

# **STUDENT CODE OF CONDUCT**

## CONDUCT

Students of all College programs, curriculum and non-curriculum, will be expected to conduct themselves at all times as mature and responsible individuals and should show a high regard for College facilities, property, and for the personal rights and property of others. Enrolling students are responsible for acquainting themselves with College regulations, including the Code of Conduct.

**The act of enrollment at Vance-Granville Community College indicates an acceptance by the student of published rules and policies of the College. Each enrolled student is considered to be a responsible adult, and Vance-Granville Community College assumes and requires that men and women who enroll in various programs and classes will maintain standards of conduct appropriate to the collegiate atmosphere of Vance-Granville Community College. More stringent policies of professional behavior may be required in specific programs. Detailed information can be found in the program student handbook.**

Students may be suspended or dismissed for conduct that is considered in violation of the Student Code of Conduct while on campus or while participating in school-sponsored activities either on or off campus.

The decision to suspend or dismiss students for violations of the College Code of Conduct will be at the discretion of the Vice President of Employee and Student Services. Pending an investigation, college administrators or campus security may require a student to leave campus and not return until instructed by the Vice President of Employee and Student Services.

### I. Classroom Conduct

The classroom provides a place for learning and the exchange of ideas. In order for teaching and learning to occur, the appropriate environment must exist that includes respect, civility, and common courtesy. To help create this environment, the following items may be regulated on the course syllabus and may vary from instructor to instructor. Ask your instructor if you are unsure of the classroom rules. There may be additional items regulated by your instructor that are not listed here. Infractions of basic classroom rules will typically be addressed by your instructor; however, repeated or serious infractions may be referred for formal disciplinary sanction.

1. Tardiness
2. Attendance
3. Food and drink
4. Bringing guests to class
5. Conversation during class
6. Required protective equipment
7. Minor disruptions during class
8. Cell phones and other electronic devices
9. Temporary dismissal from class
10. Plagiarism or Academic Dishonesty\*

(\*An instructor may impose loss of credit for an individual assignment)

While students are on Vance-Granville Community College properties or at a Vance-Granville Community College-sponsored event, acts that are illegal or against the College's rules and regulations may be subject to disciplinary action. The following actions are specifically prohibited at Vance-Granville Community College.

**Academic Dishonesty (Repeated or Severe Violations)** – Students may not cheat or attempt to deceive instructors or any College staff member on assignments, tests, exams, etc. Plagiarism, which includes paraphrasing or summarizing another person’s words, without proper acknowledgement is prohibited. Academic dishonesty also includes assisting or attempting to assist another student in an act of academic dishonesty.

## **PLAGIARISM POLICY AND PROCEDURES**

### **POLICY**

The college recognizes plagiarism as defined in Black’s Law Dictionary as “the deliberate and knowing presentation of another person’s original ideas or creative expressions as one’s own.” Plagiarism will not be tolerated at Vance-Granville Community College.

Faculty will state the College’s definition of plagiarism on course syllabi. Individual departments/programs and instructors may have more stringent plagiarism standards, and in this case, the department/program/course standards shall be clearly stated on the syllabi and shall be followed. Faculty will apply the policy and procedures consistently.

### **CLASS PROCEDURE**

a. Following the first recorded incident of plagiarism in a class:

The instructor records a zero for the student on the assignment and informs the student of the zero grade due to the plagiarism incident. The instructor will ask the student to acknowledge the first incident of plagiarism in writing. The instructor reports the student and the incident to the student’s academic advisor, department chair and/or program head, and academic dean, and Vice President of Academic Affairs. The instructor refers the student to the Academic Skills Center for coaching on how to recognize and how to avoid future incidents of plagiarism. This first incident will be documented in Starfish and an email will be sent to the student to advise him or her of this violation of the College’s Plagiarism Policy. In addition, a letter will be sent to the student from the Vice President of Academic Affairs.

b. Following the second recorded incident of plagiarism in the same class:

The instructor records a zero for the student on the assignment and informs the student of the zero grade. The instructor also informs the student that an F# grade will be entered for the course. The F# is a plagiarism-specific grade that is assigned when a class is failed because of plagiarism. In addition to informing the student of the F# grade, the instructor reports the student and the incident to the student’s academic advisor, department chair and/or program head, academic dean, and Vice President of Academic Affairs. The student is not allowed to return to the class for the duration of the semester. The F# grade should be entered immediately for the course grade. The student is not permitted to drop the course with a W grade to avoid the penalty. If a student does manage to drop the course (without the instructor’s approval) with a W grade, the instructor will submit a grade change form to replace the W grade with the F# grade. The Registrar should confirm the plagiarism acts and implement the change.

- c. The following documentation will record the plagiarism.

