



# STUDENT CODE OF CONDUCT

**2023-2024**

**Southeastern Community College**

*Note: Links to Administrative Guidelines contained within the Student Code of Conduct are not yet active as of August 21, 2023. Should you need a copy of an Administrative Guideline before the links are live, please contact the Dean of Students to obtain a copy.*

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## **I. Introduction**

Southeastern Community College (SCC) has established standards of behavior that apply to all students and student organizations (present and prospective, regardless of credit or enrollment status). These standards are set forth in the Student Code of Conduct, which is designed to reflect the standards of integrity that are expected of all SCC students.

The Student Code of Conduct is intended to address student misconduct with the requisite due process. The conduct process is intended to be an opportunity for students to learn, reflect, and develop personally. As such, the sanctions or resolutions for each misconduct incident may be tailored on a case-by-case basis. These decisions are made by a Conduct Officer in consideration of the needs of the student as well as the needs of the community.

SCC students can expect to be treated with dignity and equity throughout the conduct process. Students have the right to be heard as set forth herein and are encouraged to meaningfully engage in the process. Students should ask questions of a Conduct Officer at any point if they are unclear about the process. The most current version of the Student Code of Conduct is available electronically on the College website. A printed copy may be made available to students (upon request) by contacting the Dean of Students.

### **A. Authority & Jurisdiction**

SCC Students are expected to conduct themselves in a respectful and responsible manner. The Student Code of Conduct applies equally to all students and to conduct which occurs on College premises, at College-sponsored activities, programs or events, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives (regardless of location). The conduct process may continue even if the student chooses to voluntarily disenroll from academic courses, programs, or institutional involvement.

The College employs Conduct Officers to facilitate conduct procedures. The final authority regarding all disciplinary cases processed under this Conduct Code rests with the Vice President of Student Affairs. The student conduct process is separate from any criminal or civil proceedings, which may occur simultaneously. Legal proceedings do not delay, stop, or replace student conduct procedures.

### **B. Definitions**

The following terms are referenced throughout the Code of Conduct:

- **“College”** refers to Southeastern Community College, an institution of higher education located in the State of Iowa. The College operates across two campuses and multiple centers located in West Burlington, Keokuk, Mt. Pleasant, Fort Madison & Burlington and in multiple area high schools and two state correctional facilities.

- **“Student”** refers to all persons taking courses (i.e. credit, noncredit, workshop, dual-enrollment, online and distance-learners) through the College, including full-time, part-time, past, present, prospective, and those who are engaged in a continuing relationship with a college.
- **“Faculty member”** refers to any person employed by the College (part-time, full-time, or on a contract basis) to provide educational instruction.
- **“College official”** refers to any person employed by the College to perform administrative and/or professional responsibilities (part-time, full-time, contracted, faculty, staff, or student employees).
- **“Member of the College community”** refers to any person who is a student, faculty member, staff member, College official, vendor, contractor or any other person employed by the College.
- **“College property”** refers to all real property such as land, buildings, facilities, vehicles, equipment, computer software, communication devices, educational and administrative programs/materials, and other property (physical or intellectual) in the possession of or owned, used, or controlled by the College (including residence halls, adjacent streets, sidewalks, and parking lots).
- **“Contact”** refers to any form of attempted communication or approach, whether directly or made through a third-party. Contact includes physical (in-person appearances, leaving gifts or notes at a location), electronic (email, social media, messenger), and telephonic forms of communication (calls, text messages, or voicemail messages).
- **“Conduct Hearing”** refers to a meeting between a Conduct Officer and the accused student, during which the Conduct Officer facilitates a discussion of the alleged conduct violations. Students will be given the opportunity to share their perspective(s) of the case and to discuss any personal responsibility and/or community impact.
- **“Conduct Board”** refers to the body of individuals designated and authorized, on a case-by-case basis, to hear appeals of disciplinary decisions. The Conduct Board encompasses three (3) members plus a non-voting chair. Conduct Board members are drawn from a pool of six (6) members of the College, representing a diverse group of students, staff, and faculty.
- **“Conduct Officer”** refers to the select employees who are authorized by the College President to determine whether a student has violated the Code of Conduct (and to impose disciplinary sanctions, as appropriate). Conduct Officers currently include the Dean of Students, the Director of Residence Life, the Director of Keokuk Campus Admissions and Testing, the Director of Athletics, the Academic Deans (3), the Vice President of Academic Affairs, and the Vice President of Student Affairs.
- **“Conduct Board Clerk”** refers to the Administrative Assistant to the Vice President of Student Affairs (or designee) who is responsible for keeping a record of all Conduct Board proceedings.

