



Student Code of Conduct

Prepared Under the Direction of the
Vice President of Student Services

Salt Lake Community College

January 2007

OUR PURPOSE AND VALUES

Students, first and always, are of utmost importance to us.

- We provide, in a caring and ethical manner, service, support and personal growth for our students.
- We are a personal bridge between the processes of the College and the needs of our students.
- We assist students and each other with fairness, respect, integrity and care.
- We serve people without regard to race, ethnicity, personal belief, disability, age, or sexual orientation.
- Our commitment to students directs the way we make decisions, create programs and hire staff.
- We will maintain within Student Services an environment that nurtures our values: diversity, community, honesty, people and service.

WELCOME TO SALT LAKE COMMUNITY COLLEGE

As members of the academic community, students enjoy the privileges and share the obligations of the larger community of which the College is a part. With membership in this community comes an obligation, which is consistent with goals of personal and academic excellence. This obligation is an acceptance of a code of civilized behavior. These are the guiding principles for students at Salt Lake Community College:

“I will practice personal and academic integrity. I will respect the dignity of all persons. I will respect the rights and property of others. I will discourage bigotry, striving to learn from differences in people, ideas and opinions. I will demonstrate concern for others, their feelings and their need for conditions, which support their work and development. Allegiance to these ideals obligates each student to refrain from and discourage behaviors which threaten the freedom and the respect all community members deserve.”

The Carolinian Creed

The College is committed to equitable, civil, and concerned treatment of all individuals regardless of age, gender, race, color, national origin, disabling conditions, religion, sexual orientation or veteran status.

It is imperative that students learn to recognize, understand, and celebrate human differences. Colleges can, and indeed must, help their students become open to the differences that surround them: differences in race, religion, age, gender, culture, sexual orientation, physical ability, and nationality. These matters are learned best in settings that are rich with diversity, and they must be learned if the ideals of human worth and dignity are to be advanced.

Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. So long as intolerance exists in any form in the larger society, it will be an issue on the College campuses. Salt Lake Community College is committed to maintaining an environment free from prejudice. Student conduct regulations of Salt Lake Community College are printed herein. These regulations pertain to all campuses, centers, sites and other locations where programs and activities of Salt Lake Community College are conducted.

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PREFACE

The Student Code of Conduct governs the behavior of our student body and is for your use as an informed member of that body. The Code states the specific authority and responsibility of the College in maintaining social discipline, outlines the process for legitimate grievances and establishes the proper procedures to be followed to ensure “**due process**,” to protect accused students from unfair imposition of penalties and sanctions. The primary objective for the administration of discipline under the Student Code of Conduct is to foster **ethically responsible behavior** and protect the campus community.

The College has the responsibility and authority to establish procedures and regulations for orienting and assisting students and for controlling disruptions that would deter the College from furthering its mission.

The College has primary interests with or in:

1. Matters that infringe upon academic achievement and integrity
2. Conduct that breaches the peace, causes disorder, and/or substantially interferes with the rights of others
3. Behavior or actions that threaten the physical or mental health or safety of members of the College community
4. Protection of College property and the property of its community members from theft, damage, destruction or misuse
5. Fulfillment of contractual agreements
6. Its obligation to support and be guided by the regulations of the College Board of Trustees, the Utah State Board of Regents, and the laws of the local, state and federal government

AUTHORITY AND RESPONSIBILITY

Daily responsibility for good conduct rests with students as individuals. All members of the College community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

The ultimate responsibility and authority to enforce the Student Code of Conduct rests with the President of the College. The President may, and has, delegated responsibility for the administration of the discipline system to the Vice President of Student Services. The Vice President of Student Services delegates responsibility to various judicial

bodies and administrators. All procedures followed and decisions made by authorized hearing officers and bodies are subject to Vice Presidential and Presidential review. **The College reserves the right to take any necessary and appropriate action to protect the safety and well being of the campus community.**

DUE PROCESS

The social discipline system is established in accordance with the concept of due process. Due process, as used herein, consists of two parts. The first means that a student will know in advance what conduct is unacceptable and consequences of such conduct. It requires rules and regulations of student behavior that are reasonable, clear and precise, clearly communicated, and fairly and consistently administered (substantive due process).

The second part of due process means that a student will be given a statement of the charges against him/her and a fair opportunity to be heard and to present witnesses before a decision is rendered (procedural due process).

All hearings are closed to the College community unless the student charged requests an open hearing. Closed hearings are to ensure the fullest measure of confidentiality. Any student involved in a hearing may request that the Dean of Students refer the case to an even smaller ad hoc administrative hearing when warranted by the sensitive nature of the case.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Salt Lake Community College retain and enjoy all rights and laws of the United States, the State of Utah and local ordinances.

Rights and freedoms are best preserved in a community whose members are mutually tolerant of the exercise of rights and freedoms and whose members are free from physical violence, force, abuse, and threat. Toward that end, SLCC has adopted certain personal and organizational standards, policies, and procedures that govern the responsibilities and behavior of its members. Violations are grounds for judicial review and possible disciplinary sanctions. Any student who assists, encourages or incites others to violate Salt Lake Community College policies is similarly subject to such action.

The College distinguishes its responsibilities for student conduct from the controls imposed by the wider community. When students are charged with violations of laws of the community, the College will cooperate with law enforcement agencies, courts and other agencies. The College will cooperate with agencies for rehabilitation of students as may be appropriate. The College may impose further sanctions in addition to those of law enforcement agencies or courts if it is determined that the interests of the College community require such action. The College does not assume parental responsibilities for the conduct of students.

Freedom of Access to Salt Lake Community College

Salt Lake Community College, an equal opportunity institution, welcomes students for admission to any course of study for which their qualifications indicate they can benefit without regard to race, color, sexual orientation, national origin, age, gender, veteran status, or religion.

Freedom from Discrimination

Salt Lake Community College provides educational opportunities without regard to race, color, sexual orientation, national origin, age, gender, veteran status, religion, or disability.

Inquiries concerning the application of the Americans with Disabilities Act (ADA) may be referred to the Salt Lake Community College ADA Coordinator, 957-4041.

Freedom from Harassment in General

The College is committed to maintaining the campus community as a place of work and study free from abuse, intimidation and harassment, where everyone is treated with respect and courtesy.

Freedom from Sexual Harassment

It is the policy of Salt Lake Community College that no member of the College community may sexually harass another. Consistent with federal regulations and College policy 2.06, "Sexual Harassment Avoidance." **Sexual harassment is defined as follows:** unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made, whether explicitly or implicitly, a term or condition of an individual's employment, education, academic pursuits, or participation in a college activity.
- such conduct affects or has the purpose of unreasonable interference with an individual's employment, education, living environment, or participation in a College activity by creating an intimidating, hostile, or offensive working or learning environment.

It is the policy of the College to protect the rights of all persons within the College community by providing fair and impartial investigations of all complaints brought to the attention of appropriate administrators. Any member of the College community found to have violated this sexual harassment policy will be subject to disciplinary action. Any allegations of sexual harassment involving students are referred to the Dean of Students.

