



**STUDENT CODE OF  
CONDUCT POLICY**

**OFFICE OF THE  
VICE PRESIDENT OF  
STUDENT DEVELOPMENT  
SERVICES**

# Student Code of Conduct Policy & Community Standards

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## **STUDENT CODE OF CONDUCT POLICY**

### **I. Statement of Expectation**

Each student of Pitt Community College is expected to conduct him or herself in accordance with the college policy to preserve PCC's safe and supportive learning environment. The term "student" includes all persons registered for or enrolled in one or more courses at PCC, either for credit or non-credit. Pitt Community College has the right and responsibility to take necessary and appropriate action to support and protect the health and safety of the college community.

Students have a responsibility to review the Student Code of Conduct Policy, and other policies, and to seek clarification, if necessary, from the Office of the Vice President for Student Development Services. The Student Code of Conduct Policy, and other related policies and procedures may be found in the General College Catalog & Student Handbook. This Policy addresses student conduct, and creates developmental learning opportunities in an effort to engage students in ethical decision-making.

In addition, various academic units and administrative departments have policies specific to their area of responsibility. PCC students are expected to abide by local, state and federal laws, as well as college policies. PCC has the discretion to proceed with disciplinary action under this Code, in addition to any criminal or civil judicial proceedings.

Application of the Student Code of Conduct Policy will be consistent with the following values: 1) to prevent and reduce behavior that undermines student success that negatively impacts the educational mission of PCC; 2) to improve the health and safety of the campus community; 3) to provide timely intervention, support, and resources for students and; 4) to address activities of a student that clearly conflicts with the College's mission.

### **II. Student Rights & Responsibilities**

All students are assured the following rights: 1) freedom to pursue their educational goals; 2) freedom to inquire, assemble, and express their opinions; 3) due process as provided in the fourteenth amendment of the US Constitution; 4) un-prejudicial evaluation of academic performance (all students are entitled to an explanation of the basis for grades); 5) the expectation of personal safety and protection of property while on campus; and 6) continuity of the educational process.

All students are expected to meet the following responsibilities: 1) follow the student conduct policy and observe College regulations and policies; 2) acquaint themselves with the criteria to meet graduation requirements of the College in his or her program; and 3) practice good citizenship.

### **III. Faculty & Staff Authority & Responsibility**

The primary responsibility for managing the classroom and campus facilities rests with the faculty and staff of Pitt Community College. If a student violates the Student Code of Conduct

Policy, the faculty or staff member is **required** to report these violations to the Office of the Vice President of Student Development Services via the [Student Code of Conduct Report Form](#).

The conduct adjudication process at Pitt Community College is administered by the following individuals:

1. Assistant Vice President of Student Development & Community Standards – students enrolled in a curriculum program, those identified as special credit students, and Pitt County Schools Early College High School students.
2. Dean of Continuing Education & Community Development – students enrolled in a Continuing Education program or enrolled in a continuing education course.
3. Director of Transitional Studies – students enrolled in either the Adult Basic Education, High School Equivalency (GED™ diploma), Adult High School or Basic Skills Plus program.

#### **IV. Prohibited Student Conduct**

Conduct for which students are subject to disciplinary sanctions includes but is not limited to:

1. Academic Dishonesty (aiding and abetting, cheating, and/or plagiarizing)
2. Alcoholic Beverage and Illegal Substances – Possession, sell, under the influence and/or use)
3. Canvassing
4. Coercing Behavior
5. Complicity (accessory, aiding and abetting, attempt, conspiracy, hiring, and/or willfully encouraging)
6. Computer Misuse (anonymous posts, degrading/disrupting, financial/commercial gain, illegal activity, inappropriate use, privacy invasion, unauthorized access/use, unwarranted use/display of inappropriate content, vandalism, and/or wastefully using finite resources)
7. Damage (College, employee, and/or student property)
8. Relationship/Dating Violence
9. Discrimination
10. Disruptive Behavior (excessive talking, learning environment, and/or syllabus violation)
11. Domestic Violence
12. Excessive Noise (driveways, hallways, parking areas, and/or walkways)
13. Facilities Misuse
14. Failure to Comply
15. False Information
16. Fighting
17. Gambling
18. Harassment (Non-sexual)
19. Hazing
20. Intimidating Behavior;
21. Peddling
22. Profanity

23. Sexual Misconduct (assault/battery, exploitation, harassment, non-consensual contact or intercourse)
24. Soliciting
25. Stalking
26. Theft (College, employee, and/or student property)
27. Threatening Behavior
28. Trespassing
29. Tobacco Use
30. Vandalism
31. Violent Behavior
32. Weapons (possession and/or use)

For alleged violations that are labeled with an asterisk (\*), these are considered as violations to the College's Title IX: Sex Discrimination & Sexual Misconduct Policy.

