students to shut down any electronic devices.
- Entering the classroom late or leaving the classroom prior to the end of class is considered a disruption to the learning process and must be avoided unless exceptional circumstances arise.

Certain College programs may have academic and non-academic related conduct and sanction requirements in addition to those listed here.

#### AA. CARE Team

Not complying with a recommendation or directive by the CARE Team pursuant to Policy 5.3.3 Student Risk Assessment.

#### BB. Gang Activity

Involvement in gang-related activities is prohibited. This includes, but is not limited to, the display of gang symbols, gang paraphernalia, colors, signs or graffiti. A gang is defined as a group of individuals with identifiable leadership that conspires and acts in concert, mainly for criminal purposes. Behavior on or about College premises or at College- sponsored activities or events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger to life or property, or disrupts orderly operation is prohibited.

#### CC. Hazing

Hazing is prohibited and means any act committed on College property or in connection with any College related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause degradation, cruelty, or humiliation), or that destroys or removes public or private property, for the purpose of

initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization. In response to allegations of hazing under this regulation, it is not a defense that: (1) the victim gave consent to the conduct; (2) the conduct was not part of an official organizational event or sanctioned or approved by the organization; and, (3) the conduct was not required as a condition of membership in the organization.

DD. Complicity in Violating the Student Code of Conduct

Prohibited conduct includes attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this Code. If a student has knowledge of another student, individual or group committing or attempting to commit a violation of this Code, he or she is required to remove him or herself from the situation and report it to the College.

EE. Dress Code

The College expects all students to dress in a manner in keeping with the serious academic mission of the College. Students will not be permitted to dress in a manner which disrupts the educational environment. For campus security, students are not permitted to wear clothing or accessories which obscure, conceal, or distort the student's identity, such as masks, hoods, disguises, etc. Shirts and shoes are required at all times while the student is on campus or while attending a College activity, function, or event.

Certain technical or vocational curricula may require special attire. Students enrolled in certain programs must follow the applicable Program Handbook. A student may not attend classes or laboratory work if such student is in violation of the dress codes for specialty programs that follow program handbook guidelines.

Exceptions may be made when necessary to accommodate genuinely held religious beliefs or as necessary to accommodate students with disabilities. Such requests should be made to the vice president for Student Success and Enrollment Management, or designee.

FF. Obstruction/Abuse of Student Conduct Process

Students shall not disrupt, interfere with or abuse the student conduct process. Prohibited conduct includes, but is not limited to: (1) failure to comply with a summons of the Student Code of Conduct Process; (2) falsification, distortion or misrepresentation of information; (3) disruption or interference with the orderly process of a discipline hearing; (4) attempting to discourage an individual's proper participation in or use of the Student Disciplinary Appeal process; (5) attempting to influence the impartiality of a conduct officer or a member of the Student Disciplinary Appeals Committee prior to and/or after a student disciplinary appeal; (6). verbal or physical harassment and/or intimidation of a conduct officer or a member of Student Disciplinary Appeals Committee, failure to comply with decisions, recommendations or sanctions imposed; and, (7) influencing or attempting to influence another person to commit an abuse of the conduct process.

### 3. Discipline and Appeal for Academic Violations

#### I. OVERVIEW

College of The Albemarle (College) is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education.

These procedures only apply to academic related violations, outlined herein and defined in Policy 5.3.2 Student Code of Conduct. For non-academic violations, see Procedures 5.3.2.2 Discipline and Appeal for Non-Academic Violations. Student Code of Conduct policies and procedures are located on the College's website and in the College's Student Code of Conduct Handbook.

An instructor may impose sanctions for academic related violations that occur in the instructor's course. Program suspension (disenrollment and removal from all program-related courses within a competitive enrollment program) must be approved by the academic dean, program coordinator and/or department chair of the program. Suspension or dismissal requests (complete disenrollment from all college classes) must be approved by the vice president of student success and enrollment management (vice president).

There is no "statute of limitations" regarding academic violations; students may be subject to disciplinary action at any time the violation is discovered.

