

# Student Code of Conduct

## PART I: STUDENT CONDUCT CODE

### I) STUDENT CONDUCT PHILOSOPHY

---

Student conduct emphasizes a developmental approach toward discipline that is educational and proactive and allows for maximum student growth. Chattahoochee Valley Community College (CVCC) embraces the concept of a student-centered college committed to developing and establishing programs designed to enhance lifelong learning opportunities, foster a climate of personal growth and development, set high expectations for personal integrity and assist students in the development of an informed set of values, ethics and beliefs. A student-centered college embraces a campus climate in which civility and respect among members of the campus community are viewed as vital to the overall ethical development of its students.

### II) CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE STATEMENT ON STUDENT CONDUCT

---

Chattahoochee Valley Community College students are expected to obey national, state and local laws; to respect the rights of members of the campus community and to accept responsibility for the consequences of their behavior. In the event students fail to demonstrate such behavior, CVCC reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Such action may include pursuing disciplinary sanctions for violations of College rules, regulations and policies as well as violations of national, state and local laws that occur on-campus or on the internet which adversely affects the educational interest of the College.

CVCC's student conduct system is not a court of law. The Student Code of Conduct is not written with the specificity of a criminal statute. In cases where civil or criminal proceedings also involve a violation of the Student Code of Conduct, the College reserves the right to take appropriate disciplinary action against the student. Such action will be regarded as separate and distinct from proceedings in criminal or civil court and may be scheduled according to timelines that serve the interest of the College.

### III) STUDENT CONDUCT AUTHORITY

---

- The Dean of Student Services shall develop policies for the administration of the student conduct program and the procedural rules for the conduct of hearings that are not inconsistent with the provisions of the Student Code of Conduct.
- The Dean of Student Services, in consultation with the members of the CVCC Cabinet, will determine the composition of the Student Disciplinary Committee.
- The Dean of Student Services shall seek to ensure that the Student Disciplinary Committee is representative of College's students, faculty and administrative staff members who are willing and able to offer fair and thoughtful consideration of each case heard.

### IV) DEFINITION OF TERMS

---

- 1) The term "**College**" means Chattahoochee Valley Community College.
- 2) The term "**student**" includes all persons taking courses at Chattahoochee Valley Community College either full-time or part-time. Persons who are not currently enrolled but who were previously enrolled would be considered to have a continuing relationship with the College so long as they are eligible to enroll. Individuals who are admitted but whose degree is not yet conferred are considered students.

- 3) The term "**faculty member**" means any person employed by Chattahoochee Valley Community College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of the faculty.
- 4) The term "**college official**" includes any person employed by Chattahoochee Valley Community College performing assigned administrative or professional responsibilities.
- 5) The term "**college premise**" includes any property that is owned, controlled or leased by Chattahoochee Valley Community College.
- 6) The term "**college event**" includes any activity conducted, sponsored or authorized on behalf of CVCC whether on college premise or off.
- 7) The term "**organization**" means a student organization who has complied with the formal requirements for recognition.
- 8) The term "**Student Disciplinary Committee**" refers to any person designated by the Dean of Student Services to be responsible for the management of the student conduct program. The committee members are authorized to investigate, adjudicate or otherwise resolve any cases of alleged student misconduct.
- 9) The term "**policy**" is defined as the written regulations of the College as found in, but not limited to, the Student Code of Conduct, the College Catalog and Student Handbook and all official publications of the College whether in print or published on the Internet.

## **V) STUDENT CONDUCT CODE VIOLATIONS**

---

The following list of 30 violations of the Student Code of Conduct is an example of behaviors that may result in disciplinary action by the College. It is not to be regarded as all-inclusive. In the event that there arises ambiguity, inconsistency or a need for further clarification regarding what constitutes a violation of the Student Conduct Code, the Dean of Student Services shall make the final determination. *Any student or student organization found to be responsible for misconduct is subject to College sanctions.*

### **1) Academic Dishonesty**

---

#### ***Cheating***

- a) submitting material that is not yours as part of your course performance;
- b) using information or devices that are not allowed by the faculty;
- c) obtaining and/or using unauthorized materials;
- d) fabricating information, research and/or results;
- e) violating procedures prescribed to protect the integrity of an assignment, test or other evaluation;
- f) collaborating with others on assignments without the faculty's consent;
- g) cooperating with and/or helping another student to cheat or
- h) demonstrating any other forms of dishonest behavior.

#### ***Plagiarism***

- i) directly quoting the words of others without using quotation marks or indented format to identify them;
- j) using information (published or unpublished) without identifying the source;
- k) paraphrasing materials or ideas without identifying the source or
- l) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

## **2) Alcohol Possession and Use**

---

- a) manufacturing, distributing, dispensing, possessing or using alcoholic beverages on College premises;
- b) manufacturing, distributing, dispensing, possessing or using alcoholic beverages during a College event or
- c) being in a state of alcohol intoxication on any College premises or at any College event.

## **3) Assault**

---

- a) any intentional physical contact of an insulting or provoking nature or
- b) any physical abuse, intentional injury or physical harm of another person.

## **4) Classroom Copyright Infringement**

---

- a) any recording and transmission of classroom lectures and discussions by students without prior written permission from the class instructor and without all students in the class as well as the guest speaker(s) being informed that audio/video recording may occur (it is not a violation if student has educational accommodations through the Office of Student Development) or
- b) uploading any recordings of lectures and/or class presentations to publicly accessible web environments.

## **5) Classroom Disruption**

---

- a) any classroom behavior that obstructs teaching or research activities.

## **6) Damage or Destruction of Property**

---

- a) any damage or destruction of College property or another person's property.

## **7) Dating or Relationship Misconduct**

---

- a) engaging in any form of misconduct, harassment, intimidation or bullying directed to a member of the College community with whom the student has, had or seeks to initiate a dating, interpersonal or sexual relationship;
- b) engaging in any form of misconduct, harassment, intimidation or bullying directed to any present or former housemate, roommate, spouse or person with whom the student shares custody or parenthood of a child or
- c) a pattern of behavior in which one person in a current or former relationship purposely uses abuse, coercion or threats to gain power and maintain control over their intimate partner.