- **“Policies”** refers to the written rules and regulations of the College as found in, but not limited to: the Student Code of Conduct, the Residence Life Handbook, the Student Athlete Handbook, the Student Handbook, the Credit and Non-Credit Course Catalogs, the Academic Department/Program Handbooks, the Administrative Guidelines, and the Board Policies for the College.
- **“Complainant”** refers to the College OR any individual filing a report that alleges student misconduct has occurred.
- **“Support person”** refers to any individual invited by the student to attend and observe the conduct hearing (ie: a parent, friend, legal counsel representative, etc.) The role of the support person is simply to advise and support the student during the conduct process. A support person may not speak on behalf of the student or otherwise participate directly in any Conduct Hearings.
- **“Working days”** refers to any open office days according to the Academic Calendar, which is available online through the College website. Working days exclude Saturdays, Sundays, holidays, and any time the college is closed for normal business operations.
- **“Student Organization”** refers to any group of students who have formed and complied with the requirements for recognition as a student organization at the College. Requirements for student organizations are defined in the Club Handbook.
- **“Respondent”** refers to any Southeastern Community College student or student organization that stands accused of violating the Code of Conduct.
- **“Preponderance of Evidence”** refers to the standard of proof used by Conduct Officers to determine student responsibility in a case. If a Conduct Officer reaches a finding of responsibility in a case, they have determined that it is *more likely than not* that a violation of the Code has occurred based on the available evidence.
- **“In Absentia”** refers to the absence of the student. Decisions made in absentia occur when a student fails to participate in the conduct process, fails to communicate with the Conduct Officer, or has withdrawn from the College. Conduct Officers have the authority to make decisions in absentia, when a student is non-participatory in the process.
- **“Status Sanction”** refers to the disciplinary status applied after a student (or student organization) has been found responsible for violating the Code of Conduct. The status sanction may result in restrictions and may limit certain privileges for the student. Status sanctions, when assigned, also create a conduct record because the student has been found responsible for violating the Code of Conduct. The options for status sanctions are: Probation, Suspension, and Expulsion.
- **“Sanction”** refers to the tasks, exercises, workshops, readings, or any other assigned disciplinary action that is required for a student to complete. Sanctions are assigned by Conduct Officers after a student has been found responsible for violating the Code of Conduct. Failure of the student to complete the sanction, or to do so by an assigned deadline, may lead to further disciplinary action taken by

the Institution. In addition to Status Sanctions, the categories for Sanctions include: Disciplinary Warning, Referral, Loss of Privileges, Restitution, and Discretionary Sanctions.

- **“Conduct Record”** refers to any student conduct records established and maintained by the Conduct Officers when a student (or student organization) is sanctioned to a disciplinary standing. Student conduct records are maintained by the College indefinitely, in a secure electronic database. Conduct records are considered educational records and are therefore governed by FERPA.

## **II. Prohibited Conduct**

Any student who commits, attempts to commit, incites, or aids another person in the commission of prohibited conduct may be subject to disciplinary procedures and sanctions as outlined in this Code. Any one of the following offenses is prohibited, although this is not an exhaustive list of all actions that may constitute prohibited conduct:

### **A. Abusive Conduct**, including but not limited to:

1. Any attempt to inflict bodily harm, to abuse, or to endanger persons through any means. This includes, but is not limited to: assault, fighting, brawling, cutting, burning, shooting, stabbing, and engaging in any conduct that poses a risk of bodily harm (toward self or others);
2. Any attempt to harm, abuse, neglect, or endanger an animal;
3. Acting or failing to act in a manner that causes concern for the health and safety of oneself or others.
4. Threats, verbal abuse, intimidation, harassment, coercion, and/or any other conduct which threatens and/or endangers the health or safety of any person or animal. This includes, but is not limited to: any display of intent to cause harm, through any method of communication (verbal, non-verbal, electronic, or through a third party);
5. Committing sex discrimination/misconduct, including in the form of sex or gender-based harassment, sexual assault, dating violence, domestic violence, stalking, and sexual exploitation;
6. Engaging in any unwelcome conduct toward an individual(s) that is sufficiently severe and/or pervasive that through either intent or consequence, interferes with the person’s ability to reasonably participate in programs, services, activities, and/or academic pursuits at the College;
7. Any action that seeks to prevent, or prevents, a person from making acts of their own free will (ie: intentionally restricting movement, blocking an egress, detainment, or confinement), monitoring movement, or surveilling without consent.

8. Hazing, including any action that endangers the physical and/or emotional well-being of another, or that damages property, for the purpose of initiation or membership in a group. Participating in, encouraging, requiring, orchestrating, or allowing an opportunity for hazing to occur is also strictly prohibited. A hazing violation may occur even if the victim gave consent to participate during the hazing incident.

**B. Destruction & Damage**, including, but not limited to:

1. Damage, attempted damage, or destruction of another person's property. This includes property owned by the College, members of the College community, members of the public, and/or any individual; or
2. Tampering with or destroying any safety equipment. This includes, but is not limited to: smoke alarms, fire extinguishers, hydrants, security cameras, locking mechanisms, and posted emergency exits.
3. Operating a motor vehicle recklessly, so as to pose a threat to the safety of others, on campus or at a College-sponsored event.

**C. Disruptive Conduct**, including, but not limited to:

1. Participating in any disturbance on College property or at any College-sponsored event which is in any way unruly, disorderly, or unlawful;
2. Interference with, obstruction, or disruption of any College activity, whether academic, social, or administrative;
3. Initiating or inciting others to disrupt scheduled and/or normal activities within any campus location, including excessive noisemaking;
4. Intentional obstruction that unreasonably interferes with freedom of movement on campus, including pedestrian, bicycle, or vehicular; or
5. Conduct that is lewd or indecent.

**D. Dishonesty**, including, but not limited to:

1. Furnishing of false information to the College, or any College Officials, with the intent to mislead or influence an official process or decision;
2. Furnishing of false information to first-responders, police, or campus safety officials with the intent to deceive;
3. Theft, use, or possession of any false identification, with or without the other party's knowledge or permission;

4. Knowingly and/or maliciously pursuing false or frivolous charges against a student, staff, or faculty member; or
5. Abuse or misuse of College or governmental funds.

**E. Drug & Alcohol Misconduct**, including, but not limited to:

1. Unauthorized possession, use, sale, manufacturing, distribution, or transportation of alcoholic beverages in or on College property or at any College-sponsored function;
2. Public intoxication, disorderly conduct, or appearing to be under the influence of alcohol and/or drugs while on College property or at any College-sponsored function;
3. Unauthorized possession, use, sale, manufacturing, distribution, or transportation of drugs, including any legally controlled substance except prescribed substances taken in accordance with medical directions, while on College property or at a College-sponsored function;
4. The unauthorized possession, use, sale, manufacturing, distribution, or transportation of any drug paraphernalia, including prescription drugs;
5. Use of any tobacco product while on College property, pursuant to [Administrative Guideline 840](#); or
6. Any violation of Institutional policy regarding drugs and/or alcohol, pursuant to [Administrative Guidelines 1013 and/or 1014](#).

