

Code of Conduct

STUDENT CODE OF CONDUCT

All students of Calhoun Community College shall be expected to conduct themselves in an honorable and ethical fashion. However, in the event of proven misconduct, an appropriate sanction will be applied. The following sections address the Student Code of Conduct, as well as the College's student conduct procedures.

A. PURPOSE

Calhoun Community College is committed to ensuring a safe and respectful learning environment that empowers students to excel academically and personally. The purpose of the Student Code of Conduct is to communicate the expectations and standards of behavior for all students and to delineate our conduct procedures to address allegations of misconduct.

The Office of Student Services along with the Student Conduct Committee administers and enforces the Student Code of Conduct. In efforts to foster student development, it is the goal of Calhoun Community College that, upon engaging with the conduct process, a student will: (1) cultivate critical thinking, (2) understand the importance of ethical decision-making, and (3) repair any harm done to the campus community.

B. JURISDICTION OF THE STUDENT CODE OF CONDUCT

A student shall be subject to sanctions by the College, up to and including dismissal, when it has been determined that a violation has occurred on any property owned or controlled by the College, or off-campus at any function which is authorized, sponsored, or conducted by the College or in parking lots adjacent to areas or buildings where College functions are being conducted.

Students are responsible for their conduct from the time of application through graduation, even when conduct occurs between terms of enrollment. The Student Code of Conduct still applies if the student withdraws from school while a student conduct case is pending.

If a student engages in behavior that violates both local laws and the College's Student Code of Conduct, they may be subject to accountability from both civil authorities and the College. The College reserves the right, at its discretion, to initiate sanctions against the student preceding, concurrently with, or subsequent to any criminal proceedings. This applies even if criminal charges related to the same incident are pending, dismissed, or reduced.

C. TYPES OF MISCONDUCT

Misconduct shall include the commission of, the attempt to commit, or the solicitation of any of the following offenses.

Category 1: Acts of Dishonesty

1. Any form of dishonesty, including but not limited to, cheating, plagiarism, or furnishing false information to any employee, representative, or agent of the College.
 1. Cheating is defined, for academic purposes, to include, but not be limited to, the use of unauthorized aids (such as crib sheets; written materials; drawings; lab reports; discarded computer printouts, stored information, or programs); unauthorized assistance on take-home exams or projects; copying, or copying from another student's work; soliciting, providing, and/or receiving any unauthorized aid or assistance (whether orally or in writing); or similar or equivalent acts contrary to the principles of academic honesty.
 2. Plagiarism is defined to include the act of using in one's work, or as one's work, the work of another without clearly indicating that the work is someone else's and stating the source of the other's work.
 3. The unauthorized use of Artificial Intelligence (AI) is defined to include, but not be limited to, the use of automated writing services, AI-generated content, or any other form of AI assistance, and is considered a form of academic dishonesty.

4. Furnishing false information is defined to include, but not be limited to, submitting falsified documents during the enrollment process, providing forged doctor's excuses, giving a false report or providing false information during a Title IX grievance process, or engaging in any other deceptive practices involving documents or information.
2. Forgery, alteration, or misuse of College documents, records, or identification.

Category 2: Substance Abuse or Misuse

1. Intoxication from, or the use, display, or possession of, alcoholic beverages or any controlled substance (drug), as outlined by the Code of Alabama, unless the student has a valid prescription for the use of the respective controlled substance.

Category 3: Disorderly or Indecent Conduct

1. Disorderly or disruptive conduct, including rioting, inciting to riot, assembling to riot, raiding, inciting to raid, and assembling to raid college properties. This offense also includes behavior while attending in-person class, hybrid class, synchronous class, asynchronous and/or hyflex class, which unduly disrupts the order of a class.
2. Any form of verbal or written communication or expression directed to any Calhoun Community College employee in a confrontational or insulting manner, which is intended to harass, annoy, intimidate, disrupt, or bully shall not be tolerated.
3. Lewd, indecent, obscene, or unduly offensive behavior or expression. This offense includes, but is not limited to, the usage of verbal or symbolic expressions, which may be reasonably interpreted as insulting or harassing to one's race, gender, religion, age, national origin, disability, or other protected classification.
4. The wearing of attire which, in the opinion of the administration of the College, is lewd or immodest to the extent that it disrupts the educational process and/or infringe upon the rights of any other student or employee of the College.
5. Disruption or obstruction of teaching, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.