## **8) Deception**

---

- a) any misuse of college records, forms or documents through forgery, unauthorized alteration, reproduction or other means;
- b) any giving or receiving of false information to the College or to any College official, administrator or administrative unit;
- c) providing false information to law enforcement officials;
- d) possession of any fake or altered or any other identification that belongs to another person or
- e) any attempt to perpetrate a fraud against the College or a member of the College community.

## **9) Disorderly Conduct**

---

- a) all lewd, obscene or indecent behavior or other forms of disorderly conduct;
- b) any abuse or unauthorized use of sound amplification equipment or
- c) any conduct which materially interferes with the normal operation of the College or with the requirements of appropriate discipline.

## **10) Disorderly/Improper Assembly**

---

- a) any assembly for the purpose of causing a riot, destruction of property or disorderly diversion which interferes with the normal operation of the College or
- b) any obstruction to the free movement of other persons about campus or the interference with the use of College facilities.

## **11) Domestic or Intimate Partner Violence**

---

- a) any physical, sexual or psychological harm against an individual by a current or former partner or spouse of a student or
- b) willful intimidation, battery or sexual assault committed by a family member, household member, domestic partner or intimate partner.

## **12) Drug Possession and Use**

---

- a) manufacturing, distributing, dispensing, possessing or using controlled or illegal substances and/or drug paraphernalia on College premises;
- b) manufacturing, distributing, dispensing, possessing or using controlled or illegal substances and/or drug paraphernalia during a College event or
- c) being in a state of drug intoxication on any College premises or at any College event.

## **13) Failure To Comply**

---

- a) failing to respond to an official directive by properly identified College officials or law enforcement officials in the performance of their duties;
- b) failing to report for a conference, meeting or appointment with any College official or faculty member;
- c) failing to comply with any disciplinary condition imposed on a person by the Student Disciplinary Committee or any College official or
- d) fleeing from law enforcement or College officials.

## **14) False Representation**

---

- a) any unauthorized claim to speak and/or act in the name of Chattahoochee Valley Community College or any organization, student, College officials or faculty members.

## **15) Fire Safety**

---

- a) any failure to evacuate or immediately respond to a fire alarm;
- b) participation in creating or causing a false fire alarm;
- c) participation in tampering, disconnecting or altering any fire alarm system, equipment or component;
- d) failure to follow the instructions of college official and emergency personnel during fire alarms;
- e) the possession, use, manufacture and/or sale of any incendiary device;
- f) participation in setting or causing to be set any unauthorized fire or
- g) the possession and/or use of any type of fireworks.

## **16)Gambling**

---

- a) engaging in any form of gambling that is in violation of the law.

## **17)Harassment**

---

- a) language, behavior or other activity which has the intent or effect of unduly demeaning, embarrassing or discomforting another person or
- b) creating an environment which is unduly demeaning, embarrassing or discomforting to any person(s) of reasonable sensitivity.

## **18)Hazing**

---

- a) any act which endangers the emotional, mental or physical health or safety of a student, with or without their expressed permission or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization;
- b) any act intended to cause or actually causing physical discomfort, embarrassment and/or ridicule of another person for the purposes mentioned above or
- c) apathy or acquiescence in the presence of hazing.

## **19)Sexual Assault**

---

- a) any sexual conduct that takes place without the victim's consent including any penetration of the vagina, anus or mouth by the perpetrator's penis or by any other object;
- b) sexual conduct deemed to be without the victim's consent when:
  - (i) the victim has instructed the perpetrator not to engage in the conduct;
  - (ii) the victim is forced to submit to the act;
  - (iii) the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act;
  - (iv) the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or
  - (v) the victim is unable to give consent or permission or is unable to resist because of any mental or physical disability.

## **20)Sexual Harassment**

---

- a) unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
  - (i) submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic success;
  - (ii) submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting the person submitting to or rejecting such conduct;
  - (iii) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, academic or living environment;
  - (iv) such conduct denies, limits, provides different or conditions the provision of aid, compensation benefits or services provided to students or employees by CVCC.

## **21)Sexual Misconduct**

---

- a) intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock or breast) without or against the victim's consent;
- b) touching is either directly on the body part or on the clothing covering that body part;
- c) forcing the victim to touch the intimate areas of another person;
- d) sexual conduct deemed to be without the victim's consent when:
  - (i) the victim has instructed the perpetrator not to engage in the conduct;
  - (ii) the victim is forced to submit to the act;
  - (iii) the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act or
  - (iv) the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or due to mental or physical disability.

## **22)Stalking**

---

- a) willful and repeated in a course of conduct directed at another individual that reasonably or seriously alarms, harasses, torments or terrorizes the victim;
- b) any behavior or activity that places another individual in fear of personal harm or intends to cause emotional distress to another individual or
- c) behaviors such as following or waiting on the victim; repeated unwanted, intrusive or frightening communications from an individual by phone, mail or e-mail; damaging the victim's property; making direct or indirect threats to harm the victim or the victim's family members, friends or pets; sending unwanted gifts or sending harassing messages through the internet (cyber stalking).

## **23)Theft**

---

- a) taking, possessing or attempting to sell or distribute any property that is the property of another person, organization or entity (including but not limited to the College) without the owner's permission.

## **24)Threats**

---

- a) an expression of intention to inflict injury or damage or
- b) to cause another person to feel fear for their safety or well-being.

## **25)Tobacco**

---

- a) use of any tobacco product on College premise.

## **26)Unauthorized Entry**

---

- a) unauthorized entry into any College building, office, parking lot, motor vehicle or other facilities or
- b) remaining in any College building after normal closing hours without proper authorization.

## **27)Unauthorized Use**

---

- a) unauthorized use of college equipment or
- b) unauthorized use or duplication of keys.