The Right to Dissent

The College will respect and defend the right of its members to lawful exercise of free speech and assembly on behalf of causes, whether popular or unpopular, provided such exercise does not disrupt normal college functions, interfere with the College's educational, instructional and/or administrative process, destroy College facilities or property or encompass the physical occupation of any campus building, facility, or parts thereof. Rights of free speech are properly exercised only when due regard for the rights of others is assured. Actions denying the rights of others to move or speak freely, whether or not such actions are the motive, lie outside constitutional guarantees and the obligation of the College to defend them.

If, in the judgment of the Vice President of Student Services or his/her designee, persons are attempting to interfere with the freedom of movement or speech of members or guests of the College community, or the orderly operation of the College, the Vice President of Student Services or his/her designee is authorized to:

1. Advise such persons of the impropriety of their activity and request immediate termination of such activity.
2. Call the appropriate authority to remove those interfering.
3. Suspend temporarily the members of the College community who participate and persist in such interference.
4. Grant, as soon as reasonably possible, a hearing before an appropriate committee to any person appealing such suspension. Following such a hearing, the committee will make recommendations to the Vice President of Student Services.
5. File charges with the appropriate civil authority against persons involved in violation of the law, including but not limited to the willful destruction of College or personal property.

Some Other Rights and Freedoms

- **The right** to reasonably accurate information in advertising, recruitment and orientation efforts.
- **The right** to free and peaceable inquiry, expression, association and assembly.
- **The right** to engage in demonstrations as long as the demonstration is not violent and does not disrupt the educational and administrative process of the College or interfere with the rights of other members of the College community. Rules and procedures pertaining to demonstrations are available from the office of the Vice President of Student Services or the Dean of Students.
- **The right** to reasonable use of College facilities and services intended for individual educational development.
- **The right** to participate freely in legal off-campus activities related to local, national, or international organizations for intellectual, social, religious, political, economic or cultural purposes without impairing official standing at SLCC.

- **The right** to protection against unreasonable surveillance, searches or seizures by members of the College community.
- **The right** to establish a College-recognized, democratic student government with authority to legislate and administer within its constitutional jurisdiction and within the limits of the law, with normal democratic safeguards against abuse of power.
- **The right** to form organizations within the College for any lawful purpose. The student government constitution establishes a procedure for College sanction. Organizations shall have the right to keep membership lists confidential and solely for their own use. The names and addresses of officers or representatives will be required by the College as a condition of registration or access to College funds or enjoyment of College privileges.
- **The right** to establish a College-recognized press and other media, free of censorship and advanced approval of copy or program material, as long as these publications and programs remain within the canons of responsible journalism and the laws and regulations of the College, the Board of Regents, the State of Utah and the United States.
- **The right** to expect that all official College student records contain only information reasonably related to the educational mission and goals of the College or the health and safety of the individual and others.
- **The right** to protection against unauthorized disclosures of confidential information contained in College records.
- **The right** of groups and individual students to distribute literature on the campus in areas generally available to the public provided that the distribution of such written materials:
 - a. does not physically obstruct normal pedestrian or vehicular traffic
 - b. does not interfere with classes or scheduled meetings
 - c. does not damage College property; or does not unnecessarily litter College property
 - d. is not placed on vehicles in College parking lots

Those who distribute such materials must identify themselves clearly on the materials distributed.

- **The right** to expect the College to provide reasonable space indoors and outdoors for students and their organizations to post notices and posters. Such notices and posters may deal with subject matter including, but not limited to, notices of meetings or events, and expressions of positions and ideas on social or political topics. Designated posting spaces shall be established at appropriate locations throughout the campus with due regard to convenience and aesthetics. All notices and posters must be date stamped by the appropriate office, which may impose reasonable restrictions on time and place.
- **The right** to expect rules and regulations to be applied reasonably and impartially.
- **The right** to expect that procedural due process will be exercised before imposition of disciplinary sanctions.
- **The right** to enjoy privileges regardless of age, gender, sexual orientation, race, color, national origin, disabling condition, religion or veteran status.

AMERICANS WITH DISABILITIES ACT

Inquiries concerning the application of the Americans with Disabilities Act (ADA) may be referred to the Salt Lake Community College ADA Coordinator, 957-4041. All students with disabilities are encouraged to obtain information about the Americans with Disabilities Act (ADA) at the Disability Resource Center at 957-4659 or TTY 957-4646.

Students requesting accommodations, academic adjustments, auxiliary aids, or other services must provide information from appropriate professionals, which document their disabilities, outlines current functional limitations and makes recommendations for accommodations based upon those limitations. *By College policy, all requests for services must be made through the Disability Resource Center rather than by making direct requests to faculty members.*

Students with disabilities, like all students at the College, must adhere to the provisions of the *Student Code of Conduct*. They must meet the College's performance and attendance requirements. Students are required to adhere to the syllabus for each class and should carefully review its contents. Questions about class procedure should be directed to the faculty member.

PERSONAL RESPONSIBILITIES AND ORGANIZATIONAL STANDARDS

Salt Lake Community College sets high standards of personal and academic excellence. **Any violation of the following standards may be considered “student misconduct.”** For procedures on dealing with misconduct, please see page 15.

If a student has a question or concern about any of the standards, he/she should address it with the administrator of the area, or contact the Dean of Students at Redwood Campus, STC122 or 957-4004.

Assault and Battery

Assault or battery includes but is not limited to the following activities, all of which are prohibited by SLCC:

- threatening, attempting or causing injury or bodily harm to a faculty and/or individual in or outside of the classroom
- causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or unwelcome
- spoken or written assault that is threatening or carries with it intention to do bodily harm

Computer Offenses

Intentionally or knowingly giving out passwords or other confidential information concerning the computer security system without proper authorization is prohibited. Negligence in protecting passwords, intentionally or knowingly interfering with the proper operation of the system or altering or destroying data, including any College computer records, without proper authorization is prohibited. Students are held to the College policy on Acceptable Use of College Computing Resources.

“Fraudulent, harassing, or obscene [or pornographic] messages and/or materials are not to be knowingly retrieved, transmitted or stored. Users may not encroach on others’ use of computer resources. Activities defined as encroachment are determined by the computer system administrator and include, but are not limited to excessive use of computer resources for trivial applications; sending harassing messages; sending frivolous or excessive messages, including chain letters, junk mail, and other type of

broadcast messages, either locally or over the Internet; using excessive amounts of storage; intentionally introducing any rogue or malicious programs to SLCC hardware or software; or physically damaging systems.”

Overriding or breaking the security of College computers, networks or machines is prohibited. Services associated with College computers will not be used for illegal or improper purposes.

Children, Relatives or Guests on Campus, in Classrooms, and in Labs

Children are welcome on campus when appropriate family or children’s events are scheduled. Otherwise, they should not be at the school and especially never left without a parent.

Students must have prior faculty approval before bringing a child into a classroom. Students are strongly discouraged from bringing children to class and it should only be done as a final resort on a short-term basis.

Children are only allowed in classrooms when accompanied by a parent or guardian. There may be labs or class activities that are inappropriate for children. The faculty member has the right to ask the parent or guardian to remove them even if they were initially allowed to enter. Whenever children are in any College facility, they need to be accompanied by a parent or guardian at all times and display appropriate behavior for the environment.

