Student Conduct

Students are expected to conduct themselves in a mature, responsible manner and contribute to an atmosphere conducive to a healthy, safe and secure learning environment. Students shall not use violence, force, noise, curse words, foul language, coercion, threats, intimidation, fear, passive resistance, passive aggressive behavior or engage in any other conduct with the intent to cause the substantial and material disruption or obstruction of any lawful mission, process or function of the College.

Student Code of Conduct

Any act which interferes with the learning process, rights of others, disrupts or impairs the normal functioning of the college, damages or destroys property, or impairs health or safety is grounds for disciplinary action. Examples of misconduct subject to disciplinary action include, but are not limited to, the following:

1. Dishonesty and falsification including: forgery, alteration of college documents, false identification, and misuse of educational materials or college property.

2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other authorized activities on college premises.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, or other threatening conduct.

4. Theft of, or damage to, property on the college premises or at authorized college functions.

5. Unauthorized entry to or use of college facilities; unauthorized use of college equipment.

6. Use of, being under the influence of, possession of, or distribution of alcohol or illegal and/or dangerous drugs on campus, at college-sponsored functions, and in state-owned or leased vehicles, except as expressly permitted by law and college regulations.

7. Failing to settle any debts with the college or any agency associated with the college and/or delivering any check to the college that is not supported by sufficient funds or is deemed worthless.
8. Acts of abusive speech or writing that expose any individual or group to hatred, contempt, or ridicule. Ridicule on or off campus.

9. Inappropriate dress or personal hygiene that is disruptive to the learning environment.

10. Unauthorized distribution or sale of goods on campus.

11. Failure to comply with reasonable requests and orders by authorized college officials or representatives acting on behalf of the college. (This requirement includes reasonable requests for students to attend any scheduled appointments in administrative offices, at disciplinary investigations, and/or at hearings.)

12. Violations of college parking policies.

13. Unauthorized presence of pets on campus that cause a disruption to the learning environment.

14. Tobacco use in any form or facsimile thereof is prohibited everywhere on campus unless it is a designated, authorized area.

15. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on campus or at college-sponsored activities except as permitted by law and college regulations. (Weapons are defined as firearms, knives, explosives, flammable materials, or any other items that may cause bodily injury or damage to property.)

16. Unacceptable uses of any college-owned computing equipment and/or network including knowingly spreading computer viruses; violations of copyright law; accessing pornographic sites; using the network for financial gain, commercial activity, or illegal activity; downloading, loading, or executing software without appropriate authorization.

17. Leaving children unattended or unsupervised in campus buildings or on campus grounds. Children are not allowed in class.

18. Engaging in behavior which may constitute sexual harassment, such as sexually suggestive looks, comments or gestures; prolonged staring, sexual teasing, or jokes; pressure for dates; sexually demeaning comments; deliberate touching, cornering, or pinching; attempt to kiss or fondle; pressure for sex; other actions of a sexual nature which create an intimidating, hostile environment.

19. Violating federal, state, and municipal laws.

20. Violation of departmental or campus safety rules or procedures.
Weapons

Weapons and firearms are not allowed at any campus site. Unlawful possession of firearm is defined as possession of any firearm by any person, other than a law enforcement officer, in or on any school property or grounds. A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon:

- On the College campus during, before and after school hours.
- On the College campus at any other time when the College is being used by any College personnel or College group.
- Off the College campus at a College activity, function or event. Violation of this policy shall result in the student being reported to the appropriate law enforcement officials, and suspended or expelled.

Faculty Removal of a Student from Class

In the event of student misconduct, a faculty or staff member may take reasonable and discretionary action including, but not limited to, requesting the student leave the area for the duration of the specified activity or class period. The instructor will notify Student Services upon making this request.

Summary Suspension

The College President or designee may at any time immediately suspend a student from the college for up to 10 days if he/she believes that the presence of the student on campus would seriously disrupt the operation of the college or constitute a danger to the health, safety, or welfare of students or college employees. During this time, the college will investigate the conduct violation and notify the accused student of the results of the investigation. The student may appeal the decision of the investigation as described below.

Due Process

A student accused of violating the above code has a right to due process. The accused student will be informed of the nature of the complaint and be given an opportunity to respond. Witnesses and other appropriate individuals may be interviewed. College personnel will try to reach a decision within five days.
Depending on the severity and the number of violations, a student may face disciplinary action. Examples include: warning, probation, being dropped from a class, suspension, or permanent expulsion. Other remedies may also be used to resolve the complaint. Students who feel the disciplinary action is unfair may file an appeal (procedures below).

**Student Code of Conduct Violations Appeal**

The student may file an appeal to college administration. The Vice President of Student Services or college designee is charged with the responsibility for the administration of appeal procedures, including selecting an Appeals Council, taking notes, keeping official record of the proceedings, setting time limits for the speakers and responses, and a format for the proceedings. The hearing will be closed and confidential.

The college designee will attempt to convene the Appeals Council within five days. The college designee shall select an impartial Appeals Council to include three members including: one student, one faculty member, and one administrator or classified employee.

An advisor may be present to advise either party, but may not take part in the hearing proceedings. The council will hear statements from and may question the complainant and accused student. However, the student has the right, without penalty, to not communicate. In that case, the violation decision will be based upon other evidence. The Appeals Council may accept statements in writing on behalf of complainant, respondent, or witnesses. The Appeals Council may pursue other actions it deems necessary to obtain pertinent information to fulfill its role.

To find that a student has violated a standard of conduct, the burden of proof is a “preponderance of evidence.” Within five days after completion of the hearing, the council will report its findings and decision to the designated college representative. The college representative will notify both parties of the decision as soon as possible.