Category 4: Damage, Theft, or Unauthorized Use of Property

1. Unauthorized entry to College facilities.
2. Unauthorized possession, duplication, or use of a key to College facilities, and/or interference with the use of or access to a College facility.
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
4. Intentional misuse of any College fire alarm or fire-fighting equipment.

Category 5: Other Abuse or Harm

1. *Actual or threatened physical abuse of any person including domestic violence, dating violence, sexual assault, or stalking (menacing), as defined under Alabama State Law, verbal abuse, threats of intimidation, harassment, and/or coercion, including hazing or any other act, which would tend to endanger the health or safety of the College environment or any person on campus.

Please note that the College has a separate process for sexual misconduct and sex discrimination, as defined by our Title IX policy.

Category 6: Violations of Law, Order, or College Regulations

1. Use, possession, or distribution of firearms, ammunition, fireworks, or any type of explosive or incendiary device or material. Only duly constituted law enforcement officers may possess firearms on campus.
2. Participation in any form of gambling.
3. *Failure to promptly comply with directions of College officials or law enforcement officers acting in the performance of their duties, furnishing false information to any College official or law enforcement officer, and/or failure to identify oneself to these persons when requested to do so.

4. Violation of any College policy or regulation as published or referred to in the College Catalog, Student Handbook, or College website including, but not limited to, those governing the time, place, and manner of public expression; the registration of student organizations; and use of or parking of motor vehicles on the campus.
5. Violation of any Federal, State, or local law or ordinance.
6. Theft or other abuse of computer facilities and resources, including but not limited to:
 1. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
 2. Unauthorized transfer of a computer file.
 3. Use of another individual's identification and/or password.
 4. Use of computing facilities and resources to interfere with the work of another student, faculty member, or College Official.
 5. Use of computing facilities and resources to send obscene or abusive messages.
 6. Use of computing facilities and resources to interfere with normal operation of the College computing system.
 7. Use of computing facilities and resources in violation of copyright laws.
 8. Any violation of the College Computer Use Policy.
7. Abuse of the Student Code of Conduct System, including but not limited to:
 1. Failure to obey the notice from the Dean or College official to appear before a meeting or hearing as part of a Student Conduct proceeding.
 2. Falsification, distortion, or misrepresentation of information before a Student Conduct Committee.
 3. Disruption or interference with the orderly conduct of a Student Conduct Committee proceeding.
 4. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.
 5. Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of the Student Conduct Committee proceeding.
 6. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, or after a Student Conduct Code proceeding.
 7. Institution of a Student Conduct Code proceeding in bad faith.
 8. Failure to comply with the sanctions(s) imposed by the Committee under the Student Code of Conduct.
8. Violation of Institutional No Contact Orders.

*The commission of any of these particular offenses may subject the student to interim measures, as defined in Section E, from the College while their conduct case is being reviewed. These violations may also be subject to automatic committee review.

D. STUDENT ORGANIZATION MISCONDUCT

Student organizations are registered and approved through the Office of Student Engagement. Section D of the code applies to those organizations and any elected officers acting as a representative of their organization.

A student organization may be held accountable for a violation(s) of the Code regardless of whether a member of the organization is individually held accountable for a violation(s) arising from the same incident(s).

A student organization and its officers, leaders, or any identifiable spokespersons may be held collectively or individually responsible when prohibited conduct by those associated with the organization have received the implied or direct consent or encouragement of the organization or of the organization's leaders, officers, or spokespersons.

The officers, leaders, or any identifiable spokespersons for a student organization may be directed by appropriate College Officials or other designated security or law enforcement officials to take appropriate action designed to prevent or end prohibited conduct by the organization or by any individuals associated with the organization who can reasonably be said to be acting on the organization's behalf.