## **28)Unauthorized Use of Computer Resources**

---

- a) use of a computer when not currently enrolled in a class requiring the use of a computer or without the written permission from the appropriate College official;
- b) inspection and/or modification of data or programs that were not specifically assigned to, owned by or created by the modifier;
- c) use of another's account number without permission;
- d) interference, electronically or otherwise, with other users of the computers;
- e) unauthorized use of computer resources for personal gain;
- f) use of another's programs or data without permission;
- g) viewing, printing or transmitting obscene, sexually suggestive, vulgar or offensive messages on Web sites;
- h) unnecessary use (waste) of computing supplies;
- i) physical abuse of hardware;
- j) harassment of any kind;
- k) transmitting messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference.
- l) transmitting messages with abusive, profane or offensive language;
- m) using computer resources for any purpose that is illegal, against College policy or contrary to the College's best interest;
- n) using computer resources to participate in Internet games, contests or chat rooms or
- o) transmitting e-mail or other electronic communications that hides or misrepresents the identity of the sender.
- p) *Violation of copyright(s)*: Copyrighted materials may not be transmitted by individuals using the College's email/Internet system. Users may not copy, retrieve, modify or forward copyrighted or licensed materials except with the owner's permission or as a single copy for reference only.

## **29)Violations of Law**

---

- a) any act that violates a provision of the laws of the United States, the laws of any state in which such act occurs, the ordinances of any county, city, municipality or other political subdivision or the laws of another nation or political subdivision thereof in which such act occurs is deemed to be a violation of the Student Conduct Code when that act:
  - (i) occurs on any college premises;
  - (ii) occurs in the context of any college event;
  - (iii) occurs at any intercollegiate athletic event in which one of the College's teams is participating, home or away;
  - (iv) involves more than one member of the College community or
  - (v) otherwise adversely affects the College.

## **30)Weapons and Firearms**

---

- a) keeping, using, possessing, displaying or carrying any rifle, shotgun, handgun or other lethal or dangerous device capable of launching a projectile by air, gas, explosion, or mechanical means (including BB guns, air-soft guns, stun guns, and paintball guns) on the College premise unless specifically authorized by the administration or as part of a College-sanctioned event or
- b) using, possessing, displaying or carrying any toy weapon which resembles a real weapon, any swords, any illegal knives, any explosives (including fireworks and sparklers), any martial arts weapons or any devices which are used to threaten the

safety and well-being of a person on the College premise unless specifically authorized by the administration or as part of a College-sanctioned event.

## **VI) STUDENT NOTIFICATION PROCESS FOR STUDENT CONDUCT CODE VIOLATIONS**

---

When a student is charged with a violation of the Student Conduct Code, the student will be notified to appear for a meeting with the Dean of Student Services to respond to the charges in the following manner:

- a) Except in cases of an interim suspension, a notification will be sent via certified mail to the address on file with the Office of Admissions. Interim suspension notices will be delivered to the student by a campus security officer.
- b) If a student does not respond to this request as instructed, a hearing will be held in the student's absence and action will be taken as warranted by the facts in the case, which may include disciplinary probation, suspension or expulsion. The decision from a hearing held in a student's absence will be final. The student will not be afforded an appeal.
- c) *Students will not be permitted to enroll in subsequent semesters until their disciplinary case is resolved.*

## **VII) STUDENT WITHDRAWALS DURING THE STUDENT CONDUCT PROCESS**

---

A student withdrawal from the College does not absolve the student from student conduct responsibility. Students who withdraw before their case is closed will have their cases adjudicated according to the hearing procedures outlined in this document.

## **VIII) CONDUCT PROCEDURES**

---

College conduct procedures assure the student's right to procedural and substantive due process and to safeguard personal and confidential information concerning the student. In the interest of student welfare and confidentiality, procedures and rules have been developed to assure a fair hearing and appeal. These procedures may differ from court procedures.

The Dean of Student Services confers with involved parties to make disciplinary decisions at the administrative level and refers appropriate appeals to the College Disciplinary Committee for an appeal hearing. The Dean of Student Services coordinates disciplinary procedures and maintains appropriate records of student conduct and disciplinary actions.

To initiate a disciplinary review, alleged violations of College regulations must be filed in writing with the Dean of Student Services. Any student, faculty member or staff member may register a complaint with the Dean of Student Services. The Dean of Student Services will then inform the accused in writing, will request a conference and will deliver a decision to the student regarding the case in question. The decision will be one of the following:

1. Find the accused student not responsible and dismiss the charges.
2. Refer the student to a counselor for additional services.
3. Find the student responsible as charged and apply the appropriate sanction stated under Section IX.
4. Refer the case directly to the College Disciplinary Committee for a hearing.



## **IX) STANDARDS OF EVIDENCE**

---

The evidentiary standard to be used by the Committee shall be the "Preponderance of Evidence" standard rather than the "Beyond a Reasonable Doubt" standard. That is to say that the Dean of Student Services and/or the College Disciplinary Committee shall determine, strictly upon the evidence presented, whether it was more likely than not that the allegation(s) made against the accused student was (were) true in terms of which of the evidence was more credible and convincing to the reasonable mind.

The Dean of Student Services and/or College Disciplinary Committee shall inform the parties that the rules relating to the admissibility of evidence shall be similar to but less stringent than those which apply to civil trials in the courts of Alabama. Generally speaking, irrelevant or immaterial evidence and privileged information (such as personal medical information or attorney-client communications) shall be excluded. However, hearsay evidence and unauthorized documentary evidence may be admitted if the Dean of Student Services and/or Committee Chair determines that the evidence offered is of the type and nature commonly relied upon or taken into consideration by a responsible, prudent person in conducting his/her affairs.

In the event of an objection by any party to any testimony or other evidence offered at the hearing, the Dean of Student Services and/or Committee Chair shall have the authority to rule on the admissibility of the evidence and this ruling shall be final and binding.

## **X) SANCTIONS**

---

- A student or student organization found responsible for violating the Student Conduct Code, with the exception of violations related to academic dishonesty, may receive one or more of the sanctions listed below, as determined by the Dean of Student Services after review of the findings of fact.
- Prior to issuing a sanction, the Dean of Student Services will determine if the accused student or student organization has any previous violations of the Student Conduct Code. This may have an effect on the type and level of the sanction(s) to be imposed.
- When a student organization engages in an act of misconduct, the College reserves the right to take action not only against the organization but also against the individual student members of the organization.
- The following list of sanctions is intended to show the range of sanctions that may be imposed on a student or student organization, either individually or in combination.
- This list is not to be regarded as all-inclusive but rather as a sample of sanctions that may be imposed. Other College policies and regulations may impose specific penalties for specific violations and nothing in this Section is intended to limit the imposition of those specific sanctions.

