7.5 Code of Conduct

**Last Revised:** October 2011

**Policy:** All students have the same rights and privileges of any adult. The students are required to conduct themselves at all times as responsible adults. Any type of illegal, immoral, or improper act that has an adverse effect on educational pursuits at Piedmont Community College will not be tolerated.

**Purpose/Definitions:** To protect all members of the College community, the College has adopted basic rules of student conduct. Any violation of the Code of Student Conduct will result in disciplinary action and, ultimately, expulsion from Piedmont Community College. Furthermore, legal action may be instituted against the perpetrators. The following actions are specifically prohibited at Piedmont Community College under the Code of Student Conduct. Violations will be cumulative throughout the student’s tenure at the College.

**Verbal Warning** – Discussion of why a behavior or conduct is not appropriate and what should be appropriate behavior. The discussion includes oral notice that continuation of the specified behavior or conduct will be cause for more severe action. A discipline file will also be generated at this time.

**Written Warning** – Written notice in the form of a letter sent to the student’s current address by certified mail outlining the violation of the Code of Student Conduct, corrective actions needed, and what will happen if the behavior or conduct continues.

**Probation** – A defined period of time (normally one or more semesters) during which any violation of the Student Code of Conduct will result in sanctions ranging from a minimum of an interim suspension to a maximum of expulsion.

**Loss of Privileges** – A violation of the Code of Student Conduct which is related to a specific facility or activity. A student loses the right to use the facility or participate in campus activities for a defined period of time based on the seriousness of the violation.

**Interim Suspension** – A short-term suspension of three weeks or less. It may be used as a sanction or an interim measure until a disciplinary hearing can be held if the student’s continued presence on campus puts them or the community at risk. The student must leave the campus immediately and not return to campus facilities or activities until the end of the suspension or with permission of the Dean, Student Development.

**Suspension for One Term** – Suspension for the remainder of the current term or the next full term, depending when the offense is adjudicated. While suspended from the College, a student is not allowed on any campus facility or allowed any involvement in student activities without the permission of the Dean, Student Development.

**Suspension for Multiple Terms** – Suspension for the period outlined in a sanction letter sent by registered mail. While suspended from the College, a student is not allowed on any campus facility or allowed any involvement in student activities without the permission of the Dean, Student Development.
**Expulsion** – Permanent dismissal from the College. The student is not eligible to return to the College. The student may petition the President to allow for re-instatement after a period of 5 years.

The following actions are specifically prohibited at Piedmont Community College under the Code of Student Conduct.

1. Academic Dishonesty – You may not deceive any official of the College by cheating on any assignment, examination, or paper. This prohibition includes plagiarism, the intentional theft or unacknowledged use of another’s words or ideas. Plagiarism includes, but is not limited to, paraphrasing or summarizing another’s words or works without proper acknowledgment, using direct quotes of material without proper acknowledgement, or purchasing or using a paper or presentation written or produced by another.

2. Alcoholic Beverages – You may not possess or use alcoholic beverages on campus. You may not be under the influence of alcoholic beverages on campus.

3. Assault and/or Battery – You may not strike or threaten to strike another person for any reason. Threatening or attempting to strike another person is defined as assault; striking another person is defined as battery.

4. Bullying – You may not intimidate or threaten to harm another individual. Bullying is defined as “any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on College premises or at any College sponsored function that: (i) places a person in actual and reasonable fear of harm to his/her person or damage to his/her property; or (ii) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits, or a College employee’s ability to perform the essential functions of his/her job.”

5. Classroom Conduct – You may not violate any of the rules pertaining to Classroom Conduct as published in the PCC Student Handbook. Additionally, classroom rules for specific courses will be included in the course syllabus. The President or his/her designee is responsible for creating and amending these rules annually and for publishing them in the PCC Student Handbook.

6. Damage to Property – You may not damage property of the College or the property of another person working at or attending the College.

7. Disobedience – You may not disobey the reasonable directions of College employees, including administrators, faculty members, security officers, and other employees.

8. Disorderly Conduct – You may not conduct yourself in a way which will interrupt the academic mission of the College or which will disturb the peace of the College.

9. Disrespect – You are expected to treat all College employees with respect and courtesy, particularly when and if disagreements arise.

10. Disruption – You may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions.

11. Drugs – You may not possess, use, or be under the influence of any narcotic or illegal drug on campus in violation of the laws of the State of North Carolina or of the United States.

12. False Information – You may not present to the College or its employees false information; neither may you knowingly withhold information which may have an effect on your enrollment or your status at the College and which is properly and legally requested by the College.

