

6.7.2.p2. OFTC Student Code of Conduct Procedure

Student Rights and Responsibilities

Oconee Fall Line Technical College (OFTC) promotes a climate of academic honesty, critical investigation, strong work ethic, intellectual freedom and freedom on individual thought and expression consistent with the rights of others. OFTC is a student-centered organization which provides students with a full range of educational opportunities while maximizing their chances of success. Specifically, OFTC strives to provide students with opportunities to pursue educational programs and services that assist them in clarifying and attaining their career goals.

Student Rights

Oconee Fall Line Technical College students have the right to:

1. be free of discrimination based on race, color, national origin, gender, disability, religion, or any other applicable legislated category.
2. be safe on OFTC's property.
3. have the occupational skills, technology, equipment, and resources available to ensure success upon graduation.
4. have access to program advisors.
5. receive due process when accused of any violations of college regulations or conduct code.
6. have adequate access to properly equipped labs.
7. have privacy regarding personal information in accordance with the Family Education Rights and Privacy Act.
8. evaluate college facilities and services provided by faculty and staff.

Student Responsibilities

Oconee Fall Line Technical College students are responsible to:

1. respect fellow students, faculty, and staff regarding their opinions.
2. respect OFTC's equipment, facilities, and persons, as well as the property of others.
3. take responsibility for learning and communicate specific learning needs.
4. adhere to program requirements and to follow the prescribed curriculum as outlined in the OFTC catalog.
5. actively seek out advisors and other support services that are available.
6. always work to the best of one's abilities and communicate the need for adequate access to properly equipped labs.
7. accept responsibility for one's actions.
8. seek evaluation/feedback from instructors and peers.
9. adhere to OFTC's policies and procedures.
10. participate freely and willingly in learning activities using diverse instructional strategies.

11. adhere to standards and policies as set by the OFTC Board, TCSG, OFTC administration, faculty and staff including general classroom guidelines and protocol.
12. take responsibility for attending classes, being prepared for class, and for following other guidelines as prescribed by instructors.

Definitions

1. Faculty Member: any person hired by Oconee Fall Line Technical College (OFTC) to conduct teaching, service, or research activities.
2. Hearing Body: as defined in the Student Disciplinary Procedure.
3. Member of the OFTC community: any person who is a student, faculty or staff member, contractor, technical college official, or community member
4. Policy: the written regulations of OFTC as found in, but not limited to, the Student Code of Conduct, Student Handbook(s), Residence Hall Handbook(s), Technical College Catalog(s), OFTC Procedure Manual, and the Policy Manual approved by the State Board for OFTC System of Georgia.
5. Student: all persons taking courses at OFTC, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with OFTC are also considered "students."
6. System: the Technical College System of Georgia or TCSG.
7. OFTC Official: any person employed by OFTC performing assigned responsibilities on a part-time, full-time or adjunct basis.
8. Premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by OFTC (including adjacent streets and sidewalks).

Procedures

Proscribed Conduct

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the Student Disciplinary Policy and Procedure.

Academic

The Deans for Academic Affairs and the Vice President for Academic Affairs have jurisdiction over the enforcement procedure of the Code of Conduct as it relates to academic misconduct and follow Oconee Fall Line Technical College's Academic Misconduct Procedure. The Deans for Academic Affairs may determine that the academic misconduct violation is so severe that a complaint will be filed against the student(s), and the Dean for Student Affairs will implement the student disciplinary procedure.

Academic Misconduct Definitions

Academic Misconduct includes, but is not limited to, the following:

Knowingly helping, procuring, encouraging, or otherwise assisting another person to engage in academic misconduct.

Cheating

- a. Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade, such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- b. Obtaining assistance with, or answers to, an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- c. Furnishing assistance with, or answers to, an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- d. Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
- e. Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
- f. Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- g. Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- h. Obtaining teacher edition text books, test banks, or other instructional materials that are only intended to be accessed by technical college officials, college administrators, or faculty members.

Fabrication

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

Plagiarism

- i. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
- j. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- k. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing from collaborators.

Non-Academic Misconduct includes, but is not limited to, the following:

1. Behavior

- a. Indecent Conduct: lewd, or indecent conduct; or distribution of obscene or libelous written or electronic material.
- b. Violence: physical abuse of any person (including dating violence, domestic violence, or sexual violence) on technical college premises or at technical college-sponsored or technical college-supervised functions, including physical actions that threaten or endanger the health or safety of any such persons. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence that endangers the peace, safety, or orderly function of OFTC, its facilities, or persons engaged in the

business of OFTC. Note: certain physical abuse may also be considered unlawful harassment.

- c. Harassment: Harassment: Harassment: any act, comment, behavior, or clothing which is of a sexually suggestive, harassing, offensive, or intimidating nature. The technical college prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment or (3) ability to participate in an educational program or activity. The technical college also prohibits stalking, or behavior which in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment. (This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications.) Impermissible harassment may include verbal, non-verbal and/or physical conduct. If, in the opinion of technical college officials, clothing and/or behavior (including the presence of gang colors, signs, and/or symbols) are threatening, intimidating, or offensive in nature, sanctions may be imposed immediately.
- d. Disruption: prohibits activities not otherwise protected by law including the First Amendment of the Constitution of the United States of America, which intentionally obstruct or interrupt teaching, research, administration, disciplinary proceedings, or other technical college activities, including public-service functions, and other duly authorized activities on technical college premises or at technical college-sponsored activity sites
- e. Failure to Comply: Failure to comply with directions of technical college officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism

Personal Appearance:

Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training.

