

# Student Code of CONDUCT



## Preamble

Washington State Community College (WSCC, College, or college) has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, WSCC students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of WSCC, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the college. In addition to these rules, the behaviors enumerated under Academic, Behavioral, and Safety Misconduct may result in penalties up to and including expulsion from the college. Should the concern involve allegations of violations of students' civil rights, including but not limited to sexual harassment, sexual misconduct, and/or harassment, the matter will be referred to the college's EEO officer for disposition.

## Overview of Conduct Expectations

The student conduct process at WSCC is not intended to punish students. Rather, it exists to protect the interests of the college community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with the expectations of the WSCC community. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in the WSCC community.

Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker.

Students continue to be subject to city, state, and federal laws while at WSCC, and allegations, charges or violations of those laws may also constitute violations of the Student Code of Conduct. In such instances, WSCC may proceed with disciplinary action under the Student Code of Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Student Code of Conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favor.

No student will be found in violation of WSCC policy without information showing by a preponderance of the evidence that a policy violation occurred. In WSCC's sole discretion, sanctions will be proportionate to the severity of the violation(s).

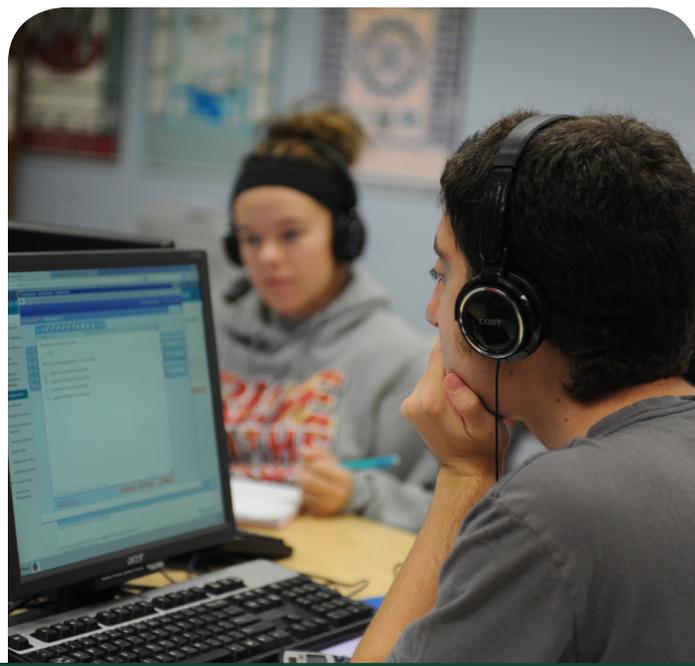




# Jurisdiction

The following explains, among other things, when this Student Code of Conduct applies.

1. The Student Code of Conduct at WSCC will apply to conduct that occurs on WSCC premises or WSCC property, at any location of WSCC sponsored activities, and in off-campus buildings occupied by students by virtue of their association with a group/organization given formal registration by WSCC. The Student Code of Conduct may also apply off-campus, when the administration determines that the off-campus conduct affects a substantial interest to WSCC. Including, but not limited to, activities such as college teams traveling to events off campus; Student Senate and recognized clubs/organizations; any student or college sponsored group engaging in an event or activity off campus; off campus internships, community service, and study abroad. A substantial WSCC interest is defined to include:
  - a. An allegation, arrest, charge or conviction of a criminal offense as defined by Ohio law, including repeat violations of any local, state or federal law.
  - b. Any situation where the student presents a danger or threat to the health or safety of him/herself or others.
  - c. Any situation that significantly impinges upon the rights, property or achievements of self or others, or significantly breaches the peace and/or causes social disorder.
  - d. Any situation that is detrimental to the educational interests of WSCC.
2. Each student will be responsible for his or her conduct from the time he or she applies for admission until the actual awarding of a degree, including the academic year, during breaks and between academic terms, before classes begin and after classes end, during periods between terms of actual enrollment, and including conduct whether or not discovered until after a degree is awarded. The Student Code of Conduct will apply to a student's conduct even if the student withdraws from school while a matter is pending.
3. The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors to and guests of WSCC are also protected by the Student Code of Conduct, and may initiate grievances for violations of the Student Code of Conduct committed against them.
4. Student organizations may be charged with violations of the Student Code of Conduct for behavior occurring on or off campus. A student organization and its officers may be held collectively or individually responsible when violations of the Student Code of Conduct by those associated with the group or organization have received the tacit or overt consent or encouragement of the leaders, officers, or spokespersons. While student organizations not registered by WSCC are exempt from this Student Code of Conduct, student members of such organizations may be held accountable for their behavior under this





Student Code of Conduct. When considering allegations involving collective responsibility, WSCC may make individual findings with respect to the involvement of each student.

