

## CAMPUS REGULATIONS

### Code of Student Conduct

As members of the learning community at the institution, students have a number of rights, privileges, and responsibilities. Those rights and privileges include the right to sound and professionally presented instructional programs and the right to due process in instances involving disciplinary actions or academic grievances.

The Code of Student Conduct is the standard of conduct by which students and organizations are expected to abide. They shall be aware of the Code and know they will be held accountable for its provisions. By enrollment at the College, a student or organization neither relinquishes rights nor escapes responsibilities of local, state, or federal laws and regulations. The College has an interest in maintaining a campus environment that is conducive to the educational mission in addition to the safety, health, and well-being of all students and other individuals on campus. Students and organizations are obligated to abide by the rules and policies established by the College. Students at the College are considered responsible adults, serious of purpose, and enrolled for the primary purpose of furthering educational goals. It is assumed that students enrolling in the College are mature, have a desire for constructive learning, and are attending with that purpose in mind. Common courtesy and cooperation are expected of all students. Interference, injury, or intentional attempt to injure or interfere with the personal or property rights of any person, whether a student member of the College community or a visitor of the College itself, is strictly prohibited.

**Note:** Faculty and staff members (including College counselors) and students should note that any expectation of confidentiality does not include any illegal act. Faculty and staff members (including College counselors) are required to notify law enforcement officials and College officials when they learn of a criminal act.

**Application.** The Code of Student Conduct applies to individual students and student organizations and is applicable to on- and off-campus College functions. Any student or group involved in unacceptable or prohibited conduct shall be disciplined in a manner commensurate with the nature and severity of the act of misconduct.

Any indication of facts that could cause imminent danger or harm to the health, safety, and welfare of the accused, students, faculty members, other individuals, or College property, or any indication of mental or physical harassment of students (hazing) by an organization or student may result in immediate interim suspension of the organization or student by the designated College official on each campus or Dean of Student Affairs. This interim suspension may continue only for a period of 72 hours until such time as a disciplinary hearing is held to consider the matter.

Imposition of the sanctions stated above may be stayed pending appeal, at the discretion of the President of the College, on written request by the student or organization.

**Misconduct.** Student conduct is expected to be in accordance with standards of common decency and decorum, with recognition of and respect for personal and property rights of others and the educational mission of the College. A student shall be subject to disciplinary action by the College, up to and including permanent expulsion, for misconduct on any property owned or controlled by the College; or off College property at any function that is authorized, sponsored, or conducted by the College; or in parking lots adjacent to areas or buildings where College functions are being conducted. Such misconduct shall include the commission of or attempt to commit any of the following acts:

1. Any form of dishonesty including cheating, knowingly furnishing false information to the members of the College faculty or to any other officer or employee of the College, and alteration or use of College documents or instruments of

identification with intent to defraud (cheating is defined as dishonesty in completing academic assignments, such as having in one's possession materials other than those specifically approved by one's instructor during tests; submission of work that was prepared by someone else to an instructor as one's own work; plagiarism, representation of someone else's writing or ideas as one's own; assistance in the foregoing practices).

Plagiarism is the act of using the words and/or work of another author and attempting to pass it on as one's own work. Examples of plagiarism include, but are not limited to, a student's submitting, under his/her own name, an essay, report, research paper, or some other assignment that has been written in part or in whole by another person. Plagiarism also occurs when there is a pattern of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his/her students), and/or the consistent failure to document accurately and in proper style any material that is not common knowledge, which the student has included in an assignment.

2. Forging, altering, or misusing College documents, records, or identification.
3. Issuing a worthless check made payable to the College or to its Bookstore. A student will be notified by the Business Office when a check for tuition, books, fees, or other charges is returned for insufficient funds. The student will have 72 hours in which to satisfy that obligation. If the obligation is not satisfied in that time, the student's enrollment will be voided.
4. Failure to properly comply with any reasonable direction given by a College official acting within the capacity and performance of his/her position.
5. Violation of written College rules, policies, or regulations.
6. Obstruction or disruption of teaching, research, administration, service, disciplinary procedures or policies and/or procedures of clinical affiliates while at their sites, other College activities, or other activities on College premises.
 

An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If the behavior of a student disturbs or otherwise interferes with instruction, the student will be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor and a third party. The third party may be another faculty member, division chair, or a dean. The instructor may have a consultation with the department chair and the Dean of Student Affairs to determine if the student should appear before the Judiciary Committee.
7. Destruction, damage, or misuse of College, public, or private property (the student is responsible for any damage done to College property).
8. Conduct in violation of federal or state statutes or local ordinances that threatens the health and/or safety of the College community or that could adversely affect the educational environment of the College.
9. Conviction of any misdemeanor or felony that adversely affects the educational environment of the College.
10. Obtaining College services by false pretenses including, but not limited to, misappropriation or conversion of College funds, supplies, equipment, labor, material, space, facilities, or services.

