

Student Code of Conduct, Academic Year: 2018-19

Visit <https://www.gtcc.edu/student-life/student-policies-and-information/index.php> for the most recent version of the Student Code of Conduct.

Section 1: Introduction

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 Student Conduct 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.

Guilford Technical Community College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life & thoughtful study and discourse. The intent of the student conduct policy is a commitment to an educational and developmental process that balances the interests of individual students with the interests of the GTCC community.

Student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. Each member of GTCC bears responsibility for their conduct and is expected to assume reasonable responsibility for their guests. The Student Code of Conduct at GTCC exists to protect the interests of the college community and to educate those whose behavior is not in accordance with our policies toward the goal of becoming productive members of the College community. Students are encouraged to take responsibility for their actions to repair the harm they have done if possible. When a student is unable to conform their behavior to community expectations, or take responsibility for their actions, the student conduct process may determine that the student should no longer share in the privilege of participating in this community.

Students should be aware that the student conduct process is significantly different from criminal and civil court proceedings. The preponderance of evidence is the standard by which student conduct officers (including the Student Conduct Review Committee) determine if a student is responsible for violating the Student Code of Conduct. That is, "is it more likely than not that the student committed the violation for which they have been accused?"

Every student on campus is responsible for familiarizing themselves with the provisions of the Student Code of Conduct.

GTCC email system is the College's primary means of communication with students. Students are responsible for all communication delivered to their GTCC email account.

Section 2: Jurisdiction

The Student Code of Conduct and the student conduct process apply to all students. For the purposes of student conduct, GTCC considers an individual enrolled in curriculum classes to be a student from the time they submit an application for admission until two years have passed since they were last enrolled. Individuals taking classes in the College's Basic Education and Continuing Education Programs are classified as students during the time of their enrollment in courses.

For the purposes of student conduct, the College retains conduct jurisdiction over students who leave, withdrawal or graduate for any misconduct that occurred prior to leaving. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate. All sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled, but reported after the accused student has graduated, GTCC may invoke these procedures and, should the former student be found responsible. GTCC retains the right to withhold a student's transcript, degree, diploma, and/or certificate.

The Student Code of Conduct applies to behaviors that take place on the campus and at GTCC-sponsored events. The Student Code of Conduct may also apply to a student's off-campus behavior when the Chief Disciplinary Officer or designee determines that the off-campus conduct affects a substantial interest to the College. This may include alleged violations of federal, state and local laws.

A substantial GTCC interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the College.

The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium. Online postings such as blogs, web postings, chats, other social media and social networking sites may also subject a student to allegations of conduct violations. GTCC does not regularly search for this information but may take action if and when such information is brought to the attention of the Student Conduct Administrator. There should be no expectation of privacy in regards to College administration's access to student's GTCC email accounts

There is no time limit on reporting violations of the Student Code of Conduct. However, the longer someone waits to report an offense, the more difficult it becomes for Student Conduct Officers to obtain information and witness statements and to make determinations regarding alleged violations. A delay in reporting could also affect sanctioning.

Although anonymous complaints are permitted, such complaints by their nature may limit the College's ability to investigate and respond to the allegations. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Conduct Officer and/or to Campus Police.

High School Students

Expectations of behavior referenced in the Student Code of Conduct apply to Early Middle College (EMC) students, Dual-Credit, and Continuing Education students enrolled in a GTCC course on campus or in the community. EMC students not enrolled in a GTCC course, but attending high school classes on the college campus, will be referred to the High School Principal for any GTCC Violation of the Student Code of Conduct. In any and all situations, high school students are subject to Guilford County Schools Policy and the high school principal reserves the right to remove the student from the Early Middle College program of study. Any

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EMC student who is removed, transferred, long term suspended or expelled from any EMC will be no longer be eligible to attend GTCC, or take college courses. If a student is removed from the EMC for a violation of the GTCC Student Code of Conduct; GTCC will impose sanctions concurrently with those of Guilford County Schools. Any student who attempts to re-enroll at GTCC after their high school graduation (or dropping out of school) must fully cooperate with the campus conduct process and must comply with all sanctions that are imposed. All former EMC students subject to college sanctions, must meet with GTCC's Chief Disciplinary Officer prior to re-enrollment.