Grade	Explanation	Quality Points per Credit Hour
F#	Failure due to Plagiarism	0

The information from this section of the catalog is reproduced on the back side of official transcripts from the college. This information should also be updated on transcripts so that recipients of an official transcript are notified of what an F# grade represents.

**COLLEGE PROCEDURE**

The Vice President of Academic Affairs will enforce the college’s policy as follows:

- a. Following a student’s second offense at the College:

The Vice President of Academic Affairs sends a letter of academic warning to the student informing him/her that the discovery of any additional act(s) of plagiarism or other academic dishonesty in any course will result in suspension and/or expulsion from the College.

If two acts of plagiarism are committed in the same course, the Academic Dean submits an F# grade for that course.

Multiple acts of plagiarism in separate classes could lead to a suspension. Once an F# grade has been received or a suspension has been given to a student for multiple acts of plagiarism in separate courses, then any further acts of plagiarism in any course may lead to another suspension and/or expulsion.

Expulsion will not be the consequence of plagiarism until either one F# grade has been received or one period of suspension has been previously served.

- b. Following a student’s third infraction:

The Vice President of Academic Affairs suspends or expels the student from the College and provides the student with written notification of the decision. An appeal of the suspension/expulsion decision can be made through the appropriate Academic Division Dean. Students should follow the academic appeals process as outlined in the College catalog. Notification of the decision is also given to the student’s current instructor(s), academic advisor, academic deans, satellite campus deans, and security staff at all campuses.

- c. If, following suspension for a third infraction, a fourth infraction is discovered:

The Vice President of Academic Affairs informs the student in writing that the student is expelled from the College. An appeal of the expulsion decision can be made through the appropriate Academic Division Dean. Students should follow the academic appeals process as outlined in the College catalog. Notification of the decision is also given to the student’s current instructor(s), academic advisor, academic deans, satellite campus deans, and security staff at all campuses.

Maintaining an account of all infractions will be the responsibility of the Office of the Vice President of Academic Affairs.

**Temporary Dismissal From Class** – When an instructor deems a student’s behavior detrimental to the continuation of the class, an instructor may dismiss that student for the remainder of the individual class period. An instructor should complete and submit a Starfish referral to document the dismissal. Any dismissal beyond one class period must follow established College suspension procedures.

## II. General Campus Conduct

- **Accessory**- You may not be an accessory or assist another in committing a violation of the Code of Conduct or other illegal act.
- **Alcoholic Beverages** – You may not possess, use, or be under the influence of alcoholic beverages while on campus or at a College sponsored event.
- **Animals** – You may not bring an animal of any kind on campus; this includes leaving animals in vehicles. Police dogs or animals sanctioned for the purpose of assisting the visually impaired are exempt.
- **Assault** – You may not threaten to strike or threaten to cause harmful or offensive contact with another person.
- **Battery** – You may not strike or cause intentional contact that causes harm or is offensive to another person.
- **Computer Use** –The College has a Computer and Network User Policy-VGCC Board Policy. Inappropriate or unauthorized use may result in disciplinary sanctions.
- **Disobedience** – You may not disregard reasonable directives of any College employee acting in the interest of the College.
- **Disorderly Conduct** – You may not act in a way that will create interruption and disturb the peace of the College.
- **Disrespect** – You may not speak or act in a manner that disrespects any person while on campus or while attending any College event.
- **Distribution and Display** - You may not distribute or place inappropriate, obscene, or libelous printed materials or pictures on campus.
- **Disruption** – You may not disrupt the normal activities of the College by verbally or physically interfering with instruction, meetings, events, or traffic. In addition, you may not cause disruption in buildings, hallways, or outside areas of campus.
- **Disruptive Clothing** – You may not wear clothing that may cause a disruption or that is provocative or obscene, including undergarments that are visible. Shirts and shoes are required.
- **Drugs** – You may not possess, use, or be under the influence of any narcotic or illegal drug in violation of state or federal law.
- **False Information** – You may not present false information that the College has properly and legally requested. Conversely, you may not withhold information that has been properly and legally requested by the College.

