

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

STUDENT CODE OF CONDUCT
Policy No. 7-10
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Effective July 1, 2010

A. Preamble

Columbus State Community College (CSCC) has a high standard of conduct for members of its college community, including students. Consistent with the educational mission of the College, Columbus State Community College students are expected to perform all work honestly, maintain prescribed academic standards, pay all debts to the college, and respect the property and rights of others. To ensure the maintenance of an environment conducive to the attainment of the educational mission of Columbus State Community College, the President is authorized to establish such rules and regulations as are deemed appropriate and necessary for the orderly operation of the college. In addition to these rules, the behaviors enumerated under Academic and Behavioral Misconduct may result in penalties up to and including expulsion from the college. Should the concern involve allegations of violations of students' civil rights by employees, including but not limited to sexual harassment, sexual misconduct, and/or harassment, the matter will be referred to the college's EEO officer for disposition.

B. Overview of Conduct Expectations

1. The student conduct process at CSCC is not intended to punish students. Rather, it exists to protect the interests of the college community and to challenge those whose behavior is not in accordance with our policies. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform his/her behavior to community expectations, the student conduct process may determine that he/she should no longer share in the privilege of participating in the CSCC community.
2. Students should be aware that the student conduct process is different from criminal and civil court proceedings. Procedures and rights in student conduct proceedings are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, within these procedures, assures timely written notice and a hearing before an objective decision-maker.
3. Students continue to be subject to city, state, and federal laws while at CSCC, and allegations, charges or violations of those laws may also constitute violations of the Student Code of Conduct. In such instances, CSCC may proceed with disciplinary action under the Student Code of Conduct independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the Student Code of Conduct even if such criminal proceeding is not yet resolved or is resolved in the student's favor.
4. No student will be found in violation of CSCC policy without information showing by a preponderance of the evidence that a policy violation occurred. In CSCC's sole discretion, sanctions will be proportionate to the severity of the violation(s).

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C. Jurisdiction of CSCC's Student Code of Conduct

1. The Student Code of Conduct at CSCC will apply to conduct that occurs on CSCC premises or CSCC property, at any location at CSCC sponsored activities, and in off-campus buildings occupied by students by virtue of their association with a group/organization given formal registration by CSCC. The Student Code of Conduct may also apply off-campus, when the administration determines that the off-campus conduct affects a substantial CSCC interest. A substantial CSCC interest is defined to include:
 - a. An allegation, arrest, charge or conviction of a criminal offense as defined by Ohio law, including repeat violations of any local, state or federal law.
 - b. Any situation where the student presents a danger or threat to the health or safety of him/herself or others.
 - c. Any situation that significantly impinges upon the rights, property or achievements of self or others, or significantly breaches the peace and/or causes social disorder.
 - d. Any situation that is detrimental to the educational interests of CSCC.
2. Each student will be responsible for his or her conduct from the time he or she applies for admission until the actual awarding of a degree, including the academic year, during breaks and between academic terms, before classes begin and after classes end, during periods between terms of actual enrollment, and including conduct whether or not discovered until after a degree is awarded. The Student Code of Conduct will apply to a student's conduct even if the student withdraws from school while a matter is pending.
3. The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors to and guests of CSCC are also protected by the Student Code of Conduct, and may initiate grievances for violations of the Student Code of Conduct committed against them.
4. Student organizations may be charged with violations of the Code for behavior occurring on or off campus. A student organization and its officers may be held collectively or individually responsible when violations of the Code by those associated with the group or organization have received the tacit or overt consent or encouragement of the leaders, officers, or spokespersons. While student organizations not registered by CSCC are exempt from this Code, student members of such organizations may be held accountable for their behavior under this Code. When considering allegations involving collective responsibility, CSCC may make individual findings with respect to the involvement of each student.
5. CSCC will treat an attempt to commit a violation listed in the Student Code of Conduct as if the attempted conduct had been completed.
6. CSCC reserves the right to initiate an allegation and to initiate conduct proceedings without a formal allegation by the victim or witnesses of misconduct.

