

# Student Code of Conduct

Grand Rapids Community College

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## *Introduction and Purpose*

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The mission of GRCC is to provide the community with learning opportunities that enable people to achieve their goals. In order to achieve its mission, the College must foster a secure learning environment by protecting people, property and processes. The Student Code of Conduct sets forth expectations for individuals who choose to become part of the College community. Students attending GRCC are responsible for adhering to GRCC's Student Code of Conduct, rules and regulations, college policies and for compliance with all local, state and federal laws.

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## *Jurisdiction*

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This Code applies to:

- ❖ the on-campus conduct of all students and registered student organizations.
- ❖ the off-campus conduct of students and registered student organizations in direct connection with the use of college resources, including the campus network; academic course requirements, such as internships, field trips, international study or experiential learning activities; any activity supporting the pursuit of a certificate or degree, such as research at another institution; any activity sponsored, conducted, or authorized by GRCC or by registered student organizations.
- ❖ off-campus conduct that negatively impacts GRCC such as threats of violence or physical harm, unlawful harassment or other conduct which may have a negative impact or may place its community (inclusive of students, employees or faculty) at risk.

This Code also applies to:

- ❖ any activity that causes substantial risk of destruction of property belonging to GRCC or causes serious risk of harm or endangers the health or safety of members of the GRCC community, including students, staff and members of the public when participating in GRCC events or activities,
- ❖ or any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for criminal activity.

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## ***Definitions***

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- “Property belonging to GRCC” is defined for purposes of this Code as all land, buildings, facilities or other grounds or structures, including adjacent streets and sidewalks, or any item in possession of or owned, used, loaned, leased, maintained or controlled by GRCC or funded by GRCC budgets, including computers and network systems, library materials, classrooms and laboratories used for GRCC purposes.
- On-campus –all property owned, operated, maintained. controlled or leased by GRCC .
- Off-campus- online classes –Classes which utilize GRCC resources including faculty, internet or intranet services whether or not directly operated by GRCC.
- Student-an individual who is currently enrolled, has been enrolled, or who has applied to be enrolled in the College.
- College officials-Administrative and Executive Officers and their designees.
- Criminal activity-any alleged violation of local, state or federal laws.

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## ***Student’s Responsibilities***

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The College expects all students to conduct themselves as responsible citizens and members of the academic community. It is the responsibility of each student to know, observe, abide by and adhere to GRCC’s Student Code of Conduct, rules and regulations. Additionally, students are to abide by all rules applicable to conduct in a classroom environment and at College-sponsored activities. Students by enrolling in the College, are automatically placed under the rules and regulations established by the College. Therefore it is the student responsibility to familiarize themselves the rules and regulations affecting them.

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## ***Standards***

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### ***Academic Honesty***

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The development, understanding and practice of integrity and academic honesty are expected of all students at Grand Rapids Community College. Personal integrity is important in all aspects of life, and students are expected to conduct themselves with honesty and integrity, both in and out of the classroom. Acts of academic dishonesty will not be tolerated, and students engaging in such conduct may be subject to classroom and/or institutional disciplinary actions.

#### **What is Academic Dishonesty?**

Academic dishonesty is any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

**Cheating** includes, but is not limited to the following:

- 1) using any sources not authorized by the faculty member (textbooks, notes, websites, the work of other students) to complete examinations or other assignments. Giving or receiving content information relating to quizzes/test/examinations to/from other students for the purpose of or having the effect of securing an advantage over other students.
- 2) using unauthorized electronic equipment;
- 3) submitting academic work previously submitted in another course without authorization;
- 4) altering or tampering with grades.

## **Plagiarism**

Plagiarism is intentional or unintentional use of the intellectual creations of another source, person or organization without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information that is not common knowledge. Plagiarism may take two main forms, which are clearly related:

- 1) Stealing or passing off as one's own the ideas or words, images, or other creative works of another.
- 2) Using a creative production without crediting the source, even if only minimal information is available to identify it for citation.

## **Fabrication**

Fabrication is defined as intentionally falsifying or inventing any information or citation on any academic exercise. Therefore:

- 1) "Invented" information may not be used in any laboratory experiment or academic exercise.
- 2) One should acknowledge the actual source from which cited information is obtained.
- 3) Students must not change or resubmit previous academic work without prior permission of the instructor.