#### II. SANCTIONS FOR ACADEMIC RELATED VIOLATIONS

Where appropriate, a student may be subject to more than one sanction. For example, a student may receive a warning and be required to re-complete the assignment. Any of the below sanctions shall be documented using the College's official incident reporting system. An instructor may determine whether the report is informal or formal, except for instances where loss of course credit as these must be filed as a formal report. Depending on the severity of the academic related violation, the instructor of the course may submit a formal report using the College's incident reporting system. Formal reports become part of the student's academic record.

The following sanctions may be imposed for academic violations by the course instructor:

##### A. Written Warning

A warning admonishes a student for an academic related violation and warns the student not to commit further violations.

##### B. Re-complete the Assignment

A student may be given an opportunity to re-complete an assignment with a lowered grade.



C. Additional Coursework

In some cases, due to the nature of the assignment, students may not be allowed to recomplete an assignment, but may be assigned additional coursework as an alternate assignment to fulfill the original academic requirement.

D. Loss of Credit or Grade Reduction on an Assignment

A student may be given a lowered or failing grade (including a grade of zero or no credit) on an assignment, test/quiz or project which was the subject of an academic related violation.

E. Loss of Course Credit

A student may receive a grade of F in the course in which the academic-related violation occurred. Loss of course credit must be filed as a formal report.

Multiple academic violations may be referred to the vice president, or designee, and may result in additional Student Code of Conduct violations.

### III. DISCIPLINARY PROCEDURES

A. Incident Report

Incidents of academic related violations must be reported by the instructor using the College's approved incident reporting system. An instructor may file multiple reports at the same time if multiple offenses have occurred within a class. Incidents are cumulative and each incident remains active throughout the student's time at the college. A break in attending classes does not remove any prior incidents. Reports submitted using the incident reporting system may be informal or formal based on the course level and frequency/severity of the violation(s). Students will be notified by the vice president, or designee, of all formal reports submitted for academic violations or when multiple informal violations are reported.

B. Investigation and Determination

The instructor of a course may determine the appropriate action for the offense committed. Failure of a student to adhere to any requirements of the instructor's action may result in further sanctions. If, after an instructor submits a report it is discovered a student has additional academic violations on record, then the vice president, or designee, with consultation from the instructor may choose to strengthen the instructor's initial proposed penalty. Additionally, any student with more than one actionable violation on record will be subject to disciplinary action up to and including dismissal from the College. The vice president, or designee, will be responsible for monitoring records for repeat offenses and pursuing such actions when necessary. A report of an academic related violation may be made at any point during the semester. The "last date to withdraw without a grade penalty" rule does not prevent a student from receiving an "F" in a class if it is discovered the student committed an academic violation.

### C. Notification

Initial notification of sanctions for academic related violations will be provided by the instructor to the student prior to the instructor submitting an incident report. Upon receipt of the incident report for academic related sanctions, the vice president, or designee, shall provide the student with the determination in writing and instructions governing the appeal process. Such notice shall be given in person or sent to the student's College email address or mailing address of record.

## IV. APPEALS PROCEDURES

### A. Informal

The vice president, or designee, will make every effort to resolve the complaint on an informal basis. If an informal resolution is not possible, the student has the right to due process through a formal appeal process. Documentation regarding the informal resolution will be maintained using the College's incident reporting system.

### B. Formal

#### 1. Requesting a Hearing

A student may appeal a disciplinary sanction to the student disciplinary appeals committee. The appeal must be made in writing to the vice president, or designee. The appeal must be received within three college working days after the student's notification of the disciplinary sanction.

#### Hearing Committee Make-up:

The vice president, or designee, will notify the chairperson of the student disciplinary appeals committee to convene members to hear the student appeal. The purpose of the Student Disciplinary Appeals committee is to hear appeals of disciplinary actions and to uphold, modify or reverse a disciplinary sanction against a student. The committee must have the following members:

- a. one student
- b. three faculty members
- c. two staff members

The vice president provides committee oversight with every effort made to have one of the faculty/staff representatives be from the student's division and present at the appeal hearing. The following process will be initiated after a written appeal is submitted.