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7. CSCC will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make a false report of any policy violation or violation of any federal, state, or local law.
8. CSCC community encourages the reporting of Conduct Code violations. To this end and at the sole discretion of CSCC officials, student who may have conduct violations related to the same incident and who report violations may be held less accountable for conduct violations and/or may be provided educational options in such cases.
9. CSCC reserves the right to notify parents/guardians of dependent students regarding any conduct situation when alcohol and/or narcotic/substance/inhalant abuse or violations are suspected. CSCC may contact parents/guardians of dependents or non-dependent students who are under age 21. CSCC may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.
10. The Dean of Student Life or designee reserves the right to determine whether other CSCC officials have a need to know about individual conduct allegations pursuant to the Family Education Rights and Privacy Act (FERPA).
11. In accordance with federal law, victims of sexual misconduct and/or sexual harassment incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation. CSCC may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a CSCC policy that is also a "crime of violence," including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. CSCC may release this information to the victim in any of these offenses regardless of the outcome, but victims are cautioned that FERPA does not permit them to re-release this information to others.
12. Behavior conducted online such as harassment delivered by e-mail can subject students to CSCC conduct action. Blogs, web pages, social networking sites and other modes of electronic communication are in the public sphere, are not private, and can subject a student to allegations of misconduct. CSCC does not seek out this information, but may take action if and when such information is brought to the attention of CSCC officials.
13. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Dean of Student Life or designee for final determination.
14. The Student Code of Conduct shall be reviewed periodically under the direction of the Dean of Student Life or designee. Recommendations for changes will be submitted to Shared Governance as needed.

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D. Definitions

1. The term “CSCC” means Columbus State Community College.
2. The term “student”, for the express purposes of the Student Code of Conduct, includes: all persons taking courses at or through CSCC, persons who withdraw after allegedly violating the Student Code of Conduct, persons who are not officially enrolled for a particular term but who have a continuing relationship with CSCC, persons who have been notified of their acceptance for admission, and persons who have applied for admission to the college but have not yet been notified of acceptance.
3. For purposes of this policy, the term “faculty member” means any person hired by CSCC to conduct classroom or teaching activities, or who is otherwise considered by CSCC to be a member of its faculty.
4. The term “CSCC official” includes any person employed by CSCC, performing assigned administrative, academic or professional responsibilities.
5. The terms “member of CSCC community” or “CSCC community” or “community” may be used interchangeably and include any person (or persons collectively) who is a student, faculty member, administrator, staff member, and any other person employed by CSCC. A person’s status in a particular situation will be determined by the Dean of Student Life.
6. The term “CSCC premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, leased or controlled by CSCC including adjacent streets and sidewalks.
7. The term “CSCC property” includes vehicles, equipment, furniture, identification badges, parking passes and other similar items owned, used or controlled by CSCC.
8. The term “student organization” means any number of persons who have complied with the formal requirements for CSCC registration through the Student Activities and Athletics Office.
9. The term “hearing board” means the Student Conduct Committee.
10. The term “conduct officer” or “hearing officer” means a CSCC official authorized on an ongoing or case-by-case basis by the Dean of Student Life to make determinations including but not limited to, the hearing procedures, whether a student’s behavior violates the Student Code of Conduct, the conduct’s impact upon the CSCC community, recommendations for responsibility by the student, recommendations for sanctions.
11. The term “will” is used in the imperative sense.
12. The term “may” is used in the permissive sense.
13. The term “policy” means the written regulations of CSCC found in, but not limited to, the student handbook, college catalog, and the enacted college policies and procedures.
14. The term “preponderance of evidence” means information that would lead a reasonable person to conclude that it is more likely than not that a student’s behavior occurred and/or violated the Student Code of Conduct.

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15. For purposes of this policy and its procedures, the term “adviser” refers to the individual who assists a student or student organization with hearing preparation and process. An adviser may be any member of CSCC community.
16. The term “interim action” means temporary exclusion from CSCC premises and/or CSCC events and/or other sponsored activities imposed by the Dean of Student Life.
17. The term “effective consent” as applicable to sexual misconduct means words or actions that show a voluntary agreement to engage in mutually agreed-upon sexual activity.

E. Academic and Behavioral Misconduct

1. Student members of the community are expected to uphold and abide by certain standards of conduct embodied within a set of core values that include *integrity, community, respect and responsibility*. When members of the community fail to exemplify these values, College conduct proceedings are used to assert and uphold the Student Code of Conduct. The following are examples of misconduct; they are not intended to define misconduct in exhaustive or exclusive terms. Where appropriate, bulleted items provide examples of the type of conduct that is prohibited in this Code. Any student found to have committed or to have attempted to commit the following misconduct is subject to the conduct sanctions outlined below.
2. Integrity - CSCC students exemplify honesty, integrity and a respect for truth in all of their dealings. Behavior that demonstrates a lapse of integrity includes, but is not limited to:
 - a. Academic Misconduct:
 - i Cheating:
 - (a) Using open textbooks, notes, electronic devices, or other assistance during an examination, except those that have been authorized by the instructor.
 - (b) Copying from another person's work during an examination.
 - (c) Collaborating with another person on an assignment in a manner not authorized by the instructor.
 - (d) Obtaining, distributing, or using the contents of an unadministered test.
 - (e) Substituting for another student or permitting any person to substitute for oneself in an examination.
 - ii Plagiarism:
 - (a) Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person.
 - (b) Presenting as one's own the ideas, organization, or wording of another person without acknowledgment of sources.
 - (c) Knowingly permitting one's own work to be submitted by another student as if it were the student's own.