## **Other Specific Examples of Academic Dishonesty**

- 1) Allowing another student to copy during a test;
- 2) Giving homework, term paper or other academic work to another student to plagiarize;
- 3) Submitting any work that is not one's own;
- 4) Falsifying information to a faculty member or College official;
- 5) Altering a graded work after it has been returned, then submitting the work for re-grading;
- 6) Stealing tests or other assessment items;
- 7) Forging signatures on College documentation;

- 8) Giving false or misleading information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment;
- 9) Accessing computerized College records or systems without authorization (see GRCC AUA);
- 10) Providing material or information to another person with knowledge that such aid could be used in any of the violations stated above;
- 11) Unauthorized recording, reproduction, retransmission or redistribution of course materials (e.g. lectures, handouts, podcasts, exams, student projects, group work, online material, etc.).

### **Consequences of Academic Dishonesty at GRCC**

Students who commit acts of academic dishonesty may not only receive College sanctions, but possibly jeopardize future employment and educational opportunities. Graduate and professional degree programs and employers may request information from the College regarding a student's disciplinary record in an effort to investigate moral and ethical character.

According to College policy, academic and/or administrative sanctions may be applied in cases of academic dishonesty. In all cases, students will have a right to utilize the Student Disciplinary Grievance Procedure. **Withdrawal from a course does not exempt a student from any pending charges of academic dishonesty.**

Sanctions that may be imposed by the faculty member/department/administration include, but are not limited to:

- 1) Giving a warning – an oral explanation by a College official of violation and possible consequences if misconduct continues;
- 2) Assignment of a reduced or a failing grade on an assignment, paper, project or exam;
- 3) Lowering the grade for the course;
- 4) Assignment of an E in the course;
- 5) Termination from a program;
- 6) Expulsion from GRCC.

### ***Classroom Conduct***

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All students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning. Towards this end GRCC has developed the following Code of Classroom Conduct. Students should be in class, in their seats, and ready to participate at the scheduled class start time. Acts of classroom misconduct will not be tolerated, and students guilty of such misconduct may be subject to classroom and institutional disciplinary actions.

## What is classroom misconduct?

Classroom misconduct is any behavior which disrupts or interferes with the learning experience. Students are required and expected to conduct themselves as mature, considerate adults. Students should conduct and express themselves in a way that is respectful to all persons. This includes respecting the rights of others to comment and participate fully in class.

**Classroom misconduct** includes, but is not limited to, the following:

- 1) Engaging in behavior disrupts or interferes with the learning experience. Behavior such as but not limited to talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive behavior to the learning process.
- 2) Using cell phones, pagers, or other electronic devices that disrupt the learning process or teaching environment is not allowed under most circumstances. The use of personal laptop computers may be acceptable in some classes; however laptop computers must be used only for note-taking or activities in direct support of the course objectives. Faculty members reserve the right to ask students to shut down any electronic devices.
- 3) Leaving the classroom prior to the end of class is considered a disruption to the learning process and should be avoided unless exceptional circumstances arise.

## Consequences of Classroom Misconduct at GRCC

Students who commit acts of classroom misconduct are subject to classroom and College sanctions. According to College policy, academic and/or administrative sanctions may be applied in cases of classroom misconduct. In all cases, students will have a right to use the student grievance procedure. **Withdrawal from a course does not exempt a student from any pending charges of classroom misconduct.**

The following sanctions may be imposed by the faculty member for any violation of classroom misconduct:

- 1) Giving a warning – an oral explanation by a College official of violation and possible consequences if misconduct continues;
- 2) Dismissal from the remaining class time during which the infraction occurs;
- 3) Assignment of a reduced or failing grade on an assignment, paper, project or exam;
- 4) Reduction in the final grade for the course;
- 5) Assignment of a grade of E, WP or WF for the course;
- 6) Required meeting with the faculty member and/or a college official if necessary;
- 7) Referral for disciplinary action.

## **Non-Classroom and General Conduct**

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All Grand Rapids Community College students are expected to respect and value the rights of others and conduct themselves as responsible citizens. Choosing to join the GRCC community obligates each student to a code of civilized behavior. The following personal actions on GRCC property, as defined herein, at official College functions, or which place students, faculty or employees at risk are prohibited. This following list is not intended to be exhaustive, and the College reserves the right to impose discipline on students for personal actions which may not be expressly identified.

