

# West Virginia Northern Community College

## STUDENT CODE OF CONDUCT

Effective Date: October 26, 2006

Date Approved by WVNCC Board of Governors: October 26, 2006

Authority Reference:

Replaces previous policy dated:

**Rule:** WVNCC seeks to provide educational programming and rules that encourage independence and maturity. Within this context, WVNCC has adopted a “zero-tolerance” Student Code of Conduct Rule. This rule expresses the sanctions for certain inappropriate behaviors for students and establishes due process procedures consistent with regulations governing the College.

Behavior that interferes with the educational mission of WVNCC is unacceptable. Such behavior will result in disciplinary action, including but not limited to disciplinary administrative withdrawal, probation, suspension, expulsion or other appropriate action as determined by the administration.

The rule is intended to be enforced at a zero-tolerance level and is not subject to interpretation or personal discretion. The Campus Dean (or designee) will investigate the charge and decide an appropriate sanction to resolve the violation. The affected parties are entitled to an appeal process.

This rule includes the use of WVNCC owned or leased grounds, buildings, equipment and facilities and includes the conduct of the students while utilizing these facilities. The rule is also in effect at all WVNCC sponsored events, including class field trips.

### I. Disciplinary Sanctions

The following sanctions may be imposed for violations of the Student Code of Conduct:

#### A. Administrative Withdrawal

Removal from course in which violation occurred by utilizing the Administrative Withdrawal policy.

**B. Interim Suspension**

When involved in a serious violation of the Student Code of Conduct, the appropriate Campus Dean (or designee) may immediately exclude the accused student from the College. The Campus Dean will determine if the exclusion of the student should continue pending final disposition of the matter. The determination by the Campus Dean is usually made within five (5) work days after the interim suspension is ordered.

**C. Disciplinary Warning/Probation**

Written notification of a violation of a specified regulation and warning that further misconduct shall result in more severe disciplinary action. Continued classroom attendance is permitted subject to appropriate and specific restrictions.

**D. Disciplinary Suspension**

Total exclusion from the College for a specified and appropriate period of time. Student will fall under West Virginia state policy in regards to suspension.

**E. Disciplinary Expulsion**

Permanent exclusion from the College as a full-time or part-time student. Student will fall under West Virginia state policy in regards to expulsion.

**II. Behavioral Conduct and Maximum Sanctions**

The following sanctions are provided with the maximum sanction for the specified behavioral conduct.

**A. Disciplinary Warning/Probation** is the maximum penalty for the following improper behavioral conduct:

- Behavior or actions inside the classroom which disrupt or offend other students, faculty, or visitors. This includes personal electronic devices, which are to be turned off in all classrooms unless otherwise directed by instructor.
- Any behavior exhibiting academic dishonesty, such as plagiarism and cheating. This sanction is in addition to academic actions taken by instructor of course.
- Participation in or organization of any demonstration, or other activity which interrupts the function of the College or interferes with the rights of other members of the College community.
- Use or possession of alcohol.
- Use of all tobacco products, including cigarettes, pipes, cigars, chewing tobacco, and snuff, except in designated outdoor locations.
- Disobedience of or resistance to identified College authorities acting in accordance with College policies and adopted guidelines.

**B. Disciplinary Suspension** is the maximum penalty for the following improper behavioral conduct:

- Disruptive physical behavior and verbal interference with normal activities of the college community while on campus or at a College owned or leased off-campus site, activity or event.
- Obstruction or disruption of teaching, research, administration, disciplinary procedures or other College activities.
- Disorderly conduct on College owned property.
- Forgery, alteration or unauthorized use of any College identification cards, parking permits, or records or information storage/retrieval systems.
- Falsification or misrepresentation of facts pertaining to admissions, financial aid, or other acts which result in personal or financial benefit.
- Unauthorized use of computers for the purposes of engaging in any activity aimed at compromising computer systems or network security.

**C. Disciplinary Expulsion** is the maximum penalty for the following improper behavioral conduct:

- Deliberate or negligent destruction of, damage to, malicious misuse of, or a theft of College owned or leased property or another's personal property which is physically located on College owned or leased property.
- Threats, physical and/or verbal abuse, obscene conduct, intimidation, harassment, or any conduct which threatens or endangers the health or safety of another person.
- The use, possession or being under the influence of any illegal drug, narcotic, or hallucinogen on any property owned by the College.
- Unauthorized entry into or use of College owned or leased facilities, either building or grounds, without approval of appropriate College representative.
- Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College owned or leased facilities or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.

The above listed behaviors are not intended to be a complete listing of all possible sanctions for improper behavioral conduct. The appropriate Campus Dean has the authority to issue institutional discipline to any behavior conducted not listed which is deemed to be severe enough to require institutional discipline. Repeating of offenses that a student has been previously sanctioned for may result in a maximum penalty of Disciplinary Expulsion.

### **III. Disciplinary Procedures for Behavioral Misconduct**

#### **A. Report the Charges**

- Any member of the college community may report improper conduct within seven (7) work days to the appropriate Campus Dean who then oversees the disciplinary procedures.

#### **B. Review the Charges**

- Upon review of the charge(s) the Campus Dean (or designee) may:
  1. Dismiss the charges
  2. Impose sanctions as prescribed by the Student Code of Conduct
  3. Impose alternative sanctions to those prescribed by the Student Code of Conduct.

- #### **C. Report decision in writing to student within seven (7) workdays of charges being reported.**

### **IV. Appeal Procedure**

Student appeals will be heard by the Student Appeals Committee for Non-academic Matters, an institutional standing committee. This appeal is final with no further appeals permitted. The written appeal must be submitted to the office of the Dean of Enrollments Management within five (5) work days following the initial decision made by the Campus Dean (or designee). The Dean of Enrollments Management will review the appeal and refer it to the Appeals Committee for Non-academic Matters.

The Appeals Committee for Non-academic Matters should meet to review the appeal within ten (10) working days of receiving the written appeal and will make available its decision within a reasonable period of time after reaching a decision consistent with the policies and procedures of the College and the laws of West Virginia.

- A. The Dean of Enrollments Management will decide whether the student may or may not be permitted to attend classes or other College functions during the appeal process.
- B. In the appeal, the student may present evidence or information on his or her behalf and may be accompanied by a College employee (advocate) of his or her choice. The advocate may consult with but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given permission to do so by the Appeals Committee for Non-academic Matters.
- C. Appeals Committee for Non-academic Matters will issue a written decision. The Committee shall keep a written summary of the proceedings. The written summary and other materials pertinent to the review shall then be forwarded by the chairperson to the Dean of Enrollments Management and kept on file.