**Disciplinary Reprimand.** This may be an oral or written warning. It notifies a student that any further violation of College regulations may subject the student to more severe disciplinary actions.

**Disciplinary Probation.** This is designated to encourage and require a student to cease and desist from violating College regulations. Students on probation are notified in writing that any further misconduct will lead to more severe action. The duration of Disciplinary Probation will be for the remainder of the existing semester and for all of the following semester of attendance.

**Educational Sanction.** An educational sanction may consist of the assignment of specific projects to be performed by a student or student organization, such as writing a research paper on a specific topic, performing community service hours, attending an educational program and/or writing reaction papers on a specified topic.

**Loss of Privileges.** Denial of specific privileges for a designated period of time.

**Payment of Damages.** Charges will be assessed against students for the amount necessary to repair damage caused by their misconduct.

**Organizational Sanctions.** Loss of privileges, including College recognition for a specific period of time or permanently. Loss of privileges may include, but is not limited to, a prohibition on social events or fund-raising projects. In addition, the completion of community service hours and special projects may be required.

**Deferred Suspension.** A student may be required to complete several sanctions or conditions. If any assigned sanction or condition is not met within the time allotted suspension will be added as a sanction. In order to be considered to return to CVCC after suspension, the student must complete all sanctions and conditions originally assigned.

**Disciplinary Suspension.** This excludes a student from the College for a designated period of time, usually not more than two terms. While on suspension, a student will not be allowed to take any courses at the College. At the end of the designated period of time, the student must make formal reapplication for admission.

**Class Suspension.** A student may be suspended from attending one or more courses for misconduct. Course suspensions are for the remainder of the term and the student will be assigned a letter grade of "F" for each course from which he/she is suspended.

**Library Suspension.** A student may be suspended from using the library for misconduct in the Library. Library suspension will be for the remainder of the term.

**Disciplinary Expulsion.** This is the strongest disciplinary action. This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used disciplinary action and would be applied only to students who are responsible for chronic misbehavior or a major misconduct. The College reserves the right, but has no duty, to lift prohibition against re-enrollment if the student submits a written application for readmission showing that he/she has demonstrated an ability and readiness to comply with all College rules and regulations. The College will not consider such a request until at least one year from the date of expulsion.

## **XI) AUTOMATIC SUSPENSION OR EXPULSION**

The following offenses may merit automatic disciplinary suspension or expulsion from the College:

1. Intoxication from or the use, display or possession of alcoholic beverages or any controlled substance (drug) on any area of the CVCC campus. (This includes the presence of empty or full alcoholic-beverage containers.)
2. Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties as such officials and officers while on the CVCC campus.

3. Theft of or intentional damage to property of the College or to the property of any member of the College community or visitor to the College campus.
4. Intentional misuse of College fire alarm or fire-fighting equipment.
5. Actual or threatened physical abuse of a person, including hazing, or any other act that endangers the health or safety of that person.
6. Use, possession, sale or distribution of any controlled substance (drug) as outlined by the statutes of the State of Alabama except as expressly prescribed by a physician.

Disciplinary suspension or expulsion will not result in a notation on a student's permanent record. However, a notice that a student is currently on suspension or expulsion and ineligible to return to CVCC until a certain date will be attached to the student's file. If the student becomes eligible to return, the notice will be removed.

## **XII) INTERIM SUSPENSION**

---

- 1) In certain circumstances, the Dean of Student Services may impose a College suspension prior to a hearing. Interim suspension may be imposed only:
  - a) to ensure the safety and well-being of members of the College community or preservation of College property;
  - b) to ensure the student's own physical or emotional safety and well-being;
  - c) if a student poses a threat to themselves or others or
  - d) if a student poses a threat of disruption of or interference with the normal operations of the College.
- 2) During an interim suspension, students may be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible. The student will be responsible for working with faculty members to make-up any missed work (if possible).
- 3) If an interim suspension is imposed, the hearing should follow within ten (10) business days.

## **XIII) STUDENT DISCIPLINARY COMMITTEE**

---

- 1) *Committee*
  - a) is composed of three faculty members (one of whom serves as chairperson), the Student Government Association President, and one non-faculty staff member;
  - b) may hear charges and evidence concerning alleged student misconduct and determine the disciplinary action to be taken in cases appealed by students and referred to the Committee by the Dean of Student Services;
  - c) may review and make recommendations to the Dean of Student Services on student disciplinary policies and procedures.
- 2) *Procedure*
  - a) Hearings will held in be a private, confidential area.
  - b) Access will be limited to persons officially involved. This might include Disciplinary Committee members, the Dean of Student Services or his/her designee, the student who is the subject of the hearing and his/her advisor, appropriate staff members, a recorder and witnesses for both parties.
  - c) Witnesses will be present only when providing information to the Committee.
  - d) One student advisor, who may be (but does not have to be) an attorney, can be present during the hearing. The advisor may not address the hearing to give evidence on behalf

of the student. However, in answering or asking questions, the student may seek advice from the advisor before proceeding.

- e) Minutes of the proceedings will be recorded and will be filed in the office of the Dean of Student Services and will be kept confidential.
- f) The order of the hearing will be:
  - (i) Opening remarks by the Chair of Disciplinary Committee.
  - (ii) Review of charges and action taken by the Dean of Student Services.
  - (iii) Opening statement by the Dean of Student Services his/her designee (not more than ten minutes).
  - (iv) Opening statement by the accused student (not more than ten minutes).
  - (v) Presentations of evidence by parties, including testimony and questioning of witnesses.
    - i. Witnesses for the College will present testimony first. Both parties to the action and the members of the Disciplinary Committee have the right to question witnesses. Following the testimony of all College witnesses, the student may call his/her witnesses.
  - (vi) Closing statement by the student.
  - (vii) Closing statement by the Dean of Student Services or his/her designee.
  - (viii) The Disciplinary Committee will conduct its deliberation in a closed and confidential session and, after reaching a decision, orally inform the parties of the decision.
    - i. Each party will subsequently be provided a written summary of the findings of the Committee.
  - (ix) The Disciplinary Committee will determine the total time to be allotted for the hearing and may limit the time for any or all aspects of the hearing.