## **VI. Student Conduct in Online Courses, Discussions and Chat Rooms**

The instructor's responsibility for managing online student behavior is no different from managing student behavior in a traditional classroom setting. Disruptive, intimidating, or uncivil student conduct that interferes with classroom procedures, the presentation of the instructor or other students, and another student's right to pursue coursework in the online environment, is a violation of the Pitt Community College Student Code of Conduct Policy.

Instructors have ultimate control over online classroom behavior, and may temporarily dismiss or remove from the classroom any student engaged in disruptive conduct. Consideration of the temporary suspension from the class must be discussed with the Department Chair or Dean, and the Assistant Vice President of Student Development & Community Standards, and/or Vice President for Student Development Services before a student is permanently removed from the class for conduct reasons.

PCC Campus Police, or other appropriate law enforcement entities, should be informed immediately if an online student communicates a threat or discloses that they are considering harming themselves or others.

## **VI. Conduct Sanctions**

Students who are found responsible for violating the Student Code of Conduct Policy will be sanctioned. These sanctions are accompanied with a specific conduct status based on the nature of the violation. These conduct status' are as follows:

1. Conduct Warning
2. Conduct Probation
3. Conduct Dismissal (Suspension/Expulsion) - A student may be dismissed (suspended or expelled) from the College for conduct which is not in the best interest of the student, or of the College. Suspension is a temporary dismissal from the College for a designated period of time, which includes no trespassing on any sites operated by the College until the suspension term is complete, and the student disciplinary hold is removed. Expulsion is a permanent dismissal from the College, which includes no

trespassing on any sites operated by the College. Suspended students who successfully petition their return to the College are immediately placed on conduct probation. If a student is dismissed (suspended or expelled), notification will be provided to the following: the student, Campus Police, and the President's Leadership Team. The President's Leadership Team is also informed to share this information with employees within their respective divisions.

Students that are sanctioned may also be subject to restrictions, obligations, and/or assigned tasks specific to their conduct violations. These restrictions, obligations and/or assigned tasks include but are not limited to no trespassing, no-contact orders, restitution, educational tasks, community service, and counseling. Students who fail to comply with the sanction guidelines that have been issued will have a disciplinary hold placed on their account, until their sanction(s) are complete.

## **VII. Due Process**

All students are entitled to due process. Due process provides students with the following rights:

1. Be advised in writing of all alleged violations.
2. Be advised of the identity of the individuals who will be present at the hearing.
3. Be informed of any evidence provided at any stage of the investigation.
4. Be provided written notification of the charges at least two (2) business days prior to any hearing or administrative review on the charge.
5. If a student is a minor, a copy of the written notification shall be sent to the parents/guardians of this student.
6. Inform the student that he/she is presumed not responsible until proven responsible by the preponderance of the evidence.
7. Request a delay of the hearing for extenuating circumstances only, which will be granted at the discretion of the Hearing Officer.
8. Admit responsibility for any, or all of the violations.
9. Present relevant evidence and witnesses.
10. Request an alternate Hearing Officer with the same disciplinary authority as the initial Hearing Officer, if it can be proven that there may be bias.
11. Appeal a decision based upon the guidelines stated in the outcome correspondence received by the student.

Please note that these rights concerning due process are subject to differ from those incidents of alleged sexual misconduct. For more information, please review the Title IX: Sex Discrimination and Sexual Misconduct Policy.

Although students have rights throughout due process, the following responsibilities are expected:

1. The responsibility to be honest and direct in communicating with individuals involved in the process.
2. The responsibility to review pertinent conduct policy and procedures, and to seek clarification if necessary.

3. The responsibility to respond in a timely manner to PCC's requests for information, to promptly attend or schedule meetings when requested, and to arrive on time for scheduled meetings.
4. The responsibility to provide the Hearing Officer with pertinent information that could be considered in the review of the alleged violation(s).
5. The responsibility to participate in the conduct process in a manner that is civil and respectful.

### **VIII. Grade Appeals**

Appeals for grades are not grievable unless the grade was determined by arbitrary, capricious, discriminatory, or otherwise unreasonable means. Students must provide sufficient evidence to support an appeal for a grade change. This appeal must be done within 10 days of receipt of the grade.

### **IX. Conduct Appeals**

Students who question the fairness of the disciplinary action taken against them are entitled to submit an appeal. This process is ignited via submission of a written appeal to the official listed in the student's conduct outcome correspondence. The provisions of the appeal process will be applicable to all actions involving warning, probation and dismissal (suspension/expulsion).