### **1. ATTEMPTS TO DEFRAUD**

Includes any activity intended to misrepresent any official document or identification used by or issued by the College.

### **2. THREATENING OR CAUSING PHYSICAL OR OTHER HARM TO ANY PERSON**

Includes any conduct that threatens or causes physical injury or endangers another person's or one's own health or safety including, but not limited to: physical violence, assault, or the threat to use physical violence; use or possession of fireworks, gunpowder, dangerous chemicals, or explosive materials; and blocking or preventing the use of or access to fire exit doors and building hallways, etc.

### **3. COMPLICITY IN VIOLATING THE STUDENT CODE OF CONDUCT**

Includes attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this Code. If a student has knowledge of another student, individual or group committing or attempting to commit a violation of this Code, he or she is required to remove him or herself from the situation and report it to the College.

### **4. COPYRIGHT INFRINGEMENT**

Students must respect copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated. The use of College resources to infringe upon copyright laws (print, digital, and internet) is prohibited. This applies to all forms of electronic media including, but not limited to, software, electronic encyclopedias, image files, video files and sound files.

### **5. DEMONSTRATIONS**

The First Amendment protects the right to assemble and to petition, but it requires that the right be peaceably exercised in accordance with the law. This right may be exercised by the use of written or spoken words, by acts such as picketing and by "peaceable" mass assemblies and demonstrations, subject to College regulations on time, place and manner of such activity.

The College will not tolerate the deliberate material or substantial disruption of the classroom, work environment or movement of others, nor will it condone violence or physical interference with the facilities or functions of the campus. If protestors (or anti-protestors) resort to the use of violence or physical interference, College officials may, without delay, invoke the use of legitimate authority to remove all violators.

## **6. DISCRIMINATION**

Engaging in discrimination against other students, faculty or staff, College officials, or guests on the basis of gender, race, color, national origin, religion, height, weight, age, marital status, disability, sexual orientation, status as a disabled veteran or Vietnam Era veteran, and/or any other legally protected class not heretofore mentioned as set forth in GRCC Equal Opportunity Policies is prohibited.

## **7. DISORDERLY CONDUCT AND DISRUPTIVE BEHAVIOR**

Includes the disruption of College activities and College business in classes, programs, meetings, Commencement, and other student activities. Disruption may include: disorderly conduct, lewd or indecent behavior, breach of peace, or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College, and disruptions and nuisances such as loud, abusive or otherwise offensive language; persistent and deliberate offensive personal behavior; illegal gambling; loitering in hallways, entrances, or other areas where safety is or may be compromised; and/or creating a hazard to persons.

## **8. ETHICAL AND ACCEPTABLE USE OF TECHNOLOGY**

GRCC grants the privilege of using information technology resources and equipment to students strictly for the purposes of learning, research, student school related activities, and administration. The use of GRCC Instructional Technology resources is subject to all federal, state and local laws, and to the College's applicable policies and guidelines. Students are responsible for making themselves aware of and complying with these policies and guidelines, as outlined in the GRCC Acceptable Use Agreement. Violations include, but are not limited to:

- 1) Non-compliance with any federal, state and local laws.
- 2) Non-compliance with Information and Network Security standards.
- 3) Engaging in unauthorized or deliberate actions that damage or compromise equipment, network accounts, etc.
- 4) Applying for or accessing individual accounts under false pretense.
- 5) Unauthorized use of College provided e-mail.

## **9. SAFETY VIOLATIONS**

- 1) No student shall cause a fire or explosion. No student shall engage in conduct that causes or attempts to cause a fire or explosion. No student shall falsely report a fire, explosion or an explosive device.
- 2) No student shall possess and/or use fireworks (including sparklers) or explosives of any kind on College property or at any College activity.
- 3) No student shall tamper with fire safety equipment, or fail to evacuate during a fire alarm on College property or at any College activity.
- 4) No student shall engage a false alarm or report or declare a false bomb or fire threat.
- 5) No student shall knowingly disregard a fire alarm or bomb threat or refuse to evacuate a College building, College function or a section of a building where a fire alarm is sounding or an order to evacuate has been given.
- 6) No student shall enter or exit from a fire escape except during a fire drill or in the case of an actual fire.

