

# Educationally Supportive Conduct

## ***Student's responsibility***

Any institution operating with thousands of people must have in place rules, policies, and procedures protecting and supporting a cooperative educational environment. To maintain this environment, the college outlines a code of conduct that defines both misconduct and proper/appropriate conduct. A student's responsibility in maintaining a good environment is to:

- Maintain high standards of academic integrity.
- Respect the rights of others.
- Refrain from actions that endanger themselves or others.
- Comply with district's and college's rules and regulations.
- Comply with civil authority.

When these areas are violated and a simple and direct means of resolution is attempted and is unsuccessful, conduct proceedings may begin.

## Student Conduct Procedures

### ***Who can report a misconduct issue?***

Any member of the college (faculty, staff, administrator, student) may file a student conduct complaint against any student when they believe there has been a violation of the student conduct code.

### ***Examples of misconduct/disruptive behavior***

All examples of misconduct are behaviors the campus may impose sanctions upon. Full description of student misconduct: [WAC 132F-121-110](#).

1. Discriminatory conduct against a student or an employee.
2. Sexual misconduct: Harassment, intimidation, violence.
3. Harassment: Unwelcome and offensive.
4. Academic dishonesty, including cheating and plagiarism.
5. Forgery, alteration, or misuse of documents and false statements.
6. Obstruction or disruption of instruction, research, administration, and other district activities.
7. Assault, physical or verbal abuse, threat(s), intimidation, bullying, cyberbullying, stalking, harassment of any person on district property.
8. Theft, damage, or possession of district or personal property.
9. Failure to comply with the direction of district employees or identify oneself to persons when requested.
10. Participation in activity which unreasonably disrupts the operations of the district or lead or incite another person to engage in such activity.
11. Weapons: Possession or use of any device or substance which can inflict bodily harm or damage property.
12. Hazing.

13. Possession, consumption, or being under the influence of alcohol, or selling alcohol.
14. Possession, consumption, or being under the influence of narcotic drugs or controlled substances, marijuana, or selling any such drug or substance.
15. Obstruction of free flow of pedestrian or vehicular movement on district property or at a district activity.
16. Conduct which is disorderly, lewd, or obscene.
17. Breach of the peace, or aiding, abetting, or procuring a breach of the peace.
18. Smoking inside a campus building or where smoking is not authorized.
19. Theft or other misuse of computer time or other electronic information resources of the district.
20. Unauthorized possession or use of a key, or unauthorized entry onto or into district property.
21. Abuse or misuse of any procedures relating to student complaints or misconduct.
22. Safety violations.
23. Violation of any other district rule, requirement, or procedure.
24. Violation of any federal, state, or local law, rule, or regulation.
25. Ethical violation: Breach of generally recognized and published code of ethics or standards of professional practice.
26. Aiding, abetting, inciting, encouraging, or assisting another person to commit any act of misconduct.
27. Retaliation against any individual for reporting or addressing allegations or violations.

### ***To whom are student conduct incidents reported?***

Conduct incidents are reported to the student conduct officer.

### ***How do I report the incident?***

An incident is filed by submitting the Student Conduct Incident Report noting the specific violation. The written report should include:

- Date
- Time of incident
- Location of incident
- Complete description of the incident
- List of all parties involved in the incident - full name, student identification number, and address if known
- Names and contact information of witnesses
- Public Safety's or Police Department's involvement, if any.

### ***Administrative procedures***

When a student is accused of misconduct, the student conduct officer will ordinarily:

- Notify the student verbally or in writing of the student conduct violation.
- Schedule a meeting with the student(s) involved.
- Determine the truth or falsity of the charges.
- Impose the sanctions, if any, as appropriate.

*The variety of conclusions or sanctions is:*

- The case may be dismissed if the facts do not support the accusations.
- The case may be dismissed after recommended counseling and/or advice that may be appropriate.
- The student conduct officer may impose sanctions directly. *See below for a formal list of sanctions.*
- The case may be referred to the Student Appeal Committee for appropriate action. The student will be notified of this referral in writing.

It is always hoped that the situation can be resolved with as few steps as possible. For situations that are more disruptive than unethical or illegal, it is hoped that the incident can be resolved by mutual consent or verbal warning. It is, however, necessary at times to impose disciplinary sanctions upon a student and/or proceed with formal misconduct proceedings.