## 2. Notice of Hearing

The committee chair will notify committee members, the student making the appeal and the complainant of the hearing date and time. The hearing shall be held within three college working days following receipt of the appeal from the student except in unusual circumstances or with the consent of the student. The committee chair must be notified, in advance, and may reschedule the hearing if any party is unable to appear at the scheduled meeting for a valid reason.

## 3. Rules and Regulations

- a. The vice president, or designee, shall provide the committee chair with a copy of the written appeal, the incident report and documented investigative reports relevant to the case. The committee chair will distribute supporting documentation to committee members prior to the hearing.
- b. If any party fails to appear at the scheduled hearing without a valid reason, the committee may make its decision based upon any information received from parties or witnesses appearing at the hearing and/or the written documentation submitted prior to the hearing.
- c. No one who has been involved in the investigation of the case or who may have some other interest in the case that may affect their impartiality shall serve on the committee.
- d. The committee chair shall preside over the hearing and shall:
  - i. Determine who will be allowed to attend the hearing,
  - ii. Establish the order in which the sides shall present their information and establish time frames,
  - iii. Make a recording of the hearing (no other recording is permissible). The recording will be accessible only to the members of the committee participating in the hearing, vice president, and the president of the College. The deliberations and voting of the individual committee members will not be recorded.
  - iv. Report, or select a committee member to report, the committee's decision.
  - v. Decide whether to have an attorney present to advise the committee.
  - vi. Decide on ways to enhance the orderly presentation of evidence.
  - vii. Control the conduct, language, volume and actions of the parties to prevent harassment or intimidation of the participants.
- e. The student making the appeal and the complainant, will each present their own case and may present documents or other tangible evidence and call witnesses that have been approved prior to the hearing by the committee chair. The student may have an attorney present but they may

serve only as an advisor to the student, and may not serve as a participant in the hearing. In the event the student chooses to have an attorney present, advance notice must be given to the committee chair at least 36 hours before the hearing so that the committee and/or complainant may have legal counsel present to advise them, if desired. Failure of a student to give advance notice that they will be advised by legal counsel may result in a rescheduling of the hearing until the committee and/or complainant can arrange to have counsel present.

- f. The student has a right to be present when all information is presented to the committee. The student shall receive copies of all documents submitted to the committee. The committee chair has the authority to exclude the identity of any student witnesses identified on documents in order to protect the student witness from harassment, reprisal or danger. Where practical, all documents that are submitted to the committee should be exchanged between the parties in advance. This means that the student and complainant must exchange with each other any documents they intend to use at the hearing. The student may be allowed to question any witness who appears before the committee. Alternatively, the student may elect to respond to the information provided by any witness. The committee chair may exclude any information that is considered irrelevant, redundant, immaterial, unreliable or unduly prejudicial.
- g. Hearings before the committee are not legal proceedings. Formal rules of evidence are not applied. The committee or its chair, may decide to admit any evidence that is considered to be generally reliable and competent, as well as what weight to give to any evidence. Decisions will be based on a preponderance of the evidence.
- h. Members of the committee shall have the right to call other persons to appear and to question anyone present.
- i. Copies of the committee's case summary shall be kept according to the North Carolina Community College's Records, Retention and Disposition Schedule in the College's incident reporting system and retained in files separate from the student's permanent academic record. A notification of the committee's decision shall be mailed by certified mail to the student and/or hand delivered with a staff member witnessing the act.
- j. A notification of the committee's decision and any sanctions that require action by a faculty member will be provided to the appropriate faculty member and academic dean.
- k. An appeal of the Student Disciplinary Appeals Committee decision may only be made if (a) new or additional evidence is discovered or

- (b) a violation of the hearing process negatively impacted the student's case.
- l. The decision of the Student Disciplinary Appeals Committee may be appealed by the student in writing to the college president by 4:30 p.m. on the next college working day after the student's notification of the appeal. The President's decision is final.
- m. A campus security officer will attend the hearing if there are possible safety and/or security concerns or if the parties feel the proceedings may become contentious.
- n. Unless the law requires, the hearings are not open to the public.

## 4. Discipline and Appeal for Non-Academic Violations

### I. OVERVIEW

The vice president of student success and enrollment management (vice president), or designee, is responsible for implementing these Procedures.