- 7) No student shall, without authorization, operate, tamper with, or otherwise misuse any fire suppression equipment, except for the purpose of extinguishing a fire.

### **10. GANGS**

Involvement in gang-related activities includes, but is not limited to, the display of gang symbols, gang paraphernalia, colors, signs, or graffiti. A gang is defined as a group of individuals with identifiable leadership that conspires and acts in concert, mainly for criminal purposes. Behavior on or about College premises or at College-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger to life or property, or disrupts orderly operation is prohibited.

### **11. HARASSMENT**

- 1) Verbal or written abuse, threats, , coercion or any other conduct that places another individual in reasonable fear of his or her safety through words or actions directed at that person, or substantially interferes with the working, educational or personal environment of the individual.
- 2) Sexual Harassment: Unwelcome sexual advances, requests for favors, and/or other verbal or physical conduct of a sexual nature when:
  - a) Such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive employment or academic environment.
  - b) Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or status in a College activity, or
  - c) Submission to, or rejection of, such conduct by an individual is used as the basis for employment or decisions affecting such individual's employment or status in a College activity.
- 3) **Harassment based on race, creed, national origin, sex, religion, handicap, veterans status, or any other status protected by law which creates an intimidating, hostile or offensive employment or academic environment.**

### **12. HAZING**

Hazing means any act committed on GRCC property or in connection with any GRCC related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause degradation, cruelty, or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization. Hazing is prohibited by the College.

In response to allegations of hazing under this regulation, it is not a defense that

- 1) The victim gave consent to the conduct.
- 2) The conduct was not part of an official organizational event or sanctioned or approved by the organization.
- 3) The conduct was not required as a condition of membership in the organization.

**13. ILLEGAL OR UNAUTHORIZED POSSESSION/USE OF ALCOHOL AND DRUGS**

This includes the unauthorized use, possession, manufacturing or distribution of illegal drugs, controlled substances, look-alike drugs, narcotics or alcoholic beverages or being under the influence of the same. Prohibited conduct includes the use of a prescription drug if the prescription was not issued to the student and sniffing toxic vapors.

**14. ILLEGAL OR UNAUTHORIZED POSSESSION /USE OF WEAPONS**

Possession, use, control or distribution of any weapons, including but not limited to, firearms, pellet guns, air pistols/rifles, explosives, dangerous chemicals, knives, stilettos, dirks, brass knuckles, licensed weapons, objects or instruments possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon is prohibited.

**15. INDECENT OR OBSCENE BEHAVIOR**

Such behavior includes, but is not limited to, indecent exposure, urinating or defecating in public, voyeurism, etc.

**16. MISREPRESENTATION**

Includes representing or acting on behalf of the College or another individual when not authorized to do so.

**17. MISUSE OR UNAUTHORIZED POSSESSION OR USE OF PUBLIC OR PRIVATE PROPERTY**

Includes:

- 1) theft or the taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services.
- 2) destroying, damaging or littering of any property, conduct that defaces, destroys, damages, or litters any property of the College or any property of an individual or group whether on Campus or at a College function.

**18. OBSTRUCTION/ABUSE OF GRIEVANCE PROCEDURE**

Includes but is not limited to:

- 1) failure to comply with a summons of the Student Discipline Hearing Committee.
- 2) falsification, distortion, or misrepresentation of information to the Hearing Committee.
- 3) disruption or interference with the orderly process of a discipline hearing.
- 4) attempting to discourage an individual's proper participation in or use of the Student Discipline Grievance Procedure.
- 5) attempting to influence the impartiality of a member of the Student Discipline Hearing Committee prior to and/or after a Student Discipline Grievance Procedure.
- 6) verbal or physical harassment and/or intimidation of a member of Student Discipline Hearing Committee prior to, during and/or after a student Discipline Grievance Procedure.
- 7) failure to comply with decisions, recommendations or sanctions imposed by the Student Discipline Hearing Committee.
- 8) influencing or attempting to influence another person to commit an abuse of the Student Discipline Grievance Procedure.

**19. REFUSAL TO IDENTIFY AND/OR COMPLY**

Includes disobedience or insubordination toward College officials or designees acting in the performance of their duties. Students are required to produce identification for a College official when asked, specifically their student ID card.