#### **XIV) APPEALS**

---

The purpose of an appeal is to review the procedures of the hearing in order to determine if there has been any error. Students have the right to appeal decisions made by the Dean of Student Services OR THE Student Discipline Committee provided relevant grounds for an appeal are cited.

All appeal requests and responses in this process are transmitted by electronic mail. When informing the student of the original decision in a hearing, the Dean of Student Services or Student Discipline Committee Chair will also explain the student's right to appeal the situation to the Student Disciplinary Committee or the College President, respectively. If the student wishes to appeal the case, he/she must send a written request, stating the reason(s) for the appeal, to the Dean of Student Services or the College President within five (5) working days from receipt of the notice. The Dean of Student Services will then have 48 hours to refer the case to the Student Disciplinary Committee along with his/her recommended sanctions. The Committee will conduct a hearing under the guidelines in "Hearing Procedures" portion of Section XIII and will submit its decision in writing to the Dean of Student Services and the accused student. The President will have five (5) working days from the date of the appeal to render a decision and provide that decision to the student in writing.

The student will not be granted an appeal if the case has been heard in the student's absence.

## **XV) APPEAL GUIDELINES**

---

- 1) Purpose
  - a) The purpose of an appeal is to review the procedures of the hearing in order to determine if these has been any error.
  
- 2) *Grounds for Appeal*
  - a) a violation of due process;
  - b) evidence of prejudicial treatment by the original hearing body;
  - c) evidence that does not support a finding;
  - d) sanction(s) inappropriate for the nature of the violation or
  - e) evidence that becomes available during the review process that was not previously available during the original hearing.
  
- 3) *Appeal Outcomes*
  - a) Affirm the original decision.
  - b) Change the sanctions imposed.
  - c) Refer the case for rehearing before another hearing body.
  - d) Find the accused student not responsible and terminate the proceedings.

## **XVI) STUDENT/STUDENT ORGANIZATION RIGHTS**

---

A student or student organization of CVCC charged with a violation of the Student Code of Conduct has the following rights:

- 1) To receive a written statement of the charges.
- 2) To receive a fair and impartial hearing.
- 3) To know the nature of the evidence against them and the names of witnesses scheduled to appear.
- 4) To present evidence and witnesses in their own behalf.
- 5) To be accompanied at a hearing by an advisor.
- 6) To be present at the hearing during the presentation of any evidence or material on which a recommendation will be made. If a student/student organization fails to attend the hearing, it will be held in their absence.
- 7) To refuse to answer questions.
- 8) To ask questions of witnesses.
- 9) To receive a decision based solely on the evidence presented.
- 10) To have a record made of the hearing.
- 11) To receive a written notice of the decision and an explanation of the decision and sanctions.
- 12) To appeal decisions.

Students or organizations may waive these rights by agreeing to administrative adjudication. No student is required to agree to administrative adjudication.

## **XVII) VICTIM'S RIGHTS**

---

Students who feel they are a victim of either a violation of the law or of the Student Code of Conduct have the following rights:

- 1) Regardless of whether an act is in violation of the law, the victim may file a charge against the student with a violation of the Student Conduct Code.
- 2) To have a person of their choice accompany them throughout the student conduct process.
- 3) To submit a victim impact statement prior to a penalty being imposed.
- 4) To have past unrelated behavior excluded from the hearing.

## **XVIII) SEXUAL VIOLENCE CONSIDERATION AND RIGHTS**

Consideration and rights to be afforded to all campus community members who are victims of sexual assault:

- 1) The right to have all sexual assaults against them treated with seriousness and the right to be treated with dignity.
- 2) The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurs and the right to the full and prompt cooperation and assistance of campus personnel notifying the proper authorities.
- 3) The right to be free from pressure that would suggest that the victim not report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials or to report crimes as lesser offenses than the victim perceives them to be.
- 4) The right to be free from suggestions that sexual assault victims not report or under-report crimes because:
  - a) victims are somehow “responsible” for the commission of crimes against them;
  - b) victims were contributorily negligent or assumed the risk of being assaulted or
  - c) by reporting crimes they would incur unwanted personal publicity.
- 5) The right to the full and prompt cooperation from campus personnel in responding to the incident.

Consideration and additional rights will to be afforded to campus community members who are victims of sexual assaults which occur on College property. After campus sexual assaults have been reported, the victims of such crimes shall have:

- 1) the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact or proximity with alleged assailants;
- 2) the right to be informed of the disciplinary proceedings as well as the outcome of such proceedings and
- 3) the same right to assistance or ability to have others present which is afforded to the accused during any campus disciplinary proceedings.

## **XIX) CONFIDENTIALITY AND ASSURANCE AGAINST RETALIATION**

Every effort possible shall be made to ensure confidentiality of information received as a part of an investigation. Complaints will be handled on a “need to know” basis with a view toward protecting the interest of all parties involved. The College will do everything consistent with enforcement of this policy and with the law to protect the privacy of all parties involved and to ensure that all involved are treated fairly.

A student bringing a complaint or assisting investigating a complaint will not be adversely affected as a result of being involved in said complaint. Any act of reprisal, including interference, coercion or restraint by a student, employee or anyone acting on behalf of the College violates this policy and will result in appropriate disciplinary action.

## **XX) ADJUDICATION OF ACADEMIC DISHONESTY CASES**

In an instance of academic misconduct, a student may:

- 1) Be required to retake an examination or resubmit an assignment on which the instructor has determined that academic misconduct occurred, or

- 2) Receive an “F” on the given exam or assignment, or
- 3) Receive an “F” for the course.