Students must have prior faculty approval before bringing a relative or guest into a classroom. Students are strongly discouraged from bringing a relative or guest to class and it should only be done as a final resort on a short-term basis.

Relatives or guests are only allowed in classrooms when accompanied by a student. The faculty has the right to ask the relative or guest to leave even if they were initially allowed to enter.

Disorderly Conduct

Any behavior, which disrupts the academic and/or social environment on College, owned or controlled property or at College sponsored or supervised functions, violates the standard of fair access to the educational experience. Examples of disorderly conduct include but are not limited to:

- disrupting the classroom environment
- being under the influence of drugs or alcohol

- causing harm or violating safety standards
- using physical violence
- harassing an instructor, staff or fellow student
- obstructing or disrupting disciplinary procedures or other College activities including public functions
- using language offensive to public taste, including abusive and obscene language
- using language that incites negative or discourteous behavior toward others

Disregard for College Authority

The College expects all students to comply with reasonable direction and/or instruction from College faculty or other personnel in the performance of their duties.

Firearms, Explosives and Weapons

Possession or use of weapons, including firearms, explosives and fireworks on College property or during College activities is prohibited, except for authorized law enforcement officers and persons exempt under Utah State law. Violations of this policy may result in suspension or termination from the College and prosecution under appropriate laws.

Fraud

The College strictly prohibits altering, falsifying, or otherwise misusing any College document or record. In addition, furnishing false information to the College with the intent to deceive or obstruct justice in any way is unacceptable. Examples include, but are not limited to, the falsification of admissions application information, transcripts, registration or financial aid forms.

Gambling

The College prohibits unlawful gambling in any form at the College or at any College sponsored event as per state law.

Inappropriate Dress

Expectations relative to student appearance are high. For health and safety reasons, students should dress appropriately given the class and activity. For example: shoes are required indoors while on campus.

Littering

Littering on the grounds and in the buildings detracts greatly from the College atmosphere and is prohibited. Materials, handouts or flyers distributed in parking lots are considered litter and are also prohibited. Also see *Some Other Rights and Freedoms, page 5*.

Malicious Treatment and/or Hazing

No justifiable reason exists for participating in any act or threat, physical or mental, that subjects a student or other person to physical pain or discomfort, indignity or humiliation at any time, regardless of the intent of such an act and regardless of the consent or cooperation of the recipient. Such behavior includes but is not limited to:

- misusing authority by virtue of one's class rank or leadership position
- striking another by hand or with any instrument
- using any form of physical bondage
- taking another to an outlying area and abandoning them
- forcing another into a violation of the law or policy of the College such as indecent exposure, trespassing, etc.
- making obscene gestures toward another individual
- threatening or intimidating another individual

- having firsthand knowledge that an incident of this type has occurred and failing to report it to appropriate College or public safety officials

Misuse of Alcohol and Drugs

Salt Lake Community College has the responsibility to maintain an educational environment conducive to academic and vocational achievement. The College recognizes that the use and abuse of alcohol and other drugs interferes with students' educational goals. Therefore, SLCC has a stringent policy governing the use of alcohol and other drugs. Simply stated, the purchase, possession, use, consumption, sale, distribution or storage of any alcoholic beverage, controlled substance or illegal drug is prohibited on SLCC campuses and training sites and at all College activities.

The College is committed to facilitating a drug-free learning environment and has established the Health and Wellness Services to increase campus awareness regarding alcohol and other drugs. This office promotes healthy lifestyle alternatives and is available as a resource to the campus community.

In addition, students should be aware that according to the Anti-Drug Abuse Act of 1988 (Section 5301) students who receive Federal Financial Aid and are convicted of drug possession or distribution may become ineligible for Title IV financial aid.

Sexual Assault

It is illegal and against the standards of the College for any student to sexually assault another person while at the College or at any College sponsored events. Sexual assault is defined as any forced sexual contact including, but not limited to, acquaintance/date rape or unwanted touching or fondling.

Smoking

Smoking in College buildings violates the Utah Indoor Clean Air Act and the rules and regulations governing College facilities and is prohibited. Smoking is also prohibited within 25 feet of any entrance or ventilation access of any building on any College site except where other federal laws apply and greater distances are posted.

Solicitation

Solicitation and sales by students and others on campus is strictly prohibited without prior approval from the Office of Auxiliary Services. Distributing advertising materials, leaflets or handbills or using audio equipment to promote sales on College premises without prior written approval is also prohibited.

Tampering with Emergency Equipment

Intentionally setting off a fire alarm, reporting a false fire or other false emergency or tampering with fire or other emergency equipment is unacceptable behavior, except when done with reasonable belief that true need exists.

Unauthorized Activity

No rally, parade, demonstration, or similar activity shall be held at the College or at any College sponsored event unless organizers file an activity plan with the Vice President of Student Services office in advance of the event. Also see *Some Other Rights and Freedoms*, page 5.

Unauthorized Entry or Use

The College prohibits the unauthorized entry to or use of a College facility and/or property.

Vandalism or Theft

The College prohibits the abuse or theft of College property or the property of students, faculty, staff, or guests.

Violation of Probation

Any student on whom penalties are imposed may be placed on probation. In such cases, the failure to observe imposed probationary requirements violates the Student Code of Conduct and may lead to suspension or imposition of other penalties. Some academic programs have more specific standards for probation and dismissal as outlined in the program's student policy manual.

Violation of SLCC Travel Policies & Procedures

All student travel whether as a class or club activity must be approved through appropriate College officials. Each student participating must review and sign required forms prior to traveling as a part of any College sponsored event. Travel policies, procedures and forms are available in the Student Life and Leadership office or in any Department or Division Chair's office.

PROCEDURES FOR ALLEGED STUDENT MISCONDUCT

(as outlined in Personal Responsibilities and Organizational Standards)

The following disciplinary procedures will be used in all cases referred to the Dean of Students:

1. Any member of the College community including students, faculty or staff may make allegation of student misconduct. All cases of alleged student misconduct shall be referred in writing to the office of the Dean of Students for review.

In cases where the student alleges that the misconduct is a manifestation of his or her disability, the Dean of Students will consult with appropriate professionals and may involve the ADA Coordinator and/or ADA Advisory Committee in any subsequent deliberative due process.