**20. RIOTING**

Rioting is defined as engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on Campus, in areas proximate to Campus, or in any location when the riot occurs in connection with or in response to a GRCC-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of authorized personnel.

**21. SEXUAL ASSAULT AND SEXUAL MISCONDUCT**

Includes:

- 1) Any sexual act or attempt to engage in any sexual act with another person without the consent of the other person or, in circumstances in which the person is unable, due to age, disability, or chemical or other impairment, to give consent.
- 2) Any intentional intimate touching of another without the consent of the other person or, in circumstances in which the person is unable, due to age, disability, or chemical or other impairment, to give consent.

**22. TOBACCO FREE ENVIRONMENT POLICY**

Includes:

- 1) No person shall use, chew, smoke or sell tobacco products at any time or in any place on GRCC properties, including sidewalks within the boundaries of any GRCC campus. The policy shall extend to all properties owned, operated, leased or maintained by GRCC, including all Regional Centers, MTEC properties, Learning Corner properties and the McCabe-Marlowe House.

**23. STALKING**

Includes:

- 1) the willful, malicious or repeated harassment and/or following of another person that would cause a reasonable person to feel alarmed or to suffer psychological or emotional distress.
- 2) Cyber-stalking, also known as online harassment or electronic stalking, or persistent offensive, threatening communication through the Internet, via e-mail, chat rooms, instant messaging or through other electronic means.

**24. THREATENING BEHAVIOR**

Includes:

- 1) any written or oral communication, conduct or gesture, that is directed toward any member of the GRCC community including but not limited to students, faculty, employees, vendors, customers or guests, including to oneself, that causes a reasonable apprehension of physical harm to a person or property.

- 2) Interference by force, threat, harassment or duress with personal safety, academic efforts, employment, and/or participation in College- sponsored activities.

**Note:** A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.

### **25. UNAUTHORIZED ACCESS & USE OF FACILITIES AND SERVICES**

Includes:

- 1) unauthorized access or entry to College buildings, structures or facilities, information systems, or obtaining or providing to another person the means of such unauthorized access.
- 2) unauthorized possession, duplication or use of keys or access cards for any College property.
- 3) continued occupation of any College facility after being requested to leave by a College employee, official or designee acting in the performance of their duties.

### **26. VIOLATION OF COLLEGE RULES, PROCEDURES, & POLICIES**

Includes the violation of College rules, regulations, procedures and policies as promulgated in Institutional policy statements, whether published in hard copy or available electronically on the GRCC website.

### **27. VIOLATION OF LOCAL, STATE OR FEDERAL LAWS**

Includes engaging in conduct that violates any municipal or county ordinance, federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, arson, copyright, etc. (Requires conviction or no contest plea?)

## **Consequences of Non-Classroom and General Misconduct at GRCC**

The following sanctions may be imposed by the College for non-classroom and general misconduct:

- 1) Verbal reprimand by a College official of violation and possible consequences if misconduct continues.
- 2) Written reprimand from an authorized College official.
- 3) Disciplinary probation – A period of observation and review of conduct during which the student or recognized Student Organization must demonstrate compliance with College standards. Terms of this probationary period will be determined at the time probation is imposed.
- 4) Disciplinary suspension – The student or recognized Student Organization has temporary loss of student status for a specified length of time.
- 5) Permanent Expulsion – Is an act of terminating a student's enrollment at GRCC. This means the student may no longer participate in any GRCC activity or be on GRCC property owned, operated, leased, or maintained for any purpose.
- 6) Other Sanctions – Other sanctions may be imposed instead of, or in addition to, specific sanctions listed in this section. These may include, but are not limited to: recommendations for counseling, establishment of mandatory behavior

- conditions/contract-signing stating agreed-upon behavior expectations for continued enrollment or reenrollment; loss of access to college computers and/or network; a specific project designed to assist the student in better understanding the overall impact of his or her behavioral infraction; a contract of terms for restitution of damages/stolen property before enrollment is continued and/or records are released. Suspension without pay from his or her on campus job; prohibit participation in extra curricular activities or interscholastic or leadership positions, or community service.
- 7) Withdrawal Agreement – In certain cases where a student’s behavior and continued enrollment may adversely affect his or her well-being, the College and the student may agree to discontinue the student’s attendance at GRCC for a specified amount of time and agree to conditions for re-admittance to the College. In such instances, both the designated official and the student will sign a written Withdrawal Agreement.
  - 8) Loss of Recognition – GRCC student organizations may lose recognition and will be deprived of the use of College resources, the use of the College’s name, and the right to participate in College or campus-sponsored activities. This loss of recognition may be for a specific period of time or for an indefinite period of time until stated all conditions are met.