Section 3: Definitions

- **Aggravating Factors** – Any fact or circumstance that increases the severity or culpability of a violation of the College's Student Code of Conduct Aggravating factors suggesting consequences beyond the recommended penalty include, but are not limited to; repeated violations, imminent danger to self or others, failing or refusing to follow the directives of College personnel while they are attempting to investigate or control behavior during a potential Code violation, unwillingness to take responsibility for their actions; lack of commitment to abide by the Student Code of Conduct in the future, and other extreme circumstances within the discretion of the Student Conduct Administrator.
- **Classroom** – Locations where designated learning experiences take place and where College officials have supervisory responsibility. These may be seated classrooms, labs, online learning environments, clinical sites or other locations in the community where students are sent to meet academic requirements.
- **College Day** – Weekdays when the College is open from at least 8:00 a.m. until 5:00 p.m.
- **Extenuating Circumstances** – Personal action beyond one's control, and likely to have a significant impact.
- **Interim Action:** Exclusion from campus, class participation and/or other privileges or activities as set forth in the notice. Such actions remain in effect until lifted by the Student Conduct Administrator.
- **Instructor/Faculty Member** – The professional entrusted by the Board and the President with the responsibility for the formal education of students. The College has granted instructors/faculty members the authority to manage their classrooms. This includes the authority to direct a student to leave the classroom for inappropriate behavior.
- **Mitigating Factors** – Mitigating factors include but are not limited to: self-defense, provocation, prior conduct record of the student, and other factors in the discretion of the Student Conduct Administrator.
- **Sanctions**– Consequences for violations of the Student Code of Conduct or other College policies up to and including Expulsion from the College (see section 5 below).
- **Staff** – Exempt and non-exempt personnel responsible for reporting incidents involving violations of the Student Code of Conduct.
- **Student** – Any person in the act of enrolling, attending orientation, currently enrolled, or to whom an offer of acceptance has been extended. This status is maintained until 2 years have passed since their last semester of enrollment for student in curriculum courses. For Adult Education and Continuing Education students, the status of student is effective during the period of enrollment.
- **Student Classifications:**
 - Curriculum Students

- Non-Curriculum Students
- High School Students
- **Student Conduct Administrator** – Chief Disciplinary Officer (or designee), representing the College in response to reports of inappropriate behavior by student. Responsible for administering the College’s Student Code of Conduct; providing direction to and overseeing the efforts of Student Conduct Officers.
- **Student Conduct Officers** – College officials responsible for managing student conduct issues and responding to student conduct incidents; possess the authority to make student conduct decisions and impose sanctions as designees for the Student Conduct Administrator.
- **Student Conduct Incident Report** – Information submitted which documents a student’s alleged behavior reported to be a violation of the Student Code of Conduct.

Section 4: Prohibited Conduct

In addition to the list of prohibited behaviors provided below, as members of GTCC’s College community, students are prohibited from engaging in behaviors that are inconsistent with expectations for students as provided in the College’s Management Manual (<https://home.gtcc.edu/management-manual/>). Prohibited actions or behaviors listed below do not include all conduct that could be prohibited:

1. **All forms of Academic Dishonesty (Cheating).** Students shall not engage in any act of deception or falsification of work product. This conduct may include, but is not limited to, cheating, fabrication and falsification, plagiarism, abuse of academic materials and complicity in academic dishonesty. Any student who violates these standards is subject to academic disciplinary action. (See College Policy IV-1.1.3) Records of academic dishonesty will be kept on file in the Office of the Chief Disciplinary Officer.
2. **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.** Students shall not steal or attempt to steal, knowingly be in possession of stolen property, or intentionally damage or attempt to damage any College or private property while on any GTCC campus. This includes theft of any kind. Students shall not vandalize, damage, steal, or attempt to damage property belonging to others.
3. **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.** Students shall not willfully enter or remain in any College structure, conveyance or property without having been authorized by school personnel.
4. **Possession, Use, Sale, Delivery or Distribution of Marijuana, Narcotics, Stimulants, Alcoholic Beverages and Any Other Unauthorized or Illegal Substances or Drug Paraphernalia** – Students shall not possess, use, sell, transmit, deliver or distribute marijuana, narcotics, stimulants, alcoholic beverages or any other controlled or unauthorized or illegal substances or drug paraphernalia or any substance which impairs or otherwise mimics the hallucinatory, euphoric, depressive and/or intoxicating effects of

illegal substances at any time while a student is at the College in any College building, on any College premises, attending College-sponsored activities, on or about any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function or during any period of time when students are subject to the authority of College personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline, and protecting the safety and welfare of students and staff/faculty. In all such cases Campus Police will be notified. (See Drug Free Workplace policy I-2.1.3).