5. WSCC will treat an attempt to commit a violation listed in the Student Code of Conduct as if the attempted conduct had been completed.
6. WSCC reserves the right to initiate an allegation and to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct.
7. Behavior conducted online such as harassment delivered by e-mail can subject students to WSCC conduct action. Blogs, web pages, social networking sites and other modes of electronic communication are in the public sphere, are not private, and can subject a student to allegations of misconduct. WSCC does not seek out this information, but may take action if and when such information is brought to the attention of WSCC officials.
8. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Chief Enrollment and Student Success Officer or designee for final determination.

## Prohibited Behaviors

The following behaviors, conduct, and/or omissions are considered prohibited.

### A. Academic

1. Acts of dishonesty, including but not limited to, the following:
  - (a) Cheating or other forms of academic dishonesty.
  - (b) Furnishing false information to a college official or faculty member.
  - (c) Forgery, alteration, or misuse of any college document, record, or instrument of identification.
  - (d) Tampering with the election of any

college recognized student organization. Using open textbooks, notes, electronic devices, or other assistance during an examination, except those that have been authorized by the instructor.

2. Acts of plagiarism, including but not limited to, the following:
  - (a) Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person.



- (b) Presenting as one's own the ideas, organization, or wording of another person without acknowledgment of sources.
- (c) Knowingly permitting one's own work to be submitted by another student as if it were the student's own.

3. Violating course rules as contained in the course syllabus, department policy or procedures as contained in the course syllabus, other rules and regulations provided to the student, including those of off-campus training sites, or other information provided to the student.

### B. Behavioral

1. Inappropriate behavior of students enrolled in apprenticeships, clinical training, practicum, co-op work experiences, internships, field experiences, directed practice, and workforce





- (e) Harassment (verbal or physical) and/or intimidation of a member of a college conduct body prior to, during, and/or after a college conduct proceeding.
  - (f) Failure to comply with the sanction(s) imposed after being found in violation of the Student Code of Conduct.
  - (g) Influencing or attempting to influence another person to commit an abuse of the college Student Code of Conduct system.
9. Damage to or littering on WSCC premises and/or properties owned or leased by WSCC, including, but not limited to:
- (a) Driving motor vehicles on lawn or premises without permission.
  - (b) Failure to maintain an organization's facilities and/or surrounding property.
  - (c) Vandalism - the causing of intentional damage to the property of another or WSCC.
10. Disruption or obstruction of teaching, research, administration, or other WSCC activities or services, including its public service functions on or off campus, or of other authorized non-WSCC activities when the conduct occurs on WSCC premises, including, but not limited to:
- (a) Disruptive classroom behavior.
  - (b) Obstruction of the free flow of pedestrian or vehicular traffic on WSCC premises or at WSCC sponsored or supervised functions.
  - (c) Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of WSCC and/or infringes on the rights of other members of WSCC community.
  - (d) Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
11. Conducting, organizing, or participating in
- any activity involving games of chance or gambling except as permitted by law.
12. Inappropriate use of college computing or network resources including misuse of WSCC computing facilities, systems, equipment, network, passwords, accounts or information. Students who connect their personal devices (laptop computers, tablets, smart phones, etc.) to the college network will be held responsible for any violation of this Student Code of Conduct that originates from that device. Examples include but are not limited to:
- (a) Use of computing facilities to send harassing or abusive messages.
  - (b) Use of computing facilities to create, view, disseminate, receive, download or possess pornographic, obscene, copyrighted or other illegal files, documents or images.
  - (c) Use of computing facilities for any commercial use or for personal financial gain.
  - (d) Use of computing facilities to interfere with the work of other community members.
  - (e) Unauthorized access to a file or personal or group account.
  - (f) Use of computing facilities to interfere with normal operation of WSCC computer systems.
  - (g) Anonymous or forged network news articles or E-mail messages.
  - (h) Disk usage over the allotted limit without prior approval.
  - (i) Unauthorized transfer of a file.
  - (j) Use of another individual's identification and password or sharing of your own identification and/or password.
  - (k) Making copies of copyrighted computer software when no written authority to copy the software has been granted.



