

Campus Institutional Policy 4.02

Student Code of Conduct

Policy Revision Approval Date: 01.15.2025

Policy Revision Effective Date: 01.16.2025

SECTION 1: SCOPE AND PURPOSE

Campus is committed to fostering an inclusive, respectful, and academically focused environment where all members of the community can thrive. Students are expected to uphold the values of integrity, responsibility, and respect for others, both inside and outside the classroom. The Student Code of Conduct (“**Code**”) establishes the standards of behavior required of all students and student groups and outlines the consequences for violations of these standards. This Code applies to all students and student groups, regardless of whether the college is in session, ensuring a consistent framework for promoting accountability and mutual respect.

SECTION 2: RATIONALE

The Student Code of Conduct reflects the institution’s dedication to creating an environment that supports personal, academic, and professional growth while maintaining its educational mission. The Code sets clear behavioral expectations that align with the college’s values and fosters a culture of integrity, inclusivity, and responsibility. The student conduct process is designed to be educational, emphasizing personal development and self-accountability, while also safeguarding the safety and well-being of the broader Campus community and preserving the distinct learning environment essential to academic success.

SECTION 3: DEFINITIONS

1. **Academic Dishonesty:** Any form of cheating, plagiarism, fabrication, or unauthorized collaboration, such as submitting another’s work as your own, using unauthorized materials on exams, or falsifying data or sources. Using AI to produce ideas, answers, or content for submission as original work is prohibited, as is resubmitting work previously submitted for another course or assignment.
2. **Assault:** Any intentional act that causes physical harm or fear of physical harm to another individual. This includes physical attacks, threats of violence, or unwanted physical contact.
3. **Bullying:** Repeated aggressive behavior, whether physical, verbal, or electronic, intended to intimidate, harm, or control another individual.
4. **Cheating:** Using or attempting to use unauthorized materials, information, or devices in any academic exercise, or engaging in fraudulent behavior to gain academic advantage.
5. **Consent:** A clear, voluntary, and mutual agreement to engage in specific actions or behavior. Consent must be informed and freely given and can be withdrawn at any time.
6. **Cyberbullying:** The use of digital platforms, such as social media, email, or messaging, to harass, intimidate, or harm another individual.

7. **Discrimination:** Treating individuals or groups unfairly based on characteristics such as race, gender, religion, age, disability, or sexual orientation, in a way that adversely affects their rights or opportunities.
8. **Disruptive Behavior:** Actions that interfere with teaching, learning, or the orderly functioning of the college community.
9. **Expulsion:** Permanent dismissal of a student from the college.
10. **Harassment:** Any unwelcome behavior, action, or communication directed at an individual or group that creates an intimidating, hostile, degrading, or offensive environment. It can be verbal, physical, or psychological, and may involve repeated incidents or a single, severe action.
11. **Sanctions:** Disciplinary measures imposed on students or organizations found responsible for violating this Code, which may include warnings, probation, suspension, expulsion, or other educational consequences.
12. **Sexual Harassment:** Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that interferes with an individual's work or academic environment.
13. **Sexual Misconduct:** Any inappropriate behavior of a sexual nature, including sexual harassment, sexual assault, or non-consensual sexual activity.
14. **Student:** Any person who has been admitted to the College, signed an enrollment agreement, and completed orientation with the College. A student's status remains in effect until the individual either graduates, is permanently dismissed, or formally withdraws.
15. **Student Conduct Process:** The procedures by which alleged violations of this Code are investigated, adjudicated, and resolved by the college.
16. **Student Group:** Any group of students formally recognized by the college as an official organization, club, or association.
17. **Suspension:** Temporary removal of a student from the college for a defined period.
18. **Theft:** The unauthorized taking, possession, or use of property or services belonging to the college or others.
19. **Vandalism:** The intentional destruction or defacement of college property or the property of others.
20. **Violence:** Any act that causes physical harm to another individual, including threats of violence or aggressive behavior.
21. **Weapons:** The possession, use, or distribution of firearms, explosives, knives, or other dangerous weapons on campus, unless specifically authorized by the college.