Students who appeal the initial sanction issued by the Assistant Vice President of Student Development & Community Standards are instructed of their right to appeal with the Vice President of Student Development Services within 10 business days.

Students who appeal the initial sanction issued by the Dean of Continuing Education & Community Development, or the Director of Transitional Studies, are instructed of their right to appeal with the Assistant Vice President of Student Development & Community Standards within 10 business days.

Students who appeal sanctions of conduct warning and conduct probation may have their request granted, but it is not guaranteed. This decision will be made within the Office of the Vice President of Student Development Services, and if granted, the Hearing Officer's decision is considered final.

Students who appeal sanctions of conduct dismissal (suspension or expulsion) may be provided the opportunity to present their case to the Judicial Review Board, but is not guaranteed. This decision will be made within the Office of the Vice President of Student Development Services. If a hearing is granted, the Board's decision is considered final.

### **X. Judicial Review Board & Hearing Process**

In an effort to share the responsibility and ensure the due process that all students have a right to, there are also formal judicial board hearings. This Board is composed of two separate entities, which are tied to specific violations. The Judicial Review Board for violations of non-sexual misconduct are composed of the Board Chair, faculty, staff, as well as students. The Judicial

Review Board for violations of sexual misconduct are composed of the Board Chair, faculty and staff. This board also includes a host of alternates in the event there is a conflict of interest, including representatives from each of the College's academic divisions.

Service on this Board has no term limit however, if one agrees to participate and at any point would like to be removed from the Board, they may. Upon acceptance to serve on this committee, members will participate in an official judicial board training.

Complainants and Respondents involved in the judicial review board process must be aware of the following:

1. All participants are asked to familiarize themselves with the College's Student Code of Conduct Policy printed in the Pitt Community College General Catalog.
2. Participants and Board members will be informed of the convening of a Judicial Review Board hearing no less than 10 business days of the scheduled hearing.
3. The purpose of the hearing is to address a student's potential sanction of conduct dismissal (suspension or expulsion).
4. If participants are unavailable to attend this hearing, they are required to request a reasonable postponement by contacting the Office of the Vice President of Student Development Services in writing no less than five (5) business days prior to the hearing. This request should include a justifiable explanation for this request, as well as an alternate date and time. The approval of this postponement will be determined by the Office of the Vice President of Student Development Services. If the postponement request is not received by this deadline, the Judicial Review Board Hearing will continue as scheduled and a determination will be made in the participant's absence.
5. If participants have any witnesses that will testify on their behalf relating only to the appeal in question, participants are required to submit those names to the Office of the Vice President of Student Development Services no later than five (5) business days prior to the hearing, including the nature of his/her testimony.
6. Participants have the right to bring an advisor/consultant to the hearing. This individual may not speak on the participants behalf; their role is only to counsel, advise and support. Participants are required to submit those names to the Office of the Vice President of Student Development Services no later than five (5) business days prior to the hearing.
7. Please note that the conduct sanctions that have been previously applied prior to the board hearing will remain until told otherwise based on the outcome of the hearing.
8. Participants will be notified of the Board's outcome no later than three (3) business days of the conclusion of the hearing. The Judicial Review Board's decision is considered final.

## **XI. Judicial Review Board Hearing Script**

During a Judicial Review Board hearing, a script is drafted in order for the Board Chair to facilitate the meeting. The Judicial Review Board Hearing Script will be provided to all participants no later than five (5) business days of the convening of a Judicial Review Board Hearing.



For any questions regarding the Judicial Review Board or the judicial review board hearing process, please contact the Office of the Vice President of Student Development Services.

## **XII. Petition to Re-enroll**

Students who seek to re-enroll after being dismissed from the College must petition for their return. The timeline in which a student may petition is listed in the dismissal correspondence issued to the student. This student requesting to return to PCC must submit his petition in writing at least two weeks prior to your anticipated clearance date. This petition should address the following: (1) why the student wishes to be cleared, (2) what the student has been doing with their time during their separation from the College, (3) what the student has learned about themselves while being separated from the College, and (4) what the College can expect moving forward from the student. This petition must be submitted in writing to the Office of the Vice President of Student Development Services. All students who are cleared to return to the College will return on conduct probationary status.

## **XIII. College/Workplace Anti-Violence Policy**

Safety and security of all students, staff, faculty and customers is a primary concern of Pitt Community College. Therefore, acts of violence made by or against any of the aforementioned will not be tolerated. Students, staff, faculty and customers committing acts or threats of violence will be subject to disciplinary action that may result in dismissal/suspension from the college and/or having privileges suspended.