These Procedures apply to non-academic violations defined in Policy 5.3.2 Student Code of Conduct. For academic related violations, see Procedure 5.3.2.1 Discipline and Appeal for Academic Violations. For issues regarding sexual harassment and sexual violence, see Procedure 5.3.4.1 Title IX Sexual Harassment and Sexual Violence and for issues related to other forms of unlawful discrimination and harassment, see Procedure 5.3.4.2 Discrimination and Harassment.

### II. SANCTIONS FOR NON-ACADEMIC VIOLATIONS

Sanctions are disciplinary penalties that may be imposed on a student following a determination that the student has engaged in one or more Student Code of Conduct violations. The determination of what sanctions may be warranted in a given situation will be based on the specifics of that situation and the student's prior disciplinary record.

Employees authorized to impose sanctions for non-academic violations include, and are limited to, the following:

1. Instructor - An instructor may impose academic related sanctions for an academic related violation involving the instructor's course.
2. Instructor - An instructor may also impose an immediate suspension, not to exceed two class days, for classroom misconduct. This sanction must be immediately reported to the instructor's supervisor, academic dean, vice president and campus security via the College's online reporting system.

3. Campus Dean/Administrator - A campus dean/administrator may also impose an immediate suspension, not to exceed two class days. This sanction must be immediately reported to the vice president and campus security via the College's online reporting system.
4. Vice President of Student Success and Enrollment Management - The vice president, or designee, may impose sanctions other than academic related sanctions. Sanctions must be reported via the College's online reporting system.
5. Campus Security Officer - A College campus security officer may impose a temporary suspension, not to exceed two class days, which will be immediately reported to the chief operations officer and the vice president via the College's online reporting system.

Immediate and temporary suspensions, not to exceed two class days, may only be imposed for the following non-academic violations: Assault; Communicating Threats; Drugs and Alcohol; Theft and Property Damage; Possession of Weapons; and, based on severity, Violations of Normal Classroom Behavior. The vice president, or designee, will notify instructors and/or deans as needed.

Sanctions other than academic sanctions mean any one or more of the sanctions set out below. Where appropriate, a student may be subject to more than one sanction. For example, a student may be on probation, have an obligation to pay restitution, and be on a behavior contract at the same time. The following sanctions may be imposed for non-academic violations:

- A. Reprimand  
A reprimand admonishes a student for a Student Code of Conduct violation and warns the student not to commit further violations. A reprimand must be in writing and becomes part of the student's permanent discipline record.
- B. Probation  
Probation is a written directive to comply strictly with the Student Code of Conduct for a specified period of time. A student on probation is permitted to continue with his or her coursework and attend College events and activities, but is warned that any further violation may result in the imposition of more severe sanctions, including possible suspension or expulsion.
- C. Interim Suspension  
An interim suspension is a suspension imposed by the vice president or chief operations officer, or designee on a student prior to the student's receipt of due process procedures.
- D. Mandated Withdrawal  
A mandated withdrawal is a sanction where the student is withdrawn from class(es) and/or from a College program. Withdrawal of a student from a College program can be for a specified amount of time.

- E. Suspension  
Suspension is a sanction that, for a specified period of time, (a) requires a student not to be on any College campus or property; (b) excludes the student from all College academic courses and activities; and (c) prohibits the student from attending or participating in any College event or activity, regardless of location. A suspension shall not exceed five years in length. In appropriate situations, a limited suspension may be imposed. A limited suspension is one that restricts a student from some, but not all, academic classes. A suspension is a limited suspension only if it is expressly referenced as such in the decision that imposes the suspension. A student's readmission following a suspension may be conditioned on compliance with specified conditions.
- F. Dismissal  
Dismissal is the permanent exclusion of a student from (a) all College campuses and property; (b) all academic courses and activities of the College; and (c) the right to attend or participate in any College function or activity, regardless of location.
- G. Restitution  
Restitution involves the payment of monies to the College or to one or more persons, groups or organizations to compensate the person(s), group(s) or organization(s) for damage to property or costs incurred as a result of the student's violation. Before requiring restitution in a matter that also involves separate criminal charges, the the chief operations officer, or designee, shall consult with the local police.
- H. Access Restrictions  
Access Restrictions are restrictions on a student's ability to attend or access specific services, facilities, and/or extracurricular activities or events. An access restriction shall not include prohibiting a student from attending a class or classes in which the student is enrolled.
- I. Service and Related Activities  
A student may be required to complete an educational program at the student's expense, write a paper or letter of apology, or engage in educational or community service appropriate to a specific student code violation.
- J. Administrative Hold  
An administrative hold is a sanction that precludes a student from registering, receiving transcripts or graduating until clearance has been received from the college president or vice president based on the student's completion of specified conditions, such as the return of property, completion of community service obligations, payment of restitution, etc. An administrative hold may only be imposed on a student when the student has received one of the following disciplinary sanctions:

- a suspension
- mandated withdrawal of the student from class(es), or from a College program,
- a dismissal
- restitution requirements, or
- service related activities requirements

#### IV. DISCIPLINARY PROCEDURES

In order to provide an orderly system for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

##### A. Incident Report

Any College employee or student may file written charges with the vice president, or designee, against any student or student organization for violations of the Student Code of Conduct. The individual(s) making the charge must complete and submit an incident report within five (5) College working days of the incident given rise to the alleged violation.

##### B. Investigation and Determination

The vice president, or designee, shall conduct an investigation into the charges and allegations. Within ten (10) College working days after receipt of the incident report, the vice president, or designee, shall complete his/her investigation of the charges and shall meet with the student (or student representative(s) on behalf of a student organization), present the results of the investigation and provided the student (or student representative(s)) with an opportunity to present his/her side. After discussing the alleged infraction with the student, the vice president, or designee, may act as follows:

1. Drop the charges;
2. Impose a sanction; or
3. Refer the student(s) to a College office or community agency for services.

All disciplinary actions should be progressive in nature and should take into account the totality of the situation; however, depending on the severity of the infraction, even first-time offenses could result in suspension or dismissal.

##### C. Notification

The vice president, or designee, shall provide the student with the decision in writing and instructions governing the appeal process. Such notice shall be given in person or sent to the student's College email address or mailing address of record.



The vice president, or designee, shall provide the complainant with official notification upon receipt of the complaint as well as notification upon completion of the investigation. Based on the type of sanction, details of the determination may be provided to the complainant, appropriate dean and/or campus security.

## V. DISCIPLINARY APPEAL PROCEDURE

### A. Informal

The vice president, or designee, will make every effort to resolve the complaint on an informal basis. If an informal resolution is not possible, the student has the right to due process through a formal appeal process. Documentation regarding the informal resolution will be maintained using the College's incident reporting system.

### B. Formal

#### 1. Requesting a Hearing

A student may appeal a disciplinary sanction to the student disciplinary appeals committee. The appeal must be made in writing to the vice president, or designee. The appeal must be received within three college working days after the student's notification of the disciplinary sanction.

Hearing Committee Make-up:

The vice president, or designee, will notify the chairperson of the student disciplinary appeals committee to convene members to hear the student appeal. The purpose of the Student Disciplinary Appeals committee is to hear appeals of disciplinary actions and to uphold, modify or reverse a disciplinary sanction against a student. The committee must have the following members:

- a. one student
- b. three faculty members
- c. two staff members

The vice president provides committee oversight with every effort made to have one of the faculty/staff representatives be from the student's division and present at the appeal hearing.

The following process will be initiated after a written appeal is submitted.

## 2. Notice of Hearing

The committee chair will notify committee members, the student making the appeal and the complainant of the hearing date and time. The hearing shall be held within three college working days following receipt of the appeal from the student except in unusual circumstances or with the consent of the student. The committee chair must be notified, in advance, and may reschedule the hearing if any party is unable to appear at the scheduled meeting for a valid reason.