SECTION 4: PROCEDURES

1. **Rules of Conduct** - The behavioral expectations outlined herein should be interpreted broadly and are not intended to define misconduct in exhaustive terms. The College reserves the right to determine whether behavior constitutes disruptive conduct on a case-by-case basis.
 - a. **Academic Dishonesty**

- i. Cheating, plagiarism, unauthorized collaboration, or any form of academic fraud.
 - ii. Fabricating or falsifying information or data in assignments, exams, or research.
- b. Disruptive Behavior**
 - i. Disrupting academic or campus activities, including classes, meetings, and events.
 - ii. Engaging in disorderly conduct, excessive communication outreach, or other behavior that interferes with the learning and staff environment.
 - iii. Students are expected to behave in an appropriate manner and treat other students and College faculty, staff, and administrators with respect at all times.
 - iv. The use of profanity, lewd, or inappropriate language in any communication.
 - v. The use of vaping devices, including e-cigarettes, is strictly prohibited on campus grounds, during school-sponsored activities, and in any virtual learning environments.
- c. Dress Code**
 - i. Students are expected to dress appropriately for all virtual and in-person classes, maintaining attire that is respectful, non-distracting, and suitable for an academic environment.
- d. Endangering Health or Safety**
 - i. Engaging in actions that jeopardize the health or safety of oneself or others, including reckless behavior and unsafe activities.
- e. Failure to Comply with College Officials**
 - i. Refusing to comply with, or behaving defiantly in response to, the directions of college officials, campus security, or law enforcement officers acting in the performance of their duties.
- f. Falsification of Records or Information**
 - i. Providing false information, misrepresenting identity, or altering official college documents or records.
- g. Harassment, Discrimination, and Bullying**
 - i. Engaging in any form of harassment or discrimination.
 - ii. Participating in verbal, physical, or online bullying, including cyberbullying.
- h. Sexual Misconduct**
 - i. Engaging in any form of sexual harassment, sexual assault, non-consensual sexual activity, or inappropriate sexual behavior.
 - ii. Violating consent or coercing others into sexual activity.
- i. Solicitation**
 - i. Solicitation of money or services, in any form, is strictly prohibited.
 - ii. This includes requesting financial contributions, promoting personal business ventures, offering paid services, or sharing links that solicit funds or promote financial transactions through any platform.

- iii. Activities such as fundraising, product sales, or service promotions, are not allowed.

j. Substance Abuse: Drugs and Alcohol

- i. Possession, use, distribution, or sale of illegal drugs or controlled substances.
- ii. Unauthorized possession, use, or distribution of alcohol on campus, except in approved settings.
- iii. The Chancellor or President may make an exception regarding alcohol for College-sponsored events by granting prior consent. All laws relating to the sale, purchase, and distribution of alcohol must be observed, including age limits.

k. Technology Misuse

- i. Failure to comply with the Technology Agreement.

l. Theft and Unauthorized Use

- i. Stealing or attempting to steal college property or the property of others.
- ii. Unauthorized use of college resources, such as equipment, or technology.

m. Unauthorized Access

- i. Entering restricted areas of the campus without permission.
- ii. Accessing or attempting to access buildings, rooms, or facilities that are locked or otherwise off-limits.

n. Vandalism and Property Damage

- i. Defacing, damaging, or destroying college property or the property of others.
- ii. Engaging in graffiti or other forms of property destruction.

o. Violation of College Policies, Rules, or Regulations

- i. Failure to comply with, or behaving defiantly in response to, college terms of use, policies, rules, or regulations.

p. Violence and Threats

- i. Engaging in or threatening violence, assault, or intimidation of any kind.
- ii. Creating or contributing to an unsafe or hostile environment.

q. Violation of Local, State, or Federal Law

- i. Committing any act that violates the laws of the local jurisdiction, state, or federal government.

r. Weapons Possession

- i. Possession, use, or distribution of firearms, explosives, knives, or any other dangerous weapons or devices on campus.

2. Application of this Code

a. Expectation of Students

- i. The Code applies to all students, including full-time and part-time students, and students participating in on-campus, online, or off-campus programs and activities. This code also governs student behavior at college-sponsored events, internships, and any other situation where a student is representing the institution.

- ii. Section 6 of this Code shall not apply to students who have been admitted to the College or signed an enrollment agreement but not yet attended any classes after the applicable provisional drop period of their first term. Such students shall be subject to the procedure plan set forth in Section 7.

b. Violations and Disciplinary Action

- i. All students are expected to uphold the values and standards of the college community, both on and off campus, ensuring their actions reflect positively on themselves and the institution. Violations of this Code, whether occurring on college premises or during college-related activities, may result in disciplinary action in accordance with our policies. This includes social media posts, videos, and other online content.

c. Agreement to Abide by the Code

- i. By being admitted to the College or signing the Campus enrollment agreement, students agree to abide by the standards and policies outlined in this Code.

