



Policy Title Student Conduct Code Policy	Effective Date 07/01/2008	Policy Number SS-069
Responsible College Division/Department Student Services	Responsible College Manager Title Student Services Manager	
<p style="text-align: center;">Policy Statement</p> <p>Lakeshore Technical College is an academic community that maintains high standards of instruction and provides a safe campus for all persons utilizing its programs and services. As a learning organization, LTC monitors student conduct, encourages positive behaviors and requires academic integrity in support of a positive teaching and learning environment.</p> <p>The College will take action to prevent and stop any behavior that inhibits learning as a result of:</p> <ul style="list-style-type: none"> • Not complying with all LTC policies. • Not complying with civil and criminal laws. • Interfering with the educational process in any manner. • Conduct that endangers the safety and well-being of other persons. • Engaging in violent or threatening behavior toward any student or employee of the College at any time and at any location. • Conduct which disrupts the operations of the college and/or classroom. • Unethical, inappropriate, or illegal use of electronic communication. • Using, possessing, or distributing drugs, alcohol, explosives, dangerous chemicals and/or other weapons. • Engaging in violent or threatening behavior such as, but not limited to, sexual assault, sexual harassment, domestic violence, dating violence and stalking. • Academic dishonesty <ul style="list-style-type: none"> ○ Misrepresentation of academic records: Misrepresenting or tampering with or attempting to tamper with any portion of a student’s transcripts or academic record, either before or after coming to Lakeshore Technical College (e.g., forging a change of grade slip, tampering with computer records or falsifying academic information on one’s resume). ○ Cheating: Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing or attempting to prevent another from using authorized assistance, material, or study aids (e.g., using a cheat sheet on a quiz or exam or altering a graded exam and resubmitting it for a better grade). ○ Plagiarism: Using the ideas, data, or language of another without specific or proper acknowledgement (e.g., copying another person’s paper, article, or computer work and submitting it for an assignment; cloning someone else’s ideas without attribution or failing to use quotation marks where appropriate). 		

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- **Fabrication:** Deliberately falsifying or inventing any information or citation in any academic work (e.g., making up data for an experiment, falsifying data, citing nonexistent articles, or contriving sources).
 - **Multiple submissions:** Submitting, without prior permission, any work submitted to fulfill another academic requirement.
 - **Facilitating academic dishonesty:** Knowingly helping or attempting to help another violate any provision of this code (e.g., working together on a take-home exam).
 - **Unfair advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise (e.g., gaining or providing unauthorized access to examination materials; obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write, even when time is up, during an exam; or destroying or keeping library materials for one's own use).
- Theft of or damage to College property or personal property.
 - Failing to comply with a reasonable request or directive from an employee of the College.
 - Additional provisions from accrediting bodies may supplement this Student Conduct Code.

Sanctions include, but are not limited to:

- Loss of credit for a specific assignment
- Failing grade
- Written letter of reprimand
- Probation
- Suspension from class/classes or program (length is based on the infraction)
- Expulsion from the College

In addition to the formal discipline, described above, the Division Dean/Manager or the Student Services Manager may determine to impose one or more of the following:

- A letter of apology from the student to any relevant party, including the College.
- A meeting with a college official to discuss the student's behavior and potential corrective strategies.
- Fines and/or restitution, where appropriate, when damage has been done to college facilities and/or the property of others.

VIOLATION PROCEDURES

- Violations shall be referred to the Division Dean/Manager and/or Student Services Manager. If an imminent threat of harm or damage is presented through the conduct of a student, the Campus Police or local police will be immediately contacted. Violations that only result in a sanction of (1) Loss of credit for a specific assignment and/or (2) Failing grade; do not have to be



referred to the Division Dean/Manager and/or Student Services Manager.

Step 1- Investigation

- The Division Dean/Manager and/or Student Services Manager will conduct an investigation of the alleged conduct within five (5) school days of the incident to determine the facts surrounding the alleged violation.
- Interviews will be conducted with the student(s) involved and appropriate staff, as necessary.

