

## STUDENT CODE OF CONDUCT POLICY

Approved By	Date
Board of Trustees	02-20-2014
Executive Leadership Team	12-19-2013
ICORE	12-18-2013

Stanly Community College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when a student's behavior disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken. The purpose of this code is not to restrict student rights but to protect the rights of individuals in their academic pursuits.

### Student Code of Conduct Procedures

Approved By	Date
Executive Leadership Team	11-08-2023
ICORE	11-08-2023

### Student Rights and Responsibility Statement:

Students at Stanly Community College are considered to be mature adults who enter classes voluntarily. By entering classes, students take upon themselves certain responsibilities and obligations that include an honest attempt at academic performance and social behavior consistent with the lawful purpose of the College. Students maintain all legal rights while enrolled and are expected to remember that they are living in a democratic situation. The reputation of the College rests upon the shoulders of students as well as on the administration, staff, and faculty; and it is hoped that each student will maintain high standards of behavior. The campus and College will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students are subject to civil authority on and off the campus, and during any online, virtual or distance interaction. Common courtesy and cooperation make the above suffice for a long list of rules and regulations. To access the Student Code of Conduct Form, use the following link:

[https://cm.maxient.com/reportingform.php?StanlyCC&layout\\_id=4](https://cm.maxient.com/reportingform.php?StanlyCC&layout_id=4)

### Jurisdiction of the College Student Code of Conduct

The College Student Code of Conduct applies to conduct that occurs on college premises, within the online learning environment, during any virtual and distance interaction, and at college sponsored activities. Each student is responsible for their conduct from the time of enrollment through the actual awarding of a degree. This includes conduct that may occur before or after classes end, during the academic year and periods between terms of actual enrollment.

### Student Code of Conduct Statement – CCP/ACI

Stanly Community College will work with other entities (Stanly County Schools, Homeschool Principal, etc.) regarding disciplinary action in SCC courses. The final decision will remain with Stanly Community College Dean of Students.

Any student disruptions involving CCP Students who are placed in SCC work-based learning facilities outside of Stanly County Schools, will fall under the Stanly Community College Student Code of Conduct Policy for disciplinary action.

Any ACI Students enrolled in SCC courses may face disciplinary action for violating the Stanly Community College Student Code of Conduct Policy. The final decision, when applicable, will remain with the Stanly Community College Dean of Students.

### Prohibited Items and Student Behaviors

Prohibited items and student behaviors include, but are not limited to, the following:

1. Use of tobacco products: Stanly Community College is a tobacco free institution. For details, please reference the Smoking/Tobacco-Free Campus Policy located on the College's website.
2. Weapons: possession or use of any weapon is not allowed on campus. For details, please reference the Weapons on Campus Policy.
3. Animals: animals on campus are forbidden, including animals left in vehicles. Service animals are permitted.
4. Sexual Harassment: Harassment, discrimination or retaliation against an employee or student will not be allowed. For details, please reference the Anti-Harassment/Discrimination Policy.
5. Internet use: Stanly Community College expects employees, students, and visitors to abide by the guidelines that govern the use of technology on campus. For details, please reference the Computer and Network Use Policy.
6. Drugs and alcoholic beverages: SCC prohibits the use or possession of any control substance or alcohol while on campus. No one is allowed on campus under the influence of drugs or alcohol. For more details, please reference the Drug Free Campus and Workplace Policy.
7. Bullying/Cyberbullying: Intimidation, harassment, isolation and or manipulation of college employees and/or students. Such behaviors include, but are not limited to, physical, verbal, and/or electronic assault, name calling, threats, teasing, retaliation, misrepresentation, etc.
8. Social Networking/Media: SCC expects employees and students to positively engage in the use of digital content and communication when using online platforms. Posting material which defames, abuses, or threatens others; or involves illegal activity is not allowed. For more details, please reference the Social Media and Networking Policy.
9. Disruption: failing to comply with the reasonable request of any college employee and interfering with the normal activities of the College.
10. Conduct:
  - a. SCC expects students to display responsible behavior and appearance at all times. Intimidation of employees or students, interrupting the mission of the College or disturbing the peace of the College is prohibited.
  - b. Some curricula have higher codes of professional conduct both on campus and at off campus facilities. Students in those curricula will be held accountable for adhering to those codes. For more details, please reference individual program requirements.
11. False presentation: providing false information, fraudulent documents or falsely representing or impersonating an employee or student is prohibited.

12Theft/Damage to property: stealing or damaging the property of another individual or of the college is prohibited.

13Public laws: violating any local, state or federal law may lead to legal action as well as campus discipline.

14Unauthorized entry/presence of college facilities: Unauthorized entry or presence of a college facility is prohibited and may result in criminal charges on suspicion of breaking and entering or unlawful trespass. College facilities are only available for use during normal operating hours.

15Academic dishonesty: Academic dishonesty is the taking or acquiring possession of any academic material from a college employee or fellow student without permission; receiving or giving help during tests or other assessments of learning; submitting papers, reports or assignments as originals that are not the student's own; plagiarism. For more information on Academic Dishonesty, please refer to the Academic Integrity Policy.

#### **Implementation Responsibilities:**

An instructor may discipline students involved in minor infractions of the rules and regulations of the classroom, as the instructor has the authority to define proper classroom behavior. Other violations of the Student Code of Conduct will be referred to the Dean of Students for resolution. Faculty are encouraged to reach out to the Dean of Students for guidance on proper procedures and documentation.