3. Procedure Plan for Enforcing Code Violations

a. Overview

- i. This procedure plan outlines the steps for addressing violations of this Code.

b. Reporting Violations

- i. Whenever feasible, minor instances of alleged prohibited conduct should be resolved by the Campus employee directly involved with the activity or event in which the alleged violation occurred.

c. Incident Reporting

- i. Anyone can report an instance of alleged prohibited conduct.
- ii. College employees should notify the student involved in the prohibited conduct with the aim of informally addressing the policy violation prior to escalating the issue.
- iii. Students may report Code violations in the Code of Conduct Violation & Well Being form: <https://campusteaching.typeform.com/conductreport>
 - 1. Conduct violation reports should be submitted as promptly after the violation occurs, ideally within 48 hours. Violation reports must be submitted within (60) days of the incident to be eligible for investigation.
 - 2. This form can be accessed via Campuswire and associated Campus websites as well as found in the student and faculty handbooks. Students may also reach out to their student support coaches and administrators to request to make a report.

d. Leader Escalation

- i. If Campus employees cannot achieve an informal resolution, they must notify their direct leader and the Code of Conduct Committee at codeofconduct@campus.edu.

e. Code of Conduct Committee Assessment

- i. Review of Report**
 - 1. The Code of Conduct Committee will review the submitted report within (2) business days to determine if it falls under the jurisdiction of the Code of Conduct.
 - 2. If the allegation is valid, and informal resolution pathways were not successful, the Code of Conduct Committee will conduct a further investigation.
- f. Notification**
 - i. Notification of Allegation**
 - 1. The accused student will receive written notification by the Code of Conduct Committee, or designee, of the alleged violation.
 - 2. The notification will include the policy(s) violated based on the alleged misconduct.
 - ii. Allegation Response**
 - 1. The accused student will have (2) calendar days to respond to the alleged misconduct and to provide any evidence for review.
- g. Investigating Reports**
 - i. Code of Conduct Committee Review**
 - 1. Once a conduct violation report is assessed, it will be further investigated.
 - 2. The investigation is conducted objectively and impartially. This may take several days to complete, depending on the complexity of the case and the availability of witnesses and evidence.
- h. Conduct Hearing (as necessary)**
 - i.** A hearing may be scheduled and conducted by the Code of Conduct Committee if further investigation is necessary. If a hearing is not needed, the Code of Conduct Committee will proceed directly to the Decision and Sanctions step.
 - 1. Scheduling the Hearing**
 - a.** A hearing will be scheduled within (10) business days after the notification has been sent. Both the reporting party and the accused student will be informed of the date and time.
 - 2. Hearing Committee**
 - a.** A hearing committee will be composed of faculty and/or staff to review the case.
 - 3. Hearing Process**
 - a.** During the hearing, both parties will have the opportunity to present evidence, call witnesses, and make statements.
 - b.** The hearing will be conducted in a fair and impartial manner, ensuring that both parties have equal opportunities to present their cases.
- i. Decision and Sanctions**

i. Determination of Responsibility

1. After reviewing all evidence and testimonies, the Code of Conduct Committee will deliberate and determine whether the accused student is responsible for the alleged violation(s).

2. Sanctions

- a. If the student is found responsible, appropriate sanctions will be determined based on the severity of the violation, any previous conduct history, potential of future misconduct, and relevant mitigating or aggravating circumstances.
- b. Sanctions may include warnings, probation, suspension, expulsion, educational assignments, or other measures deemed appropriate.

ii. Notification of Outcome

1. All parties will receive written notification of the Code of Conduct Committee's decision, and any sanctions imposed, within (2) business days after the decision has been made.

j. Record Keeping

- i. All proceedings and records related to the conduct process will become part of the student's official academic record and, upon request, will be made available to all Campus boards and any appropriate regulatory bodies.
- ii. All actions will be carried out in full compliance with the Family Educational Rights and Privacy Act (FERPA), ensuring the protection of student privacy and the confidentiality of educational records.

k. Egregious Violations

- i. Egregious Code violations refer to severe breaches of the rules that typically pose harm or risk to individuals, the college community, or the institution's reputation, to be determined at the sole discretion of the President or Chancellor.
- ii. The Chancellor and President retain the authority to sanction students, which may include permanent dismissal or suspension, for egregious violations of this Code.

4. Abbreviated Procedure Plan for Enforcing Code Violations

a. Overview & Procedure

- i. This procedure plan outlines the process for addressing violations of this Code for students who have been admitted to the College or signed an enrollment agreement but not yet attended any classes beyond the provisional drop period of their first term.
- ii. For alleged violations of this Code by such students, the Chancellor or President may, in consultation with relevant school officials, conduct an abbreviated investigation and determine if this Code has been violated and sanction such students accordingly, including, but not limited to, suspension or permanent dismissal.

POLICY OWNERS

Director of Student Affairs, VP of Academic Operations

REVISION HISTORY

Original Policy Approval Date: N/A

Policy Revision Dates: 10/30/2024, 01/15/2025

Administrative Edits as Result of Ongoing Review: N/A