13. WSCC will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make a false report of any policy violation or violation of any federal, state, or local law.

#### C. Safety

1. Allegation, arrest, or charge of a violation of federal, state, or local law.
2. Except as provided in 11.520 of the WSCC policy and procedure manual, the use, possession, or carrying of firearms (including, but not limited to, pistols, rifles, shotguns, or ammunition), explosives, other weapons (including, but not limited to BB/ pellet guns, cross bows, slingshots, and sharp edged instruments, such as hatchets) while on college owned or controlled property, or at college sponsored or supervised activities, except by college and other persons specifically authorized by the college.
3. Threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health or safety of any person, whether done intentionally or by failure to exercise reasonable care.
4. Unauthorized Entry or Use of WSCC Property, including but not limited to:
  - (a) Unauthorized or attempted unauthorized entry into any building, office, construction site, or other WSCC premises or property.
  - (b) Unauthorized possession, use, or duplication of keys or other methods of controlled access such as ID or access cards or codes.
5. Having animals on campus except as may be required for a class, or for use of as a guide or support dog.
6. Leaving minor children unattended while on campus.
7. Intimidation (implied threats) or coercion (pressuring another unreasonably until an act is not truly voluntary).

8. Harassment - verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.

9. Discriminatory harassment, including speech, actions or conduct, which have the intent or effect of depriving a member of the community of educational or employment access, enjoyment, benefits or opportunities. Merely offensive or annoying behavior may feel like harassment, but to rise to the level of a Student Code of Conduct violation, harassment must cause a deprivation of the civil rights of a member of a protected class. Protected classes include sex , race, color, religion, age, national origin, ancestry, disability, military status, sexual orientation, pregnancy status, or as defined by Ohio or applicable federal law.

10. Hazing – behavior that endangers the mental, physical, or emotional health of a student as a condition for initial or continued affiliation with any group regardless of either the lack of intent to endanger the student or the student's own willingness to participate. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the





presence of hazing is also a violation of this Student Code of Conduct.

11. Stalking - repetitive, menacing pursuit, following, harassment or interference with the peace and/or safety of a member of the community, or his/her immediate family.

12. Sexual Misconduct:

- (a) Sexual Harassment – Gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment includes any situation in which there is gender-based misconduct that is sufficiently severe, pervasive, persistent or objectively offensive that it alters the conditions of education or employment. Retaliatory conduct is also prohibited under this policy.
- (b) Non-Consensual Sexual Contact – Any intentional sexual touching, however slight, with any body part or object by any person upon any person without effective consent.
- (c) Non-Consensual Sexual Intercourse – Any sexual penetration (anal, oral, or vaginal), however slight, with any body part or object by any person upon any person without effective consent.
- (d) Sexual Exploitation – taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity, engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI)

without the knowledge of the person.

13. Intentionally or recklessly causing a fire which causes or could cause damage to WSCC or personal property, or which



causes or could cause injury to any member of the community.

14. Failure to follow fire safety procedures:

- (a) Failure to exit a building when the fire alarm sounds.
- (b) Misusing, damaging or tampering with fire safety equipment.
- (c) Intentionally or recklessly obstructing a fire exit in any WSCC building.

15. Failure to comply with the directions of WSCC officials, including campus security, acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

16. Use, possession, or distribution of an alcoholic beverage or alcoholic beverages.

17. Use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law.

18. Abuse or misuse of prescriptions or over-the-counter medications.



# Revision

The Student Code of Conduct shall be reviewed periodically under the direction of the Chief Enrollment and Student Success Officer or designee.

# Definitions

The following definitions apply to this Student Code of Conduct.