Pitt Community College has a zero tolerance for violence and therefore prohibits the following behaviors:

1. Any act or threat of violence made by an employee, student or customer against another;  
or
2. Any act or threat of violence, including, but not limited to, intimidation, harassment, or coercion; or
3. Any act or threat of violence which endangers the safety of employees, customers, vendors, contractors, or the general public; or
4. Any act or threat of violence made directly or indirectly by words, gestures, or symbols;  
or
5. Use or possession of weapons on the college campus.

## **XIV. Firearms Policy**

In accordance with NCGS 14-269.2(k), a firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; and
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; and

3. The handgun remains in either a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; and
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; and
5. The firearm remains in the closed compartment at all times.

## **XV. Substance Abuse and Communicable Disease Policy**

Pitt Community College recognizes its responsibility to provide:

1. A wholesome environment of health education awareness for students, faculty, and staff; and
2. A climate which discourages alcohol and substance abuse and the spread of communicable diseases; and
3. The implementation of those measures which foster good school/community relations in the pursuit of maximized learning experiences for all its students.

Pitt Community College will conduct educational programs as needed to inform students, staff, and faculty about substance abuse and communicable diseases, including warning signs and preventive measures.

The educational program may include, but not limited to, written publications, audio and video presentations, guest speakers, seminars, workshops, health fairs, and other similar publications and activities.

The College will also appoint a task force, as needed, composed of representatives from all segments of the institution, to advise and assist in implementing policies, programs, and procedures in support of these endeavors.

Substance abuse assistance will focus on actions such as:

1. Providing existing human resources for early intervention for individuals with chemical problem,
2. Offering educational drug abuse prevention programs,
3. Referring persons needing assistance to existing community agencies, while preserving the dignity of the individual and the confidentiality of their student record, and
4. Referring students exhibiting erratic and/or disruptive behavior to the Office of the Vice President of Student Development Services where students will be subject to disciplinary action.

The possession and/or use of any drug as defined under the North Carolina Controlled Substance Act, G. S. 89-90 through G.S. 90-94 in or on any part of the Pitt Community College campus will not be tolerated. For any infraction which is a violation of Federal or N.C. Law student will be turned over to local authorities. Policies regarding communicable diseases are as follows:

1. Persons infected with a communicable disease will not be excluded from enrollment or employment or restricted in their access to college services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the health and safety of the individual or to the health and safety of other members of the College community.
2. Any student, college employee (either full-time or part-time) and any employee of contractors or contracted services who knows or has reasonable basis for believing that he or she is infected with a communicable disease has the responsibility of reporting this fact on a confidential basis, to the appropriate supervisor.
3. Persons who know or have reasonable basis for believing that they are infected with a communicable disease are expected to seek expert advice about their health circumstances and are obligated ethically and legally to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the community.
4. The College will widely publicize and carefully observe the safety guidelines established by the U.S. Public Health Service and the Centers for Disease Control and Prevention for the handling of blood and other body fluids and secretions in all areas of the College where such fluids or secretions may be encountered.

## **XVI. Tobacco Use Policy**

It is the policy of Pitt Community College that smoking, the use of smokeless tobacco, and unregulated nicotine products (i.e. “e-cigarettes”) are prohibited on all sites operated by Pitt Community College, including vehicles.

## **XVII. Canvassing, Peddling, and Soliciting Policy**

Canvassing, peddling, and soliciting are not allowed on the PCC campus. Door to door sales, distribution of handbills, and placement of materials on automobiles are not allowed on the PCC campus.

Student organizations must request permission from the Office of the Vice President of Student Development Services to hold special sale campaigns, solicitation activities, or to post materials on the campus. Non-student organizations or individuals must request permission from the Office of the Vice President of Administrative Services to conduct similar activities.

## **XVIII. Behavioral Intervention Team (BIT)**

Pitt Community College's Behavioral Intervention Team (BIT) is established to investigate upon information on signs of a potential threat displayed by students at Pitt Community College and/or citizens on any sites operated by our institution. These threats must be either imminent (about to happen), capricious (subject to, led by, or indicative of a sudden, odd notion or unpredictable change; erratic), or arbitrary (subject to individual will or judgment without restriction; contingent solely upon one's discretion).

Behavioral Intervention Team members are selected for their expertise and are trained in key areas to address a response to extreme abnormal behaviors that may be otherwise identified as a

threat to the College community. Any suggestions or recommendations made by committee members will be taken into consideration based upon their expertise, and leaning on that expertise immediate action will follow.

The Behavioral Intervention Team is a cross-unit group whose members consist of College staff from Campus Police, Counseling Services, Disability Services, and Student Conduct.

If you have a concern of an immediate threat, please call Campus Police at 252-493-7777.