**F. Misuse of Technology**, including, but not limited to:

1. Unauthorized entry into a file or program to use, damage, or modify the contents (or for any other purpose);
2. Unauthorized transfer or copying of a file;
3. Unauthorized use of another individual's identification, password, or authorization credentials;
4. Use of computing facilities, including equipment, software, and/or Internet access, to interfere with the work of another student, faculty member, or staff member;
5. Use of technology to send disruptive, abusive, or threatening messages or to create a hostile environment in the physical and/or digital/virtual world;
6. Use of technology to interfere with normal operation of the College or its internal systems; or



7. Any violation of Institutional Technology policy, pursuant to [Administrative Guidelines 1101, 1102, 1103, 1104, 1119, 1120, 1121, or 1122.](#)

**G. Obstruction**, including, but not limited to:

1. Any attempt to abuse or interfere with the College Conduct process including, but not limited to the following:
  - Disruption or obstruction of any official conduct proceeding;
  - Attempts to influence the impartiality of a Conduct Officer, or the outcome of a conduct process, through bribery, threats, manipulation, intimidation, harassment, abuse, or sexual behavior;
  - Attempts to intimidate, threaten, harass, or abuse a Conduct Officer prior to, during, or after a conduct decision has been rendered;
  - Furnishing false or misleading information to a Conduct Officer, or intentionally filing false reports of misconduct;
  - Attempts to dissuade, discourage, or deny any individual's proper participation in a conduct process, including witnesses;
  - Recruiting and/or instructing any third-party to influence or disrupt the conduct process on their behalf; or
  - Failure to comply with assigned sanctions, directives, and/or reasonable requests made by a Conduct Officer.
2. Failure to comply with the reasonable requests of a College official acting in the performance of their duties and scope of employment, including failure to identify oneself to these persons upon request; or
3. Failure to comply with the reasonable requests of any sworn law enforcement officer, acting in the performance of their duties and scope of employment, including failure to identify oneself to these persons upon request.

**H. Retaliatory Conduct**, including, but not limited to:

1. Any form of threats, intimidation, bullying, coercion, harassment, or attempts to interfere with a person or group who submits a report, cooperates with any investigation, or acts as a witness in relation to an alleged violation of the Code, College policy, or laws; or
2. Any attempts to abuse, assault, or commit bodily harm against a person or group who has acted to report an alleged violation of the Conduct Code.

**I. Theft & Unauthorized Use**, including, but not limited to:

1. Theft, attempted theft, or any unauthorized possession and/or use of another's property. This includes property of the College, members of the college community, members of the public, or any other individual; or
2. Unauthorized entry into any building, room, or vehicle without the consent of a person so authorized to give such consent. This includes, but is not limited to, all College-owned or controlled property, facilities, and/or vehicles.

**J. Violation of College Policy**, including, but not limited to:

1. Violation of any rules, regulations, agreements, or contracts governing use of College-owned or controlled property, or conduct at athletic or other College functions;
2. Violations of any rules, regulations, agreements, or contracts governing recognized student organizations or groups;
3. Gambling on College-owned or controlled property, or at athletic or other College functions. Only authorized "games of chance" as per the College gambling license are allowed; or
4. Aiding or abetting another person in any of the prohibited conduct listed within this Code of Conduct, whether academic or otherwise.

**K. Violation of Law**, including, but not limited to:

1. Violation of any federal and/or state laws; or
2. Violation of any municipal, county, city, or local ordinances.
3. Violation of any local law or ordinance while traveling outside of the United States

**L. Weapons & Hazards**, including, but not limited to:

1. Illegal possession, use, sale, manufacturing, distribution, or transportation of firearms, ammunition, knives, or any other weapons on College property, including, but not limited to, such items contained in vehicles parked on campus;
2. The possession, use, sale, manufacturing, distribution, or transportation of explosive materials on College property or at any College-sponsored activity;
3. Fire setting, burning, and/or any possession, use, sale, manufacturing, distribution, or transportation of incendiary devices such as fireworks, bombs, and/or hazardous chemicals and materials;

4. Any threats or false reporting of safety concerns (ie: pulling fire alarms, making a bomb threat, fake calls to campus safety or police, etc.);
5. Use of any such item, even if legally possessed (including simulated weapons) in a manner that endangers or threatens any person is strictly prohibited; or
6. Any violation of Institutional policy regarding firearms & weapons, as is outlined in [Administrative Guideline 1012](#).