2. Within 10 days (excluding weekends and holidays) of the initial referral, the Dean of Students will give written notice of the charges to the student accused of misconduct and will ask the student to meet with him/her immediately.
3. The notice will include a description of the acts, the time and place if known, and a summary of the information upon which the charges are based, the Dean of Students, or designee, shall attempt resolution of the problem at this first step. The charges against the student will be read to him/her and the procedures will be explained. The student will be given a copy of the Student Code of Conduct and the charges; he/she will also be informed of the names of any witnesses and given a summary of their testimony. The student will be given an opportunity to present his/her case.
4. The Dean of Students will then conduct an investigation and make a preliminary determination of the merit of the case. If so warranted, the Dean of Students will recommend appropriate misconduct sanctions as outlined on page 16 and provide written notice to the student.
5. Within 10 days (excluding weekends and holidays) of receiving the written outcome notice, the student may either accept the resolution or recommended sanctions or request a hearing before the Student Standards Committee (refer to page 27). If a student accepts the resolution or recommended sanctions they become final.
6. If a student chooses to have the matter heard by the Student Standards Committee, he/she must notify the Dean of Students in writing within 10 days (excluding weekends and holidays) and then follow the procedures for review outlined by the Student Standards Committee. The written notification must include the following:
 - Name, address and student telephone number

- Description, date(s) and place(s) of alleged act(s)
 - Date of meeting with the Dean of Students
 - Circumstances which the student feels merit review
 - Copy of the recommended sanctions from the Dean of Students
7. The hearing is not intended to be an adversarial process. The student has the right to be accompanied at the Student Standards Committee hearing by an advocate of his/her choice including legal counsel. Should the student choose to be accompanied by an advocate, the student must personally present his or her evidence and position. Should the student choose to bring legal counsel, the College's legal counsel will also be present.
 8. The student shall have the opportunity to present evidence and witnesses. Any evidence relevant to the case may be admitted and considered.
 9. When the deliberations are concluded, the Committee will make recommendations to the Vice President of Student Services who may then take action according to the recommendation. In cases of misconduct, the Student Standards Committee may recommend one or more of the sanctions for misconduct listed in the section below.

NOTE: In the case of immediate threat or attempt to cause injury or bodily harm in the classroom, faculty members have the right to take action that is reasonable to protect themselves and other students. Public Safety and the Dean of Students must be notified as soon as possible.

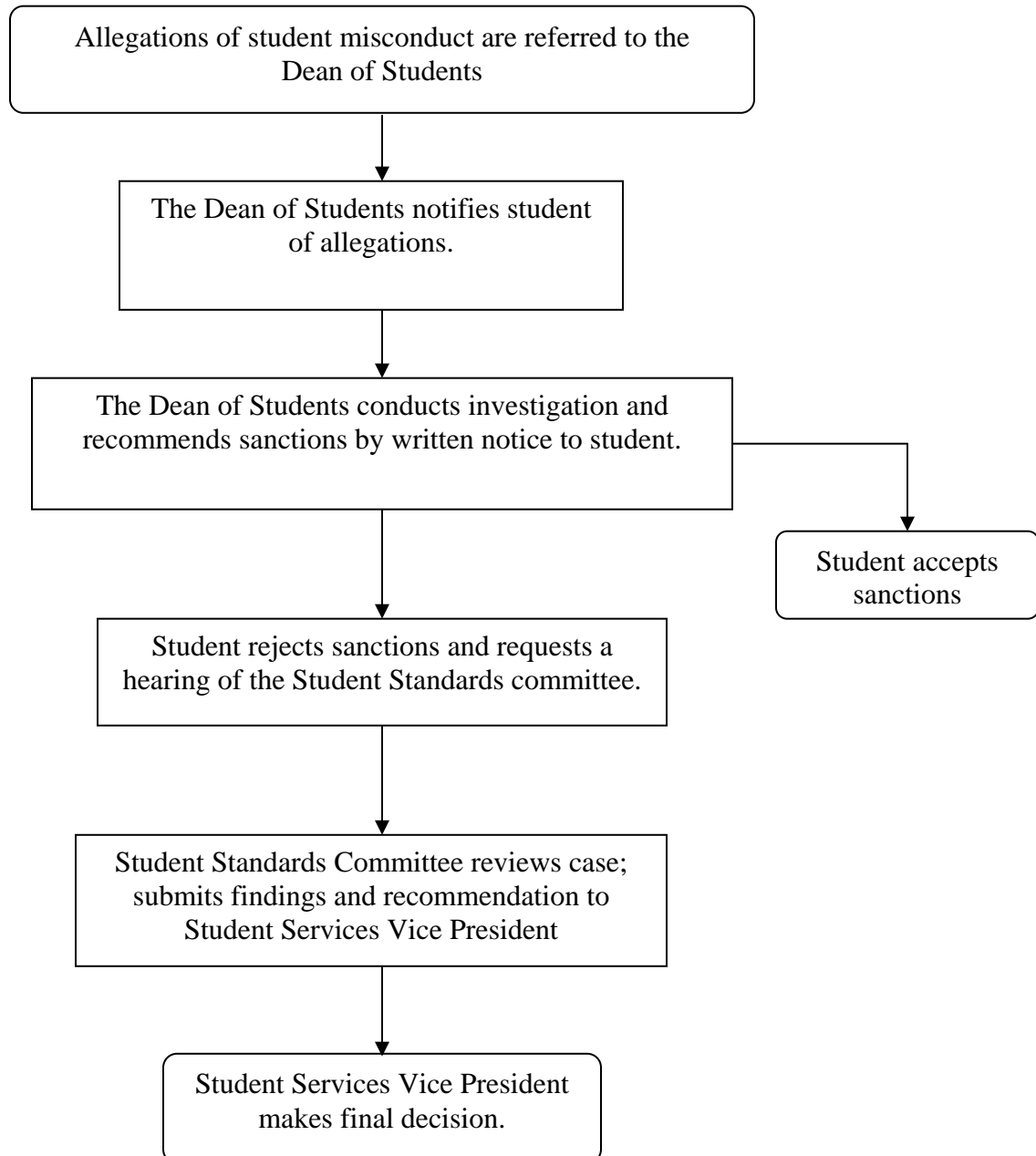
Sanctions

In cases of student misconduct, sanctions may include one or more of the following:

1. *Verbal Reprimand*: The least severe form of disciplinary action.
2. *Written Reprimand*: An official written notice to a student that his/her conduct is in violation of the Student Code of Conduct and as such is unacceptable to the College.
3. *Restitution or Reimbursement*: Assessments of financial charges and/or other forms of recompense for any damage or loss incurred by the College or any member of the College community.
4. *Reduction of Privilege*: Denial of particular student privileges such as the privilege to park on campus or use of computer lab equipment.

5. *Disciplinary Probation:* A more severe sanction than a reprimand. For a stated probationary period, the student must comply with College rules or regulations or other stipulated conditions or requirements, which may include, but are not limited to, forfeiting the privilege of participation in club or team activities or other College-based extracurricular activities.
6. *Interim Suspension:* A suspension of less than a term designed to prohibit the presence of the student on campus until the case can be resolved in accordance with prescribed College procedures. The Dean of Students in consultation with the Vice President of Student Services may impose an interim suspension on any student who poses a threat to himself/herself, or to the well-being, rights, or property of the College community. The interim suspension is not entered on a student's record and does not affect the student's status except as described above.
7. *Suspension from the College:* Withdrawal from all divisions of the College for a period of time no shorter than the remainder of the term in progress when the sanction is imposed. The student must be informed in writing of the effective period of suspension and the reasons at the time the suspension is imposed.
8. *Expulsion from the College:* Permanent separation from the College, this is imposed by The Vice President for Student Services or designee. An expelled student may not be readmitted to any of the units of the College. The student must be informed in writing of this expulsion and the reasons at the time it is imposed.

PROCESS FOR ALLEGED STUDENT MISCONDUCT



For assistance, contact:
Dean of Students Office
Student Center, Room 122
Salt Lake Community College
4600 South Redwood Road
Salt Lake City, Utah 84123
801-957-4004

STUDENT GRIEVANCE

Student Initiated Grievance

Students are encouraged to pursue educational studies and other College sponsored activities that will promote growth and personal development. In pursuing these ends, the student should be free from unfair and improper action by any member of the College community.