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11. Hazing, i.e., any mental or physical requirement or obligation placed on a person by a member of any organization, or by an individual or group of individuals that could cause discomfort, pain, or injury or that violates any legal statute or College rule, regulation, or policy. Hazing has been defined as, but is not limited to, striking, laying open hand on, treating with violence, or offering to do bodily harm to a person with intent to punish or injure the individual, or other treatment of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing is any action taken or situation created, whether on or off the campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule, including servitude often called *personal favors*. The College does not approve of or condone hazing; thus, activities of this nature shall be dealt with promptly and sternly.
  12. Lewd, obscene, licentious, or indecent conduct or verbal or written threat of such action against another person, including sexual harassment/misconduct.
  13. Harassment, intimidation, bribery, physical assault, etc., or any other means, implied or explicit, to influence any member of a judicial body named in the Code including witnesses, faculty members, staff members, and students before, during, or after a hearing. Organizations shall be responsible for the actions of their individual members, alumni, advisors, etc. in this type of situation.
  14. Possession of firearms or weapons (including hunting guns, bows, crossbows, etc.), ammunition, explosives, fireworks, or any other dangerous instrumentalities.
  15. Intoxication from, or the possession and/or consumption of, any alcoholic beverage or non-prescribed controlled substance.
  16. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law.
  17. Theft, accessory to theft, and/or possession and/or transportation and/or sale of stolen property.
  18. Physical abuse, threat of violence, intimidation, and physical or mental harassment.
  19. Trespassing or unauthorized entry.
  20. Entering false fire alarms, tampering with fire extinguishers, alarms, or other safety equipment.
  21. Publishing, aiding in publishing, circulating, or aiding in circulation of anonymous publications or petitions of a libelous, slanderous, scurrilous, or unduly offensive nature.
  22. Smoking or using any tobacco product in classrooms, laboratories, library-media buildings, gymnasiums, or other locations where prohibited (including clinical sites).
  23. Playing a device such as a tape player, radio, or other electronic device in the student center, hallways, classrooms, or any other place where such activity would interfere with normal activity of the College.
  24. Any form of illegal activity defined by state or federal law or municipal ordinance.
  25. Disruptive or disorderly conduct that interferes with the rights and opportunities of those who attend the College to use and enjoy College facilities.
  26. Failure to obtain clearance from an instructor to leave a class, lab, clinical, or campus during class/clinical hours.
  27. Failure to wear appropriate dress for the department in which the student is enrolled.
  28. Participation in any form of gambling.
  29. Unauthorized possession of a key to any College facility or vehicle.
- If a student violates any of the provisions listed above while engaged as a representative of a student organization, the organization will be subject to having its approval suspended or terminated.
- Acceptable Use Policy**  
These guidelines are to assist with the interpretation and administration of the *Acceptable Use Policy for Information Technology Resources*. They outline the responsibilities each student and employee assumes when using information technology resources.
- The purpose of information technology resources is to provide educational resources for the College's students and employees. Access to these resources is a privilege and must be treated with the highest standard of ethics. The College expects all students and employees to use information technology resources in a responsible manner, respecting the public trust through which they have been provided, the rights and privacy of others, the integrity of the facilities and pertinent laws, and College policies and standards.
- This policy outlines the standards for acceptable use of Wallace Community College's information technology resources, which include, but are not limited to, equipment, software, networks, data, and telephones.
- This policy applies to all users of the College's information technology resources, including faculty, staff, students, guests, organizations, and individuals accessing external network services, such as the Internet via College facilities. Violation of this policy may result in suspension or revocation of utilization privileges, administrative discipline, or immediate termination of the violator's relationship with Wallace Community College and could lead to criminal and civil prosecution.
- Acceptable use of the College's Internet connection provided via the Alabama Research and Education Network (AREN) is also governed by this document. Any activity that is not listed here, which violates local, state, or federal laws, or violates the AREN Acceptable Use Policy, is also considered a violation of this Acceptable Use Policy.
- User Responsibilities.** Use of the College's information technology resources is permitted based on acceptance of the following specific responsibilities and the understanding that computer use may be monitored:
- Use only those information technology resources for which you have permission. Example: It is unacceptable to:
- use resources you have not been specifically authorized to use;
  - use someone else's account and password or share your account and password with someone else;
  - access files, data, or processes without authorization; and
  - purposely seek out, exploit, or seek to exploit security flaws to gain system or data access.
- Use information technology resources for their intended purpose. Example: It is unacceptable to:
- send forged email;
  - use electronic resources for harassment or stalking other individuals;
  - send bomb threats or hoax messages;
  - send chain letters that may interfere with the system's efficiency;
  - intercept or monitor any network communications not intended for you;