## 3. Rules and Regulations

- a. The vice president, or designee, shall provide the committee chair with a copy of the written appeal, the incident report and documented investigative reports relevant to the case. The committee chair will distribute supporting documentation to committee members prior to the hearing.
- b. If any party fails to appear at the scheduled hearing without a valid reason, the committee may make its decision based upon any information received from parties or witnesses appearing at the hearing and/or the written documentation submitted prior to the hearing.
- c. No one who has been involved in the investigation of the case or who may have some other interest in the case that may affect their impartiality shall serve on the committee.
- d. The committee chair shall preside over the hearing and shall:
  - i. Determine who will be allowed to attend the hearing,
  - ii. Establish the order in which the sides shall present their information and establish time frames,
  - iii. Make a recording of the hearing (no other recording is permissible). The recording will be accessible only to the members of the committee participating in the hearing, vice president, and the president of the College. The deliberations and voting of the individual committee members will not be recorded.
  - iv. Report, or select a committee member to report, the committee's decision.
  - v. Decide whether to have an attorney present to advise the committee.
  - vi. Decide on ways to enhance the orderly presentation of evidence.
  - vii. Control the conduct, language, volume and actions of the parties to prevent harassment or intimidation of the participants.

- e. The student making the appeal and the complainant, will each present their own case and may present documents or other tangible evidence and call witnesses that have been approved prior to the hearing by the committee chair. The student may have an attorney present but they may serve only as an advisor to the student, and may not serve as a participant in the hearing. In the event the student chooses to have an attorney present, advance notice must be given to the committee chair at least 36 hours before the hearing so that the committee and/or complainant may have legal counsel present to advise them, if desired. Failure of a student to give advance notice that they will be advised by legal counsel may result in a rescheduling of the hearing until the committee and/or complainant can arrange to have counsel present.
- f. The student has a right to be present when all information is presented to the committee. The student shall receive copies of all documents submitted to the committee. The committee chair has the authority to exclude the identity of any student witnesses identified on documents in order to protect the student witness from harassment, reprisal or danger. Where practical, all documents that are submitted to the committee should be exchanged between the parties in advance. This means that the student and complainant must exchange with each other any documents they intend to use at the hearing. The student may be allowed to question any witness who appears before the committee. Alternatively, the student may elect to respond to the information provided by any witness. The committee chair may exclude any information that is considered irrelevant, redundant, immaterial, unreliable or unduly prejudicial.
- g. Hearings before the committee are not legal proceedings. Formal rules of evidence are not applied. The committee or its chair, may decide to admit any evidence that is considered to be generally reliable and competent, as well as what weight to give to any evidence. Decisions will be based on a preponderance of the evidence.
- h. Members of the committee shall have the right to call other persons to appear and to question anyone present.
- i. Copies of the committee's case summary shall be kept according to the North Carolina Community College's Records, Retention and Disposition Schedule in the College's incident reporting system and retained in files separate from the student's permanent academic record. A notification of the committee's decision shall be mailed by certified mail to the student and/or hand delivered with a staff member witnessing the act.

- j. When applicable, a notification of the committee's decision and any sanctions that require the involvement of staff, faculty and/or campus security will be provided to the appropriate employee(s).
- k. An appeal of the Student Disciplinary Appeals Committee decision may only be made if (a) new or additional evidence is discovered or (b) a violation of the hearing process negatively impacted the student's case.
- l. The decision of the Student Disciplinary Appeals Committee may be appealed by the student in writing to the college president by 4:30 p.m. on the next college working day after the student's notification of the appeal. The president's decision is final.
- m. A campus security officer will attend the hearing if there are possible safety and/or security concerns or if the parties feel the proceedings may become contentious.
- n. Unless the law requires, the hearings are not open to the public.

## 2. STUDENT GRIEVANCE

College of The Albemarle (College) acknowledges students have the right to a fair and balanced system for initiating general complaints or grievances relating to decisions made or actions taken by a College employee that involves misapplication of the college's policies, procedures, or regulations.

To affirm its commitment to promoting a fair and balanced system for student complaint and grievance resolution, the College publishes procedures to guarantee a prompt, reasonable, and impartial process for addressing informal complaints and written grievances. In addition, the College maintains a record of student complaints.

### I. Grievance Process Overview

In order to maintain a harmonious and cooperative environment between and among College of The Albemarle (College) and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his/her problems or grievances free from coercion, restraint, discrimination or reprisal. This Procedure provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the president.

