



Where Your Future Is Waiting

POLICY NUMBER: SS300.010

Title: Student Code of Conduct

Effective Date: 10/24/2018

Last Revision Date: 10/24/2018

Policy Statement

Central Louisiana Technical Community College (CLTCC) has the legal right and moral obligation to establish rules for academic and personal conduct, and to deny admission to applicants or continued enrollment to students who do not meet/maintain these standards identified as student responsibilities as well as other rules of the College and its departments. Counseling and/or sanctions will be imposed on students or student organizations that are found in violation of these standards. The CLTCC reserves the right to review any action taken by civil or judicial authorities regarding any Central Louisiana Technical Community College student or student organization. All students admitted to the College accept the responsibility to conform to all CLTCC rules and regulations. The College will make every reasonable effort to make the rules and regulations available. Each student is responsible for becoming familiar with and abiding by them. This policy defines appropriate student conduct and student rights and responsibilities, provides for due process and describes the appeal process.

Background

The basic philosophy of the policies and procedures in the Student Code of Conduct is one of education and fair, prompt resolution of problems. The focus of the Code is to promote growth and development of the individual student by encouraging self-control, by publishing clear behavioral guidelines (rules and regulations) and by fostering the rights and privileges of others. The goals are to redirect the behavior of the student in acceptable patterns and to protect the rights of all students and the entire college community.

Central Louisiana Technical Community College is a multicultural community composed of diverse students, faculty, and staff. Central Louisiana Technical Community College will not tolerate harassment of any person or group of persons based on sex, race, color, religion, age, national origin, disability, sexual orientation or marital or veteran status. Each member of the college community is held accountable to this standard which is strongly reflected in this Code.

Conduct Detrimental to Others:

Students will be suspended for actions detrimental to the welfare of other students, instructors, staff, and the campus. These actions include, but are not limited to:

- 1) Firearms and/or weapons, alcoholic beverages, and illegal drugs will not be permitted on the campus.
- 2) Profanity and fighting are strictly prohibited.
- 3) Eating, drinking, smoking, or use of any other tobacco products. Students must not eat or drink beverages in classrooms or labs.

- 4) Vandalism will not be permitted on campus.
- 5) Dishonesty will not be tolerated under any circumstances. Students who cheat, or aid in the act thereof, may be dismissed from campus.
- 6) Students must display a respectable attitude and behavior toward instructor and other students.
- 7) The College has a Zero Tolerance Policy, meaning the campuses should be completely free of threats and assaults to ensure the highest standard of safety for all faculty, staff, students, and visitors on each campus. The college will take all reasonably available steps to protect all such persons from violence. Violators of the Zero Tolerance Policy will be suspended.

Disciplinary Probation:

A student may be placed on disciplinary probation when campus rules and policies are disregarded. When a student is placed on disciplinary probation, the student is given a specified time to improve his/her record. If the student's record does not show improvement, the student may be suspended for a specific time, usually a semester or more.

Student Rights

In order to preserve and to guarantee students of CLTCC those conditions indispensable to the full achievement of the objectives of higher education in a free democratic society, the College holds the following rights essential to the development of students as individuals, and to the fulfillment of their responsibilities as members of society:

1. The right of every person to be considered for admission to CLTCC without regard to race, color, sex, age, disability, national origin, religious or political beliefs, sexual orientation, or marital or veteran status;
2. The right to form and participate in campus, local, national, or international organizations for intellectual, religious, social, political, economic or cultural purposes when such organizations do not infringe upon the rights of others;
3. The right individually or in association with others, to engage freely in off-campus activities, provided they do not claim to represent the College;
4. The right to form and maintain democratic student governance;
5. The right to use campus facilities, provided the facilities are used for the purpose contracted subject to the approval of the appropriate college official;
6. The right of students to invite, and hear speakers of their choice subject to the approval of the appropriate college official (see attachment for official approval request form);
7. The right to address concerns in course scheduling, curriculum, or faculty through proper channels;
8. The right to due process in all disciplinary matters, and the right to appeal to the proper authority or committee; and
9. Enumeration of certain rights herein shall not be construed as to nullify or limit other rights possessed by students.

Student Responsibilities

It is the responsibility of every student to conduct him/herself in a manner fitting an academic environment. In most cases, the exercise of good sense and judgment prevail. The following acts as set forth by legislative act and LCTCS Board of Supervisors policy are contrary to acceptable conduct. Any student who commits or attempts to commit any acts, such as, but not limited to the following, will be subject to disciplinary proceedings:

- 1 Intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event;
- 2 Unauthorized entry into or unauthorized occupation of any college facility;
- 3 Physical abuse or threat thereof against any person on campus or at any college-authorized event, or other conduct which threatens or endangers the health and safety of any such person;
- 4 Theft or damage to personal property or to the property of the College;
- 5 Intentional interference with the right of access to college facilities or with any lawful right of any person on the campus;
- 6 Setting a fire on campus without proper authority;
- 7 Unauthorized use or possession of fire arms, ammunition, or other dangerous weapons, substances, or materials on the campus;