### **III. Conduct Procedures**

#### **A. Addressing Prohibited Conduct**

In certain circumstances, such as when a student's conduct interferes with instruction or disrupts the normal operation of institutional processes, such conduct may be addressed immediately. Therefore, any College or campus security officials who are present during an incident that violates the behavioral expectations set forth in this Code is authorized to reasonably address the immediate situation to cease the prohibited conduct.

Some examples of this include, but are not limited to:

- An instructor may dismiss a student from a class session for disruption;
- A coach may dismiss a student from a practice session for fighting;
- A custodian may confront a student who is seen damaging property; or
- An employee may address a student who is smoking on campus grounds.

Any College Official who responds to such an incident must complete and submit a Conduct Report, as soon as possible following the incident. Conduct Reports are available via [Maxient on the College website](#). Once submitted, the Conduct Report will be reviewed by staff and assigned to the Conduct Officer for follow-up.

#### **B. Filing a Report**

Behaviors that cause harm to Southeastern Community College or members of the SCC community, may violate the Student Code of Conduct. If you are impacted by, or otherwise become aware of, what you believe to be inappropriate behavior, it is important that you report the information so that the College can determine if it is necessary to take action. Any person may file a report if they are concerned that a potential violation of the Code of Conduct has taken place. The concern should be reported to the College as soon as possible via [the official electronic reporting method for incident reports](#) (ideally within 30 days). If you are uncertain whether something warrants a report, please file one. It is better to share too much information than to share no or too little information. Alternatively, you may call the Dean of Students at 319-208-5101 to discuss your concern, and whether filing a report might be warranted.

### **C. Adjudication of Conduct Cases**

When a report or concern under this Code arises, it will be assigned to a Conduct Officer. The Conduct Officer will initiate a preliminary review of the reported facts. If after preliminary review, no violation of the Code appears to have taken place, the report may be dismissed, routed to another College Official for review, or closed at the discretion of the Conduct Officer. The Conduct Officer may also open an investigation into the alleged misconduct or refer the case to the Conduct Board for consideration. In all cases, a preponderance of evidence standard is used to determine responsibility or non-responsibility in student conduct proceedings.

The following general procedures are followed for conducting investigations:

- The respondent shall be provided written notice of the alleged prohibited conduct. This written notice shall note the relevant Code of Conduct charges as well as the procedure for scheduling a Conduct Hearing (with the Conduct Officer or Conduct Board). The written notice shall be delivered via an electronic letter sent to the student's official college email account.
- The time allowance for a Conduct Hearing shall ensure a prompt and equitable resolution. The Conduct Officer shall provide a deadline by which the student has to schedule a Conduct Hearing (generally, no less than five and no more than thirty working days after the Respondent has been notified of initial charges). The maximum time limits for scheduling of a hearing may be extended at the discretion of the Conduct Officer, for good cause.
- The Respondent shall be given an opportunity to request documents in the possession of the Conduct Officer pertaining to the charges (unless prohibited from disclosure by law, privilege, work product protection, or to protect the health and safety of other involved parties).
- The Respondent has the right to have a Support Person attend their Conduct Hearing with them. Shall the Respondent choose an attorney as their Support Person, this will be at the student's own expense. A Respondent should select a Support Person whose schedule allows attendance at the scheduled date and time for the Conduct Hearing. Delaying or rescheduling a conduct hearing is at the discretion of the Conduct Officer.
- During the Conduct Hearing, the Respondent will have an opportunity to respond to the charges and to present evidence and witnesses contesting the charges. The Respondent may be provided with options for how to participate in the Hearing (in person or virtually), depending on the case circumstances.
- The Respondent may take responsibility for some, all, or none of the charges listed in their letter. Admission of responsibility by the student may, with the approval of the Conduct Officer, waive any further hearings or meeting(s).

