

## **HCC Code of Student Conduct**

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

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
- 5) sharing one's own or using the account number of another to access the system.

The complete Acceptable Computer Use Policy is located on the college website under Student Services.

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

A. Failure to comply with directions of College staff acting in performance of their duties. Refusal to show Student ID when asked by campus police. 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. Being under the influence of alcohol or drugs is not permitted. 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 written, 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. Disruption of teaching, research, administration, or disciplinary proceedings, or other College activities, including public service functions, and other authorized activities.
- J. 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.
- K. 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.
- L. Use of cellular phones or pagers during class. Students must disengage or place devices on inaudible signal so as not to disturb or interfere with classroom activities.
- M. 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.
- N. 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.
- O. The act of maliciously setting off a fire alarm or the use of any fire safety equipment.
- P. Smoking and/or the use of other forms of tobacco products in unauthorized areas.
- Q. Operation and parking of motor vehicles on HCC property in violation of College regulations.

- R. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
- S. Gambling except for approved charitable fund-raising activities.
- T. 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.
- U. The intentional provision of false information to College officials.

#### **4. 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. *Disciplinary Probation:* A student may be placed on Disciplinary Probation when involved in a minor disciplinary offense. Under Disciplinary 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 or designee. 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 or designee 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. *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:***

A. *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.

B. *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.

C. *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.

D. *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.

*Approved: Board of Trustees, 5/06*

**Student Pledge**

Students will be asked to sign the following pledge before taking placement tests:

I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a member of the college community, I hold the qualities of honesty and integrity in highest regard and will not violate them nor tolerate those who do.

**HAGERSTOWN COMMUNITY COLLEGE**

**ACADEMIC INTEGRITY INCIDENT FORM**

Student Name \_\_\_\_\_

Instructor Name \_\_\_\_\_

Date of Alleged Incident \_\_\_\_\_

Date of Report \_\_\_\_\_

Class \_\_\_\_\_

***Nature of Incident:*** (Check all that apply.)

- Plagiarism
- Cheating
- Misusing/abusing computers
- Use of fraudulent methods in lab, studio, special projects, field work, etc.
- Other

Please explain the incident: \_\_\_\_\_

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**Outcome:**

- No violation
- Mutual agreement of guilt (please explain result, e.g., rewrite paper, grade of F, etc.)
- Request for a hearing

**Signatures:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Instructor \_\_\_\_\_ Date \_\_\_\_\_

*Incident Form*

2006/slk

**5. Academic Integrity  
Violation Process**

Charges of academic dishonesty on the part of a student may be reported by any member of the College community to the person responsible for the academic endeavor, hereafter referred to as the instructor.

Due process and confidentiality must be maintained throughout the procedures. An individual in violation of these tenets will be censured.

**Step 1—Instructor/Student Conference**

*A. The Conference*

A conference occurs between the student and the instructor to discuss an alleged violation. Possible conclusions include mutual agreement of innocence or a mutual agreement of guilt. If there is agreement of guilt and penalty by the instructor and the student, both will sign the Academic Integrity Incident Form and the matter may be resolved at this level. The written record of the conference will be submitted by the instructor to the Vice President of Academic Affairs. The Vice President of Academic

Affairs will send a letter of reprimand to the student and a copy will be placed in the student's file. The maximum penalty for the violation may not exceed a grade of "F" in the course.

*B. Request for a Hearing*

If there is no agreement between the instructor and the student regarding the occurrence of a violation or if the parties do not agree on the penalty, a request for a hearing to the College Hearing Board may be made by the instructor or the student. The request must be made in writing to the Vice President of Academic Affairs within seven calendar days after the student-instructor conference. Additionally, the Vice President of Academic Affairs may request a hearing after a review of the submitted documentation regarding incidents of a serious nature.

**Step 2—Academic Integrity Hearing Process**

*A. College Hearing Board Membership*

The College Hearing Board will consist of three faculty and three students. The Hearing Board will be chaired by an administrator, who will vote only in case of a tie. Every attempt will be made to follow the time lines indicated in Steps 2 and 3. However, unique circumstances may dictate otherwise and shall be determined reasonable and/or justified by the Hearing Board chair.

*B. The Hearing Procedure*

The Board will convene in a closed session no more than seven calendar days after the request for a hearing has been made to the Vice President of Academic Affairs. The student will be notified by registered or certified mail of the time and date of the hearing.

If the student wishes to have a nonlegal advisor present for the hearing, he/she will notify the Vice President of Academic Affairs in writing at least one calendar day before the scheduled hearing. A nonlegal advisor may include a spouse, parent, other relative or friend. The advisor may confer with the student during the hearing, but may not address the panel.