- 8 Academic dishonesty, such as cheating or plagiarism;
- 9 Knowingly furnishing false information to the College;
- 10 Forgery, alteration, or misuse of college documents, records or identification;
- 11 Use, possession or distribution of narcotic or dangerous drugs such as marijuana, hallucinogens, and other drugs which are not prescribed or expressly permitted by law;
- 12 Failure to comply with the directives of Campus officials and law enforcement officers acting in performance of their duties, or to identify oneself to these officers when requested to do so;
- 13 Conduct which adversely affects the student's suitability as a member of the academic community (such as drunkenness, use of profanity, or disorderly conduct);
- 14 Aiding or inciting others to commit any act set forth above;
- 15 Smoking in any College facility;
- 16 Gambling in any form on college property; and
- 17 Use or possession of any alcoholic beverage on Campus except at functions as approved by the Chancellor.
- 18 Misuse or Abuse of Computer Equipment, Programs, or Data - Unauthorized use of computing resources or use of computing resources for unauthorized purposes is prohibited. This may include but is not limited to:
 - a. Accessing or copying programs, records, or data belonging to the College or another user without permission;
 - b. Attempting to breach the security of another user's account or deprive another user of access to the College's computing resources;
 - c. Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks;
 - d. Using the College's computing resources for personal or financial gain;
 - e. Allowing non-college personnel access to college computing resources;
 - f. Displaying obscene, lewd, or sexually harassing images or text in use of college computing services;
 - g. Transporting copies of College programs, records, or data to another person or computer site without written authorization;
 - h. Attempting to destroy or modify programs, records, or data belonging to the College or another user.

Academic Honesty

Academic honesty and intellectual integrity are fundamental to the process of learning and to evaluating academic performance. Maintaining such integrity is the responsibility of all members of the College.

The faculty and/or staff will encourage and maintain an atmosphere of academic honesty and will explain to students the regulations defining academic honesty, and the sanctions for violating these regulations.

Students also must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to learning.

Students who are aware that others in a course are cheating or otherwise committing academic dishonesty have the responsibility to bring the matter to the attention of the course instructor, department Dean and/or the Vice Chancellor of Academic and Student Affairs.

Dishonest practices make it difficult for honest students to be evaluated and graded fairly, and damage the integrity of the entire College. Permitting dishonesty is not open to personal choice. A faculty and/or staff member who is unwilling to act upon academic dishonesty is considered an accessory with the student offender in damaging the integrity of the College.

Academic dishonesty is a violation of the Student Code of Conduct and academic policy, and is, therefore, subject to disciplinary procedures and/or sanction.

Academic dishonesty includes, but is not limited to, the following:

- submitting another student's work as your own or allowing a student to submit your work as his/her own
- copying from another student on assignments or during an exam or allowing a student to copy from your assignments or exams
- receiving exam questions from a student who has already taken an exam or giving questions to a student who has not taken an exam
- listing false references
- making up research data
- using an author's work without proper credit and citation (plagiarism)
- plagiarizing any part of an assignment, essay, or exam
- using unauthorized materials obtained from instructors or students
- receiving unauthorized help on assignments or tests
- altering grades

Cheating - The act of deception by a student who misrepresents his mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include copying or allowing someone else to copy work of another student; using a textbook or other material during an examination; collaboration during an academic exercise or giving or receiving information; and using specially prepared materials during an academic exercise, such as notes or formula lists.

Plagiarism - The inclusion of someone else's actual words or paraphrases, ideas, or data into one's own work without acknowledging the original source. The included material must have appropriate citations such as footnotes or quotation marks and identification of the sources, published or unpublished, copyrighted or not copyrighted.

Collusion - The unauthorized collaboration with another person in preparing an academic exercise or committing an academic violation with another person.

Academic Misconduct- The actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an un-administered test or academic exercise; selling, bribing or giving away all or part of an un-administered academic exercise or any information about it; changing or altering a grade book, test, "drop form," or other official academic records of the College which would alter grades; and breaking in and/or entering a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

Falsification/Fabrication - The intentional use of invented information or the falsification of research findings with the intent to deceive. Examples include citation of information not obtained from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own, any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the Instructor; and falsifying information on official school documents such as application, financial aid, and/or scholarship forms.

Accessory to Acts of Academic Dishonesty- The act of facilitating, supporting, or conspiring with another student to commit any form of academic dishonesty.

Plagiarism, cheating, and other forms of academic dishonesty will not be tolerated. Any student found guilty of such dishonorable acts in academic work will receive a grade of zero (0) for the work presented. The instructor may also refer the student to the appropriate administrator for further disciplinary action that could result in an "F" in the course, dismissal from the course, dismissal from the college, and/or possible legal action.

Student Due Process:

The student is entitled to Due Process as per CLTCC Disciplinary Procedures and Student Due Process Policy and LCTCS Policy #2.004.

Student Appeals:

The student is entitled to an appeal as per the CLTCC Disciplinary Procedures and Student Due Process and LCTCS Policy
Review Process:

	<i>Reviewing Committee/Entity</i>	<i>Review Date</i>	<i>Approval Date</i>
	<i>Chancellor</i>	<i>10/24/18</i>	<i>10/24/18</i>

Distribution: posted to College's website and student hand-book