5. **Lewd or indecent conduct, including physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous material or that which may cause a material and substantial disruption of school activities.** Students shall respect other students, college visitors, College employees and other persons by utilizing appropriate language and behaviors at all times. Any action taken which, by reasonable appearances, is intended to be abusive, harassing, profane, obscene or sexually inappropriate, bullying, intimidating or overtly disrespectful or which demeans or degrades another student or College employee is prohibited. Students are prohibited from distributing material that is obscene or libelous, or that which may cause a material and substantial disruption of school activities while a student is at the College in any College building, on any College premises, attending College-sponsored activities, on any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function, or during any period of time when students are subject to the authority of College personnel.

6. **Communicating a threat to cause physical harm, or behaving in a manner that physically threatens the safety of a member of the College community, or threatening to damage property belonging to the College or a member of the College community.** (See Workplace Anti-violence and Threat Assessment policy I-2.1.4). Students shall not, through written, electronic, oral communication, or physical action, threaten to cause, or attempt to cause physical or bodily harm to any member of the College community at any time. This prohibition may include actions or communications that occur off-campus or in an online environment, or during any period of time when students are subject to the authority of College personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline, and protecting the safety and welfare of students and staff/faculty.

Included in the prohibition are acts of cyberstalking or cyberbullying. Cyberstalking or cyberbullying involve the use of technology to intimidate, harass, or create ongoing and unwanted interruption. The use of e-mail, instant messaging, telephone, cell phones, texts, social media, the Internet, recording devices, or through other means/devices to commit these acts is strictly prohibited.

7. **Acts of violence which cause bodily harm or attempt to cause bodily harm to a member of the College community or a guest of the College community.**

8. **Harassment.** Pursuing a pattern of conduct to annoy, seriously alarm or terrorize another person. The conduct must be such that it would cause a reasonable person to suffer substantial emotional distress. Acts of voyeurism or recording of images without

consent while the person is in a place where s/he would have a reasonable expectation of privacy is also included in this prohibition.

- 9. Sexual Harassment and Sexual Violence.** All students and employees shall have the right to work and/or learn in an environment free from sexual harassment. No employee, student or visitor to the campus may engage in conduct that falls under the definition of sexual harassment. Sexual Harassment is defined as physical contact and/or conduct that creates an unwelcome or hostile environment. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual's employment or academic performance (either implicitly or explicitly), when submission to or rejection of the conduct is used as the basis for employment or educational decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual's work or academic performance or to create an intimidating, hostile, or offensive working or learning environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment. For the complete policy (I-2.1.6), visit https://www.gtcc.edu/_files/administration/GTCC-Management-Manual-Policies-Only-December-2017.pdf
- 10. Obstruction or disruption during activities of the College.** Students shall not create disruption or obstruct any College activity which may cause a serious disruption to or cause an actual significant disruption of the instruction or College-sponsored activity.
- 11. Occupation or seizure on College property.** Students shall not seize nor occupy any College property or College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use with the intent to cause a serious disruption or causing an actual significant disruption of the instructional day or College-sponsored activity.
- 12. 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 to or egress from College facilities; which is harmful, obstructive or disruptive to the educational process of the College; remaining at the scene of such an assembly after being notified to leave by a College employee.** Students shall not lead or participate in any activity that has as its purpose the disruption of College business, or which significantly affects the educational process. In the event that the disruption does not abate immediately, or if College officials deem it appropriate, Campus Police will be called.
- 13. Possession of a weapon.** This includes firearms, or any other type of gun, weaponry, or other "look-alike" devices of violence. Students shall not possess or conceal or transport any weapon, whether openly or concealed, on GTCC property at any time while on any College premises, in any vehicle on campus, while attending any College-sponsored activities, on or about any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function, or during any period of time when students are subject to the authority of College personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline, and protecting the safety and welfare of students and staff/faculty. A "weapon" includes but is not limited to all

knives or other sharp instruments, firearms, explosives, pepper (or similar functioning) spray, any similar weapon that is capable of causing serious bodily injury. Weapons will be confiscated by Campus Police.