### ***Athletics Conduct***

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Student-athletes represent GRCC in special ways by bringing public and private recognition of the community to GRCC. Therefore, the Athletic Department imposes a higher standard of conduct on its student-athletes. The code set forth below indicates what criteria may be used to suspend or dismiss a student-athlete from an intercollegiate team.

- Athletes are required to abide by all local, state and federal laws, as well as GRCC rules and regulations.
- Team practice and game match rules and regulations are to be adhered to at all times.
- Athletes are to comply with reporting at a designated time for home athletic contests or departure to or from off-campus competitions unless they have received prior permission of the respective coach to alter their reporting time.
- Athletes are to adhere to rules regarding tardiness or absenteeism. More than two occasions of tardiness or absenteeism without prior approval of the coach for practice, team departure to any away contest/event, or sports medical treatment will subject the athlete to team suspension.
- Student-athletes must demonstrate high standards of sportsmanship and fair play while participating in an intercollegiate athletic program of the GRCC.
- Student-athletes must interact appropriately with teammates, coaches, sports medicine and support staff. Insubordination in dealing with the coaches, athletic administrative staff or sports medicine staff will be grounds for suspension or dismissal.
- Student-athletes must conduct themselves in a manner which brings credit to themselves, their teammates and the GRCC. Conduct or being involved in activities which could bring negative public opinion to the team or athletic department of GRCC is considered a violation of the Code of Conduct.
- Student-athletes are required to attend classes and study tables to maintain academic standards established by GRCC. Athletes who are put on academic, social or

disciplinary probation or suspension from GRCC are subject to suspension or dismissal from the intercollegiate team.

### **Consequences of Athletic Misconduct at GRCC**

A student-athlete who violates any one or a combination of the standards set forth in the GRCC Student Athlete Code of Conduct or the rules or regulations of GRCC is subject to temporary or permanent suspension or dismissal from the GRCC intercollegiate team as well as sanctions for general misconduct as set forth in this policy. Disregard of the criteria and standards set forth herein can affect the renewal of athletic financial aid for the student-athlete.

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## ***Student Organizations and Applicability***

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Unless otherwise stated, wherever this Code refers to "student," the same also applies to student organizations.

"Student Organization" means any group or organization of students that has obtained official recognition as a Student Organization from GRCC Student Life. Communications with Student Organizations will be directed to the president, principal officer, or other students designated by the group to act as an agent on behalf of the group.

### **Standard of Conduct**

Student Organizations are expected to adhere to the same standards of conduct applicable to individual students. Specific violations of these standards include, but are not limited to:

- 1) Violating or permitting members or their guests to violate, or failing to prevent when prevention was possible the violation of, this Code of Conduct or any applicable city, state, or federal law or regulation.
- 2) Violating or permitting members or their guests to violate, or failing to prevent where such prevention was possible the violation of any contract or other agreement between the student organization and the College.
- 3) Committing any act in violation of any policy, procedure or agreement, including the policies described in the most recent version of the Student Organizations Manual or another agreement between a student organization and a College official and department, as well as rules promulgated by appropriate College officials, and any other rules made applicable to student organizations.

### **Application of Policy**

- 1) Any violation of this Code of Conduct by one or more members of a Student Organization may constitute a violation by the organization itself. Where those administering the Student Code of Conduct conclude that there is sufficient connection between the acts of individual students and an organization to which they belong, sanctions may be imposed on the organization as well as any offending member. Conversely, when an organization has been found guilty of a Code offense, those administering the Student Code of Conduct may impose sanctions on some or all

members of that organization depending upon the degree of general participation in the offense.

- 2) In the event that a student or group is charged with an offense under this Code, it shall not be a defense that the Organization in question is one which is no longer recognized by the College as a result of its status being rescinded, revoked or suspended.