- If the Respondent, after receiving notice, does not appear for the hearing or misses the assigned deadline to respond, then the Conduct Officer may proceed “In Absentia”. It is the Respondent’s responsibility to schedule and plan to attend their Conduct Hearing.
- After reviewing all available evidence, and in consideration of the response from the student and other impacted parties in the case, the Conduct Officer (or Conduct Board) shall then determine if a violation has occurred and will issue appropriate disciplinary sanctions.
- Conduct Hearings are closed to the public. The Respondent and their support person, if any, will be allowed to attend the entire portion of the Conduct Hearing at which information is received (excluding deliberations). Admission of any other person to the Conduct Board hearing will be at the discretion of the Conduct Officer or the Chairperson of the Conduct Board.
- In hearings involving more than one Respondent, the Conduct Officer (or Board) may conduct the hearing(s) separately or jointly, at their discretion. The evidence against the Respondent will be presented by the Conduct Officer (or Board).
- The Respondent and the Conduct Officer may arrange for witnesses, including any complainant, to present pertinent information to the Conduct Board. The College will try to arrange the attendance of possible witnesses and impacted parties who are members of the College Community, if reasonably possible, and who are identified by the Respondent at least two (2) working days prior to the Conduct Board hearing.
- Witnesses and impacted parties in attendance will be given the opportunity to provide information to and answer questions from the Conduct Board. The Respondent may also propose questions for the witnesses and impacted parties, by directing these to the Chairperson. This will be conducted by the Conduct Board with such questions directed to the Chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment.
- Once the case has been decided, the Respondent will be informed of the decision via a letter sent electronically to their college email account within ten (10) working days of completion of the hearing (or longer for good cause).
- Student Respondents have the right to appeal the decision(s) of a Conduct Officer. An appeal must be submitted in writing by the student within ten (10) working days from the date the decision letter was sent by the Conduct Officer. More information about appeals is below.
- The Conduct Officer (or Board) shall record the Conduct proceedings and maintain a record of it in the student’s conduct file.

#### **D. Interim Measures**

In certain cases, the College may choose to take “interim measures” or actions, after receiving a report of alleged prohibited conduct. Interim measures may be imposed by the College promptly and instantaneously, and do not require prior notice to the respondent. These measures do not, and are not intended to, replace the full conduct process, nor be punitive or disciplinary in nature. Interim measures may be taken to protect the safety and wellbeing of the College community, or, to prevent significant disruption to campus operations. Interim measures may be imposed at the discretion and professional judgment of the Dean of Students (or designee). Decisions regarding interim measures may be appealed to the Vice President of Student Affairs in writing within five (5) working days of the decision.

Interim measures are not permanent but may be continued for the duration of the full student conduct process. They vary in scope, type, and may be imposed on a case-by-case basis. Examples of interim measures include, but are not limited to:

- No-contact directives;
- Schedule changes for classes;
- Location or activity restrictions; or
- Placing a hold on a student’s account.

#### **E. Interim Suspension**

There may arise, on occasion, circumstances in which a student’s conduct interferes with instruction at the College, or presents a danger to members of the campus community.

In certain circumstances, a Conduct Officer may impose an interim suspension prior to the disposition of a Student Conduct hearing. This includes, but is not limited to, the following circumstances:

- To ensure the safety and well-being of Members of the College Community or preservation of College Property;
- To ensure the student’s own physical or emotional safety and well-being;
- If the student poses an ongoing threat of disruption or interference with, the normal operations of the College; or
- Any other good cause identified in writing by the Conduct Officer or Public Safety.

The student will be notified in writing of this action and the reasons for the interim suspension. The notice will include the time, date, and place of a subsequent hearing at which the student may show cause why their continued presence on the campus does not constitute a threat (and at which they may contest whether a campus rule was violated).

During the interim suspension, a student may be denied access to the campus (including classes) and/or other College activities or privileges for which the student might otherwise be eligible, at the discretion of the Conduct Officer.

The interim suspension does not replace the regular Code disciplinary process, which will proceed on the normal schedule.

