

## **Code of Student Conduct**

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All HCC students in every academic program fall under this code of conduct. Some academic programs may have supplemental behavioral codes with additional requirements.

### **1. Basic Principles**

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, at other College sites, and in the community. The student rights of free inquiry and free expression are indispensable to the learning experience and to participation in an academic community. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of the community.

Students are expected to exercise their freedom with responsibility. The College has established rules relating to academic integrity and behavior that students must follow so the teaching/learning process is not disrupted. Students are expected to produce work that is the product of their own learning and academic effort and will sign a pledge to that effect. Grades and degrees must represent honest work and accomplishments. If a student chooses not to abide by these rules and expectations, s/he may lose the privilege of attending Hagerstown Community College.

By the same token, students are also subject to all laws of the community, which are implemented by law enforcement officers. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law.

### **2. Student Bill of Rights**

- A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of Maryland apply to all students.
- B. Students have a right to pursue appropriate opportunities for learning in the classroom, on the campus, and in the community that are provided by the College. They should expect faculty to evaluate their performance objectively based on academic criteria, not on opinions or conduct in matters unrelated to academic standards unless that conduct violates College regulations or the Code of Conduct.
- C. Students have the right to learn in an environment in which academic integrity is valued and practiced.
- D. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship subject to reasonable and non-discriminatory College rules and regulations regarding time, place, and manner.
- E. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and College staff.

- F Students shall have access to their educational records and the College will protect student educational records from dissemination or transferability without a student's consent. In this regard, it is College policy to comply fully with the provision and regulations of the Family Educational Rights and Privacy Act (FERPA) of 1974.
- G. Students have the right to an impartial hearing and the right of appeal.

### 3. Prohibited Conduct

Academic integrity violations include but are not limited to the following types of conduct:

- A. Cheating on placement tests, exams, tests, and quizzes. Examples of cheating include but are not limited to: 1) giving or accepting unauthorized exam material or using illegitimate sources of information, 2) dishonestly obtaining copies of an exam or providing or receiving information about an exam, 3) exchanging information during an exam or copying from another's paper, 4) using "crib sheets" or any other unauthorized aids including all electronic retrieval devices or materials during an exam, and 5) taking an exam in the name of someone else
- B. Plagiarism is the use of ideas or work of another without sufficient acknowledgment that the material is not one's own. Examples of plagiarism include 1) submitting material created by another as one's own work or including passages of another author without giving due credit and 2) submitting purchased material, in any form of communication, as one's own work.
- C. Computers should be used for academic purposes only. Examples of misuse of computers include:
  - 1) illegal copying of commercial software or data protected by copyright or special license,
  - 2) unauthorized access to computer files, 3) copying/pasting, in any form, another student's exam or homework files and submitting as one's own, 4) planting viruses on local or network drives, and
  - 3) sharing one's own or using the account number of another to access the system.
- D. Unauthorized collaboration with other individuals in the completion of course assignments.
- E. Using fraudulent methods in laboratory, studio, special projects, or field work.
- F. Intentionally or knowingly helping or attempting to help another student violate any provision relating to academic integrity.

Behavioral violations on College premises or at College-sponsored or College-supervised functions include but are not limited to the following types of conduct:

- A. Failure to comply with directions of College staff acting in performance of their duties. Showing disrespect toward any faculty or staff member, through actions, comments, obscene or excessively loud language.
- B. Theft, misuse, or damage to College property (including equipment, the computer network, phones, mail, and transportation), property of a member of the College community or a campus visitor.
- C. Unauthorized entry onto the property of the College or into faculty/staff offices or facilities which have been placed off limits; unauthorized presence in a College facility after closing hours.
- D. Unauthorized use of skateboards, roller blades, and scooters.
- E. Illegal possession, use, sale or distribution of alcohol, any controlled substance, street drugs, or drug paraphernalia. The use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.
- F. Disorderly, lewd or indecent behavior; or distribution of obscene or libelous written material.
- G. Mental or physical abuse, including verbal or physical actions which threaten or harm individuals or which promote hatred or prejudice.
- H. Any act, comment, or behavior which is of a sexually suggestive or harassing nature and which creates an intimidating, hostile, or offensive environment and interferes with another student's or employee's rights or performance.
- I. Engaging in hostile, harassing, intimidating or bullying conduct or behavior that creates an imminent or perceived risk of violence or damage to property or that is likely to cause emotional harm by mocking, ridiculing or disparaging a student or group of students either in-person, online, or both.
- J. Disruption of teaching, research, administration, or disciplinary proceedings, or other College activities, including public service functions, and other authorized activities.
- K. Children under the age of 12 who are not registered credit or noncredit students, who are not participating in an authorized college activity, or who are not attending a scheduled event shall not be left unattended anywhere on the college campus.
- L. Only properly registered students should attend scheduled classes. However, individuals including students' children, relatives or friends may accompany them to a class session with the instructor's permission as long as there is no potential danger for children.
- M. Use of cellular phones or electronic devices during class. Please refer to the Smart Electronic Devices within Instructional Settings Policy and the Use of Computing, Networking, and Communication Resources Policy for more information.
- N. Occupation or seizure of College property or facilities, or participation in informal

