

Student Code of Conduct and Due Process  
With Regard to Discipline Other Than Academic

PREAMBLE

Monroe County Community College is committed to maintaining a teaching and learning environment that fosters critical thinking, creativity, personal integrity and positive self-esteem. The intent of this document is to define a collegiate standard of behavior and to describe the actions to be taken if a person disregards this standard.

Rights and Responsibilities

Students have the rights and accept the responsibilities of participating in the educational process when they participate in any course, seminar or activity sponsored by MCCC. Each student is expected to respect the rights of others and to help create a positive environment where diversity of people and ideas is valued and tolerated. A collegiate community should be free from intimidation, discrimination, harassment and violence. Students are expected to know and obey federal, state and local ordinances, as well as College policies and procedures.

Code of Conduct

Students at MCCC are expected to show respect for order, law, the rights of others and the mission of the college, as well as to maintain standards of personal integrity.

Behavior that violates these standards includes, but is not limited to:

1. Obstruction or disruption of teaching, administration, or other normal College operations or activities.
2. Dating violence, domestic violence, stalking, and sexual assault.
3. Failure to comply with directions of College officials, security, or other law enforcement officers while acting in the performance of their duties.
4. Direct or indirect threats to the health or safety of others.
5. Illegal use, possession or distribution of alcoholic beverages, narcotics, or controlled substances, or public intoxication.
6. Theft or destruction on College property.
7. Unauthorized entry or use of College facilities.
8. Misuse of College or personal technology or violation of the Acceptable Use Policy.
9. Harassment or discrimination.
10. Possession of firearms, explosives, chemicals or other dangerous weapons.
11. Conduct which is disorderly, lewd or indecent.

DISCIPLINARY PROCEDURE

Action by the Vice President of Student and Information Services may be initiated upon his/her knowledge of any student conduct considered to be unsatisfactory. Action will also be initiated upon the receipt of a written statement from any Monroe County Community College employee who reports that a student's conduct has been unsatisfactory. The Vice President of Student and Information Services will then:

1. Notify the student in writing within \*five (5) working days of the complaint filed against him/her, and/or arrange for a conference with said student.

2. Meet with the student whose conduct has been accused of being unsatisfactory.
3. Make a decision of what disciplinary status to impose upon the student based upon the severity of the problem:
  - a. Warn the student that past conduct or behavior has not been satisfactory and/or
  - b. Curtail specified privileges for a designated period of time and/or
  - c. Have the student make financial restitution to the College and/or
  - d. Dismiss or suspend the student from the College.
4. Send a certified letter within \*five (5) working days to let the student know what disciplinary action will be taken and that he/she can appeal the decision.

#### APPEALS

A student may appeal the decision rendered by the Vice President of Student and Information Services and request a review by the College President. The appeal must be initiated \*five (5) working days of the Vice President's decision. After review, the President's decision is final and binding.

\*All procedural timelines may be adjusted by the Vice President in the interest of facilitating due process and fairness.