In cases where the grievance is brought by a student who alleges that the charge is based on his/her disability, the supervisor will:

- involve the ADA Coordinator in any subsequent deliberative due process or
- refer the case to the Student Standards Committee, which will involve the ADA Coordinator in any subsequent deliberative due process.
(Also refer to pages 7 & 27.)

Student Grievance Process

A grievance is a claim or charge of injustice, oppression or discrimination based upon an event or condition that affects the welfare or conditions of an individual student or group of students. When students feel they have been subjected to such unjust action or denied their rights by a member of the College community, they can seek resolution through established procedures of the College. A grievance action may be initiated by a student against another student, a faculty member or a member of the staff. The grievance process is intended to be non-adversarial. The objective of a grievance hearing is to seek a viable solution to a problem.

The basis for a student grievance includes, but is not limited to the following:

- act or threat of intimidation
- act or threat of harassment
- act or threat of sexual assault
- act or threat of physical aggression
- arbitrary action or imposition of sanctions without proper regard to due process as specified in College procedures
- violation of student rights as described in College rules and regulations

- discrimination on the basis of age, gender, race, color, national origin, religion, veteran status, sexual orientation or disability
- unfair grade, review only based on **arbitrary or capricious nature***

***Arbitrary and Capricious Nature**

The grading process is one of the most important elements of the classroom experience. The grade established by the faculty member is at the discretion of that faculty member and should not be trivialized nor taken lightly. However, if a student feels that a grade received was not consistent with what his/her work represented or was not based on the criteria defined in the syllabus, and is of an arbitrary or capricious nature, then a student may make a formal complaint to the faculty member or in some instances go directly to the Department or Division Chair in collaboration with the Dean.

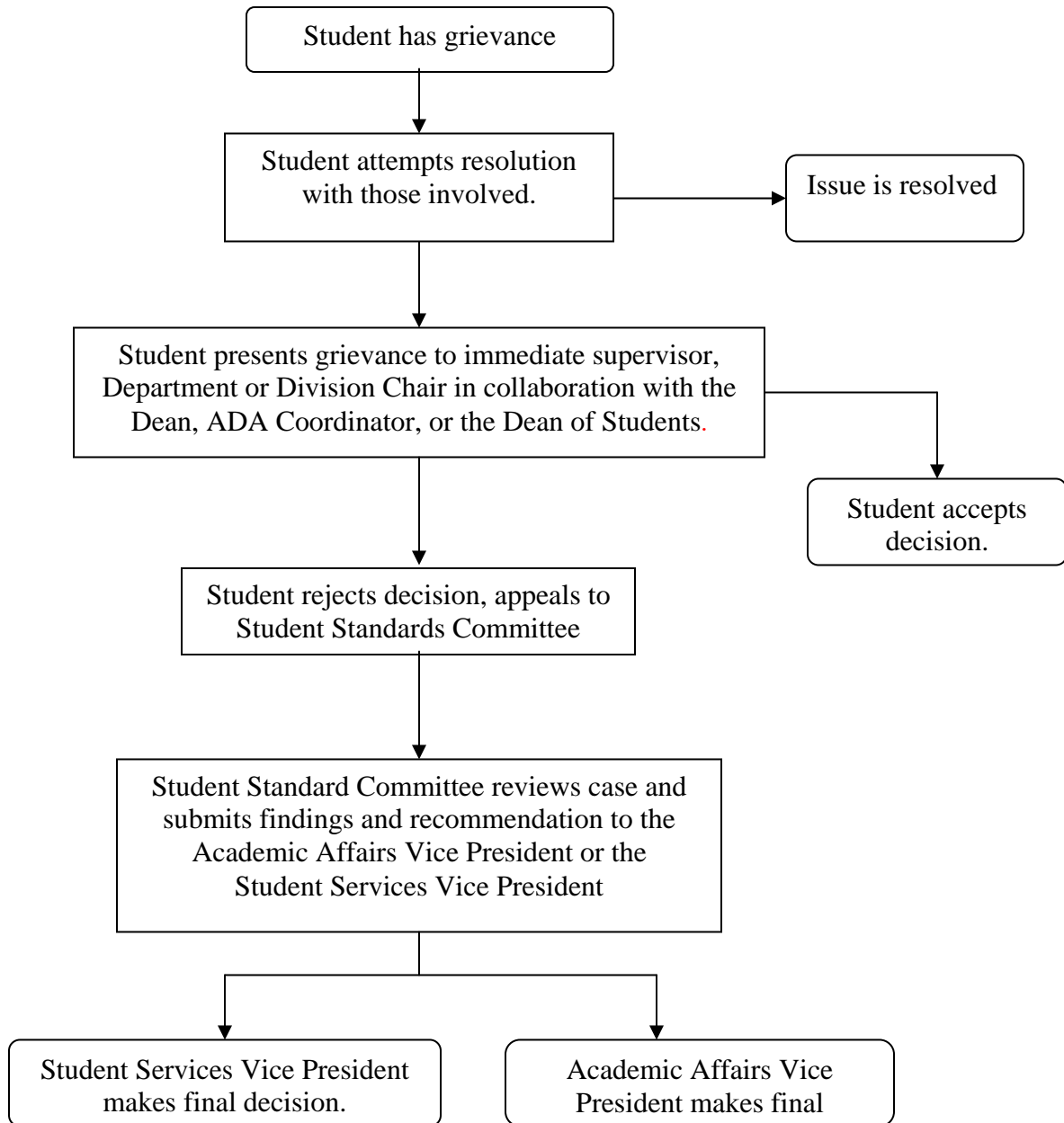
According to *A Legal Guide for Student Affairs Professionals*, “The arbitrary and capricious standard gauges whether the deciding body acted without reason.” This means the faculty member did not follow the syllabus or policies or there was a form of harassment or discrimination. In the case of grading this means there was some arbitrary or capricious reason the appropriate grade was not given. If a faculty member can substantiate the reason for the grade, it will be accepted as is. The faculty member, Department or Division Chair in collaboration with the Dean and/or the Review Committee will only review the grade based on the premise of arbitrary or capricious nature.

PROCEDURES FOR A STUDENT GRIEVANCE

A student should attempt resolution with those involved with the problem. If the student does not agree with the decision reached in the discussion with those involved or if the student has received no answer within 10 days (excluding weekends and holidays), he/she may do the following:

- 1) If no resolution is found:
 - Student grieving against another student presents grievance to the Dean of Students
 - Student grieving against a staff person presents grievance to staff person's immediate supervisor
 - Student grieving against a faculty member presents grievance to the Department or Division Chair in collaboration with the Dean. Resolution is sought at this point
 - Student grieving against a student, faculty member, or staff member based on disability related issues presents grievances to the ADA Coordinator
- 2) The Dean of Students, Department or Division Chair in collaboration with the Dean will discuss the grievance with the student and other appropriate persons and will render a decision within 10 days (excluding weekends and holidays).
- 3) The student may accept the decision in step number two or initiate an appeal in writing to the Student Standards Committee through the Dean of Students within 10 days excluding weekends and holidays.
- 4) The Student Standards Committee shall conduct hearings and submit its findings, decision and recommended action to either the Student Services Vice President or Academic Affairs Vice President who will review and consider all recommendations relating to academic issues.
- 5) The Student Services Vice President or Academic Affairs Vice President may dismiss the charge, reduce or modify the recommended action, or sustain the recommendations of the Student Standards Committee (see Student Standards Committee Review Process page 23) within 10 days (excluding weekends and holidays,) unless the time is extended for good cause.
- 6) The decision of the Student Services Vice President or Academic Affairs Vice President is final.