A student organization may be held accountable if any of the following situations regarding an alleged violation(s) of the Code apply: (a) it was committed by one or more members of the organization; (b) it was committed by one or more members of the organization, and organization funds were used to finance the function; (c) it occurred in the context of an organization-sponsored function; or (d) it occurred in the context of an organization-sponsored activity that was advertised via organization-controlled mediums (e.g., social media, organizational announcements).

The president or equivalent officer of a student organization shall represent the organization unless the president or equivalent officer petitions the SCA or designee in writing to substitute another student to represent the organization.

A student organization that is a member, chapter, affiliate, or associate of a local, state, national, or international organization (collectively referred to as “parent organization”) must disclose to the SCA or designee any investigation or disciplinary action (e.g., alleged behavior, disciplinary procedures, findings, sanction(s)) initiated by the parent organization. The disclosure must be made within one (1) business day of the organization being notified. Determinations on the most appropriate follow-up, including, but not limited to, an educational conversation, initiation of the Student Conduct Procedures, or notification to appropriate College Officials, shall be made at the discretion of the SCA or designee.

E. STUDENT CONDUCT PROCEDURES

Students are provided procedural due process in all cases involving misconduct. College conduct procedures are designed to fully assure a student's right to procedural due process and safeguard personal and confidential information concerning the student.

Student's due process rights are provided by:

- Receipt of a formal notice of allegations
- Right to an impartial, unbiased, and, to the extent possible, a confidential conduct case review
- Option to have an advisor present during any administrative conference or committee review
- Access to review evidence and respond accordingly
- Receipt of a formal decision notice, outlining the case outcome(s) and sanction(s)
- Right to appeal decisions based on approved grounds

Interim Measures. Certain campus administrators who reasonably determine that a student's presence on campus presents a threat to the safety and security of the College community or is disruptive of the educational environment or efficient operation of the College may require the student to vacate campus properties until an administrative hearing can be held on the student's removal from campus. The administrative hearing shall be held no later than the third business day following the student's removal from campus. Campus administrators who may remove students from campus include the President, Vice President of Student Services, and Chief of Police.

Step 1: A referral is submitted to the Office of Student Services.

Any faculty, staff, or student may submit a referral for alleged misconduct by submitting the [Student Code of Conduct Referral Form](#). For conduct violations, referrals should be made within ten (10) business days but no later than six (6) months from the date of the incident or knowledge of the incident. If the reporter suspects a potential criminal offense, they should also promptly contact the Calhoun Community College Campus Police Department to file a separate report.

Step 2: An investigation is conducted by the Student Conduct Administrator.

The Student Conduct Administrator (SCA) in the Office of Student Services will receive reports of alleged misconduct and conduct an investigation to determine that a violation occurred. If it is determined that a violation has occurred, the SCA will proceed with steps to initiate case resolution.

Step 3: The Student Conduct Administrator schedules a preliminary meeting with the student.

A letter will be emailed to the student's Calhoun email address. The letter will include the alleged code of conduct violation(s), a brief description of the alleged behavior, the student's rights and responsibilities, and an invitation to schedule a meeting with the SCA.

During the preliminary meeting, the SCA will discuss with the student their rights and responsibilities, alleged behavior, evidence, code of conduct policies/procedures, and options for case resolution. The student may accept or deny responsibility for the alleged violation during this preliminary meeting.

The student will be presented with two resolution options: (1) an administrative conference with the SCA or (2) a Student Conduct Committee review.

An **administrative conference** is an informal hearing between the student and the SCA. In this meeting, the SCA will review the case, gather the student's perspective, and determine the appropriate outcome and sanction. Witnesses are not called, however, the SCA may obtain information from other sources prior to this proceeding.

A **Student Conduct Committee review** is a formal hearing that involves the student appearing before a multidisciplinary committee of faculty, staff, and student representatives. The committee will review the case, gather the student's perspective, and determine the appropriate outcome and sanction.

Step 4: The case is reviewed via administrative conference or Student Conduct Committee review.

