



South Louisiana
Community College

Student Code of Conduct



The Rights and Responsibilities of the School Community

Student Disciplinary Procedures:

General Statement

Student disciplinary procedures are applicable to any student or student organization that is charged with a violation of the Student Code of Conduct. These procedures are designed to allow for fact-finding and decision-making in the context of an educational community, and to encourage students to accept responsibility for their own actions. The intent is to provide adequate procedural safeguards to protect the rights of the individual student and the legitimate interests of the College. All student records generated during the information gathering/decision-making process associated with these procedures are subject to the Family Educational Rights and Privacy Act (FERPA). Additionally, all procedures are subject to applicable laws and regulations, and the April 24, 2011, "Dear Colleague Letter" guidance issued by the U.S. Department of Education, Office for Civil Rights.

Student Code of Conduct

As a community of scholars, South Louisiana Community College is committed to providing an environment that values academic excellence, personal integrity, justice, equity, and diversity in an orderly and peaceful environment. Such an environment is essential for fostering the intellectual growth and personal development of all students. All members of the College Community share responsibility for maintaining conditions which support the College's mission.

The community supports each member's right to study and work in a quiet, respectful, non-violent atmosphere that is conducive to the pursuit and acquisition of knowledge. Students who voluntarily join this College Community assume the obligation of abiding by the standards commonly held by that community. Every student at South Louisiana Community College is therefore obligated to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to protect personal and public property.

The goal of the disciplinary system is to educate and discipline the individual as well as to protect the integrity and security of the South Louisiana College Community and its mission by serving as a deterrent.

The College discipline system recognizes that not all violations of local, State, and Federal law affect the interests of the College Community and the discipline system accepts jurisdiction in those instances where the College Community's interest is substantially affected, regardless of whether the conduct in question occurs on or off campus. The rules governing conduct may come under the jurisdiction of the legal system, but are typically and necessarily broader in coverage than statutes and ordinances.

South Louisiana Community College's disciplinary system is not intended to be adversarial in nature and is substantially less formal than a court of law. The majority of cases, in which severe sanctions are not likely to be considered, can and should be handled informally. The objective of

a system of student discipline is to promote responsible citizenship in a complex organizational or social setting.

The College has identified certain types of misconduct as subject to disciplinary sanctions. These types include, but are not limited to:

- **All forms of student academic dishonesty**, including but not limited to cheating, fabrication, facilitating academic dishonesty, and plagiarism. The administration of this section of the Code is addressed in the College's Academic Integrity Policy and Procedures.
- **Endangering, threatening, or causing physical harm** to any member of the College Community or to oneself, causing reasonable apprehension of such harm or engaging in conduct or communications that a reasonable person would interpret as a serious expression of intent to harm.
- **Violating the terms of any disciplinary sanction** imposed for an earlier violation of the Student Code of Conduct or other College rules.
- **Violation of, or attempt to violate**, other rules that may be adopted by the College.
- Impersonation of another, using another person's identity, or furnishing materially false information, including manufacturing or possession of false identification.
- **Initiating, causing, or contributing to any false report**, warning, or threat of fire, explosion, or other emergency.
- **Failure to comply with the directions of College officials or agents**, including law enforcement or security officers, acting in the good faith performance of their duties. This section is not intended to prohibit the lawful assertion of an individual's Fifth Amendment right against self-incrimination.
- **Forgery, falsification, fabrication, unauthorized alteration, or misuse of College documents, records, or identification**, including, but not limited to, electronic software and records.
- **Unauthorized presence** in or unauthorized use of College property, resources, or facilities.
- **Unauthorized access** to, disclosure of, or use of any College document, record, or identification, including but not limited to electronic software, data, and records.
- **Interfering with or disrupting College or College-sponsored activities**, including but not limited to classroom related activities, studying, teaching, research, intellectual or creative endeavor, administration, service or the provision of communication, computing or emergency services.
- **Misrepresenting oneself or an organization** as an agent of the College.
- **Possession of property the student knows or has reason to believe may be stolen or misappropriated.**
- **Misuse, theft, misappropriation, destruction, damage, or unauthorized use**, access, or reproduction of property, data, records, equipment or services belonging to the College or belonging to another person or entity.
- **Violation of College rules or applicable laws governing alcohol, including consumption, distribution, unauthorized sale, or possession of alcoholic beverages.**
- **Unauthorized use, sale, possession, or distribution of any controlled substance or illegal drug or possession of drug paraphernalia that would violate the law.**
- **Off-campus conduct that a reasonable person would believe may present a risk or danger to the health, safety or security** of the College Community or to the safety or security of College property.
- **Gambling** as prohibited by applicable law or College policy.
- **Engaging in, supporting, promoting, or sponsoring hazing**; where hazing is defined as an act which endangers the health or safety of a student or which destroys or removes public or private

property for the purposes of initiation, admission to, affiliation with, or as a condition for continued membership in a group or organization.