Whether or not academic misconduct occurred, and what classroom sanctions will be applied, are matters to be determined by the respective instructor. A student who opposes the sanction imposed by an instructor may appeal the matter to the Chief Academic Officer through the grade appeal process. Such an appeal must be filed by the end of the next class day following the date on which the sanction is imposed.

Students who receive classroom sanctions for academic misconduct may also be subject to disciplinary action by the Dean of Student Services if the misconduct also violates the Student Code of Conduct and is reported by the instructor for such disciplinary action.

## **PART II: ADMINISTRATIVE REGULATIONS**

### **I) STUDENT CONDUCT POLICY ON PARENTAL/GUARDIAN NOTIFICATION**

---

The College may notify the parents of students who are under the age of 21 on the date of adjudication of any violations of College policies involving the use, possession or distribution of alcohol or drugs.

### **II) ALCOHOL AND DRUG ABUSE PREVENTION POLICY**

---

#### **Introduction**

Chattahoochee Valley Community College complies with initiatives described by the Drug-Free Schools and Campuses Regulations. The College is strongly committed to providing a drug-free learning and working environment. It is the policy of CVCC that, within the first two weeks of classes each academic term, information related to compliance with the Drug-Free Schools and Campuses Regulations shall be distributed to each student at CVCC.

#### **Standards of Conduct, Enforcement and Sanctions**

Chattahoochee Valley Community College is a public educational institution of the State of Alabama and, as such, shall not permit on its premises or at any activity which it sponsors the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor. In the event of the confirmation of such prohibited possession, use or distribution by a student, Chattahoochee Valley Community College shall take such administrative or disciplinary action as is appropriate. The disciplinary action may include but shall not be limited to suspension or expulsion. If any student shall engage in any behavior prohibited by this policy which is also a violation of Federal, State or local law or ordinance, that student shall be subject to referral to law enforcement officials for arrest and prosecution.

#### **Legal Sanctions Regarding Unlawful Use, Possession or Distribution of Alcoholic Beverages and Illicit Drugs**

##### *State Offenses*

Activities which violate Alabama laws concerning illicit possession, use and distribution of alcoholic beverages or drugs include, but are not limited to, the following:

- 1) Public intoxication is punishable by up to 30 days in jail. (Code of Alabama [1975], sec. 13A-11-10).

- 2) Possession, consumption or transportation of an alcoholic beverage by a person of less than 21 years of age is punishable by fine of \$25-\$100 or a 30-day jail term. (Code, sec. 28-1-5).
- 3) Possession or distribution of an alcoholic beverage in a dry county is punishable by a fine of \$50-\$500 and, at the discretion of a judge, a jail sentence of up to six months.(Code, sec. 28-4-20, et seq).
- 4) Possession of an alcoholic beverage illegally manufactured or illegally brought into the State of Alabama is punishable by a fine of \$100-\$1,000, plus, at the discretion of a judge, a jail sentence of up to six (6) months (Code, sec. 28-1-1).
- 5) Driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs is punishable, upon first conviction, by a fine of \$250-\$1,000 and/or one year in jail plus suspension of drivers' license for 90 days. (Code, sec. 32-5A-191).
- 6) Possession of marijuana for personal use is punishable by a fine of up to \$2,000 and/or a jail sentence of up to one year (Code, sec. 13A-12-214).
- 7) Possession of marijuana for other than personal use is punishable by a fine of up to \$5,000 and a prison sentence of not more than ten years (Code, sec. 13A-12-213).
- 8) The selling, furnishing, or giving away, manufacturing, delivery, or distribution of a controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$10,000 and/or a prison term of not less than two years and not more than 20 years (Code, sec. 13A-12-211).
- 9) The selling, furnishing or giving by a person 18 years or older to a person under 18 years of age any controlled substance listed in Schedules I-V of the Alabama Controlled Substance Act is punishable by a fine of up to \$20,000 and/or a prison term of not less than ten years and up to life (Code, sec. 13A-12-215).
- 10) Possession of a controlled substance enumerated in Schedule I through V is punishable by a fine of not more than \$5,000 and/or prison term of not more than ten years (Code, sec. 13A-12-212).
- 11) Conviction for an unlawful sale of a controlled substance within a three-mile radius of an educational institution brings with it an additional penalty of five years of imprisonment with no provision for parole (Code, sec. 13A-12-250).
- 12) The use, or possession with intent to use, of drug paraphernalia is punishable by up to one year in jail and/or a fine of up to \$2,000 (Code, sec. 13A-12-260).
- 13) The sale or delivery of, or possession with the intent to sell or deliver, drug paraphernalia is punishable by not more than one year in prison and/or a fine of up to \$1,000. If the delivery or sale is to a person under 18 years of age, it is punishable by up to 20 years in prison and/or a fine of up to \$10,000 (Code, sec.13A-12-260). Penalties for subsequent violations of the above described provisions are progressively more severe than the initial convictions.

### *Federal Offenses*

Activities which violate Federal laws concerning illicit possession, use, or distribution of alcoholic beverages and drugs include, but are not limited to, the following: (21 U.S.C. 841) makes it a crime:

- 1) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance; or
- 2) to create, distribute, or dispense or possess with intent to distribute or dispense, or counterfeit a controlled substance. (The U.S. Code establishes, and authorizes the U.S. Attorney General to revise as needed classifications of controlled substances. The drugs are each classified in one or more of five "schedules," Schedule I being comprised



essentially of “street drugs” and Schedule V being comprised of drugs with a “low potential for abuse” as compared with drugs in Schedules I-IV). Examples of Schedule I drugs are heroin and marijuana. PCP, for example, is a Class I drug. Amphetamine is a Schedule II drug, while Barbitol is a Schedule IV drug. An example of a Schedule V drug would be a prescription medication with not more than 200 mg. of codeine per 100 grams. Penalties for a first offense conviction of violating the laws described in items (1) and (2) above are:

- a. In the case of a Schedule I or II drug which is a narcotic drug, not more than \ fifteen years in prison, a fine of not more than \$25,000, or both.
- b. In the case of a Schedule I or II drug which is not a narcotic drug or in the case of a Schedule III drug, not more than five years in prison, a fine of not more than \$15,000, or both.
- c. In the case of a Schedule IV drug, not more than three years in prison, a fine of not more than \$10,000, or both.
- d. In the case of a Schedule V drug, not more than one year in prison, a fine of not more than \$5,000, or both.
- e. Notwithstanding sub-paragraphs (1) through (4) above, the distribution of a small amount of marijuana for no remuneration is punishable by imprisonment of not more than one year and/or a fine of not more than \$5,000.
- f. Notwithstanding subparagraph (1) through (4) above, the manufacture, possession, distribution or intent to manufacture, possess or distribute phenecylidine (PCP, “angel dust”) is punishable by up to ten years in prison and/or a fine of not more than \$25,000. Penalties for subsequent violations of these provisions are progressively more severe than for initial convictions.