Based on the severity of the alleged misconduct and/or a student's choice for case resolution, the SCA may offer an outcome and sanction through an administrative conference, or the case may be referred to a committee review.

Violations in the Student Code of Conduct that are marked with an asterisk (*) may be subject to automatic committee review. Multiple violations and/or additional mitigating or aggravating factors may also subject the case to automatic committee review.

Step 5: Outcomes and sanctions are communicated to the student.

A letter will be emailed to the student's Calhoun email address. The letter will include the code of conduct violation(s), the outcome and sanction decided in the SCA administrative conference or the formal disposition from the committee review, and steps for an appeal process.

Step 6: The student may submit an appeal.

Students may appeal the decision of their student conduct case. A student must submit a written request for an appeal to the Vice President of Student Services within five (5) business days of the notification of their outcome and sanction.

The specific grounds upon which students may submit an appeal are as follows:

- Procedural error
- Sanction imposed is disproportionate to the misconduct that was committed, with consideration given to mitigating or aggravating factors
- The decision of the SCA/committee is against the great weight of the evidence

The Vice President of Student Services shall have the discretion of either affirming, reversing, or dismissing in part and affirming in part the outcome and/or sanction. The Vice President shall within fifteen (15) business days render a decision on the appeal.

Appeal decisions are final.

F. ACADEMIC DISHONESTY CASES

With regard to a matter of academic dishonesty in taking a college course, the College's respective faculty members are authorized to administer certain appropriate sanctions. If a given faculty member has substantive evidence of a student's having committed, attempted to commit, or solicited an act of cheating, plagiarism, or any other form of academic dishonesty, the faculty member shall have the authority to impose any of the following sanctions:

- impose a grade of "F" for the respective assignment or test
- require that an assignment be redone or a test be retaken
- impose other similar sanctions designed to preserve academic integrity

The faculty member shall not have the right to suspend or expel a student or suspend a student from course by assigning an "F" in the course for academic dishonesty. That authority is reserved for the Vice President of Student Services, the Student Conduct Administrator, and the College Student Conduct Committee. The faculty member should submit an [Academic Dishonesty Reporting Form](#) to notify the Office of Student Services and ensure proper record keeping of academic dishonesty cases. If a student has multiple cases of academic dishonesty, the student may be referred to the Student Conduct Administrator or the Student Conduct Committee for case review.

In cases of suspected academic dishonesty, the faculty member must notify the student within three (3) business days, providing written details of the allegation via email. The student then has three (3) business days to respond. No sanctions can be final until the student has been notified and given the opportunity to respond. The student is not required to respond, but faculty should give due consideration to any response before making a final decision. Each faculty member must maintain a confidential record of all allegations and actions taken.

G. OUTCOMES AND SANCTIONS

An outcome of "responsible" or "not responsible" will be determined for each student conduct case. The evidentiary standard to be used in determining a case outcome shall be the "Preponderance of Evidence" standard, rather than the "Beyond a Reasonable Doubt" standard. That is to say that the SCA/Committee shall determine, strictly upon the evidence presented, whether the evidence submitted to prove the allegation(s) made against the accused student is true, when compared to evidence in opposition, has more convincing force and is more likely true than not true.

The following sanctions will be administered according to the severity of the misconduct, along with consideration of mitigating and aggravating factors, as determined by the Vice President of Student Services, the Student Conduct Administrator, and/or the Student Conduct Committee:

- **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 sanctions.
- **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 misbehavior on their part will lead to more severe action. Disciplinary Probation will be for the remainder of the existing semester and for all of the following semesters of attendance.
- **Disciplinary Suspension.** This excludes a student from the College for a designated period of time, usually not more than two (2) semesters. While on suspension, a student will not be allowed to take any course 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 specified courses for improper behavior. Class suspensions are for the remainder of the semester, and the student will be assigned a letter grade of "F" for each course from which he/she is suspended.
- **Building/Facility Suspension.** A student may be suspended from using a building or space on campus for improper or disruptive behavior. Building/Facility suspension will be for a period of time not to exceed the remainder of the semester.
- **Disciplinary Expulsion.** This category of severe penalty generally indicates the recipient may not return to the College. Disciplinary expulsion normally would be the least-used sanction and would be applied only to students who are guilty of chronic misbehavior or a major breach of conduct. The College reserves the right, but has no duty, to lift the probation against re-enrollment upon its consideration of a written application for readmission evidencing that the student 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 (1) year from the date of expulsion.
- **Payment of Damages.** Charges will be assessed against a given student or students for the amount necessary to repair damage caused by student or students' behavior.
- **Educational Sanctions.** A student may be asked to complete reflective exercises, make appointments with support services, engage with our on-campus counselors, complete workshops, or any other similar sanction intended to cultivate critical thinking and student development.
- **Community Service.** A student may be required to complete a community service project. These activities typically involve contributing time and effort to projects that benefit the College or local community, such as volunteering at local charities, participating in environmental clean-up efforts, or assisting in community events. The purpose of this sanction is to encourage responsibility, foster a sense of civic duty, and promote positive contributions to the community.
- **No Contact Order.** A student may be directed to avoid contact with another party. No Contact Orders remain in effect until the graduation or withdrawal of at least one of the parties, unless the order expressly provides otherwise, or is modified or rescinded by the College. Violations of a No Contact Order are considered separate violations of the Student Code of Conduct, and as such alleged parties are subject to discipline under the Calhoun Community College Student Code of Conduct.

A disciplinary suspension or expulsion shall not result in a notation on a student's permanent record. A notice that a student is currently on suspension or expulsion and ineligible to return to the College until a certain date shall be attached to the student's file. In the event that the student becomes eligible to re-enroll, the notice shall be removed.

Determining Sanctions

Each student's conduct case will be reviewed individually with the consideration of any of the following mitigating or aggravating factors:

- Risk of harm or actual harm caused to the campus community
- Previous violations of the Code of Conduct
- Student's intent
- Student's level of cooperation
- Student's compliance and level of success with prior interventions

Student Organization Sanctions

One or more of the following sanctions may be imposed on a student organization found responsible for a violation(s) of the Code:

- **Conduct Warning.** Formal written warning that the organization's behavior was in violation of the Code and that if the organization is subsequently found responsible for a violation(s) of the Code, more severe sanctions could result. An educational conversation may also occur with the SCA, advisor(s) of the organization, and/or the Student Engagement Coordinator.
- **Recognition Probation.** A status in which the organization is deemed not to be in good conduct standing with the College for a specified period of time. The organization may seek and add members during the probationary period and may host other activities unless otherwise specified. If the Organization is subsequently found responsible for a violation(s) of the Standard while on Recognition Probation, more severe sanctions, including Recognition Suspension or Recognition Revocation, could result.
- **Recognition Suspension.** Removal of College recognition or loss of funding for the organization for a specified period of time. During the period of Recognition Suspension, the organization is deemed not to be in good conduct standing with the College. While under Recognition Suspension, the organization may continue to occupy or hold property, but may not function at the College; utilize College facilities or services; or participate in any College-related activity or system.
- **Recognition Revocation.** Permanent removal of College recognition or loss of funding for the organization. The organization may not function at the College; utilize College facilities or services; or participate in any College-related activity or system. The organization may petition the SCA or designee in writing for the Recognition Revocation to be rescinded, but not earlier than five (5) calendar years from the effective date of the Recognition Revocation.

H. STUDENT CONDUCT COMMITTEE

The College Student Conduct Committee shall be comprised of five members (5). Three (3) members are selected from the administration, faculty, and staff with at least two of these members selected from the teaching faculty. Additionally, the committee shall include two (2) students who have undergone the application process for the Student Conduct Committee, gained acceptance, and received the necessary training. A faculty representative serving on the Committee shall be appointed to serve as Chair of the Committee.

The purposes of the Student Conduct Committee are as follows:

- Review cases and evidence concerning alleged student misconduct and direct action to be taken in cases.
- Impose appropriate sanction when such action is warranted by evidence presented in a committee review.
- Review and make recommendations to the Vice President of Student Services and Student Conduct Administrator on student conduct policies and procedures.