- **Engaging repeated or significant behavior toward another individual**, whether in person, in writing, or through electronic means, after having been asked to stop, or doing so to such a degree that a reasonable person, subject to such contact, would regard the contact as unwanted.
- **Engaging in discriminatory activities**, including harassment and retaliation, as prohibited by applicable law or College policy.
- **Interfering with any College disciplinary process**, including but not limited to tampering with physical evidence or inducing a witness to provide false information or to withhold information.
- **Sexual misconduct, including: sexual violence and other non-consensual sexual contact** – actual or attempted physical sexual acts perpetrated against a person by force and without consent or where a person is incapable of giving consent due to circumstances including, but not limited to: 1) use of drugs or alcohol, 2) intellectual or other disability, or 3) age; sexual harassment – unwelcome conduct of a sexual nature that is sufficiently severe or pervasive as to create an intimidating, hostile, or offensive environment; or other sexual misconduct including but not limited to indecent exposure, sexual exploitation or voyeurism, or non-consensual photographing or audio-recording or video-recording or another in a state of full or partial undress or while engaged in sexual activity, or publishing or disseminating such materials.
- **Use, possession, display, or storage of any weapon**, dangerous instrument, explosive material or device, fireworks, bomb-making materials or dangerous chemical on College property, at a College sponsored activity or in violation of law or College policy.
- **Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person’s consent** in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This section does not apply to lawful security or surveillance filming or recording that is authorized by law enforcement or authorized College officials.
- **Commission of any offense prohibited by Louisiana or federal law or local ordinance.**

Any attempt to commit or conceal an act of misconduct prohibited by these rules is subject to sanctions to the same extent as completed acts.

Disciplinary Process

I. Incident Reporting

Possible violations of the Student Code of Conduct, College rules, policies, or regulations are to be reported to the Judicial Officer’s office. The incident reporting form is located in on the **Student Life webpage**. The report must be made in writing and submitted within five days of the incident and should include the following information:

- Date, time, and location of the incident
- Nature and description of the incident
- List of individual(s) involved
- List of witnesses
- Name and signature of the individual filing the report and the date of submission

II. Administrative Conference

It is intended that a majority violation will be disposed of administratively, with informal resolution, by mutual consent of the parties involved through a conference with the Judicial Officer (Director for Student Engagement). In these situations, the disposition will be final and there will be no subsequent proceedings. At the completion of the administrative conference, the Judicial Officer is responsible for accurate and confidential record keeping of notes from the administrative conference, subsequent conduct violation findings, and sanctions.

If the student admits to the violation, the Judicial Officer will assign an appropriate sanction according to the severity of the violation. If the student is believed to have committed a violation but denies responsibility, the case will immediately be moved to a Judicial Board Hearing.

In situations where the allegations are significant in nature, at the discretion of the Judicial Officer and Dean of Student Services, the case may also be moved immediately to the Judicial Board Hearing level without Administrative Conference.

III. Judicial Board Hearing

A Judicial Board Hearing is an internal review of alleged violation(s) of the Student Code of Conduct, College rules, policies, or regulations. The purpose of the hearing is to determine if a violation(s) occurred. These hearings may be held whether or not the accused and/or the complainant attend.

At the completion of the Judicial Hearing, the Judicial Officer is responsible for accurate and confidential record keeping of notes from the judicial hearing, subsequent conduct violation findings, and sanctions.

The process begins with a meeting between the accused and the Director of Student Engagement who will serve as the Judicial Hearing Officer. This meeting provides the opportunity for the Hearing Officer to aid the student with understanding the judicial process and the student's rights and responsibilities. The Hearing Officer will present all charges, in written form, to the accused student and establish a date, time, and location for the hearing, not less than five or more than fifteen calendar days after the meeting. The accused student and the complainant will have two calendar days following the meeting to submit, in writing, the names of any witnesses to the Hearing Officer for approval. It is the responsibility of the participants to notify approved witnesses of the date, time, and location of the hearing.

Members of the Judicial Hearing Board serve as advisory to and are appointed by the Director of Student Engagement and are responsible for determining whether or not a violation(s) occurred. *The Board will consist of five members: two faculty members, one non-faculty employee, and two students. One alternate member from each group will also be appointed. A minimum of one faculty member, one non-faculty employee, and one student must be present to conduct a hearing.*

The Hearing Officer will preside over the hearing and will serve as a resource to the Board during the deliberation process. The Hearing Officer is also responsible for reviewing the case with the Board, directing the proceedings, making certain that only relevant information is reviewed, and ensuring that both the accused student and the complainant are given ample opportunity to present the facts of the possible violation in their own words to the Judicial Hearing Board.