## **F. Sanctions**

If the accused student is found responsible for the charge(s) against them, one or more of the following sanctions may be imposed:

1. **Disciplinary Warning** – Such action shall be a reprimand for failure to maintain standards of conduct expected of an SCC student. Documentation of the disciplinary warning will be maintained in the student's conduct file.
2. **Referral** – Referral to a community resource, such as a licensed counselor and/or medical professional, with a recommendation for counseling, assessment, and/or specified behavior modifications. Referrals may also be made by the Conduct Officer to other campus offices and resources that are believed to benefit the student.
3. **Loss of Privileges** – This action may be utilized to direct the loss or limitation of privileges, rights, or services for which students (or student organizations) normally enjoy through participation in College activities. This includes disqualification from an academic program or internship. The disqualification shall be for a stated period of time in proportion to the seriousness of the offense. Failure to comply with any Loss of Privileges directive may constitute grounds for additional sanctions.
4. **Restitution** – Such action is appropriate in any case in which the conduct has caused loss or damage to property or injury to a person or in which reparation for a particular act of misconduct may reasonably be made by payment of money or the performance of services. Restitution as a sanction may not be made a part of a disciplinary action unless the Respondent agrees to accept the sanction OR damage to or theft of College property is involved.
5. **Discretionary Sanctions** – The Conduct Officer may assign discretionary sanctions for each student (or student organization) on a case-by-case basis, depending on the nature and severity of the misconduct. Examples of discretionary sanctions include, but are not limited to:
  - Attending educational workshops or trainings;
  - Completing surveys or assessments;
  - Applying academic transcript notations when a student is suspended, expelled, or otherwise ineligible to enroll;
  - Withholding or revoking academic degrees/certificates;

- Research or writing assignments;
- Conflict coaching, mediation, and facilitated dialogue; or
- Parental/guardian notification.

More than one (1) of the sanctions listed above may be imposed for any single violation.

#### **Status Sanctions:**

1. **Probation** – A student’s behavior will be monitored for appropriateness by the College for a designated period, during which time, they are expected to demonstrate improvements and/or learning. Any further misconduct during the stated period may constitute grounds for further disciplinary action, like suspension or expulsion. The duration of the probation period will be in proportion to the degree of seriousness attached to the misconduct, as determined by the Conduct Officer or Board.
2. **Suspension** – Termination of the individual’s status as a student for a stated period of time in proportion to the seriousness of the offense. A suspension for misconduct may not be affected until so ordered by the Conduct Officer or Board. The Board may consider input from impacted parties when determining length of suspension and when determining eligibility to return. Suspension shall be system-wide. A student who is suspended may not enroll at the College for the duration of the suspension.
3. **Expulsion** – Expulsion constitutes a final termination of all opportunity for the offender to continue as a student at the College. The Board may consider input from impacted parties in an Expulsion decision. Expulsion shall be system-wide. A student who is expelled may not enroll at the College in the future. A disciplinary notation may be applied on academic transcripts upon removal from the College.

#### **G. Appeal Process**

1. The hearing decision of a Conduct Officer may be appealed by the Respondent to the Conduct Board within five (5) working days of the decision. Such appeals must be submitted electronically via the [Conduct Appeal form in Maxient](#). The appeal will be routed to the Vice President of Student Affairs for review. A three-member appeals board, in addition to the non-voting chair will be assembled to determine the merit of the appeal.
2. If an appeal is filed, the respondent will receive written notification from the Vice President of Student Affairs or designee stating:
  - a. That the appeal has been received; and
  - b. That they have the opportunity to submit additional relevant information and/or statements for review by the Appeals Board within five (5) working days.



