**Student Code of Conduct**


Students may not display conduct on Guilford Technical Community College premises or at GTCC sponsored events that adversely affects the college's educational objectives, is illegal, or is contrary to the rules and regulations of the college. Students who display such conduct shall be subject to disciplinary action under the college's disciplinary policy. Such students have the right to appeal under the policy.

Conduct prohibited by this rule shall be determined by the president, consistent with this definition.

**Procedure**

1. Student complaints unrelated to alleged violations of student conduct are addressed in IV-1.1.8 Student Conduct.

2. Prohibited conduct is illustrated by the list below. However, the list does not include all conduct that could be prohibited:
   a. A pattern of academic dishonesty (refer to IV-1.1.3 Student Academic Integrity policy)
   b. Theft of, misuse of, damage or defacement to college property, or theft or damage to property of a member of the college community or a campus visitor on college premises or at college functions.
   c. Unauthorized entry upon the property of the college or into a college facility or portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
   d. Possessing, manufacturing, using, distributing, selling or being under the influence of alcohol and/or any controlled substance in violation of any local, state, or federal law on college premises, at any college-sponsored activity, or in college-owned vehicles. Controlled substances include but are not limited to the following: heroin, marijuana, hallucinogens, cocaine, PCP, methamphetamine and prescription drugs not prescribed for the individual by a licensed physician. (See Drug Free Workplace policy I-2.1.3).
   e. Lewd or indecent conduct, including physical or verbal action, or distribution of obscene or libelous material or that which may cause a material and substantial disruption of school activities.
   f. Assault on or communicating a threat to any member of the college community, including verbal or physical actions which threaten or endanger the health or safety of any such persons. (See Workplace Anti-violence and Threat Assessment policy I-2.1.4).
   g. Any unsolicited or unwelcomed act, comment, or behavior which is of a sexual nature or which has sexual implications, or which interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment. (See Sexual Harassment and Sexual Violence policy and procedures I-2.1.6).
   h. Obstruction or disruption of study, teaching, research, administration or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on college premises.
   i. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
j. Participating in or conducting an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of college facilities; which is harmful, obstructive or disruptive to the educational process of the college; or remaining at the scene of such an assembly after being asked to leave by a college employee.

k. Weapons, whether openly or concealed, are not permitted on GTCC property. A “weapon” includes firearms, explosives, BB guns, stun guns, air rifle or pistol, and certain types of knives or other sharp instruments. N.C.G.S.§14-269.2. However, the General Assembly has enacted a limited exception to the general prohibition (S.L.2013-369, sec.2; HB937; N.C.G.S.§14-269.2(k)).

1) A firearm is permissible on a community college campus only under the following limited circumstances:
   • The firearm is a handgun; AND
   • The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
   • The handgun remains in either: a closed compartment or container within the individual with the permit’s locked vehicle; or a locked container securely affixed to the individual with the permit’s locked vehicle; AND
   • The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
   • The firearm remains in the closed compartment at all times.

l. Issuing a bomb threat; setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

m. Gambling.

n. Smoking and/or using other forms of tobacco products on any GTCC campus or center. (See Smoking and Tobacco Use policy I.1.1.3).

o. Violation of college regulations regarding the operation and parking of motor vehicles.

p. Forgery, alteration, or misuse of college documents, records, or instruments of identification providing false information to the college.

q. Failure to comply with the instructions or directions of college employees acting in the performance of their duties.

r. Violation of the terms of disciplinary probation during the period of probation.

s. Fiscal irresponsibility such as failure to pay college-levied fines, failure to repay college-funded loans, or the passing of worthless checks to college officials.

t. Violation of local, state, or federal criminal law on college premises.

u. Behavior in a class, lab, shop, or any educational setting which conflicts with the safety of others and/or which conflicts with safety rules for the area.

v. Theft or other misuse of college computer time, or college equipment including, but not limited to, unauthorized entry into a file to use, read, or change the contents or for another purpose; unauthorized transfer of a file, unauthorized use of another's identification and password; use of computing facilities to interfere with another student, college employee or administrator; use of computing facilities to send obscene or abusive messages; and use of computing facilities to interfere with normal operation of the college computing system.

w. Abuse of the Student Code of Conduct, including but not limited to: failing to respond to the summons of a Disciplinary Review Committee or college official; falsifying, distorting or misrepresenting before a Disciplinary Review Committee; disruption or
interference with the orderly conduct of a Disciplinary Hearing; institution of a Disciplinary Hearing knowingly without cause; attempting to discourage an individual's proper participation in or use of the Student Code of Conduct; attempting to influence the impartiality of a member of the Disciplinary Review Committee prior to or during the course of the proceeding; harassment or intimidation of a member of the Disciplinary Review Committee; failure to comply with the sanctions imposed; and influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct.

x. Serving as an accessory to a violation or aiding another individual in the commission of an offense as defined by the Student Conduct Policy.

y. Behavior that impacts the learning environment adversely affecting the college community’s pursuit of its educational purposes.