Judicial Board Hearings will be conducted according to the following guidelines:

- All hearing proceedings will be conducted in private and held in strict confidence.
- There shall be a single verbatim record of the hearing, such as an audio recording, which will be the property of the College.
- All procedural questions related to the hearing will be decided by the Hearing Officer.
- Admission of persons to the hearing and the admission of evidence, including pertinent records, statements, and exhibits, will be at the discretion of the Hearing Officer.
- In cases dealing with sexual assault, cases **must be immediately forwarded to the Title IX Coordinator**
- Both the accused and the complainant have the right to be assisted at the hearing by an advisor of their choice. Any expense related to having an advisor present is the responsibility of the hiring party. Those involved in the hearing are required to present their own cases and advisors, if any, are not permitted to speak or otherwise participate directly during the hearing proceedings.
- Both parties and the Judicial Board have the privilege of presenting witnesses during the hearing proceedings and to make cross examination inquiries.
- Except in the case of a student charged with failing to obey the summons of the Judicial Hearing Board or College official, no student may be found to have violated the Student Code of Conduct solely because of their absence from a hearing.
- The Judicial Hearing Board will meet in closed session at the conclusion of the hearing to determine, on a section by section basis, whether or not a violation(s) of the Student Code of Conduct occurred. The determination will be made based on whether or not a preponderance of evidence exists to indicate that the Code was violated.
- The Judicial Hearing Board will forward a written report of their determination or wrongdoing and sanctions within **five** calendar days following the close of the hearing to the Vice Chancellor for Student Services. The Vice Chancellor for Student Services will contact the student to schedule a meeting to administer sanctions for any student conduct violations found by the Judicial Hearing Board.

1st Level Appeal

- A student who wishes to request a review of the determination of the Administrative Conference or Judicial Hearing may do so by submitting a written request to the Dean of Student Services. Such requests must be made within **fifteen calendar days of a hearing or sanction assignment. Determinations or sanctions are considered to be final after the fifteen-day period.**
- Requests for an appeal hearing make the Dean of Students Services aware of irregularities or illegalities in the hearing proceedings or of significant new evidence that could not have been provided to the Judicial Hearing Board for consideration prior to their determination.

Requests shall be based on one or more of the following grounds:

- Irregularities in the proceedings, including but not limited to any abuse of discretion or misconduct by the Judicial Hearing Board, or by the Hearing Officer, which has deprived the student of a fair and impartial disciplinary process.
- Newly discovered material evidence which could not have been presented during the fact-finding or hearing process.
- Excessive severity of the sanction.
- The decision is not reasonably justified by the evidence or is contrary to law.
- Following receipt of the student's request for review, the Dean of Students will first determine whether the student's request sets forth proper grounds for review or re-hearing and will then initiate any review deemed necessary to resolve the issues that have been raised. Based on the results of the review, the Dean of Student Services, may uphold or modify the previous decision.

2nd Level Appeal

- The decision of the Dean of Student Services, is considered to be final in all cases except those involving dismissal. A student dismissed or suspended from college related activities may appeal to the Vice Chancellor for Student Services by submitting a written request for consideration within **fifteen calendar days.**

3rd Level Appeal

- Students who wish to appeal a determination or suspension or dismissal sanction beyond the college may do so by submitting a written request for appeal to the Board of Supervisors of the Louisiana Community and Technical College System. Requests for appeal to the LCTCS Board must be made within **thirty calendar days** of the date of the decision made at the College.

Sanctions

One or more disciplinary sanctions may be imposed on a student following an Administrative Conference or Judicial Board Hearing. The Vice Chancellor for Student Services or his or her designee, is responsible for determining and imposing appropriate sanction(s) in all cases.