PROCESS FOR A STUDENT GRIEVANCE



For assistance, contact:
Dean of Students Office
Student Center, Room 122
Salt Lake Community College
4600 South Redwood Road
Salt Lake City, Utah 84123
801-957-4004

STUDENT STANDARDS COMMITTEE

The Student Standards Committee shall be the principal College-wide committee with jurisdiction to conduct hearings at the request of students accused of misconduct or involved in a grievance action.

The Student Standards Committee shall act only within the strict guidelines of the Student Code and shall serve no other purpose or any other official capacity.

Composition and Authority

The composition of the Student Standards Committee pool shall be 16 members: six faculty, nominated by the Faculty Senate and appointed by the President of the College; six students, nominated by the Student Association and appointed by the President of the College; three staff members, one of whom will be the Staff Association President, the other two will be selected by the Vice President of Student Services and appointed by the President of the College. In addition, the committee chair shall be nominated by the Faculty Senate and appointed by the President of the College. Each faculty and staff member will be appointed for a three-year term. Student terms will be for one year. Any member can be reappointed to a second term. All committee members are voting members. The Dean of Students, or designee, will also be present during the hearing but will not be a voting member.

For a given case, two faculty members, two students, a staff member and the Faculty Chair will be chosen based on availability from the committee pool. In cases involving staff members, the Staff Association President will serve as the staff member on the panel. The Faculty Chair will conduct the hearing.

For information on the hearing procedures of the Student Standards Committee, please contact the Dean of Students.

Student Standards Committee Review Process

The Student Standards Committee will conduct its proceedings as follows: The Dean of Students will introduce the written appeal to the committee. The hearing is closed to the public unless the student charged requests to the Dean of Students 48 hours in advance that the hearing be public. The person presenting the appeal shall have the right to be accompanied at the hearing by an advocate of his or her choice, including legal counsel. Should the person choose to be accompanied by an advocate or legal counsel he or she must personally present their own evidence or position. If the party chooses to bring legal counsel, the College's legal counsel will also attend.

The Committee will discuss issues, hear testimony, question witnesses and consider available evidence pertaining to the grievance. The party will have the opportunity to

present statements, testimony, evidence and witnesses. The party will have the opportunity to respond to questions by members of the Student Standards Committee.

The Committee will submit its written findings of facts, its decision and recommended action to the Dean of Students within 10 days (excluding weekends and holidays) of hearing the grievance, unless this time is extended for good cause by the Committee.

The Dean of Students will provide a copy of the report to the Vice President of Student Services.

The Vice President of Student Services upon receiving the report will review the findings of fact and recommendations of the Committee and shall render a written decision within 10 days (excluding weekends and holidays). Based upon the Committee's recommendation, the appropriate Vice President may:

- Dismiss the charge
- Modify the recommendation
- Uphold the recommendation of the Committee

All hearings before the committee will be recorded, kept in a confidential file in the office of the Dean of Students, and made available to the complainant, accused or College Administrator, for at least two years.

MEDICAL WITHDRAWAL: STUDENTS WITH DISABILITIES

Involuntary Withdrawal: The Dean of Students, in conjunction with the ADA Advisory Committee, may recommend withdrawal of a student with a disability from one or more classes or from the College when the student poses a direct threat to self or others, when the behavior is disruptive to the educational or learning environment, or when other behavior related to a disability or medical condition interferes with the educational processes of the College.

Readmission from Involuntary Withdrawal: A student who is involuntarily withdrawn from College must make an application for readmission to the Dean of Students and the ADA Advisory Committee.

The ADA Advisory Committee will require a letter from the student's treating physician(s), psychiatrist(s) or other professional(s) indicating current treatment and that the student is ready and able to return to and benefit from enrollment in the College. Additionally, documentation should include any needed terms, conditions, or limitations for continued College enrollment and specify prescribed medications, their purpose and effect.

The ADA Advisory Committee may consult with the student, his/her physician, and/or with persons knowledgeable about the student's medical or psychological condition and its probable manifestations.

The ADA Advisory Committee may consult with a qualified professional of its choice to help assess current medical evidence as to the student's readiness for reentry to the College and of his/her ability to attend classes without disruptive behavior or substantial risk of harm to the health and safety of self or others.

The ADA Advisory Committee may require the student to provide additional documentation, or to be examined by a qualified professional(s) of the College's selection and at the College's expense.

The ADA Advisory Committee may require other current information reasonably calculated to assist in making an appropriate decision regarding readmission.

The ADA Advisory Committee may, based upon the information presented, set certain requirements for readmission and continued enrollment. Any breach of the readmission requirements may result in immediate involuntary withdrawal of the student.

Students may submit a grievance for any decision of the ADA Advisory Committee to the ADA Coordinator.

ACADEMIC STANDARDS

Academic Honesty

Honesty is an expectation at Salt Lake Community College. This means that each member of the College community will adhere to the principles and rules of the College and pursue academic work in a straightforward and truthful manner, free from deception or fraud. Any attempt to deviate from these principles is academic dishonesty and will be dealt with according to rules of due process as outlined.

This section establishes the expectation at SLCC for academic honesty and defines situations that constitute academic misconduct. It also presents the due process to be followed when a student violates academic standards.

Forms of Academic Dishonesty

Cheating: Presenting others' work as one's own or assisting another student to do so in the classroom, lab or the Assessment Center. Cheating may also occur when a student violates the conditions governing an examination.

Examples of cheating include, but are not limited to the following:

- using oral, written, visual, or other forms of communication intended to give or receive improper assistance
- looking at or copying another's work
- using unauthorized materials (texts, notes, calculators, etc.)
- taking an exam for another student
- having someone else take an exam
- altering one's work after an exam has been returned and before resubmitting it
- obtaining and/or using an upcoming exam ahead of test time

Misrepresentation: Falsifying information. This includes, but is not limited to the following:

- having another person represent or stand in for oneself in circumstances where one's attendance and/or performance are required
- misrepresenting class attendance
- presenting false academic credentials
- submitting someone else's work as one's own
- submitting work originally submitted for one course to satisfy the requirements of another course without prior consent of the current instructor. It is assumed that the current instructor expects the work to be original
- forging or using another's signature
- altering or destroying academic records and documents
- presenting false data, experimental or physical results

Out-of-Class Work: Collaborating on or aiding out-of-class work when prohibited by the instructor. Such unauthorized activity includes, but is not limited to the following:

- receiving unauthorized outside help on take-home exams
- consulting with others about homework, laboratory reports, etc.
- copying another's homework, laboratory reports, etc. and submitting it as one's own

