

## **GUIDELINES FOR CODE OF CONDUCT VIOLATIONS REPORTING AND ACTION – EXHIBIT B**

- I. Code of Conduct Violations Reporting
  - 1) Discipline should be commensurate with the offense and stem from reported Code Violations.
  - 2) Documentation of Code violations
    - a) All Code of Conduct Violations Reports must be documented and may be submitted to Retention Alert System or via e-mail transmission to the Office of the Vice President for Student Services and to the Director of Behavioral Intervention.
    - b) Submitted records on code violations should include date/time, description of offense(s), discipline imposed by, if any, and recommendations.
  
- II. Disciplinary Action
  - 1) SC4 staff responsible for the activity may determine and impose discipline to correct the immediate situation, contact campus patrol for assistance, or not impose immediate discipline contingent upon the Code of Conduct Violation.
  - 2) All violations should be reported (I.A. above)
  - 3) All reported violations and/or discipline, if any, will be reviewed by Director of Behavioral Intervention and a final determination made by the Vice President of Student Services on the action taken or needed.
  
- III. General Guidelines
  - 1) Student discipline which excludes them from classes or activities should be limited to one day to be reviewed by the Director of Behavioral Intervention for additional discipline.
  - 2) Incidents and resulting disciplinary actions will be reviewed and modified or determined by the Director of Behavioral Intervention or the Vice President of Student Services.
  - 3) Only the College President, Vice Presidents, and/or Director of Behavioral Intervention have the authority or ability to temporarily suspend, dismiss, or expel students from activities, classes, programs, or the College.
  
- IV. Academic Dishonesty Guidelines
  - 1) Sanctions for academic dishonesty should be presented in the course syllabus. First offenses by the student would typically result in a verbal and written warning, reporting to the Director of Behavioral Intervention and/or Vice President of Student Services, and loss of credit for the activity noted. A copy may be placed in the student file.
  - 2) Second incidents (based on the student file reports) may result in further disciplinary probation and/or dismissal from the course.
  - 3) Additional incidents may result in suspension or expulsion from the College.
  
- V. Disruptive Cell Phone Usage Guidelines
  - 1) Policy should be included in the syllabus.
  - 2) First disruptive incident – verbal warning.

- 3) Second disruptive incident – Verbal and written report through appropriate channels (Director of Behavioral Intervention and/or Vice President of Student Services).
- 4) Third disruptive incident – Leave class for remainder of day and report the incident.
- 5) Additional disruptive incidents – more severe discipline may be implemented based on non-compliance violation in accordance with the Student Code of Conduct.