3. The college employs a chief disciplinary officer whose primary location will be at the Jamestown Campus and a Disciplinary Officer for each campus. The chief disciplinary officer provides oversight and assistance to other campus Officers.

4. Emergency Procedures

a. Emergency procedures are to be followed only in cases of an act of misconduct or behavior that presents an immediate threat to the health, safety, or well-being of any member of the college community or of any visitor, or that seriously disrupts the function and good order of the college or which damages or threatens to damage property on college premises. In these instances, procedures in the Workplace Anti-violence and Threat Assessment policy I-2.1.4 will apply.

b. If any college employee observes student conduct which threatens the health, safety or well-being of any member of the college community or of any visitor, or student conduct that threatens damage to property, the employee may select a course of action from the following:

1) If, in the judgment of the employee, the situation presents immediate danger, and she/he may summon assistance by dialing 911 or summoning a campus police officer by dialing 50911.

2) Instruct the student(s) to cease and desist and that failure to do so will result in immediate suspension.
   - If the student(s) fail to cease and desist, the employee is empowered to suspend the student(s) from the class or activity.
   - The suspension may be extended, at the request of the employee, by an administrative officer (coordinator, director, department chair, academic dean, campus dean, or vice president). The administrative officer may extend the student’s suspension until a resolution of the matter is reached by the campus Disciplinary Officer or, in the case of arrest, until the matter is adjudicated in the courts. If suspension is extended, the student shall be notified in writing, by the disciplinary officer.
   - The employee or administrative officer who invoked the suspension shall submit a written report of the incident to the campus Disciplinary Officer immediately, but no later than the next school day. The report should include the name(s) of the student(s) involved; date, time, place, and description of the incident; action taken and employee(s) involved, as well as name(s) of any witness(es) to the
incident; and desired resolution(s). The campus Disciplinary Officer will resolve the matter in a timely manner following the steps outlined below in Standard Procedures.

5. Standard Procedure
   a. Any college employee, faculty member, other employee, or student may file charges with the campus Disciplinary Officer against any student or student organization for violation of college regulations. The individual(s) making the charge must complete an Incident Report stating the following:
      - Name of the student(s) involved
      - The alleged violation of the specific Code of Conduct
      - The immediate place and date of the incident
      - Name(s) of person(s) directly involved in or witnesses to the infractions
      - Any action taken that relates to the matter
      - Desired resolution(s)
      - The completed incident report form should be forwarded directly to the campus Disciplinary Officer immediately.
   b. The student may be allowed to remain in class(es) until the case is finally resolved, unless a suspension has been invoked under emergency procedures.
   c. Within ten (10) school days after the charge is filed, the Disciplinary Officer shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Disciplinary Officer may:
      - Drop the charges.
      - Impose a sanction consistent with those shown in Section 5 below.
      - Refer the student to a college office or community agency for services.
   d. The decision of the Disciplinary Officer shall be presented to the student in writing within 5 business days. In instances where the student cannot be reached to schedule an appointment with the Disciplinary Officer or where the student refuses to cooperate, the Disciplinary Officer shall send notice to the student’s college email address or to the student's last known residence providing the student with a statement of the charges, the Disciplinary Officer's decision, and instructions governing the appeal process (Section 6).

6. Sanctions
   a. Interim Suspension: Exclusion from campus, class participation and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
   b. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
   c. General Probation: Appropriate response to a minor disciplinary offense, has two important implications for the individual: (1) the individual is given a chance to show capability and willingness to observe the Student Code of Conduct Policy without further penalty; (2) if the individual errs again, further action will be taken. This probation will be in effect for no more than four (4) terms.
   d. Restrictive Probation: Results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community. Generally the
individual will not be eligible for initiation into any local or national organization, and may not be eligible to 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 not less than two (2) terms. Any violation of restrictive probation may result in immediate suspension.

e. Suspension: Exclusion from class(es), and/or all other privileges or activities of the college for up to two years. Students who receive this sanction must get specific written permission from the Disciplinary Officer before returning to campus.

f. Expulsion: Dismissing a student from campus for an indefinite period with the student losing student status. The student may be readmitted to the college only with the approval of the president or designee.

g. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the college, college personnel, or students.

h. Withholding Transcript, Diploma, Degree, Certification or the Right to Register or to Participate in Graduation Ceremonies. For example, a student will not be allowed to register until all financial obligations are met.

i. Group Probation: Given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the group restriction or group charter revocation may be appropriate.

j. Group Restriction: Removing college recognition during the term in which the offense occurred or for a longer period (usually not more than one additional term). While under restriction, the group may not seek or add members, hold sponsored events in the college community, or engage in other activities as specified.

k. Group Charter Revocation: Removal of college recognition for a group, club, society, or other organizations for a minimum of two years. Re-charter after that time must be approved by the president or designee.