### *Local Ordinances*

The State of Alabama Code has been adopted locally. Any other provisions as are applicable to the Phenix City and Russell County have also been adopted.

### **Health Risks of Drug and Alcohol Use and Abuse**

The following is a list of some of the health risks and symptoms associated with the following categories or substances. This list is not intended to be the final word on such health risks, since the scientific and medical communities will continue their research into and discoveries concerning the abusive use of drugs and alcohol.

### *Cannabis*

- 1) Includes marijuana, hashish, hashish oil, and tetrahydrocannabinol (THC).
- 2) Regularly observed physical effects of cannabis are a substantial increase in heart rate, bloodshot eyes, a dry mouth and throat and increased appetite. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana damages the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco. Long-term users of cannabis may develop psychological dependence and require more of the drug to get the same effect.

### *Cocaine*

- 1) Includes cocaine in powder form and “crack” in crystalline or pellet forms. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment may transmit AIDS, hepatitis, and other diseases. Preparation of free base, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia and seizures. The use of cocaine can cause death by disrupting the brain’s control of the heart and respiration.

### *Other Stimulants*

- 1) Include amphetamines and methamphetamines (“speed”); phenmetrazine (Preludin); methylphenidate (Ritalin) and “anorectic” (appetite suppressant) drugs such as Didrex, Pre-Sate, Fastin, Profast, etc.
- 2) Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amount of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug uses ceases.

### *Depressants*

- 1) Include such drugs as barbiturates; methaqualone (Quaaludes) and tranquilizers such as Valium, Librium, Equanil, Meprobamate, Xanax, etc.
- 2) The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles but somewhat larger doses can cause slurred speech, staggering gait and altered perception. Very large doses can cause respiratory depression, coma and death. The combination of depressants and alcohol can multiply the effects of the drugs thereby multiplying the risks. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

### *Narcotics*

- 1) Include such substances as heroin, morphine, opium and codeine as well as methadone, meperidine (Demerol), hydromorphone (Dilaudin) and such drugs as Percocet, Percodan, Darvon, Talwin, Lortab, Lorcet, Anexia, etc.

- 2) Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death.
- 3) Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in disease such as AIDS, endocarditis and hepatitis. Addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms.

### *Hallucinogens*

- 1) Include phencyclidine ("PCP"), lysergic acid diethylamide ("LSD"), mescaline peyote and psilocybin (mushrooms).
- 2) Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.
- 3) The effects of PCP vary but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six months to a year following prolonged daily use. Mood disorders such as depression and anxiety and violent behavior also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma and heart, lung and brain damage.
- 4) Lysergic acid (LSD) mescaline and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline or psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

### *Inhalants*

- 1) Include such substances as nitrous oxide ("laughing gas"), amyl nitrate, butyl nitrate (found in asthma inhalants), chlorohydrocarbons (used in aerosol sprays) and hydrocarbons (found in gasoline, glue and paint thinner).
- 2) Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Solvents and aerosol sprays decrease heart and respiratory rates and impair judgment. Amyl and butyl nitrite (asthma inhalant) cause rapid pulse and feces. Long-term use may result in hepatitis or brain hemorrhage.
- 3) Deeply inhaling the vapors or using large amounts over a short period of time may result in disorientation, violent behavior, unconsciousness or death. High concentration of inhalants can cause suffocation by displacing oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

### *Designer Drugs*

- 1) Designer drugs include analogs of fentanyl and analogs of meperidine (synthetic heroin), analogs of amphetamines and methamphetamines (such as "Ecstasy") and analogs of phenecylidine.

- 2) Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.
- 3) The narcotic analogs can cause symptoms such as those seen in Parkinson's disease— uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations and impaired perceptions.

### *Alcohol*

- 1) Ethyl alcohol, a natural substance formed by the fermentation that occurs when sugar reacts with yeast, is the major active ingredient in wine, beer and distilled spirits.
- 2) Ethyl alcohol can produce feelings of well-being, sedation and intoxication and can cause unconsciousness or death depending on how much is consumed and how fast it is consumed.
- 3) Alcohol is a "psychoactive," or mind-altering drug, as are narcotics and tranquilizers. It can alter moods, cause changes in the body and become habit forming. Alcohol depresses the central nervous system and too much can cause slowed reactions, slurred speech and unconsciousness. Chronic use of alcohol has been associated with such diseases as alcoholism and cancers of the liver, stomach, colon, larynx, esophagus and breast. Alcohol abuse can also lead to damage to the brain, pancreas and kidneys; high blood pressure, heart attacks and strokes; hepatitis and cirrhosis of the liver; stomach and duodenal ulcers; colitis; impotence and infertility and premature aging. Abuse of alcohol has also been linked to birth defects and Fetal Alcohol Syndrome.

### **Where to Get Assistance**

Help is available for persons who are in need of counseling or other treatment for substance abuse. Listed below are agencies and organizations which can assist persons in need of such services.