or formal assembly that threatens or causes injury to person or property. This includes activities that interfere with access to College facilities, as well as remaining at the scene of such an assembly after being asked to leave by College staff.

- O. Possession, use, and/or threat of use of firearms, weapons, incendiary devices, explosives, or the unauthorized use of any agent capable of inflicting serious bodily injury to any person on College property or at College-sponsored activity sites.
  - P. The act of maliciously setting off a fire alarm or the use of any fire safety equipment.
  - Q. Smoking and/or the use of other forms of tobacco products. Please refer to the College's Tobacco-Free Policy for more information.
  - R. Operation and parking of motor vehicles on HCC property in violation of College regulations.
  - S. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
  - T. Gambling except for approved charitable fund-raising activities.
  - U. Fiscal irresponsibility such as failure to pay College-levied fees and fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.
  - V. The intentional provision of false information to College officials.
4. Persons who are both students and employees are guided by the provisions included in the HCC Employee handbook. The employee status supersedes student status, especially in regard to behavioral codes of conduct.
5. Sanctions

The following are sanctions which may be invoked by the College for individual students, groups of students, or student organizations in cases where there has been a violation of the Code of Student Conduct. The listing is not inclusive of all options which the College may choose to exercise. The Dean of Student Affairs will maintain a record of imposed sanction(s) for behavioral violations and the Vice President of Academic Affairs will keep a record of imposed sanction(s) for academic integrity violations.

***Student Sanctions:***

- A. *Grade of F:* A failing grade for an assignment or for a course grade may be assigned by a faculty member for academic integrity violations.
- B. *Reprimand:* A reprimand gives official written notice to the student that any subsequent offense against the Code of Student Conduct will carry heavier penalties because of a prior infraction.
- C. *General Probation:* A student may be placed on General Probation when involved in a minor disciplinary offense. Under General Probation, the student is given a chance to show

capability and willingness to observe the Code of Student Conduct without further penalty. If the student errs again, further action will be taken.

- D. *Restrictive Probation:* Restrictive Probation results in loss of good standing, which may limit activity in the College community. Generally, the student will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. Any violation of Restrictive Probation may result in immediate suspension.
- E. *Suspension:* Suspension results in the exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time as determined by the Dean of Student Affairs. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Students who receive this sanction must request and obtain specific written permission from the Dean of Student Affairs before returning to campus.
- F. *Expulsion:* When expelled, a student is dismissed from campus for an indefinite period of time and loses student status. The student may be readmitted to the College only with the approval of the President.
- G. *Restitution:* Students will be responsible for paying for damaged, misused, destroyed, or lost property belonging to the College, College personnel, students, or others.
- H. *Loss of Academic Credit or Grade:* Loss of academic credit or a grade can be imposed as a result of academic dishonesty.
- I. *Withholding transcript, diploma, or right to register or participate in graduation ceremonies:* These sanctions can be imposed when financial obligations are not met. The student will not be allowed to register or to participate in commencement until all financial obligations are met.

***Organizations/Group Sanctions:***

- J. *Group Probation:* Group probation is 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 charter may be revoked or activities restricted.
- K. *Group Restriction:* College recognition is removed during the semester in which the offense occurred or for a longer period of time. While under restriction, allocated activity funds will be revoked and the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.
- L. *Group Charter Revocation:* College recognition is removed for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.
- M. *Group Restitution:* Student organizations will be responsible for paying for damaged, misused, destroyed, or lost property belonging to the College, College personnel, students, or others.