### ***Student's status during misconduct proceedings***

During the misconduct proceedings and pending actions, a student's status is not changed by a disciplinary action until that action is final; i.e., any appeal is exhausted, unless there is a basis for a summary or emergency suspension (see below).

### ***Disciplinary sanctions***

One or more of the following sanctions may be imposed by the student conduct officer or the Student Appeal Committee for any single violation. Full description of possible disciplinary sanctions: [WAC 132F-121-160\(1\)](#)

- a. **Warning** - An oral notice to the student of the violation(s).
- b. **Reprimand** - A written notice the student that further misconduct will result in more serious disciplinary actions.
- c. **Disciplinary Probation** - Placement of one or more conditions on the student's continued attendance for a stated or indefinite period of time.
- d. **Suspension from Activities** - Disqualification of the student from participating in specified (or all) privileges, services or activities that are provided or sponsored by the district for a stated or indefinite period of time.
- e. **Suspension of Enrollment** - Termination of all rights as an enrolled student in the college and/or the district for a stated or indefinite period of time.
- f. **Expulsion** - Permanent termination of a student's enrollment, and right to enroll, at any college or other educational facility in the district. (*All expulsions are approved by the college president.*)
- g. **Grade Change** - A student's grade in a course may be lowered below that awarded by an instructor.

**Summary Suspension** - When necessary to prevent or avoid immediate disruption, danger, or other harm to the educational process or to the

health, safety, or welfare of any member(s) of the public, including the district community, the vice-president of Student Services or his/her designee(s) may impose a temporary exclusion from specified college premises or denial of access to all activities or privileges for which the student might otherwise be eligible, during which an investigation and/or formal disciplinary procedures are pending. [WAC 132F-121-250](#).

### **Other sanctions**

Additional sanctions may be initiated in the following types of circumstances:

- a. The instructor needs not give credit for work that is the product of cheating, plagiarism or other dishonesty. However, an instructor may not impose discipline by punitively lowering a grade.
- b. Instructors have authority to exclude a disruptive or disorderly student from ONE (1) CLASS SESSION. The instructor will ordinarily report the incident to her/his dean who may refer the matter to the student conduct officer for possible disciplinary action.

## **Appeal & Re-admission**

### **Appeal**

To appeal a disciplinary sanction a student may send, or deliver, a letter to the student conduct officer within ten (10) calendar days of receiving notice of disciplinary sanction(s) or notice that the disciplinary matter has been referred to the Student Appeal Committee. The student conduct officer forwards the appeal, together with a copy of any notice of discipline, to the chair of the Student Appeal Committee. Based on a review of evidence at a hearing, the committee issues an initial order that includes findings of fact, conclusions of law, and a determination on appropriate discipline. The committee's proceedings are transmitted to the college president for a review of the record and determination of the final college order.

The committee is composed of:

- 1 administrator or exempt employee - *appointed by the college president to serve as committee chair.*
- 1 faculty member - *appointed by the college president.*
- 1 student - *appointed by the president of the recognized student government organization.*

For a full description of the discipline appeal process, see [WAC 132F-121-170 through 132F-121-230](#).

### **Re-admission**

Students who have been expelled from a campus, or denied enrollment, or suspended for a particular time may apply for re-admission by filing a written request with the vice president of Student Services. The vice president of Student Services will review the case to determine if the subsequent action of the student has been sufficient to warrant consideration for re-admission.

All reinstatements of students before a suspension has ended or who have been expelled require the approval of both the vice president of Student Services and the president.

**Note: The Student Complaints process is different from these Student Conduct Policy and Procedures.** Student complaints are used by students who have complaints against college employees. Each campus has a designated complaints officer. For a complete description of the student complaints process, see [WAC 132F-121-060 through 132F-121-090](#).

While the intent of this flyer is informational, exact wording of the WAC provisions and any applicable policies and procedures are available from the office of the vice president of Student Services and on the district website. (See [www.seattlecolleges.com/wacstudentrules](http://www.seattlecolleges.com/wacstudentrules) for the WAC rules and for the district policies and procedures.)

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# **Student Conduct Policy & Procedures**



**SEATTLE CENTRAL  
COLLEGE**

*One of the Seattle Colleges*  
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