#### *National Toll-free Hotlines & Websites*

Treatment Facility Locator  
 1-800-662-HELP  
<http://findtreatment.samsha.gov>  
 Cocaine Anonymous  
<http://www.ca.org>  
 Narcotics Anonymous  
<http://www.na.org>

Drug Help  
<http://www.drughelp.org>

Marijuana Anonymous  
<http://www.marijuana-anonymous.org>  
 Alcoholics Anonymous  
<http://aa.org>

#### *Local Treatment Facilities*

The treatment facilities listed below provide either alcohol (A), drug (D) or alcohol and drug (A/D) treatment on an outpatient, residential or inpatient basis. Outpatient care generally consists of counseling and other therapy on a periodic basis, such as twice a week. Inpatient services include such treatment as detoxification and short-term hospital care. Residential services include residing (generally from one to six months) at a treatment facility and participating in such therapeutic activities as lectures, group counseling, individual counseling and self-analysis. Some of the listed facilities are private and some are public. In most instances, the care offered at a public facility is less expensive than similar services offered at private facilities. However, many

health and hospitalization insurance policies include coverage for substance abuse treatment. There are also situations in which private facilities are provided public funding to offer services to eligible clients who would not otherwise be able to afford such services.

Phenix City Area Court Referral Program  
1517 5<sup>th</sup> Avenue, Phenix City, AL  
(334)448-4466

Agape Center  
214 8<sup>th</sup> Street, Columbus, GA  
(706)327-0156

Alcohol and Drug Counseling of Columbus  
2901 University Avenue, Columbus, GA  
(706)507-9010

Substance Abuse Day Services  
4411 Rosemont Drive, Columbus, GA  
(706)571-8936

### **III) CAMPUS POLICIES**

---

#### **1. Children on Campus**

Minor children of students are not permitted in classrooms or laboratories at any time. If children accompany students during registration or other business on campus, the children must be properly supervised at all times. Children under the age of 16 are not allowed in the Learning Resource Center unless accompanied by an adult (18 or older) who is conducting business there. Children in the LRC are not allowed to be present in a classroom during a class and must remain with the adult and be properly supervised at all times. College employees are responsible for enforcing this policy. Students violating this policy will be required to take immediate measures to comply with this policy.

#### **2. Dress and Appearance**

CVCC students are expected to dress appropriately at all times, including complying with attire standards for special functions. CVCC reserves the right to require students to adjust their attire when it is deemed to be disruptive to the learning process or the order of the College.

#### **3. Protection of Personal Property**

CVCC is not responsible for the protection of students' personal property. Students should always keep purses, book bags, etc. in their possession, in a locked vehicle or other secure place. CVCC recommends locking valuables in vehicle trunks. Lost items should be reported to and found items should be taken to the campus Security Office.

#### **4. Telephone Use and Emergency Messages**

Students are permitted to use faculty and staff telephones only in emergency situations. College employees will not accept messages for, or deliver messages to any student except in emergency situations such as illness in the student's family, death, accident, etc.

#### **5. Use of Computer Resources**

CVCC makes on-campus computer resources available to its students. The College encourages use of the Internet and e-mail to make communication more efficient and effective. Internet service and e-mail are College property. Their purpose is to facilitate College programs, services, and activities with resources that provide laboratory experience for approved courses, support for academic programs and support for authorized research.

### **Acceptable uses of the Internet and e-mail**

The CVCC Acceptable Use Policy is established to maximize availability and fair access to the College's Internet and e-mail resources. The College-provided Internet and e-mail access is intended to support education; research; local, state, or national government affairs; economic development and public service related to College supported activities.

### **Alabama Research and Education Network**

The Alabama Research and Education Network (AREN) is a statewide network administered by the Alabama Supercomputer Authority (ASA). Access to the Internet at CVCC is provided through an Alabama Supercomputer Authority (ASA) statewide contract with a regional network provider. Use of Internet access at the College must be consistent with ASA's primary goals and its acceptable use policy. In those cases when information is transmitted across regional networks or the Internet, AREN users are advised that acceptable use policies of those networks apply and may limit access.

### **Software**

To prevent computer viruses from being transmitted through the College's e-mail/ Internet system, downloading of any software should be only from sites sponsored or recommended by legitimate and reputable companies or individuals.

### **Security**

All messages created, sent or retrieved over the College's email/Internet system are the property of the College and should be considered public information. The College reserves the right to access and monitor all messages and files on its email/Internet system. Employees should not assume electronic communications are totally private and should transmit highly confidential data in other ways.

The Alabama Supercomputer Authority (ASA) also reserves the right to monitor and review all traffic on AREN for potential violations of its policies.

### **Violations**

Users who abuse the privilege of College-facilitated access to e-mail or the Internet will be subject to disciplinary action. The College also reserves the right to advise appropriate officials of any legal violations.

Violations of ASA policy that are not promptly remedied by individuals and member institutions may result in termination of access to AREN. Final authority for the determination of violation of the ASA Acceptable Use Policy and subsequent penalty rests with the ASA Board of Directors. It is the responsibility of member representatives to contact ASA, in writing, regarding questions of interpretation. Until such issues are resolved, questionable use should be considered "not acceptable."

*Chattahoochee Valley Community College is not liable for injury, damage, or expense arising from any sites or materials accessed through use of its Internet/e-mail system.*

## **IV) HARASSMENT**

---

CVCC is committed to ensuring an environment for employees and students that is fair, humane, and respectful and that supports and rewards performance based on appropriate considerations such as ability, effort and productivity. Therefore, it is the policy of CVCC that no person shall be

rewarded, punished, or discriminated against on the basis of gender, race, color, national origin, religion, age, disability or handicap. For the purposes of this policy, harassment is defined as “language, behavior, or other activity which has the intent or effect of unduly demeaning, embarrassing, or discomforting any person, or creating an environment which is unduly demeaning, embarrassing or discomforting to any person or persons of reasonable sensitivity.”

Any person who is the victim of or who is aware of any harassment prohibited by this policy should report such harassment to the Student Grievance Officer, Ms. Vickie Williams, 334-214-4803. Reports of a sensitive nature will be investigated and resolved in such a manner as to best protect the privacy of all victims and witnesses to the fullest extent possible under the circumstances.

#### **V) STUDENT CONDUCT CODE REVISIONS**

---

The contents of this edition of the Student Conduct Code, revised in August 2015, supersede all previous editions. Chattahoochee Valley Community College reserves the right to revise or correct the Student Conduct Code as needed. Revisions and corrections will be posted on the Internet at **www.cv.edu**. Those revisions and corrections shall supersede all earlier printed and Internet versions.