

## 7.5 Code of Conduct

**Last Revised:** February 2024

**Policy:** Piedmont Community College (PCC) requires students to conduct themselves in ways that foster a conducive learning environment which upholds the principles of responsibility and respect.

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### **Purpose/Definitions:**

#### **Purpose**

The purpose of this policy is to establish guidelines for appropriate conduct in order to protect all members of PCC and the community.

#### **Definitions**

**Assault**—threatening or attempting to strike another person

**Battery**—striking another person

**Bullying**—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 places a person in actual and reasonable fear of harm to their person or damage to their property or creates 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 their job. (See PCC Policy 2.17 Unlawful Harassment for more information.)

**Cheating**—occurs when a student does one of the following:

- receiving, giving, or helping another student to receive or give any information during a quiz, test, exam, or individual assignment
- using unauthorized materials or equipment during a quiz, test or exam (for example, notes or books)
- communicating the subject matter or contents of a quiz, test, or exam (unless specifically authorized to share it) to another student
- taking a quiz, test, or exam for another student
- obtaining quiz, test, or exam questions beforehand
- tampering with the grading of a quiz, test, or exam after it has been corrected

- working with others in completing a take-home quiz, test, or exam, unless the instructor specifically authorizes collaborative work

**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.

**Indecent exposure**—occurs when a person willfully exposes the private parts of their person in any public place and in the presence of any other person or persons, except for those places designated for a public purpose where the same sex exposure is incidental to a permitted activity.

**Intentional plagiarism**—the act of taking intellectual property (words, ideas, images, musical expression, etc.) and passing it off as one's own without giving proper credit to the original source.

**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 Vice President, Student Development

**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.

**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.

**Stalking**—any severe intrusion on a victim's personal privacy and autonomy. Stalking 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.

**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 Vice President, Student Development.

**Suspension for One Term**—suspension for the remainder of the current term or the next full term, depending on 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 Vice President, Student Development.

**Tobacco products**—items such as cigarettes, cigars, cigarillos, blunts, pipes, bidis, hookahs, chewing tobacco, dip, smokeless tobacco, snuff, vapes, or any other items containing tobacco products or reasonably resembling tobacco or tobacco products, including electronic cigarettes.

**Unintentional plagiarism**—occurs when a student carelessly paraphrases, excessively quotes, or poorly documents/cites source material.

**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.

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

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**Procedure:**

Section 1: Prohibited actions

- 1.1. The following actions are specifically prohibited at PCC under the Code of Student Conduct and may result in disciplinary action.
  - 1.1.1. Deceiving any official of the College by cheating on any assignment, examination, or paper or committing plagiarism.
  - 1.1.2. Possessing or using alcoholic beverages or being under the influence of alcoholic beverages on campus. (See PCC Policy 2.12 Drug-Free College and Substance Abuse for more information.)
  - 1.1.3. Possessing, using, or being 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. (See PCC 2.12 Policy Drug-Free College and Substance Abuse for more information.)

- 1.1.4. Bullying.
- 1.1.5. Violating any of the rules pertaining to Classroom Conduct as published in the PCC Student Handbook.
  - 1.1.5.1. This includes classroom rules regarding safety, dress code, and/or behavior for specific courses included in the course syllabus.
- 1.1.6. Damaging property of the College or the property of another person working at or attending the College.
- 1.1.7. Disobeying the reasonable directions of college employees, including administrators, faculty members, security officers, and other employees.
- 1.1.8. Conducting yourself in a way which will interrupt the academic mission of the College or which will disturb the peace of the College.
- 1.1.9. Skateboarding and Roller Skating.
- 1.1.10. Disrespecting any college employees, particularly when and if disagreements arise.
- 1.1.11. Disrupting the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions.
- 1.1.12. Presenting to the College or its employees false information or documentation; neither may one knowingly withhold information which may have an effect on their enrollment or status at the College and which is properly and legally requested by the College.
- 1.1.13. Gambling on campus.
- 1.1.14. Possessing a weapon or facsimile of a weapon of any kind on campus, including a knife, stun gun, or any firearm. (See PCC Policy 2.19 Weapons on College Property for more information.)
  - 1.1.14.1. Law enforcement officers are exempt from this prohibition.
- 1.1.15. Violating any federal, state, or local laws.