3. An appeal will be limited to a review of the verbatim record of the hearing, documents submitted during the hearing, and additional relevant documents/statements submitted by the respondent during the appeal for one or more of the following purposes:
  - To determine whether the hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures;
  - To determine whether the decision was supported by substantial evidence;
  - To determine whether the sanction(s) imposed were appropriate for the Conduct Code violations;
  - To consider new information, sufficient to alter a decision, not brought out in the original hearing because such information and/or facts were not known at the time of the original hearing; or
  - To afford the student an opportunity to meaningfully participate in the conduct process, where unforeseen life circumstances may have previously prevented them from doing so (ie: hospitalization or incarceration).
4. The Conduct Board may affirm, reverse, or modify the Conduct Officer's decision regarding the violation and/or the sanctions imposed.
5. A written decision of the Conduct Board shall be provided to the respondent. The written appeals decision shall be completed within twenty (20) working days of the date of appeal. The twenty (20) working day deadline may be extended by the Conduct Board or Vice President of Student Affairs for good cause.
6. Any initial decision made by the Conduct Board will be considered final. Decisions involving student expulsion are the exception.
7. In cases where Respondents are facing expulsion, they may further appeal a sanction of expulsion to the College President by submitting a request in writing within five (5) working days of the Appeal Board Decision. The decision of the President is then final.

#### **IV. Conduct Records**

If disciplinary action is taken against a student under the procedures outlined above and a sanction(s) was imposed, a record of the action will be kept by the College in perpetuity, by the Dean of Students Office. Record of nonacademic disciplinary sanctions will not, however, appear on the charged student's transcript, but a copy will be maintained in the student's disciplinary file. Only expulsion will be recorded on a student's college transcript.

Disciplinary actions are part of the educational records of the student and, consequently, are not available for public disclosure or discussion. The College will not disclose information outside the College relating to the student's disciplinary record, except as required by law or prior written permission from the student has been received. Students who wish to obtain a copy of their conduct record must submit a records request in writing to the Dean of Students.

## **V. Miscellaneous Policy Statements**

### **A. Amnesty Policy**

Southeastern Community College recognizes that students who have been drinking alcohol and/or using drugs during a reported conduct incident may hesitate to report that incident to the College, because they fear potential consequence to themselves. *Any student who reports an alleged conduct violation or calls for emergency assistance, will not be subject to disciplinary action by the College for their own personal consumption of alcohol and/or drugs related to the incident.* Students are encouraged to bring forward their concerns, without fear of “getting in trouble” for their personal consumption through the Code of Conduct. This amnesty provision shall apply, so long as the personal consumption did not (and does not) place the safety or welfare of any other person at risk. The College does reserve the right to discuss educational and supportive remedies with the student, and to make referrals to alcohol and/or drug resources.

### **B. Accommodations Statement**

It is the policy of SCC to comply with the access provisions of the state and federal civil rights legislation for persons with disabilities. Consistent with the law, Southeastern offers reasonable accommodations to encourage and ensure that persons with disabilities have equal access to education. Through accessibility services, accommodations are made available to qualified students with a documented disability. Students should communicate with the Conduct Officer and the Director of Accessibility Services, should they need accommodations at any point in the conduct process. Visit the [accessibility services webpage](#) or contact the Director of Accessibility Services directly for further details.

### **C. Code Revision & Interpretation**

Any questions regarding the application or interpretation of the Student Code of Conduct at SCC shall be referred to the Vice President of Student Affairs (or other appropriate designee). Any questions regarding SCC employee conduct, shall be the responsibility of the Director of Human Resources to address. The Student Code of Conduct is subject to periodic revision and updates, which may take place throughout the academic year.

### **D. Academic Integrity Policy**

The integrity of any academic program and degree rests on the principle that the grades awarded to students reflect only their own individual efforts and achievement. The College does not tolerate academic dishonesty or misconduct, including all acts of plagiarism and cheating. The College defines academic misconduct through its Institutional Academic Integrity Policy, available in the Student Handbook and [Administrative Guideline 101](#). The Academic Integrity Policy will apply to and outline the process for governing discipline, grievances and complaints, appeals and remedies related to academic integrity.

#### **E. Discrimination, Harassment, and Sexual Misconduct**

Consistent with its mission to provide a safe and productive learning environment, the College specifically prohibits any student from committing sex discrimination/misconduct, including in the form of sex or gender-based harassment, sexual assault, dating violence, domestic violence, stalking, and sexual exploitation. The College defines these terms and protects its students from discrimination, harassment, and sexual misconduct under its [Equal Opportunity, Harassment, and Nondiscrimination Policy for All Students, Employees, and Third-Parties.](#)

Date of last update: 8/22/2023