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; HB 937; N.C.G.S. § 14- 269.2(k)). A firearm is permissible on a community College campus only under the following limited circumstances:

- a. The firearm is a handgun; AND
- b. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
- c. 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
- d. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
- e. The firearm remains in the closed compartment at all times.

14. Issuing a Bomb, or Terroristic 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. Students shall not communicate a false report by any means that there is located on College property or at any College-sponsored activity off College property any device, substance or material designed to cause harmful or life-threatening illness or injury to others. Students shall not perpetrate a hoax by concealing, placing, disseminating or displaying on College property or at any College-sponsored activity off College property any device, machine, instrument, artifact, letter, package, material or substance to cause a person to reasonably believe the item is capable of causing harmful or life-threatening illness or injury. Students shall not threaten to commit an act of terror with the intent of causing harm, damage, or a significant disruption of College-sponsored activity. Students shall not communicate a false report that a terroristic act likely to cause serious injury or death is about to occur or is occurring on any College property or at any College-sponsored event off College property, with the intent of causing a significant disruption, or causing an actual significant disruption of the instructional day or College-sponsored activity.

15. Gambling. Students shall not engage in any form of games of chance or gambling for money and/or items of value.

16. Tobacco use at any GTCC facility. This prohibition includes E-cigarettes (Vape), other smoking devices, and/or paraphernalia that are not permitted on campus. Minimal use of tobacco will be permitted for specific educational purposes which have prior approval from the College. (See Tobacco Use policy I-1.1.3). Students shall not use tobacco products on any College property at any time or while attending College-sponsored activities, on or about any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function, or during any period of time when students are subject to the authority of College personnel.

- 17. Violation of College regulations regarding the operation and parking of motor vehicles.** Students will obey and respect all parking signs, markers, painted spaces and motor vehicle regulations at all times while on any College premises.
- 18. Providing false information to the College or attempting to gain benefit through efforts to deceive or falsely represent a College official.** These acts include but are not limited to Forgery; Alteration or misuse of College documents or resources, records, or instruments of identification; Committing or attempting to commit Identify Theft; Knowingly filing a false student misconduct report or false report to Campus Police.
- 19. Failure to comply with the instructions or directions of College employees acting in the performance of their duties.** Students shall comply with the directions of all authorized College personnel at all times while a student is, in any College building and on any College premises, attending College-sponsored activities, on or about any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function, or during any period of time when students are subject to the authority of College personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline, and protecting the safety and welfare of students and staff/faculty.
- 20. Violation of the terms of disciplinary probation during the period of probation or Violation of the terms of student conduct sanctioning.** Students that have been sanctioned for violating the Student Code of Conduct will serve out all probations and suspensions determined by the Student Conduct Officer.
- 21. 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.** Students shall meet all financial obligations required to attend the College and will not pass worthless checks.
- 22. Violation of local, state, or federal criminal law on College premises.** Students shall not violate any local, state or federal criminal law or commit any act which could result in criminal prosecution not previously covered elsewhere in these rules on any College premises, attending College-sponsored activities, on or about any College-owned or operated vehicle, off College property at any College-sponsored or College-approved activity or function, or during any period of time when students are subject to the authority of College personnel, and/or at any time when the student's behavior has a direct and immediate effect on maintaining order and discipline, and protecting the safety and welfare of students and staff/faculty.
- 23. Behavior in class, lab, etc. conflicting with safety of others.** Students will obey and follow all teacher directions during class or labs. Students will also observe all safety regulations to maintain the safety of other students in the lab or class.
- 24. Theft or other misuse of College resources; equipment or technology; secured information.** Students shall not steal, attempt to steal or misuse College equipment, technology or resources including, but not limited to, unauthorized entry into a file or document to use, read, or change the contents or for another purpose, unauthorized transfer of a file or document, unauthorized use of another's identification and password,

use of technology to interfere with another student, College employee or administrator, use of computing facilities to send obscene or abusive messages, use of computing facilities to interfere with normal operation of the College computing system; using College computers or the College network to view, access, download or send/distribute pornographic material or other content commonly considered inappropriate for a College environment.