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- iii Violating course rules as contained in the course syllabus, department policy or procedures as contained in the course syllabus, other rules and regulations provided to the student, including those of off-campus training sites, or other information provided to the student.
- iv Inappropriate behavior of students enrolled in apprenticeships, clinical training, practicum, co-op work experiences, internships, field experiences, directed practice, and workforce training programs, including but not limited to:
 - (a) Jeopardizing the safety and/or welfare of self and/or others, including clients, patients, customers, and co-workers.
 - (b) Failing to abide by policies and procedures of the training site, including privacy and confidentiality.
 - (c) Sexual or other harassment as defined by the Student Code of Conduct.
 - (d) Behaving unethically.
 - (e) Acting illegally or otherwise violating the law.
- b. Acts of Dishonesty:
 - i Furnishing false information to any CSCC official, department, or office.
 - ii Forgery, alteration, or misuse of any CSCC document, record, or instrument of identification.
 - iii Tampering with the election of any CSCC registered student organization.
 - iv Causing, condoning, or encouraging the completion of any CSCC record, document, or form dishonestly.
 - v Initiating a false report or warning of fire, explosion, bomb threat, or other emergency.
 - vi Deception.
- c. Knowingly presenting a worthless check or forging a money order in payment to CSCC or to a member of CSCC community acting in an official capacity, or failure to make satisfactory arrangement for the settling of a debit or account with CSCC.
- d. Violations of positions of trust or authority within the community.
- e. Misuse or unauthorized use of CSCC or organizational names, representations and/or images.
- f. Taking of and/or damage to property or services of others on CSCC premises, including but not limited to:
 - i Knowingly possessing stolen property.
 - ii Damaging items rented, leased, or placed on the campus at the request of CSCC.
 - iii Selling or attempting to sell textbooks unless the seller is the owner of the textbook or has the permission of the owner to do so.
 - iv Taking, attempting to take, or keeping items belonging to the library or items placed in the library for display.
- g. Abuse, interference, or failure to comply in CSCC processes.
- h. Abuse of the college conduct system, including but not limited to:

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- i Failure to attend meetings scheduled for conduct code administration purposes.
 - ii Falsification, distortion, or misrepresentation of information.
 - iii Failure to provide, destroying, or hiding information during an investigation of an alleged policy violation.
 - iv Attempting to discourage an individual's proper participation in, or use of, the college conduct system.
 - v Harassment (verbal or physical) and/or intimidation of a member of a college conduct body prior to, during, and/or after a college conduct proceeding.
 - vi Failure to comply with the sanction(s) imposed by the college conduct system.
 - vii Influencing or attempting to influence another person to commit an abuse of the college conduct system.
3. Community - CSCC students honor and value their community. Behavior that violates this value includes, but is not limited to:
- a. Damage to or littering on CSCC premises and/or properties owned or leased by CSCC:
 - i Driving motor vehicles on lawn or premises without permission.
 - ii Failure to maintain an organization's facilities and/or surrounding property.
 - iii Vandalism - the causing of intentional damage to the property of another or CSCC.
 - b. Unauthorized Entry or Use of CSCC Property:
 - i Unauthorized or attempted unauthorized entry into any building, office, construction site, or other CSCC facility.
 - ii Unauthorized possession, use, or duplication of keys or other methods of controlled access such as ID or access cards or codes.
 - c. Disruption or obstruction of teaching, research, administration, or other CSCC activities or services, including its public service functions on or off campus, or of other authorized non-CSCC activities when the conduct occurs on CSCC premises:
 - i Disruptive classroom behavior.
 - ii Obstruction of the free flow of pedestrian or vehicular traffic on CSCC premises or at CSCC sponsored or supervised functions.
 - iii Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of CSCC and/or infringes on the rights of other members of CSCC community.
 - iv Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
 - d. Inappropriate use of college computing resources as stated in Policy 15-01, Information Technology, including misuse of CSCC computing facilities, equipment, network, passwords, accounts or information. Students who connect their personal computers to the college network will be held responsible for any violation of this policy that originates from that computer. Examples include but not limited to:

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- i Use of computing facilities to send harassing or abusive messages.
 - ii Use of computing facilities to interfere with the work of other community members.
 - iii Unauthorized access to a file or personal or group account.
 - iv Use of computing facilities to interfere with normal operation of CSCC computer system.
 - v Anonymous or forged network news articles or E-mail messages.
 - vi Disk usage over the allotted limit without prior approval.
 - vii Unauthorized transfer of a file.
 - viii Use of another individual's identification and password or sharing of your own identification and/or password.
 - ix Making copies of copyrighted computer software when no written authority to copy the software has been granted.
- e. Possession of firearms, explosives, other weapons (including, but not limited to BB/pellet guns, slingshots, and sharp edged instruments, such as hatchets when used as weapons), or dangerous chemicals while on campus, unless properly authorized.
- f. Having animals on campus except as may be required for a class, or for use of guide or support dogs.
4. Respect - CSCC students show respect for each other, for property and for the community. Behavior that violates this value includes, but is not limited to:
- a. Threatening or causing physical harm, verbal abuse, or other conduct which threatens or endangers the health or safety of any person, whether done intentionally or by failure to exercise reasonable care.
 - b. Intimidation (implied threats) or coercion (pressuring another unreasonably until an act is not truly voluntary).
 - c. Harassment - verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.
 - d. Discriminatory harassment, including speech, actions or conduct, which have the intent or effect of depriving a member of the community of educational or employment access, enjoyment, benefits or opportunities. Merely offensive or annoying behavior may feel like harassment, but to rise to the level of a code violation, harassment must cause a deprivation of the civil rights of a member of a protected class.
 - i Protected classes include sex , race, color, religion, age, national origin, ancestry, disability, military status, sexual orientation, pregnancy status, or as defined by Ohio or applicable federal law.
 - e. Hazing – behavior that endangers the mental, physical, or emotional health of a student as a condition for initial or continued affiliation with any group regardless of either the lack of intent to endanger the student or the student's own willingness to

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- participate. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is also a violation of this policy.
- f. Stalking - repetitive, menacing pursuit, following, harassment or interference with the peace and/or safety of a member of the community, or his/her immediate family.
 - g. Sexual Misconduct:
 - i Sexual Harassment – Gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment includes any situation in which there is gender-based misconduct that is sufficiently severe, pervasive, persistent or objectively offensive that it alters the conditions of education or employment. Retaliatory conduct is also prohibited under this policy.
 - ii Non-Consensual Sexual Contact – Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.
 - iii Non-Consensual Sexual Intercourse – Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.
 - iv Sexual Exploitation – taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, such as prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond boundaries of consent, voyeurism, or knowingly transmitting an STI or HIV to another student.
 - h. Lewd or Obscene Conduct:
 - i Public urination.
 - ii Sexual acts performed in public or on college premises.
 - iii Taking pictures of another person in a gym, locker room, or restroom without that person’s consent.
 - iv Disrobing or Streaking.
 - v Possession or distribution of any obscene materials.
 - i. Violation of any CSCC policy, rule, or regulation published in hard copy or available electronically on CSCC website.
5. Responsibility - CSCC students are given and accept a high level of responsibility as role models. Behavior that violates this value includes, but is not limited to:
- a. Intentionally or recklessly causing a fire which causes or could cause damage to CSCC or personal property, or which causes or could cause injury to any member of the community.
 - b. Failure to follow fire safety procedures:
 - i. Failure to exit a building when the fire alarm sounds.
 - ii. Misusing, damaging or tampering with fire safety equipment.
 - iii. Intentionally or recklessly obstructing a fire exit in any CSCC building.

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- c. Failure to comply with the directions of CSCC officials, including campus police officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
 - d. Action or inaction by a student who is in collusion which fails to discourage a violation of CSCC policy or law; assisting in violation of CSCC policies or public laws.
 - e. Knowing failure of any organized group to exercise preventive measures relative to violations of this Student Code of Conduct by members.
 - f. Use, possession, or distribution of an alcoholic beverages.
 - g. Use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law.
 - h. Abuse or misuse of prescriptions or over-the-counter medications.
 - i. Conducting, organizing, or participating in any activity involving games of chance or gambling except as permitted by law.
 - j. Allegation, arrest, or charge of a violation of federal, state, or local law.
- F. The President will establish procedures to administer this policy.

LAST EFFECTIVE DATE: JUNE 26, 2000