I. STUDENT CONDUCT COMMITTEE REVIEW PROCEDURES

Each party requested to attend a committee review shall be given prior written notice by the Student Conduct Administrator of the date, time, and place of the committee review. Whenever feasible, this notice shall be at least 72 hours in advance. The notice will be sent to the student's Calhoun email address. In the event that a committee review is scheduled for a student, and the student has, by any means, been made aware of the date, time, and place, but fails to appear at the hearing, the review may be conducted in the student's absence.

Attendance at a Committee Review

Student Conduct Committee reviews shall be private and confidential and will be limited to persons officially involved. Persons present shall include Committee members, the Student Conduct Administrator or his/her designee, the student who is the subject of the committee review and his/her advisor, appropriate staff members, a recorder, and witnesses for both parties. Non-party witnesses will be present only when giving testimony. The Student Conduct Administrator, or his/her designee, shall be responsible for preparing and presenting the College's case. NOTE: All references in these procedures to the "Student Conduct Administrator" shall also apply to any designee of the SCA.

The student shall have the right to have one advisor, who may be, but does not have to be, an attorney, present during the hearing. The advisor may not address the committee to give evidence or argument on behalf of the student or ask questions of the committee or witnesses. In answering or asking questions, the student may seek advice from the advisor before proceeding.

Any participant involved in a conduct case may request to participate virtually or separately from other parties, if their attendance in-person may cause distress or discomfort. Such requests will be considered with due respect to the privacy and well-being of all involved parties. The SCA shall review and grant or deny these requests accordingly.

The committee review will be audio and video recorded. The record of the review, including a copy of all evidence offered, whether admitted or not, will be filed in the office of the Student Conduct Administrator and will be kept confidential.

Order of Review

- Opening remarks by the Chairperson of the Student Conduct Committee.
- Review of alleged misconduct and any action previously taken in the case by the Student Conduct Administrator.
- Opening statement by Student Conduct Administrator or his/her designee (not more than seven minutes).
- Opening statement by the accused student (not more than seven minutes).
- Presentations of evidence by the parties, including testimony and questioning of witnesses. Witnesses for the College will present testimony first. Following the testimony of all College witnesses, the student may call his/her witnesses. Both parties to the action and the members of the Student Conduct Committee have the right to question all witnesses. The Committee shall not have the authority to compel an accused student to testify against himself/herself, but the Committee may consider the failure of the student to testify when deliberating the evidence.
- Closing statement (not to exceed seven minutes) by the student.
- Closing statement (not to exceed seven minutes) by the Student Conduct Administrator.
- Deliberation by the Student Conduct Committee.
- Report of Committee Findings.

The Student Conduct Committee will conduct its deliberation in a closed and confidential session and, after reaching its decision by majority vote, will notify the student of their decision in writing no later than three (3) business days after the review.

The Student Conduct Committee strives to adjudicate all conduct matters in a prompt and efficient manner. Any delays will be communicated in writing to the student.

In the event of an objection by any party to any testimony or other evidence offered at the review, the chairperson shall have the authority to rule on the admissibility of the evidence, and this ruling shall be final and binding.

J. STUDENT CONDUCT RECORDS

All student conduct cases are confidential and shall not be made part of the student's permanent academic record (official transcripts). Conduct records are subject to the privacy protection granted by the Family Educational Rights and Privacy Act (FERPA). Generally, the College must have written permission from the student before releasing any information from their conduct records. However, there are some exceptions. Please refer to our FERPA policy in the College Catalog for more information.

Student conduct records will be kept on file with the Student Conduct Administrator. When necessary, notices of outcomes and sanctions will also be sent to Campus Police or other university officials within the institution determined to have a legitimate educational interest in the information.

Conduct records will be retained for ten years following a student's violation. After this period, they will be expunged unless required otherwise by law or College policy. However, files related to suspension, expulsion, or unsatisfactorily completed sanctions will be kept permanently.