The following sanctions may be imposed upon students:

- **Warning** - an official warning that the student's behavior is in violation of the South Louisiana Community College Student Code of Conduct. If a student is found guilty of a Code violation while on warning, sanction(s) resulting from the subsequent violation may be more severe.
- **Probation** - restrictive conditions may be imposed for a specified length of time which varies according to the severity of the offense. These conditions may include, but may not be limited to the following: loss of good standing, which may become a matter of record; ineligibility to receive any College award, scholarship, loan, honorary recognition, or initiation into any local or national organizations, and denial of the privilege to occupy a position of leadership or responsibility in any College student organization, publication, or activity, or ability to represent the College in an official capacity or position. While on probation, the student may continue to attend classes and will be given the opportunity to show capability and willingness to behave in accordance with the Student Code of Conduct. If a student is found guilty of a Code violation while on probation, sanction(s) resulting from the subsequent violation may be more severe. Any educational sanctions assigned with probation must be completed prior to the conclusion of the probation; otherwise the probation will remain in effect.
- **Suspension** – a suspension may be imposed for a specified length of time which varies according to the severity of the offense. During a period of suspension, a student may not attend classes or participate in College related activities, whether they occur on or off campus. A student on suspension may not otherwise be present on College premises unless authorized in writing in advance under conditions approved by the Vice Chancellor for Student Services. Any educational sanctions assigned with a suspension must be completed prior to the conclusion of the suspension; otherwise the suspension will remain in effect.
- **Dismissal** – a dismissal is a permanent separation of the student from the College without the opportunity for the student to graduate or re-enroll in the future.
- **Educational Sanctions** – in conjunction with the sanctions listed above, a student may be assigned educational sanction(s). These may include, but are not limited to, College service, community service, reflective or research papers, classes or seminars.
- **Restitution** – may be required as compensation for damage, loss, or injury. Forms of restitution may include appropriate service, monetary compensation, material replacement, or a combination of forms.

The following sanctions may be imposed upon student groups or organizations:

- Warning
- Probation
- Deactivation – the deactivation of a student group or organization includes a loss of all privileges, including College recognition, for a specified period of time.
- Educational Sanctions
- Restitution

Interim Suspension

- In the majority of situations, students involved in the disciplinary process will remain as active participants (able to attend classes, participate in activities, etc.) in the College Community pending the determination of an appropriate sanction.
- In certain circumstances, the Vice Chancellor for Student Services may impose an interim suspension on a student prior to a Judicial Board Hearing. Interim suspensions may be imposed to ensure the safety and well-being of the student or the College Community or the preservation of College property. Interim suspensions may also be imposed in cases where a student poses a threat of interference or disruption with normal College operations.
- During a period of interim suspension, a student **may not attend classes or participate in College related activities, whether they occur on or off campus**. A student on interim suspension may not otherwise be present on College premises unless authorized in writing in advance under conditions approved by the Vice Chancellor for Student Services.

Disciplinary Records

- Records of student disciplinary proceedings and actions will be confidentially maintained in accordance with the College's document retention policies, for a period of not less than five years. Disciplinary records may be retained for a longer period, or permanently, at the discretion of the Vice Chancellor for Student Services, or his or her designee.
- Upon graduation, students may apply to have disciplinary records, other than those involving dismissal, removed by submitting a **written request to the Vice Chancellor for Student Services, or his or her designee**.

Confidentiality

- The student disciplinary process is designed to be confidential. No discussion or disclosure of the specifics of any case with any individual within or outside of the College Community will occur unless such discussion or disclosure is deemed necessary in the determination of guilt or appropriate sanction by the Vice Chancellor for Student Services, or the Judicial Hearing Board, unless such an action is specifically imposed as part of the sanction for a violation.

Interpretation and Revision

- Questions regarding the Student Code of Conduct and disciplinary procedures are to be directed to the Director of Student Engagement, who is responsible for issuing interpretations as necessary.
- The Student Code of Conduct and disciplinary procedures will be reviewed periodically by the Director of Student Engagement at the direction of the Vice Chancellor for Student Services.

Student Rights & Responsibilities

South Louisiana Community College is a learning community designed to foster *collaboration, open communication, mutual respect* and *inclusiveness* among students, faculty and staff as they engage in the education process. As members of this community, all students are entitled to certain rights and privileges, which are protected. In order to protect the rights and privileges of all students, there are guidelines for conduct that are intended to facilitate the desired environment and educational goals of SLCC and its students. It is important that each student become familiar with the rights and responsibilities afforded students enrolled at SLCC.

Student Rights

- The right to participate in self-governing student bodies which provide channels of communication and means for using democratic processes to solve problems.
- The constitutional rights of freedom of expression and assembly.
- The right of freedom to hear and participate in dialogue and to examine diverse ideas.
- The right to a learning environment free from harassment, discrimination, and violence.
- The right to due process in disciplinary procedures in accordance with the rules and procedures prescribed in the Student Code of Conduct.

Student Responsibilities

- The responsibility of assuming the consequences of one's actions.
- The responsibility for knowledge and observance of established college policies presented in official college publications.
- The responsibility that free discussion represent the scholarly nature of the learning community.
- The responsibility to insure that no student organization, constitution, nor other organizational documents include discriminatory clauses.
- The responsibility to respect the rights and privacy of others.