Plagiarism: Using another person's ideas, evidence, or words without proper acknowledgment or conveying the false impression that the arguments and writing in a paper are one's own. Plagiarism includes, but is not limited to the following:

- acquiring by purchase or otherwise, a part of or an entire document of work which is represented as one's own
- representing the ideas, data, or writing of another person as one's own work, even though some wording, method of citation, or arrangement of evidence, ideas, or arguments have been altered
- concealing the true sources of information, ideas, or argument in any piece of work

Other Academic Violations: Violations of academic policy considered as academic dishonesty include, but are not limited to the following:

- removing materials from the library without proper authority
- infringing on the rights of other students to fair and equal access to academic resources
- duplicating course materials expressly forbidden by the instructor
- using tape recorders or other recording devices in a classroom when not specifically authorized to do so by the faculty member or Disability Resource Center
- ignoring or willfully violating class or laboratory instructions or policies

PROCEDURES FOR ALLEGED ACADEMIC DISHONESTY

1. A faculty member who suspects a student of academic dishonesty must inform the student in writing of that fact within 10 days (excluding weekends and holidays) after the discovery of the alleged violation. The faculty member shall offer to meet with the student to discuss the case and provide evidence of his/her allegations. Having been informed of alleged academic dishonesty, the student has the right to have a member of SLCC of his/her choice present in all proceedings to act as an advocate on his/her behalf. The faculty member will inform his/her Department or Division Chair in collaboration with the Dean of such action.

In cases where the student claims the alleged dishonesty is a manifestation of his/her disability, the faculty member will involve the ADA Coordinator in any subsequent deliberative due process or refer the case to the Department or Division Chair in collaboration with the Dean, who oversees the class in question. He/she will consult with the ADA Coordinator in any subsequent deliberative due process (refer to page 7 & 27).

2. No longer than 10 days (excluding weekends and holidays) after informing the student of the alleged infraction and meeting with him or her to hear his or her case the faculty member may impose penalties listed in the sanctions for Academic Dishonesty section. The faculty member will notify the student of the sanction (see page 16). If the faculty member has not imposed a penalty within 10 days (excluding weekends and holidays) after having informed the student, the charges shall be considered dismissed.
3. Within 10 days (excluding weekends and holidays) after the imposition of a penalty or penalties by the faculty member, the student may submit an appeal in writing to the Department or Division Chair in collaboration with the Dean who oversees the class in question. The Department or Division Chair in collaboration with the Dean shall schedule the Review Committee hearing to be held within 10 days (excluding weekends and holidays) of the notice of appeal. During the Review Committee hearing, the student and faculty shall have the right to present evidence and witnesses. Any evidence having reasonable value as to a relevant fact may be admitted and considered. At the conclusion of the hearing, the Department or Division Chair in collaboration with the Dean will notify the student of the committee's decision.
4. Within 10 days (excluding weekends and holidays) of the committee's action, the student may submit an appeal in writing to the Dean of the respective college.
5. Within 10 days (excluding weekends and holidays) after the request for an appeal, the Academic Dean shall uphold, reverse, or modify the decision of the Review Committee.

6. The decision of the Academic Affairs Vice President is final.

Sanctions for Academic Dishonesty

In cases of academic dishonesty, faculty members may impose one or more of the following sanctions:

- failing the assignment in which the infraction occurred
- failing the certification of competency in the area in which the infraction occurred
- failing the course in which the infraction occurred

In addition, in cases where academic dishonesty has been repeated or is of an especially serious nature, the faculty member should notify his/her Department or Division Chair in collaboration with the Dean and the Dean of Students of the action taken. If the alleged violation occurs during the final examination period of the term, the faculty member may assign the student an "I" grade to indicate a problem or incomplete work at final time. This grade will remain until the alleged violation is adjudicated.

In cases of academic dishonesty in the Assessment Center, the Dean may impose one or more of the following sanctions:

- failing the specific non-classroom test in which the infraction occurred
- failing the battery of non-classroom tests in which the infraction occurred
- notifying the instructor if the infraction was on a class-based examination
- reducing or revoking classroom testing privileges for the student

In addition, in cases where academic dishonesty has been repeated or is of an especially serious nature, the Director of the Assessment Center may recommend to the Dean of Students the imposition of additional penalties including those for misconduct.

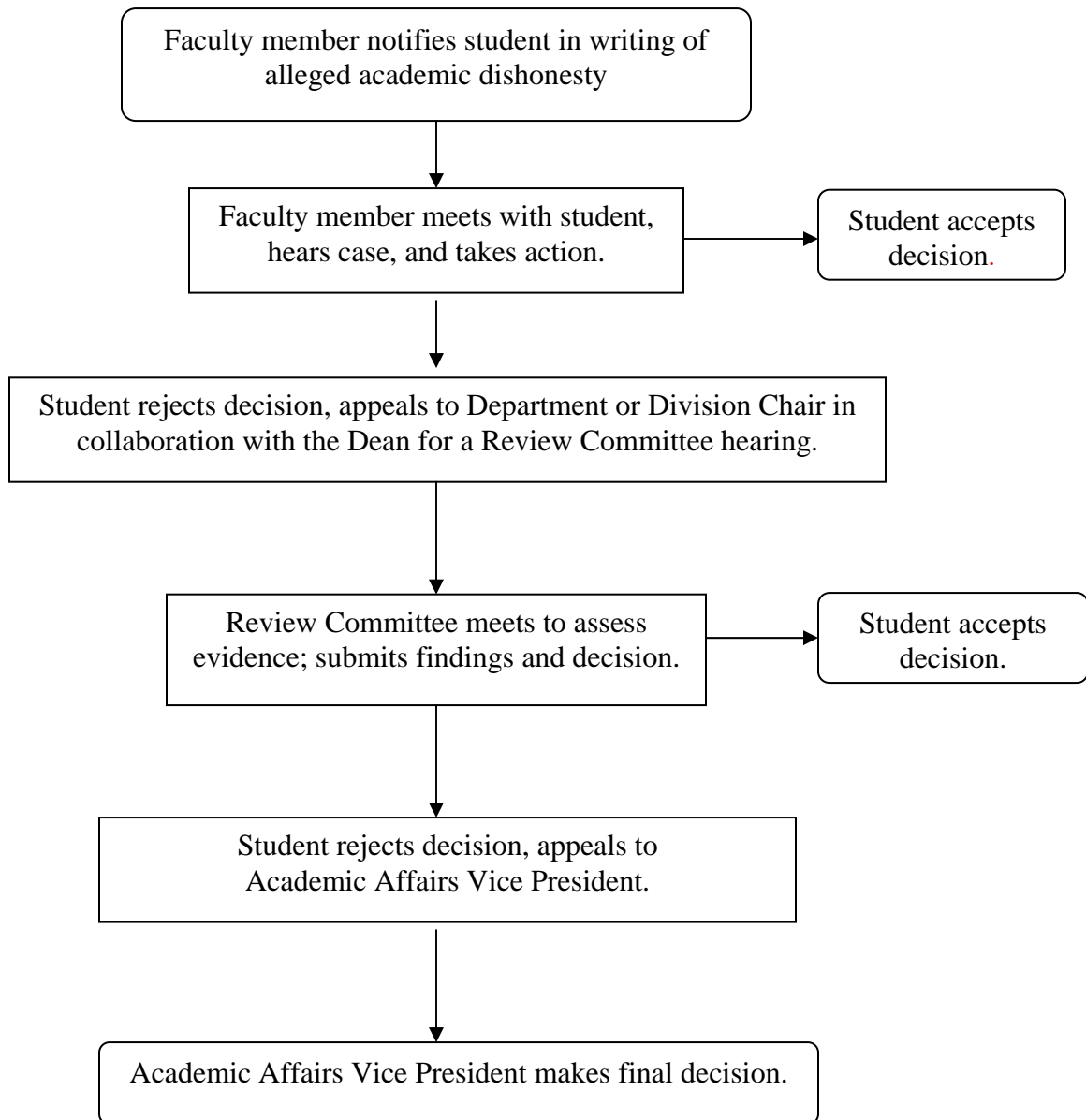
Review Committee for Academic Dishonesty in the Classroom