Step 2 – Sanctions

- At the conclusion of the investigation, but no later than five (5) school days after conducting the investigation, the Division Dean/Manager and Student Services Manager will prepare a written report, to include copies of any statements which may have been obtained, together with relevant documents, such as photographs and references to electronic documents.
- If the student(s) admits to engaging in the misconduct or the Division Dean/Manager and Student Services Manager or designee concludes that the student is guilty of the alleged misconduct, they will impose appropriate discipline, ranging from written letter of reprimand to suspension.
- The Division Dean/Manager and Student Services Manager or designee will provide a written notice of disciplinary action to the student, describing the discipline administered and the right of the student to appeal the decision.
- If the Division Dean/Manager and Student Services Manager or designee concludes that a student should be expelled from the College, they will within five calendar days forward a written recommendation for expulsion to the Vice President of Instruction.
- The Vice President of Instruction in consult with legal counsel will act upon the recommendation.

Step 3- Disciplinary Hearing

- If the student(s) denies responsibility for the alleged misconduct or objects to the discipline imposed, the student may present a written request for hearing to the Student Services Manager.
- A disciplinary hearing will be conducted before the Code of Conduct Committee within ten (10) school days following receipt of a written request.

When conducting a disciplinary hearing, the following procedure will be used:

- At least three (3) days before the hearing, the student will be given written notice of the hearing date and the alleged violations of the Student Conduct Code.
- If more than one student has been accused of a violation of the code, separate disciplinary hearings will be held with the Code of Conduct Committee.
- The student can seek advice from a College Counselor and/or request his/her presence at the hearing.
- The disciplinary hearing will provide the student the opportunity to present all pertinent



information. The student may also present statements from persons who witnessed, or who have direct knowledge of the alleged conduct at issue.

- The disciplinary hearing will not be open to the public, nor shall appearances by legal counsel be part of the hearing process.
- The Code of Conduct Committee will consist of three members appointed by the Vice President of Instruction to include one representative from the division/department as deemed appropriate.
- The Student Services Manager will serve as Committee chair to conduct the hearing.

Step 4 - Disciplinary Hearing Decision

- At the conclusion of the disciplinary hearing, the Code of Conduct Committee will review all relevant documentation and render a decision.
- The Student Services Manager will prepare a written decision on behalf of the Code of Conduct Committee.
- The decision will be issued to the student within five (5) school days of the hearing.

Step 5 – Student Appeal of Disciplinary Hearing Decision

- The student(s) may only appeal the decision of the Code of Conduct Committee on the basis that the disciplinary hearing process was not followed.
- He/she must submit a written appeal to the Vice President of Instruction within five (5) school days after receipt of the decision.
- The appeal request must include documentation that the process was not followed.

Step 6 – Appeal Conference & Final Decision

- The Vice President of Instruction will meet with the student(s) to review the documentation that substantiates the process was not followed.
- Following the appeal conference, the Vice President of Instruction will review all relevant documentation and statements and prepare a written decision within ten (10) school days. The decision of the Vice President of Instruction is considered final.

The Vice President of Instruction may extend any time limit under the Student Conduct Code for good cause, upon the request of a member involved in the disciplinary action.

When the appeals process timeline prevents a decision to be made prior to the next scheduled class(es), an administrative decision will be made by the Vice President of Instruction to allow or not allow the student to start his/her next class(es) until a final decision is made.

Note: Copies of all documents related to student violation(s) of the Student Conduct Code and penalties imposed will be placed in the student's file. The Student Services Manager will inform the appropriate employees of the result of each step of the process.

In the absence of the Division Dean/Manager, Vice President of Instruction, or Student Services



Manager a designee will be assigned.

Reason for Policy

To maintain high standards of instruction and provide a safe campus for all persons utilizing its programs and services.

Cross References and Legal Review

Created/Adopted: Date of Manual Adoption 1/28/69

Reviewed/Revised: 6/15/89; 8/18/93; 9/20/97; 10/10/98; 7/01/02; 04/01/04; 08/17/04; 6/2010

Legal Reference:

Cross Reference:

Note: Rules and regulations pertaining to student conduct and various types of procedures are posted in appropriate locations on the campus and published in the student handbook. Hearings or appeals conducted as part of the process are not courts of law and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violations of law, students may be accountable to both civil authorities and to the College for their actions. Disciplinary action at the College will normally proceed notwithstanding any criminal or civil proceeding.

Legal Counsel Review and Approval:

Board Policy: III.A. General Executive Consent, III.B. People Treatment, III.F. Asset Protection

Definitions