

Student Code of Conduct, Academic Appeal, and Grievance Procedure

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, 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, coercion, and 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. Unauthorized or fraudulent use of the college facilities, telephone system, mail or email systems, or entry into, or alteration of any college computer records.
7. Use of, being under the influence of, possession of, or distribution of alcohol or illegal 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.
8. 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.
9. Acts of abusive speech or writing that exposes any individual or group to hatred, contempt, or ridicule. On or off campus.
10. Inappropriate dress or personal hygiene that is disruptive to the learning environment.
11. Unauthorized distribution or sale of goods on campus.
12. 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.)
13. Violations of college policies regarding parking.
14. Unauthorized presence of pets on campus that cause a disruption to the learning environment.
15. Tobacco use in classrooms, elevators, or in any designated non-smoking area and in areas.
16. Possession or use of firearms, explosives, dangerous chemical, 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, inflammable materials, or any other items that may cause bodily injury or damage to property.)

17. 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.
18. Leaving children unattended or unsupervised in campus buildings or on campus grounds. Children are not allowed in class.
19. 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.
20. Violating federal, state, and municipal laws.

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).

Summary Suspension

The college President or designee may at anytime 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.

Faculty Removal of a Student from Class

Note: 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.

Appeal – Student Code of Conduct Violations

The student may file an appeal to college administration. The Student Services Coordinator 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 try to convene the Appeals Council within 5 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.

Academic Dishonesty

Academic dishonesty includes cheating, falsifying data, and plagiarizing. Cheating is the unauthorized use of assistance with intent to deceive an instructor or any other individual responsible for evaluating a student's work.

Plagiarism refers to the use of another person's work without giving proper credit to that person. A student must give proper credit through the use of appropriate citation format when (a) using or copying material from another person's work, e.g., words, phrases, sentences, or entire passages; (b) paraphrasing another person's work, i.e., borrowing but rewording that person's facts, opinions, or ideas; and (c) summarizing another's work, i.e., use of one's own words to condense longer passages into a sentence or two.

When dishonesty is evident, the following minimum sanctions will be applied:

First offense: The student may receive an "F" or "Zero" as the grade for the assignment.

Second offense anytime during the academic career: The student may receive an "F" for the course and may be expelled from the class or may be suspended from the college.

Third offense anytime during the academic career: The student will receive an “F” for the course and may be expelled from the college.

Student Appeals: Grade, Probation/Suspension, graduation

The student should initiate appeals regarding **final grades** within 60 calendar days after the end of the semester in which the grade was awarded. Before making an appeal, the student should first discuss the grade with the instructor, and then, if necessary, with the Dean on Instruction explaining the problem. The Dean will investigate and try to respond within 10 days.

The student should initiate appeals regarding **academic probation or suspension** within 60 calendar days after the end of the semester in which the decision was rendered. To make an appeal, a student should contact the Dean of Instruction and request a meeting to discuss the suspension or probation. The Dean will investigate and respond within 10 days.

The student should initiate appeals regarding **completion of graduation requirements** within 60 calendar days after the decision was rendered. To make an appeal, a student should contact the Dean of Instruction. The Dean will investigate and respond in writing within 10 days.

Grievance Procedures

A grievance is an action filed by a student or group of students stating a belief that the educational progress is being hampered or individual rights/freedoms are being denied through violation of a college policy, procedure, or practice. It requires a request for some specific action to occur. The petitioner states the grievance in written form to the College designee or college designee and should include:

- What college policy, procedure, practice, or action is in question, and what rights or freedoms are they affecting.
- When and where this occurred.
- What informal attempts were made to resolve the matter.
- What, in the individual's opinion, needs to be done to resolve the matter.

College administration will determine if the matter is a grievable offense. The matter will be closed if the situation is determined “not grievable” and the petitioner will be notified of the reasons. Otherwise, the college designee will respond to the petitioner in writing within 15 days after receipt of the written grievance. If the response is satisfactory to the petitioner, no further action is necessary. If not, the petitioner notifies the College designee to proceed to a hearing with the College Grievance Council. The College designee will convene the College Grievance Council within 15 days of the grievance. Notice shall be given to all parties at least seven days prior to the hearing, unless the parties agree to a shorter time. The College designee will select an impartial Grievance Council to include three members, including: one student, one faculty member, and one administrator or classified employee.

The Council will hear statements from and may question the petitioner and respondent. The Council may accept statements in writing on behalf of petitioner and/or respondent. The Grievance Council may pursue other actions it deems necessary to obtain pertinent information to fulfill its role.

Within 15 days after completion of the hearing, the Council will report its findings and decision to the College designee. The College representative must notify both parties of the decision in writing as soon as possible.

Appeal or Grievance Council Finding

The right to appeal the decision is available for a period of 15 days after notification of the decision. The request for an appeal must be submitted in writing to the Dean of Administrative Services. The decision of the Dean of Administrative Services is final.

Terms:

- Disciplinary Action – Expulsion, probation, suspension, assignment of community service, or other actions or conditions appropriate to the situation; these actions may be imposed through administrative hearing or appeals council.
- Expulsion – Permanent dismissal of a student from the college for misconduct.
- Suspension – Dismissal of a student from the college or program for misconduct for a specified period of time. Suspension differs from expulsion in that after the stated time period, the student is eligible to be readmitted.
- Probation – A status in which a student remains enrolled and in attendance but under stated conditions.
- Respondent – One who responds to the request or complaint. In the case of student disciplinary matters, the student is the respondent.
- Complainant – One who files the complaint against the respondent.
- Petitioner – One who files the grievance against the respondent.
- Finding – A decision as to whether “it is more likely than not” that a violation of the SATC Student Code of Conduct occurred.
- Student – Currently enrolled full-time or part-time student.
- Days – Calendar days.
- Academic Dishonesty – Includes cheating, falsified data, and plagiarism.