Definition: If the student chooses to appeal the faculty member's decision, he/she must notify the Department or Division Chair in collaboration with the Dean who will schedule a meeting with a Review Committee. The Review Committee shall be a special committee that assists in the appeal process and acts as an impartial hearing board. Where the case of academic dishonesty originates in the Assessment Center

but involves academic coursework, the Review Committee will adjudicate the case. This committee reports to the student all findings and recommendations.

Representation: The Review Committee shall consist of four members: the faculty chair of the Student Standards Committee, the Department or Division Chair in collaboration with the Dean who oversees the class in question, the academic advisor of Academic Standards and a student from that region nominated by the Student Association and approved by the Academic Dean. The Department or Division Chair in collaboration with the Dean shall function as the Chair during all Review Committee hearings. If the student is dissatisfied with the committee's decision, the student may then appeal to the Academic Affairs Vice President. The decision of the Academic Affairs Vice President is final.

PROCESS FOR ALLEGED ACADEMIC DISHONESTY IN CLASSROOM SITUATIONS



For assistance, contact:
Dean of Students Office
Student Center, Room 122
Salt Lake Community College
4600 South Redwood Road
Salt Lake City, Utah 84123
801-957-4004

ALLEGED ACADEMIC DISHONESTY IN NON-CLASSROOM SITUATIONS

In cases of academic dishonesty involving other non-classroom assessments, the procedures for adjudication outlined on page 35 are the same except that the Director of Assessment or the Lab Coordinator will inform the student and take action.

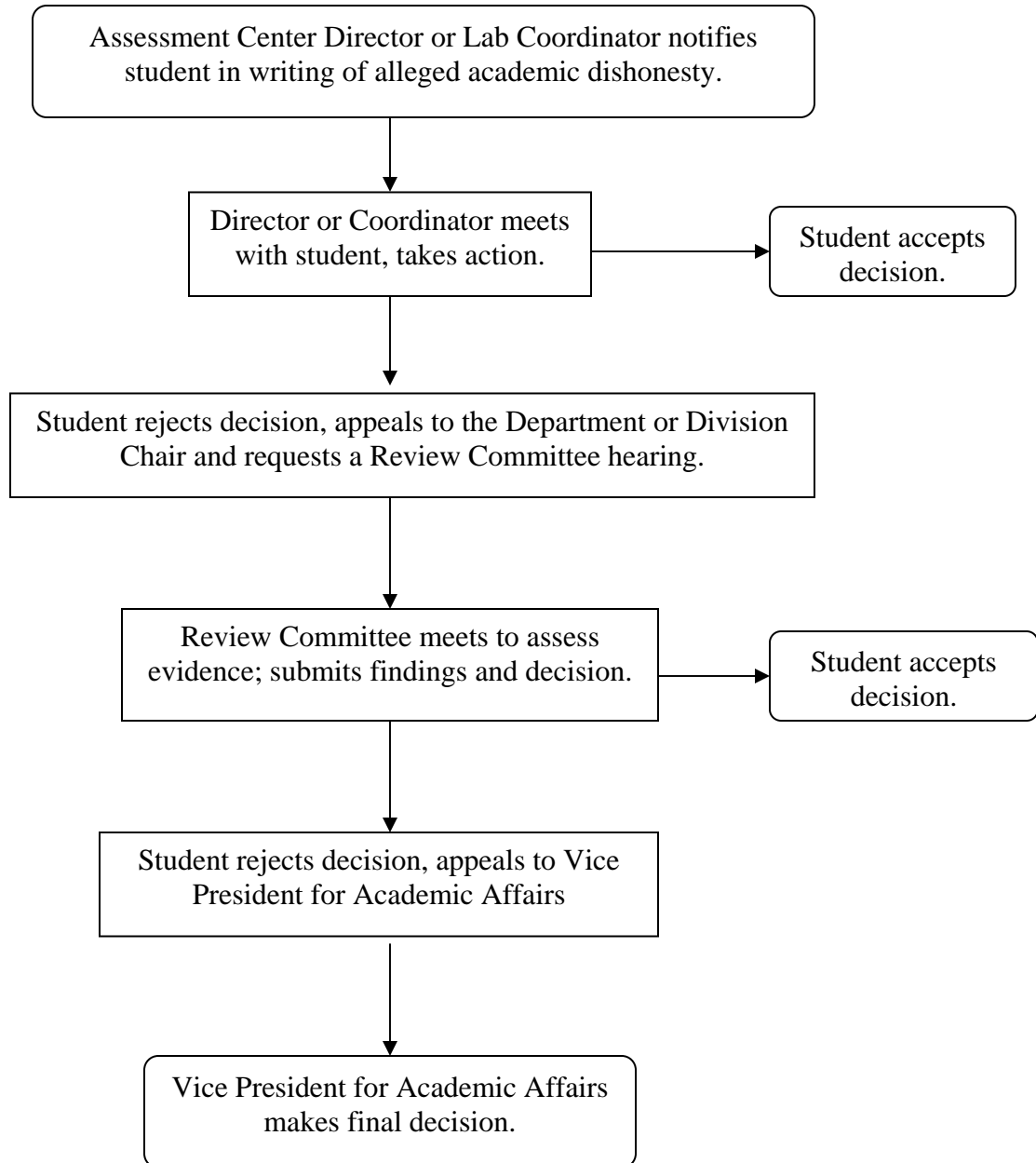
Review Committee:

If the student chooses to appeal the decision, a review committee composed of the Department or Division Chair in collaboration with the Dean who oversees the class in question, the academic advisor of Academic Standards, a student nominated by the Student Association, and a staff member from the Assessment Center or Lab will be called.

Procedures:

- The Department or Division Chair will chair the committee.
- If the student is dissatisfied with the committee's decision, the student may then appeal to the Vice President of Academic Affairs.
- The Vice President's decision is final.

PROCESS FOR ALLEGED ACADEMIC DISHONESTY IN NON-CLASSROOM SITUATIONS*



For assistance, contact:
Dean of Students
Student Center, Room 122
Salt Lake Community College
4600 South Redwood Road
Salt Lake City, Utah 84123
801-957-4004

*Assessment Center, labs, etc.

ACKNOWLEDGEMENTS

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