- **Gambling** – You may not gamble on campus.
- **Hazing**- No group or individual shall require another student to wear abnormal dress, play abusive or ridiculous tricks, or use frightening or other harassing behavior that subjects those individuals to personal indignity or harm.
- **Law Violations** – You may not violate any local, state, or federal criminal laws on College property. Note: Charges for breaking certain local, state or federal criminal laws off campus may result in disciplinary sanctions by the College.
- **Parking and Motor Vehicles** – You may not operate your vehicle in an unsafe manner, or violate rules for vehicle registration, display of decals, or parking.
- **Profanity and Offensive Language** – Profanity and offensive language are not permitted. While the College does not intend to scrutinize every word spoken, College staff may take issue in instances when a student’s language is deemed unacceptable.
- **Property Damage** – You may not damage property that belongs to the College or property of others.
- **Sexual and Other Types of Harassment** – You may not harass any person on campus. This includes sexual, verbal, or physical harassment for any reason.
- **Theft** – You may not steal property that belongs to the College or that of another individual.
- **Threat** – You may not engage in behavior that is clearly designed to present harm to the emotional or physical well-being of another person or yourself.
- **Tobacco** – VGCC is a 100% Tobacco-Free Campus. You may not use any tobacco product while on any VGCC College Campus property or inside a College vehicle.
- **Unauthorized Use of College Documents and Images** - You may not forge, alter or misuse College documents, records, or instruments of identification. You may not use the College name, logos, or mascot without proper authorization.
- **Weapons** – You may not have a weapon or facsimile of a weapon of any kind, including firearms, knives, and tasers. Law enforcement officials are exempt.

### III. Disciplinary Sanctions

When students violate College regulations, they are subject to disciplinary action by the College. Disciplinary action may be initiated by a complaint by any person of the College. The complaint must be filed with the Vice President of Employee and Student Services or Campus Security. The Dean or his/her representative shall investigate all complaints and will assign in writing formal sanctions if justified. Once formal sanctions have

been determined, the student may appeal the decision. The Student Code of Conduct sanctions are listed below. These sanctions seek to preserve flexibility in the imposition of punishment and do not imply an order or sequence of sanctions. The sanctions in each case will be determined by the factors related to the specific case.

**Sanctions include the following:**

- **Reprimand** – A written communication which gives official notice to the student that he/she has violated the Student Code of Conduct and that any subsequent violation of the Student Code of Conduct may carry heavier penalties because of this prior infraction.

- **General Probation** – An individual may be placed on general probation when involved in a minor disciplinary offense. General probation has two important implications: first, the individual is given the chance to show his/her capability and willingness to observe the Student Code of Conduct without further violation; second, if an additional violation occurs, additional sanctions will be imposed. The probation will be in effect for no more than two terms.

- **Restrictive Probation** – Restrictive conditions may limit activity or access to certain places within the College community. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This probation will be in effect for no more than two terms. Any violation of restrictive probation may result in immediate suspension.

- **Restitution** – A student may be required to pay for damaging, misusing, destroying, or losing property belonging to the College, College personnel, or student(s).

- **Loss of academic credit for a course** – This may be imposed as a result of severe or repeated academic dishonesty. Note: The instructor may impose loss of credit or grade for an individual assignment or assignments as an alternative.

- **Suspension** – This is defined as exclusion from class(es) and/or all other privileges or activities of the College for a specified period of time, generally up to one calendar year.

- **Expulsion** – This is defined as dismissal from the College for an indefinite period, generally more than one calendar year. The student may be re-admitted to the College only with the approval of the College President or his/her designee.

- **Group Probation** – This is assigned to a College club or other campus organization for a specified period of time. If group violations are repeated during the probationary period, the charter may be revoked or activities restricted.

- **Group Restriction** – While under restriction, a campus group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

- **Group Charter Revocation** – This action removes recognition for a group, club, society, or other organization for a minimum of two (2) years. In order to be chartered again after the period of revocation has ended, the request must be approved by the Student Government Association and the College President.

*Notice: Vance-Granville Community College reserves the right, under Federal law, to include notations of disciplinary sanctions on a student's academic transcript.*

### **Order of Disciplinary Appeals Procedures**

1. Once the Vice President of Employee and Student Services has assigned disciplinary sanctions, he/she will

- Provide written notice of the sanctions imposed to all persons accused of violations.

### **Rights of the Accused**

The accused may elect to

- Voluntarily accept sanctions imposed by the Vice President of Employee and Student Services or

- Request a hearing before the Judicial Committee by completing a Disciplinary Appeals form requesting the hearing. The appeal must be filed with the Vice President of Employee and Student Services within 10 College working days from the date on the disciplinary action letter.

2. The Vice President of Employee and Student Services may summon the committee for a hearing within 10 working days from the receipt of the Appeals request. The committee is comprised of faculty, staff, and students.

### **Hearing**

*The Judicial Committee will*

- Hear the complaint from those initiating disciplinary action, along with any witnesses.

- Hear the appeal from the accused, along with any witnesses (legal counsel may be present but cannot participate in this hearing process).

- Discuss facts to determine if disciplinary action was justified.

- Provide written recommendation to the President within five working days of their decision to support or not support the appeal.

- The President will make a decision and notify the student within five working days of receipt of committee's written recommendation. *The decision of the President is final.*

- The Vice President of Employee and Student Services and Vice President of Academic Affairs will decide if a student may attend classes during an Appeals process. Each case will be decided individually.

*Note: Academic Grievance/Grade Appeals information is located in the Academic section of this catalog.*