7. Appeals Procedure

A student who disagrees with the decision of the Disciplinary Officer may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the Disciplinary Officer within five (5) school days after either the sending of the email or receipt of the Disciplinary Officer’s decision letter. The Disciplinary Officer shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Disciplinary Officer’s investigation.

a. Membership of the Disciplinary Review Committee shall consist of:
   - Three faculty and two professional or classified staff members appointed by the president.
   - Three student members approved by the chief disciplinary officer.
   - The Disciplinary Officer as an ex-officio non-voting member.

Committee members will serve for at least a one-year appointments—beginning with each fall term, with replacements appointed by the appropriate vice presidents or by SGA, if necessary. At least one faculty member, one staff member and two students, plus the chairperson must be present in order for the committee to conduct business in a given case.
b. Procedures for Hearings Before the Disciplinary Review Committee

1) The Disciplinary Review Committee must meet within ten (10) working days of receipt of a request for a hearing (except near the end of summer term when additional time may be needed).

2) At least five (5) working days prior to the date set for the hearing, the Disciplinary Officer shall send an email to the student’s college email address or a certified letter to the student's last known address providing the student the following information:
   - A restatement of the charge or charges.
   - The time and place of the hearing.
   - A statement of the student's basic procedural rights.
     - A list of witnesses the college expects to call. (Any witnesses not listed will not be allowed to testify in the absence of showing of good cause for delay in identification.)
   - The composition of the committee.
   - A copy of the Hearing Rules.

3) Refusal of a student to accept a certified letter or read the email sent will not delay or alter disciplinary actions or procedures.
   - On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period, if the Disciplinary Officer concurs with this change.
   - Basic procedural rights of the student include the following.
     - The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the committee.
     - The right to produce witnesses on one's behalf. (List of witnesses must be provided to the Disciplinary Officer no less than two full working days prior to the hearing. Any witnesses not listed will not be allowed to testify in the absence of a showing of good cause for delay in identification.)
     - The right to request, in writing, that the chief disciplinary officer disqualify any member of the committee for prejudice or bias. This request must set forth reasons. A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the vice president of Student Support Services.
     - The right to present evidence.
     - The right to know the identity of person(s) bringing the charge(s).
     - The right to hear witnesses on behalf of the person(s) bringing the charges.
     - The right to testify or refuse to testify.
       - The right to appeal the decision of the committee to the vice president of Student Support Services who will review the official record of the hearing. The appeal must be in writing and it must be made within five (5) working days of the completion of the hearing from the time that the email is sent to the student notifying them of the decision of the Disciplinary Review Committee.
     - The committee hearings shall be conducted according to the following rules:

Hearings before the committee shall be confidential and shall be closed to all other persons except the following:
1) The student(s).
2) Counsels.
3) Witnesses who shall give testimony singularly and in the absence of other witnesses and shall leave the committee meeting room immediately upon completion of their testimony.
   • The hearing will be recorded. The tapes/transcripts of the hearing will become the property of the college. All original transcripts or tapes will be maintained in the office of the president who will determine appropriate access to these records.
   • The committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
   • The committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
   • Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the decision of the Disciplinary Officer and to determine appropriate sanction(s), which are not limited to those imposed or recommended by the Disciplinary Officer. Deliberations of the committee will not be recorded.
   • Decisions of the committee shall be made by majority vote. Once made, committee decisions will be announced and recorded.
   • Within two (2) working days after the decision of the committee, the Disciplinary Officer shall send an email to the student’s college email address or a certified letter to the student's last known address providing the student with the committee's decision.
   • The college has the right to limit the number of witnesses to be called by both parties.

8) Final Appeal to the vice president of Student Support Services:
   a) A Student who is not in agreement with the decision of the Disciplinary Review Committee may appeal in writing to the vice president of Student Support Services within five (5) school days after receipt of the committee's written decision. The only appropriate grounds for such an appeal are: (1) the severity of the penalty; or (2) alleged violation of the college's procedures in the conduct of the hearing or investigation.
   b) The vice president of Student Support Services shall:
      • Review the findings and the proceedings of the committee.
         • At their discretion, hear from the student, the members of the committee, or any other employee who may provide information on the facts, before ruling on an appeal.
      • Uphold, modify, or overturn the decision of the committee.
         • Inform the student and committee members in writing of the final decision within ten (10) working days of the receipt of the appeal.
   c) The decision of the vice president shall be final.

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For the most recent updates to the Student Code of Conduct, please visit https://www.gtcc.edu/student-life/student-policies-and-information/index.php