#### **Disciplinary Procedures:**

Any instructor or staff member may use his/her discretion to warn a student against violating the Student Code of Conduct and may temporarily remove a student from a single class or activity for the duration of that specific class or activity. The instructor or staff member taking this action will notify the Dean of Students immediately and will provide a written report of the incident to the Dean of Students within 24 hours following the incident.

In an emergency, the President, Vice Presidents, Dean of Students, or the Director of Security are authorized to temporarily suspend any student from the college immediately.

A student charged with a violation of the Student Code of Conduct will be notified via their SCC student email of the charges and provided options for scheduling an appointment for a hearing with the Dean of Students. The student will be assigned a counselor to serve as an advocate and to provide support during the investigation process. The student will be supplied with the counselor's name and contact information. Based upon the results of the investigation, the Dean of Students may:

1. dismiss the charges.
2. impose a sanction consistent with the nature of the violation.
3. refer the student to a community agency for services.

In instances in which the student does not respond to the initial email or to schedule an appointment with the Dean of Students, or if the student refuses to cooperate, the Dean of Students shall send a certified letter to the student's last known address. The letter will provide the student with a list of charges, the Dean of Students' decision, and instructions governing the appeal process. In those instances when the student refuses to cooperate or does not attend the scheduled hearing with the Dean of Students, the Dean of Students' decision will be final.

#### **Sanctions**

Penalties for violating the Student Code of Conduct include, but are not limited to, the following:

1. **Reprimand:** a written communication that gives official notice to the student that subsequent offense(s) against the Student Code of Conduct may carry heavier penalties because of this infraction.
2. **Loss of privileges:** loss of access to college facilities, services, or activities for a specified period of time.
3. **Restitution:** paying for damages as a result of misusing, destroying, or losing property belonging to the college, college personnel, or students.
4. **Loss of academic credit or grade:** Imposed by an instructor due to academic dishonesty. NOTE: In those instances where the loss of academic credit or grade results in the student being removed from a class or curriculum, the issue will be referred to the Dean of Students for resolution and/or advisement.
5. **Temporary suspension:** exclusion from class and/or other privileges or activities as set forth in the notice until a final decision has been made concerning the alleged violation.
6. **Term Suspension:** dismissal of a student from campus and exclusion from class(es) and/or all other privileges or activities of the college for a specified period of time. Students who receive this sanction are banned from campus and must get specific written permission from the Director of Security and the Vice President of Administrative & Financial Services (Chief Financial Officer) before returning to campus.
7. **Indefinite Suspension:** dismissal of a student from campus and exclusion from class(es) and/or all other privileges or activities of the college for an indefinite period. Students who receive this sanction are banned from campus and must get written permission from the Director of Security and the Vice President of Administrative & Financial Services (Chief Financial Officer) before returning to campus.

If an instructor feels a student has committed an intentional act of plagiarism, the instructor can apply the sanctions in the Academic Integrity policy that best fit the situation. Documentation of the offense and the action taken should be submitted to the Dean of Students through the Student Code of Conduct Form for record-keeping purposes. The Dean of Students will acknowledge receipt of the record from the faculty member. The Dean of Students will notify the student that the report of a violation of academic integrity has been recorded in their conduct record. Some acts may not be as egregious or intentional as others. Those would not necessarily be code of conduct violations and would not have to be reported through the form. Instead, those are teachable moments for students.

The Dean of Students will determine if other faculty members have reported the student for plagiarism by searching the student code of conduct database (Maxient). If there have been other documented acts of plagiarism, the Dean of Students will work with the appropriate Associate Vice President to determine if a heavier sanction is needed.

#### **Right to Due Process**

A student accused of violating the Student Code of Conduct is guaranteed the right to due process as the matter is resolved:

1. the right to a specific written notice of the charges.
2. the right to know the names of accusers and to have a copy of all their written statements regarding the charges.
3. the right to a prompt hearing.
4. the right to have counsel present at the hearing. *(Note: If the student elects to have legal counsel present, the institution will also be represented by legal counsel)*
5. the right to confront accusers and to hear all witnesses.
6. the right to present witnesses or evidence.
7. the right to remain silent to avoid self-incrimination.
8. the right to a full and complete record of the hearing.
9. the right to an appeal.

#### **Appeals Procedure**

The only permissible bases for an appeal are procedural error or previously unavailable relevant evidence that significantly impacts the outcome of the case. The Vice President of Administrative & Financial Services (Chief Financial Officer) will determine if the appeal will move forward.

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This request must be submitted in writing to the Vice President of Administrative & Financial Services (Chief Financial Officer) within three working days after receipt of the Dean of Students' initial decision. The Vice President of Administrative & Financial Services (Chief Financial Officer) may delegate another College administrator to act on his/her behalf.

The Vice President of Administrative & Financial Services (Chief Financial Officer) has the authority to hear from the student and the Dean of Students before ruling on the appeal, and may approve, modify, or overturn the decision of the Dean of Students. The Vice President of Administrative & Financial Services (Chief Financial Officer) will inform the student in writing to their SCC student email of the final decision within ten working days of the receipt of the appeal. The Vice President of Administrative & Financial Services (Chief Financial Officer)'s decision will be final with no further avenues for appeal.

Revision: 02/13/2017, 05/04/2020, 11/22/2021, 02/13/2023 (procedures)

References:

SACSCOC Principles of Accreditation

- Core Requirement 12.1 (Student support services)
- Standard 12.3 (Student rights)
- Standard 12.4 (Student complaints)
- Standard 12.5 (Student records)