14. Possession of Weapons – You may not have a weapon of any kind, including a knife, stun gun, or any firearm in your possession on campus. Law enforcement officers are exempt from this prohibition. This prohibition includes facsimiles of weapons.

15. Professional Conduct – Various curricula have specific codes of professional conduct for which you are held accountable if you are enrolled in those curricula.

16. Public Laws – Any violations of any federal, state, or local laws that occur on campus may lead to legal action as well as disciplinary action. Any violations of federal, state, or local laws that occur off campus may result in disciplinary action if the student’s continued presence on campus constitutes a threat to the safety and the order of the campus.

17. Sexual and Other Unlawful Harassment – You may not harass any member of the College community, including other students, employees, or other persons on the College campus. This prohibition includes sexual, verbal, or physical harassment for any reason including race, color, religion, gender, national origin, disability, veteran’s status, creed, sexual orientation, or political affiliation.

18. Skateboards and Roller Skates – Skateboards and roller skates are not permitted to be used on campus.

19. Stalking – You may not follow another individual in a threatening or suspicious manner. Stalking is defined as any severe intrusion on a victim’s personal privacy and autonomy. It includes, but is not limited to, a pattern of observing or monitoring the victim or committing violent or intimidating acts, regardless of the means, against the victim.

20. Theft – You may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution and may be eligible for civil or criminal prosecution as well as disciplinary action by the College.

21. Threats – You may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotional well-being of yourself or other students, faculty, and staff.

22. Tobacco - You may use tobacco products only in designated areas on campus.

23. Use of the Internet – The College has an extensive policy for appropriate use of the Internet. Users of College computers acknowledge the policy whenever they sign on. You may not use the College’s access to the Internet for access to sexually explicit material or for downloading music. E-mail accounts are provided for student use; however, no right of privacy exists for use of e-mail.

All students are encouraged to maintain and take pride in neat, clean, and appropriate clothing and appearance while on campus. Safety in vocational shop areas requires the wearing of close-toed shoes, safety glasses and, in some cases, protective clothing. Instructors will explain to students the clothing necessary for their areas.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development and the Vice President, Continuing Education have monitoring authority.

Procedure:

1. In an educational environment, each instructor has the responsibility to maintain a classroom climate conducive to student learning. The instructor also has the authority to dismiss a student from class or to have removed any element that disrupts that climate or interferes with the rights of other members to learn. The instructor has an obligation to make students aware of classroom rules and to inform students if they are violating any classroom rules. The instructor
has the authority to remove a student from class for the remainder of the class period only. The instructor will document the reason for dismissing the student and maintain the documentation until the end of the semester. If an instructor desires that a student be removed from class for more than the remainder of the class period, the instructor must charge the student with a violation of the Code of Student Conduct.

2. Students are encouraged to express their opinions and ideas in class in an orderly manner since a free exchange of views enhances the learning process. However, verbal combat and abuse between students and/or instructors is not condoned and is unacceptable in the teaching/learning environment. It is the policy of the College to deal with any such disruption, destruction, or interference promptly and effectively, but also fairly and impartially, without regard to race, religion, gender, or political beliefs.

3. Persons who engage in, or incite others to engage in, disruptive acts will be subject to prompt and appropriate disciplinary action, which may include warning, probation, suspension, or expulsion from the College. Further policies and procedures regarding disruptive acts, including appeals procedures, may be found on file in the Learning Resources Centers, the President’s Office, and the Student Development Office.

4. A student charged with a violation of the Code of Student Conduct will receive a written notice of the charges and an appointment for a hearing with the Dean, Student Development or his/her designee. Based upon the result of the hearing, the Dean, Student Development may:
   a. dismiss the charges, or
   b. impose a sanction consistent with the nature of the violation. Sanctions include but are not limited to reprimand/warning, probation, loss of privileges, restitution, suspension, and expulsion.
   c. Depending on the nature of the offense, sanctions for each offense will adhere to the following guidelines:
      i. First Offense – verbal warning to expulsion
      ii. Second Offense – written warning to expulsion
      iii. Third Offense – probation to expulsion
      iv. Fourth Offense – loss of privileges to expulsion
      v. Fifth Offense – interim suspension to expulsion
      vi. Sixth Offense – suspension for one term to expulsion
      vii. Seventh Offense – suspension for multiple terms to expulsion

5. Students may appeal the decision of the Dean, Student Development by following the procedure outlined in Policy 7.12.2 Student Disciplinary Appeals Procedure.

6. The Dean, Student Development will communicate outcomes and ramifications relevant to the charge to the appropriate College personnel.

Legal Citation: N.C.G. S. 115D-20