1. The terms “WSCC,” “College,” or “college” may be used interchangeably and means Washington State Community College.
2. The term “student,” for the express purposes of the Student Code of Conduct, includes: all persons taking courses at or through WSCC, persons who withdraw after allegedly violating the Student Code of Conduct, persons who are not officially enrolled for a particular term but who have a continuing relationship with WSCC, persons who have been notified of their acceptance for admission, and persons who have applied for admission to the college but have not yet been notified of acceptance.
3. For purposes of this policy, the term “faculty

member” means any person hired by WSCC to conduct classroom or teaching activities, or who is otherwise considered by WSCC to be a member of its faculty.

4. The term “WSCC official” includes any person employed by WSCC, performing assigned administrative, academic or professional responsibilities.
5. The terms “member of WSCC community” or “WSCC community” or “community” may be used interchangeably and include any person (or persons collectively) who is a student, faculty member, administrator, staff member, and any other person employed by WSCC. A person’s status in a particular situation will be determined by the Chief Enrollment and Student Success Officer or designee.
6. The term “WSCC premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, leased or controlled by WSCC including adjacent streets and sidewalks.
7. The term “WSCC property” includes vehicles, equipment, furniture, identification badges, parking passes and other similar items owned, used or controlled by WSCC.
8. The term “student organization” means any number of persons who have complied with the formal requirements for WSCC registration.
9. The term “hearing board” means the Student Conduct Committee.
10. The terms “conduct officer” or “hearing officer” means a WSCC official authorized on an ongoing or case-by-case basis by the Chief Enrollment and Student Success Officer or designee to make determinations including but not limited to, the hearing procedures, whether a student’s behavior violates the Student Code of Conduct, the conduct’s impact upon the WSCC community, recommendations for responsibility by the student, and recommendations for sanctions.
11. The term “will” is used in the imperative sense.
12. The term “may” is used in the permissive sense.





13. The term “policy” means the written regulations of WSCC found in, but not limited to, the student handbook, college catalog, and the enacted college policies and procedures.
14. The term “preponderance of evidence” means information that would lead a reasonable person to conclude that it is more likely than not that a student’s behavior occurred and/or violated the Student Code of Conduct.
15. For purposes of this Student Code of Conduct, the term “advisor” refers to the individual who assists a student or student organization with hearing preparation and process. An adviser may be any member of the WSCC community.
16. The term “interim action” means temporary exclusion from WSCC premises and/or WSCC events and/or other sponsored activities imposed by the Chief Enrollment and Student Success Officer or designee.
17. The term “effective consent” as applicable to sexual misconduct means words or actions that show a voluntary agreement to engage in mutually agreed-upon sexual activity.

**Doctoral degree:** the most advanced degree that can be earned

**Fees:** course-related costs to attend college

**Full time:** twelve or more credit hours per semester for undergraduate students

**GPA:** grade point average; the average of your class grades, generally based on a 4.0 scale

**Grants:** financial assistance that does not require repayment

**Loans:** financial assistance that must be repaid

**Major:** a student’s concentrated field of study

**Master’s degree:** a graduate degree that usually requires two or more years of study beyond a bachelor’s degree

**Non-resident:** any resident who lives out of state or does not meet specific state residency requirements

**Online courses:** classes held on the Internet instead of in a traditional classroom

**Prerequisite:** a course that must be taken prior to enrollment in another course

**Private college/university:** a non-state assisted college or university that relies on private funding, tuition, and fees

**Public college/university:** a state assisted college or university

**Registration:** enrollment in classes

**Rolling admissions:** policy in which a school sends out acceptance letters to students as they are accepted

**Scholarships:** financial assistance based on merit; do not require repayment

**Tuition:** costs for courses, not including certain fees

**Work-study program:** a federal financial aid program that allows students to work on campus

*\*Source: University of North Texas*



## Glossary of College Terms

**Accreditation:** an endorsement given to educational institutions or academic degree programs by an organization that reviews qualifications

**Associate degree:** a two-year degree from a community college

**Audit:** to attend a class without receiving credit for the class

**Bachelor’s degree:** a four-year degree from a college, university, or professional school

**Course numbers:** numbers assigned to specific classes

**Credit hour:** credit given for attending one lecture hour of class each week for 15 weeks (semester) equivalent. Most college classes are three credit hours, meaning their total meeting time for a week is three hours.

**Degree plan or audit sheet:** a specific list of required courses and electives to be completed for a degree