A grievance is any matter of student concern or dissatisfaction with the College's control except: (a) student discipline matters regarding academic and non-academic violations (Policy 5.3.2 Student Code of Conduct); (b) discrimination and

unlawful harassment, including sexual harassment and sexual violence (Policy 5.3.4 Discrimination and Harassment); (c) a grade appeal (Policy 5.2.5 Grade Appeal); (d) claims against a College employee for any matter unrelated to the employee's role or position at the College; or (e) any other matter that has a specific grievance process outlined in that policy or procedure.

## II. Internal Grievance Process

### 1. Informal Grievance – Step One

In the event the alleged grievance lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter within five (5) College working days of becoming aware of the decision, action or event giving rise to the grievance. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. In the event that the student is unsatisfied with the resolution reached at the informal conference, the student may proceed to Step Two within five (5) College working days after the informal conference.

Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed.

If the grievance concerns issues unrelated to a particular instructor/staff member (for example, an issue with College policy), the student can skip the informal process and proceed to Step Two.

### 2. Formal Grievance – Step Two

If the grievance is not resolved at Step One (or, given the nature of the grievance, Step Two begins the process) the student may file a written grievance with the vice president of student success and enrollment management ("Vice President"), or designee, via the online student complaint form or email. The written grievance must contain, with specificity, the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the informal level.

The vice president, or designee, shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. The vice president, or designee, shall provide a written decision within ten (10) College working days after receipt of the grievance.

In the event that the student is unsatisfied with the resolution reached by the vice president, or designee, the student may proceed to Step Three within five (5) College working days after receipt of the vice president's, or designee, written determination. Not proceeding to Step Three within the time period will result in the grievance not being heard and the matter being closed.

### 3. Appeal – Step Three

If the student is not satisfied with the vice president's, or designee, determination, the student may appeal to the Student Grievance Committee which consists of the following members:

1. Two students recommended by the Student Government Association
2. One faculty member recommended by the vice president of learning
3. One student services staff member recommended by the vice president of Student Success and Enrollment Management
4. One administrator, other than the vice president of student success and enrollment management, to serve as the Committee's chairperson
5. The vice president of student success and enrollment management, or designee, who serves as ex-officio

The appeal must be in writing, must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The Student Grievance Committee will conduct an "on the record" review and conduct any further investigation that is necessary to ascertain the facts needed to make a determination.

At the conclusion of the investigation and not later than fifteen (15) College working days after receipt of the student's appeal, the Student Grievance Committee shall make a recommendation to the president regarding the grievance. The president, or designee, shall notify the student and any College personnel involved of their decision in writing.

The president's decision is final.

## III. External Grievance Process

### 1. North Carolina Community College System

The College is a member of the North Carolina Community College (NCCC) System. If a student is dissatisfied with the result of a grievance

within the College, the student may file a grievance with the NCCC System. The student must exhaust the College's internal grievance process prior to filing a grievance with the NCCC System.

The contact information for the NCCC System Office is:

North Carolina Community College System Office  
200 West Jones Street  
Raleigh, NC 27603  
Telephone: 919-807-7100  
Website: **<https://studentcomplaints.northcarolina.edu/form>**

2. Southern Association of Colleges and Schools Commission on Colleges

The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). If a student is dissatisfied with the result of a grievance within the College, the student may file a grievance with the SACSCOC. The student must exhaust the College's internal grievance process prior to filing a grievance with the SACSCOC.

The contact information for SACSCOC is:

Southern Association of Colleges and Schools  
Commission on Colleges (SACSCOC)  
1866 Southern Lane  
Decatur, GA 30033  
Telephone: 404-679-4500  
Website: **<https://sacscoc.org/>**

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## COA Media Release/Opt Out Information for Faculty, Staff and Students

College of The Albemarle (COA) uses faculty, staff and student names and/or writings, photographs, video and voice recordings for promotional purposes. Materials may appear in print or digital format on the COA website or in various other media formats, and/or in presentations, videos, social media, and/or the news media. Permission is granted, unless an individual opts out by contacting the COA Director of Communications and Marketing at 252.335.0821 ext 2420 or [tammy\\_sawyer32@albemarle.edu](mailto:tammy_sawyer32@albemarle.edu), to allow COA the unlimited right to use and/or reproduce individual photographs and/or videos, interviews, likenesses or the voice of faculty, staff and students in any manner consistent with COA's mission and for the internal or external promotional and informational activities of COA. The request to opt out must be received within the first ten (10) days of the semester or within the first ten (10) days of enrollment or employment.