- 1.1.15.1. 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.
- 1.1.16. Harassing any member of the college community, including other students, employees, or other persons on the college campus.
  - 1.1.16.1. 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. (See PCC Policy 2.17 Unlawful Harassment and Policy 2.18 Sexual Assault for more information.)
- 1.1.17. Indecent Exposure.
- 1.1.18. Stealing the property of another individual or of the College.
  - 1.1.18.1. Students who are caught stealing will be required to make restitution and may be subject to civil or criminal prosecution as well as disciplinary action by the College.
- 1.1.19. Engaging 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.
- 1.1.20. Using tobacco or tobacco products. (See PCC Policy 2.29 Tobacco-Free Campus for more information.)
- 1.1.21. Using the Internet Inappropriately. (See PCC Policy 2.23 Technology Resources Usage Acceptable Use for more information.)
  - 1.1.21.1. Users of college computers acknowledge the policy whenever they sign on to the PCC network.
  - 1.1.21.2. This includes accessing sexually explicit material or downloading music.
  - 1.1.21.3. E-mail accounts are provided for student use; however, no right of privacy exists for use of e-mail.

Section 2: Consequences of violations

- 2.1. The instructor has the authority to dismiss a student from class or to have removed any element that disrupts the learning environment or interferes with the rights of other members to learn.
  - 2.1.1. The instructor has the authority to remove a student from class for the remainder of the class period only.
  - 2.1.2. The instructor will document the reason for dismissing the student and maintain the documentation until the end of the semester.
- 2.2. If an instructor desires that a student be removed from class for more than the remainder of the class period, the instructor must notify the Vice President, Student Development and charge the student with a violation of the Code of Student Conduct.
- 2.3. Any college employee can submit a charge for student violation of the Code of Conduct.
- 2.4. 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 Vice President, Student Development or their designee. Based upon the result of the hearing, the Vice President, Student Development may:
  - 2.4.1. dismiss the charges, or
  - 2.4.2. 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.
  - 2.4.3. Depending on the nature of the offense, sanctions for each offense will adhere to the following guidelines:
    - 2.4.3.1. First Offense—verbal warning to expulsion
    - 2.4.3.2. Second Offense—written warning to expulsion
    - 2.4.3.3. Third Offense—probation to expulsion
    - 2.4.3.4. Fourth Offense—loss of privileges to expulsion
    - 2.4.3.5. Fifth Offense—interim suspension to expulsion
    - 2.4.3.6. Sixth Offense—suspension for one term to expulsion

- 2.4.3.7. Seventh Offense—suspension for multiple terms to expulsion
- 2.5. Students may appeal the decision of the Vice President, Student Development by following the procedure outlined in Policy 7.12.2 Student Disciplinary Appeals Procedure.
- 2.6. The Vice President, Student Development will communicate outcomes and ramifications relevant to the charge to the appropriate college personnel.
- 2.7. In addition to college disciplinary actions, legal action may be instituted against the perpetrators.
- 2.8. Violations will be cumulative throughout the student’s tenure at the College.

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**Legal Citation:** [N.C.G.S. 115D-20](#), [N.C.G.S. 115C-407.15](#)

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**History:** Effective August 1977, Revised October 2001, July 2011, October 2011, August 2021, February 2024

Cross-references PCC Policy 2.12 Drug-Free College and Substance Abuse, Policy 2.17 Unlawful Harassment, Policy 2.18 Sexual Assault, Policy 2.19 Weapons on College Property, Policy 2.29 Tobacco-Free Campus, and Policy 2.23 Technology Resources Usage Acceptable Use.