25. Abuse of the Student Code of Conduct. Students will not interfere, obstruct, or abuse the Student Code of Conduct in any way to include but not limited to: Failing to respond to the summons of a Student Conduct Administrator or College official; falsifying, distorting or misrepresenting before a Student Conduct Officer or a Student Conduct Review Committee; disruption or interference with the orderly conduct of a Student Conduct Hearing or Student Conduct meeting; institution of a Student Conduct 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 Student Conduct Officer or a member of the Student Conduct Review Committee prior to or during the course of the proceeding; harassment or intimidation of a Student Conduct Officer or a member of the Student Conduct 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.

26. Serving as an accessory to a violation or aiding another individual in the commission of an offense as defined by the Student Code of Conduct. Students are prohibited from serving as an accessory to a violation or aid or conspire with another individual in the commission of an offense of the Student Code of Conduct.

Section 5: Actions and Sanctions available to Student Conduct Officers

Student Conduct decisions involve a system of consequences and a range of consequences. The investigator may find that mitigating or aggravating circumstances may justify a different sanction. Repeated violations of the Student Code of Conduct will be considered an aggravating factor supporting consequences beyond the recommended measure. In all circumstances, the Student Conduct Administrator is granted the authority to exercise his/her good judgment to apply a greater or lesser consequence than that specified herein.

- **Temporary Class Dismissal:** In the case of student misconduct in the classroom, faculty members have the right to temporarily remove a student from the classroom. Removal is normally not longer than one class period. In cases where additional time is needed, the faculty member must consult with the Program Director/Associate Dean, in coordination with the Student Conduct Administrator to ensure due process. In cases where reassignment of the student is considered, the decision to reassign the student must be made between the faculty member and Program Director/Division Chair in coordination with the Student Conduct Administrator.
- **Interim Action:** Exclusion from campus, class participation and/or other privileges or activities as set forth in the notice. Such measures will remain in effect until lifted by the Student Conduct Officer.
- **Reprimand:** A written communication which gives official or unofficial notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties

because of this prior infraction.

- **General Probation:** Appropriate response to an offense of a lower level that includes 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 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) semesters of study.
- **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. A student on Restrictive Probation may not occupy a position of leadership or responsibility in any College or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters of study. Any violation of the terms of Restrictive Probation may result in immediate suspension.
- **Suspension:** Exclusion from campus, class(es), and/or all other privileges or activities of the College for up to two (2) years. Students who receive this sanction must receive specific written permission from the Student Conduct Administrator (or his/her designee) before returning to campus. Note: In cases of Suspensions and Expulsions students receive a grade of F in classes in which they are enrolled.
- **Expulsion:** Dismissing a student from the College for an indefinite period with the student losing student status. A student will not be considered for readmission until a period of two (2) years has passed. The student may be readmitted to the College only with the approval of the President or designee. A student seeking readmission after expulsion must first contact the Student Conduct Administrator. Note: In cases of Suspensions and Expulsions students receive a grade of F in classes in which they are enrolled.
- **Restitution:** Paying for damaging, misusing, destroying, stealing or losing property belonging to the College, College personnel, or students.
- **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. Holds will be placed on the student's account in such instances.
- **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.
- **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.
- **Group Charter Revocation:** Removal of college recognition for a group, club, society, or other organizations for a minimum of two (2) years. Re-charter after that time must be approved by the President or designee.

Section 6: Procedure for Disciplinary Actions

Any College employee, faculty member, other employee, or student may file a complaint against a student or student organization for an alleged violation of the College's Student Code of Conduct. The procedures for reporting a violation of the Student Code of Conduct are as follows:

Reporting Violations of the Student Code of Conduct

Employees filing complaints of student misconduct must report such behaviors through *Maxient*. Links for accessing *Maxient* are provided in the list of Campus Applications provided once an employee logs into the Portal.

Students may report violations of the Student Code of Conduct committed by other students. In such cases the reporting party may file their complaint by sending an email to mwhughes2@gtcc.edu or by visiting the either the Medlin Campus Center (*Jamestown Campus*) suite 320 or the H-1 Building, room 123 (*High Point Campus*) or CEC (*Greensboro Campus*) room 107.

To assist the investigator in their efforts, a student reporting a violation of the will want provide the following information when reporting a violation:

- Name and student ID# 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
- A detailed statement of the alleged violation
- Any action taken that relates to the matter
- Indication as to whether Campus Police were contacted
- Desired resolution(s).