## **Membership**

Membership in a Registered Student Organization may not be restricted on the basis of race, creed, color, gender, age, religion, national origin, veteran status, handicap status, or sexual orientation.

A student may not impede or obstruct the College's suspension of a Student Organization by joining, becoming a member of, or in any way assisting or participating in a student organization that is currently on suspension from the College.

## **Discipline Grievance Procedure**

### ***Rules #8.7 Discipline Unrest***

The Dean of Student Affairs handles matters that require disciplinary action at Grand Rapids Community College. All students at the College are guaranteed due process (as defined below) in disciplinary matters. When a student has been charged with misconduct or an infraction of the College rules, the Dean of Student Affairs will confer with the student charged. The student will be informed of his/her right to have an advisor present during this conference. Pending action by the Dean on the charges, the status of a student will not be altered, nor will his/her right to be present on the campus and to attend classes be suspended, except for reasons relating to the safety and/or well being of other GRCC students, employees or property. The Dean shall be the person to make the decision to suspend with regard to safety or property. (See GRCC Student Code of Conduct).

Disciplinary actions taken by the Dean toward a student found responsible for misconduct or a violation of College rules may include, but are not limited to, one or more of the following: A) oral warning; B) written warning; C) reprimand; D) social probation; E) counseling assessment; F) requirement of restitution; G) community service; H) suspension from the College; and/or I) expulsion from College. Due process requires that the Dean notify the student in writing of the disciplinary action to be taken within five (5) school days\* of their final conference.

### ***Disciplinary Grievance Procedure:***

When misconduct results in a penalty and the student desires an independent review of the disciplinary action, the student, upon written request to the Dean of Student Affairs, may be granted a private hearing before the Hearing Committee. The request for the Hearing must be made within five (5) school days following the Dean's written notification of discipline to the student.

The Hearing Committee will consist of the following seven (7) personnel: 1) a member of the administrative staff, who has been appointed by the President and who shall chair the committee; 2) a member of the College staff appointed by the College President; 3) a member of the faculty appointed by the President of the Faculty Association; 4) a student representative appointed by the Associate Director of the Diversity Learning Center; 5) the President of Student Congress; and 6) two (2) diverse student representatives appointed by the President of Student Congress. The student shall receive the Hearing notice by first class mail with a return receipt requested. The student shall be given written notice of the time, date and place of the hearing, the reason for suspension or expulsion, a list of potential witnesses unless to do so would compromise their safety, and notice of the nature of the evidence.

***Discipline Hearings:***

Unless the law requires, the hearings are not open to the public. The hearings must begin within ten (10) school days of the student's request and proceed as promptly as possible. (The ten days may be extended by either the College or student upon mutual agreement.) The student may attend the hearing and present evidence and witnesses, and hear and question witnesses.

For the Hearing, a student is entitled to be accompanied by one advisor. The advisor may be an individual of the student's choice. The student may choose to have an attorney as his/her advisor but it shall be at his/her expense, and provided that at least 24 hours' prior written notification is delivered to the Hearing Committee Chairperson. The student's attorney or advisor shall have no role at the Hearing other than to advise the student. The advisor shall not be permitted to ask or answer questions or to make oral arguments. Questions from the student to witnesses will be directed through the Hearing Committee Chairperson. The student's unwillingness to answer questions regarding the incident will not be held against the student. A record of the hearing shall be made by a tape recorder and kept until the appeal procedures have been completed. No other recording devices will be allowed. A campus police officer will attend the hearing.

The decision of the Hearing Committee will be based solely upon matters introduced into evidence during the Hearing. A vote of four Committee members will be considered a majority decision and will be presented in writing to the student no later than five (5) school days after the conclusion of the hearing. The Committee shall provide input on the content of the letter. The student may appeal the Hearing Committee's decision in writing to the Provost of the College within five (5) school days of receiving it.

After reviewing the Hearing Committee's written decision, the Provost shall have five (5) school days to render a written decision to the student. The Provost's decision shall be final, binding and mailed to the student by first-class mail. NOTE: Students under 18 years of age who are involved in acts of violence, drugs, alcohol or sexual assault violations may have their parents notified by the Dean of Student Affairs.

\* School days are Monday through Friday excluding days when the College is not in session.

11/13/08