I understand and agree, unless an individual opts out by contacting the COA Director of Communications and Marketing at 252.335.0821 ext 2420 or [tammy\\_sawyer32@albemarle.edu](mailto:tammy_sawyer32@albemarle.edu), that I waive any and all present or future compensation rights to the use of any of the above stated material(s) including, print, digital, electronic and online media.

Students under the age of 18 are also provided parental permission forms to sign indicating the option to opt out for media release. Forms will be sent via mail and student email. For those wishing to opt out for their student under the age of 18, a completed and signed form must be received within the first ten (10) days of the semester or within the first ten (10) days of enrollment. Failure to provide a signed form will be considered as permission granted for the purposes as stated in this notice.

**\*SPECIAL NOTE:** Anyone attending public events held at the college or on behalf of the college, may be photographed, videoed, and/or live-streamed at these events as they are open to the public. Event examples include, but are not limited to, COA digital or live-stream broadcasts such as graduations, concerts, special events, recognitions, award programs, etc.



## General Statement on Use of Third-Party Vendors

College of The Albemarle (COA) students, including those under 18, have access to and may use third-party applications within their Google Workspace for Education account (such as Gemini or TextHelp), as well as other third-party tools and services used by the college to support teaching and learning. These tools and services are not owned by COA and, while some features may be managed or configured by the college, they operate under their own separate privacy policies.

COA may utilize third-party vendors to provide various educational tools, technology, or support services. In most instances, these vendors do not receive or handle personally identifiable information (PII) or data protected under the Family Educational Rights and Privacy Act (FERPA).

If it becomes necessary for a third-party vendor to access, process, or store PII or FERPA-protected information in order to deliver a required service, the college will obtain appropriate consent from students and/or parents, as applicable, before sharing any such information, as required by COA Policy 5.4.3. All third-party vendors engaged for privacy-protected services are required to comply with applicable privacy regulations and college policies.

If you have any questions about third-party vendors, third-party applications, or data privacy, please contact:

Kris Burris, Vice President, Student Success and Enrollment Management |  
252-335-0821 ext. 2251 | [kris\\_burris76@albemarle.edu](mailto:kris_burris76@albemarle.edu)



### **COA Lactation Room Information**

COA – Currituck: Room B 225A

COA – Dare: Room A 237A

COA – Edenton-Chowan: Room D 425

COA – Elizabeth City: Room B 113

College of The Albemarle (COA) is committed to providing equal opportunity in admissions, education, and employment. COA prohibits discrimination or harassment based on race, color, national origin, sex, age, religion, disability, veteran status, genetic information, or any status protected by law. Inquiries regarding non-discrimination policies for students and employees may be directed to Kris Burris, Vice-President, Student Success and Enrollment Management | 252-335-0821 ext. 2251 | [kris\\_burris76@albemarle.edu](mailto:kris_burris76@albemarle.edu)

NOTE: Faculty, staff and students of the college should not have an expectation of privacy in classrooms or public spaces/labs. COA utilizes video surveillance cameras for safety and security purposes only. In addition, courses that are offered via WebEx, video cart and in hybrid format may be recorded for educational purposes. Some courses record speeches and/or class discussions.



COLLEGE<sup>OF THE</sup>  
ALBEMARLE

Transform Your Tomorrow

COA – Currituck  
107 College Way | Barco | 252-453-3035

COA – Dare  
205 Highway 64 S. | Manteo | 252-473-2264

COA – Edenton-Chowan  
118 Blades Street | Edenton | 252-482-7900

COA – Elizabeth City  
1208 N Road Street | Elizabeth City | 252-335-0821

[www.albemarle.edu](http://www.albemarle.edu)

College of The Albemarle is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. College of The Albemarle also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of College of The Albemarle may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).