Notice to the Alleged Violator

Upon receiving the student conduct incident report, the Student Conduct Officer will notify the student writing to inform the student that allegations have been made against them.

Investigation

Within ten (10) College days after the student conduct incident report has been is filed, the Student Conduct Officer shall complete a preliminary investigation of the charge and shall schedule a meeting with the student.

Meeting with the Student Conduct Officer

The Student Conduct Administrator shall, as part of their investigation, meet with the accused student to take their statement about what did or did not occur. In instances where the student cannot be reached to schedule an appointment with the Student Conduct Officer or where the student refuses to cooperate, the Student Conduct Officer will conduct an investigation to gather available information and then make a decision accordingly.

Decision of the Student Conduct Officer

This decision of the Student Conduct Officer will be to either drop the charges; take interim measures until all parties are available; or use available information and utilize the standard of the preponderance of the evidence to determine whether the student accused is or is not responsible for violating the Student Code of Conduct.

Sanctions

If it is determined, after considering all available information, that the student is responsible for violating the Student Code of Conduct, an appropriate sanction will be imposed. All parties will then be notified in writing of the decision of the Student Conduct Officer. **NOTE: Refusal of a student to accept a certified letter or read the email sent will not delay or alter student conduct actions or procedures.** The decision of the Student Conduct Administrator shall be presented to the student in writing within five (5) College days following the close of the investigation.

Section 7: Student Conduct Appeal Procedures

A student may appeal the decision of the Student Conduct Administrator, and may request and be granted an Appeal Hearing before the Student Conduct Review Committee only if one or more of the following criteria can be met.

- The College failed to follow their procedures
OR
- The sanction imposed was too severe for the violation committed
OR
- New evidence is now available to be reviewed

The request for an appeal must state which of the three criteria above are the basis for requesting an appeal. The request for an appeal must be submitted in writing to the Student Conduct Administrator at mwhughes2@gtcc.edu within three (3) College days the sending of the email notification of the outcome of the formal complaint that was filed. Students that were not issued an official GTCC email address must request an appeal to the Student Conduct Administrator within three (3) days after they have received written documentation of the decision of the Student Conduct Officer. When an appeal has been granted, the Student Conduct Administrator shall refer the matter to the Student Conduct 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 student conduct investigation.

Student Conduct Review Committee

- Membership consists of: Three faculty and two professional or classified staff/faculty members appointed by the president. Three student members approved by the Student Conduct Administrator. The Student Conduct Administrator as an ex-officio non-voting member
- Committee members will serve for at least a one-year appointment 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/faculty member, one student, including the committee chairperson must be present in order for the committee to conduct business in a given case.

Procedures for Hearings before the Student Conduct Review Committee:

- The Student Conduct Review Committee must meet within ten (10) College days of receipt of a request for a hearing (except between semesters or near the end of a semester when additional time may be needed).
- At least five (5) College days prior to the date set for the hearing, the Student Conduct

Administrator 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:

- 1) A restatement of the charge or charges.
 - 2) The time and place of the hearing.
 - 3) A statement of the student's basic procedural rights.
 - 4) A list of witnesses the College expects to call. (Any witnesses not listed will not be allowed to testify in the absence of a showing of good cause for delay in identification.)
 - 5) The composition of the committee.
 - 6) A copy of the Hearing Rules.
- On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period, if the Student Conduct Administrator 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 Student Conduct Administrator no less than five (5) full College 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. Witnesses should be persons who were at the scene or have direct knowledge of the conduct violation (not hearsay). No character witnesses are allowed. (You are responsible for ensuring that your witnesses are aware of the date/time/location of the Appeal Hearing. You are also responsible for having your witnesses present for the Appeal Hearing.)
- The right to request, in writing, that the Student Conduct Administrator 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) College 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 (or his/her designee).
- 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.

Disciplinary Review Committee

Hearings before the committee shall be confidential and shall be closed to all other persons except the following: The student(s), Counsels, and 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 College has the right to limit the number of witnesses to be called by both parties.

- 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 by the office of the Executive Vice 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.
- The committee shall have the authority to render written advisory opinions concerning the application of this code as it relates to classroom and administrative practices and procedures.
- Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the decision of the Student Conduct Administrator and to determine appropriate sanction(s), which are not limited to those imposed or recommended by the Student Conduct Administrator. 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 three (3) College days after the decision of the committee, the Student Conduct Administrator 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. This time frame can be extended if additional investigation is required OR with the agreement of both the student and the Student Conduct Review Committee Chairperson.