*C. Hearing Board Actions*

Following the presentations by the student and the instructor, the panel will vote on its decision. The panel chair will inform all parties that the Vice President of Academic Affairs will receive the decision in writing within one calendar day. Measures imposed by the College Hearing Board as disciplinary actions in proportion to the gravity of the offense follow.

a. Exoneration

If the student is exonerated, a record will be kept in the Office of the Vice President of Academic Affairs. However, no citation will be placed in the student's permanent college record, and there will be no penalty to the student.

b. Reprimand

Reprimand is a formal written statement sent to the student and placed in the student's permanent college record. With the exception of exoneration, the minimum penalty for an academic integrity violation brought before the Hearing Board is a grade of "F" in the assignment. The reprimand cites the student's



inappropriate actions and indicates that any further incidents will result in suspension from the College. The reprimand will not be removed from the student's permanent file upon his/her leaving the institution, but will not be given as a college record to other agencies.

c. Suspension

Suspension means separation of the student from the College for a designated period of time. Formal written notice of this action is sent to the student and will remain a permanent part of the student's record at Hagerstown Community College. This notice will not be forwarded to other agencies.

d. Expulsion

Expulsion is the permanent dismissal from the College for Academic Integrity violations of a grave nature.

D. *Notification of Verdict*

The Vice President of Academic Affairs or a designee will notify the faculty member first and then the student within one calendar day after receiving the panel's decision. If the Vice President of Academic Affairs is unavailable, it is then the Dean of Student Affairs' responsibility to do so.

## **6. Behavioral Violation Process**

### **A. Responsibility**

The Dean of Student Affairs<sup>1</sup> is responsible for implementing student discipline procedures. The process shall be conducted to protect the confidential nature of the proceedings.

### **B. Procedural Requirements**

In order to provide an orderly method for handling student disciplinary cases, the following procedures will be followed:

1. *Charges:* Any college employee, representative, or student may submit charges to the Dean of Student Affairs<sup>1</sup> against any student or student organization for violations of College regulations. When a student organization is charged with a violation, the organization's officers and advisor(s) will represent the organization for purposes of carrying out these disciplinary procedures. The individual(s) making the charges, herein the complainant, must complete an Incident Form within five work days<sup>2</sup> following the incident. This form is available on the College Web site. If charges are brought against a College employee by a student, refer to the General Grievance Policy for Students.

The Incident Form includes:

- a. name of the student(s) or organization involved,
- b. name of person making the complaint,
- c. the alleged violation of the specific standards of the Code of Student Conduct,
- d. the time, place, and date of the incident,
- e. names of person(s) directly involved, or witnesses to the infractions, and
- f. any other information that may be related to the incident.

The completed Incident Form must be forwarded directly to the Office of the Dean of Student Affairs within five (5) work days<sup>2</sup> following the incident.

2. *Investigation:* Within ten (10) work days after the charge is initiated, the Dean of Student Affairs<sup>1</sup> shall complete a preliminary investigation of the charge and conduct an informal hearing.

When there is evidence that the student's continuing presence on campus poses a substantial threat to the physical or emotional safety of any member of the College community, the Dean of Student Affairs<sup>1</sup> may suspend a student effective immediately for an interim period pending disciplinary proceedings.

3. *Informal Hearing:* At the meeting, only the Dean of Student Affairs<sup>1</sup> and the accused student or organization will discuss the charges and the specific standards of the Code of Student Conduct allegedly violated. If the Dean of Student Affairs<sup>1</sup> finds no reason to proceed, all charges will be dropped. If the complainant disagrees with this action, a final appeal can be made to the President of the College.

If the charges are not dropped, the accused may elect one of three courses of action.

- a. The student<sup>3</sup> may admit the alleged violation and request, in writing, that the Dean of Student Affairs take whatever action seems appropriate.
  - b. The student<sup>3</sup> may admit the alleged violation and request a hearing before the College Hearing Board.
  - c. The student<sup>3</sup> may deny the alleged violation, in which case a hearing will be held by the College Hearing Board.
4. *Formal Hearing:* The Dean of Student Affairs<sup>1</sup> will set the date, time, and location for the formal hearing and notify, in writing, all participants of the arrangements. The formal hearing shall occur within ten (10) work days after the informal hearing. Should the accused fail to appear at the formal hearing, the hearing will proceed. The accused has the right to be assisted by a non-legal advisor of his or her choice. The accused is responsible for presenting his/her own case, and the advisor is not permitted to speak or participate. The advisor may confer with the student during the hearing, but may not address the Hearing Board. The student must notify, in writing, the Dean of Student Affairs<sup>1</sup> regarding the presence of the advisor at least five (5) work days before the hearing.

Following the testimonies of the accused and the complainant, the Hearing Board will vote on its decision. The Dean of Student Affairs<sup>1</sup> will notify all parties after receiving the panel's decision.

5. *Campus Notification:* The Dean of Student Affairs<sup>1</sup> will provide written notification to appropriate College offices regarding any actions needed in response to the decision.

<sup>1</sup>or a representative acting on the Dean's behalf

<sup>2</sup>Herein, "work day" is defined as those days when the College is open for business.

<sup>3</sup>or organization

### ***7. Final Appeal***

A student or student organization may request an appeal, in writing, of any imposed sanction to the President of the College within five (5) work days. The President will review all documentation and may conduct further inquiries. The President shall render a decision within five (5) work days after the request for appeal is submitted. The decision of the President shall be final.