Section 8: Drug & Alcohol Policy

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.

No person shall manufacture, distribute, dispense, sell, possess or use alcoholic beverages or controlled substances on the premises of GTCC except as otherwise provided in this policy. No person shall manufacture, distribute, dispense, sell, illegally possess or illegally use alcoholic beverages or controlled substances at any location while engaged in activities on behalf of GTCC. (See Drug Free Workplace Policy I-2.1.3)

NC General Statutes 90-95 states that it is unlawful for any person:

- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a controlled substance.
- To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver, a counterfeit controlled substance.
- To possess a controlled substance.

GTCC Board of Trustees policies also prohibit:

- Possessing, consuming, or serving alcoholic beverages or controlled substances; or use, manufacture, and/or sale of controlled substances at any College location. This policy applies to all employees and students.
- Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Applies to all students.

Full texts of all applicable laws and GTCC Board of Trustees Policies are available in Medlin Campus Center (Jamestown Campus), Suite 320.

If the drug and alcohol policy is violated, sanctions will be imposed as outlined in Section 6, paragraph 4. Disciplinary actions may include sanction up to and including expulsion.

Section 9: Dress & Attire

GTCC expects all students and employees to dress in a manner in keeping with the serious academic intent of the College and in a manner acceptable to the community. In keeping with the mission to prepare students for success in the workforce, students are expected to dress appropriately within the general accepted bounds of good taste. The College respects individual style and creativity, as long as students dress in a manner which is not disruptive or distracting to the educational environment and conforms to the expectations and standards of the professional community. All College personnel have the authority and responsibility to make sure these guidelines are followed. Students who fail to adhere to the general guidelines listed will not be allowed on campus or to participate in any College activities and will be subject to disciplinary action which may include suspension from their program of study or expulsion from GTCC.

- Students enrolled in certain technical or vocational curricula, such as Allied Health, Automotive, or Culinary programs, may be required to wear special attire for clinical or laboratory classes. If special attire is required, students may not attend classes or laboratory work if their dress is in violation of the dress code for such areas according to the policy of the program. Special attire may include specialty shoes, protective goggles, uniforms or lab coats. For all students who are deemed inappropriately dressed, the following actions will occur:
 - Students will be asked to either leave the learning environment or activity, or to take immediate steps to come into compliance.
 - Students in violation of this policy must surrender their Student ID. Confiscated Student ID's will be sent to the Student Conduct Administrator for disciplinary action.
 - Guidelines for inappropriate clothing:
 - 1) Clothing displaying images of nudity
 - 2) Clothing displaying profanity
 - 3) Deeply low cut shirts/blouses
 - 4) Clothing depicting violence
 - 5) Sagging or low cut pants exposing skin, undergarments, long shirts or other clothing below the waistline
 - 6) Shirts/blouses with midriffs showing

Section 10: Smoking and Tobacco Use

Tobacco use will not be permitted at any time at any GTCC facility. E-cigarettes, other smoking devices, and/or paraphernalia are also not permitted on campus. Minimal use of tobacco will be permitted for specific educational purposes which have prior approval from the College.

Students who violate the policy are subject to disciplinary action as provided for in the Student Code of Conduct's Policy (IV-3.1.1).

- Individuals in violation of this policy must surrender their GTCC ID. Confiscated IDs will be sent to the appropriate Vice President (for faculty/staff), Student Conduct Administrator (for students) for disciplinary action. Visitors caught violating the policy will be informed of the GTCC no tobacco policy and asked to cease use of the tobacco product.
- Disciplinary action: Students who are caught violating the policy will be subject to

disciplinary action.

- To secure approval to use tobacco for educational purposes, the instructor of a class or leader of a recognized group must submit a request in writing to the appropriate Vice President. The appropriate Vice President will answer the request, in writing, within four (4) College days (excluding official holidays and weekends) of its receipt. Requests must be submitted at least seven (7) College days (excluding official holidays and weekends) before its intended use, and must include the following items:
 - 1) Instructor or leader's name,
 - 2) Rationale for use of the items,
 - 3) How the items will be used,
 - 4) Proposed schedule for using the items, and
 - 5) Any other relevant information.

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>