- 1) Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.
- 2) The wearing of work-related headgear is restricted to department area in which the student is enrolled. An exception will be made to this policy if the headgear is part of an OFTC recognized uniform such as the nurse cap. It is inappropriate for

headgear (baseball caps, stocking caps, etc.), with the exception of religious headgear, to be worn indoors by either male or female students.

- 3) A primary mission of OFTC is to prepare students for workplace success; appearance is a major concern employers identify as an area of needed emphasis. OFTC trains for professions; therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of the person's longest fingertips when arms are extended to the side. The wearing of distracting clothing includes but is not limited to the following: wearing pants or skirts or other clothing three inches or more below the top of the hips (crest of the ilium) showing skin or undergarments; wearing clothing with cut outs, tanktop style shirts, mesh shirts (see-through); and wearing halter tops, tube tops, badges, insignia, or shirts with offensive, obscene, or abusive language. These styles are not permitted anywhere on campus. Dress should at all times be neat.

(no cut-offs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste. At no time will exposed midribs be allowed. The exposure of bare buttocks, bare chest, or bare feet is prohibited. Students at all times should observe generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students in class and clinical/practicum settings.

3. Use of Technical College Property

- a. Theft and Damage: prohibits theft of, misuse of, or harm to technical college property, or theft of or damage to property of a member of OFTC community or a campus visitor on technical college premises or at a technical college function.
- b. Occupation or Seizure: prohibits illegal occupation or seizure in any manner of technical college property, a technical college premises, or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. Presence on OFTC Premises: prohibits unauthorized entry upon technical college premises; unauthorized entry into technical college premises or a portion thereof which has been restricted in use; unauthorized presence in technical college premises after closing hours; or furnishing false information to gain entry upon OFTC premises.
- d. Assembly: prohibits participation in or conduction of an unauthorized gathering that threatens or causes injury to person or property or that objectively interferes with free access to technical college facilities or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of OFTC.
- e. Fire Alarms: prohibits setting off a fire alarm, using or tampering with any fire safety equipment on technical college premises or at technical college-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building, unless otherwise directed by a technical college official.

- f. Obstruction: prohibits obstruction of the free flow of pedestrian or vehicular traffic on technical college premises or at technical college-sponsored or supervised functions.

4. Drugs, Alcohol and Other Substances

- a. Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over-the-counter)
- b. Alcohol: Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student-sponsored function. Students being in a state of intoxication on technical college premises or at technical college-sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic-sponsored programs or activities or in a technical college-owned vehicle is prohibited.
- c. Controlled substances, illegal drugs and drug paraphernalia: OFTC prohibits possession, use, sale, or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence that may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- d. Food: OFTC prohibits eating and/or drinking in classrooms, shops, and labs or other unauthorized areas on technical college premises, unless otherwise permitted by technical college officials.
- e. Smoking/Tobacco: OFTC prohibits smoking or using other forms of electronic, alternative smoking devices or other tobacco products on technical college premises and adjacent areas of the campus(es). This includes all indoors and outdoor areas that are owned and leased by the college, including but not limited to, all buildings and facilities, outdoor areas as well as the surrounding edges, parking lots, and vehicles on campus.

5. Use of Technology

- a. Damage and Destruction: Destruction of or harm to equipment, software, or data belonging to OFTC or to others is considered unacceptable usage. This may include altering, downloading, or installing software on technical college computers, tampering with computer hardware or software configuration, improperly accessing OFTC's network, and disconnecting technical college computers or devices.
- b. Electronic Devices: Unless otherwise permitted by technical college officials, OFTC prohibits use of electronic devices in classrooms, labs, and other affiliated facilities on technical college premises. Such devices include, but are not limited to, cell phones, beepers, push-to-talk devices, cameras, gaming devices, and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. OFTC also prohibits attaching personal electronic devices to college computers under any circumstances.
- c. Harassment: The technical college prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin,

gender, religion, disability, age, political affirmation or belief, genetic information, disabled veteran, veteran of the Vietnam Era or citizenship status.

- d. Unacceptable Use: Use of computing facilities to interfere with the work of another student, faculty member, or technical college official. This includes the unauthorized use of another individual's identification and password.

OFTC prohibits any additional violation to the Department's Acceptable Computer and Internet Use Policy.

6. Weapons

The TCSG and OFTC are committed to providing all employees, students, volunteers, visitors, vendors and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on college building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii)

O.C.G.A. § 16-7-80

O.C.G.A. § 16-7-81

O.C.G.A. § 16-7-85

O.C.G.A. § 16-11-121

O.C.G.A. § 16-11-125.1

O.C.G.A. § 16-11-126

O.C.G.A. § 16-11-127

O.C.G.A. § 16-11-127.1

O.C.G.A. § 16-11-129 O.C.G.A. §
16-11-130

O.C.G.A. § 16-11-133

O.C.G.A. § 16-11-135

O.C.G.A. § 16-11-137

O.C.G.A. § 43-38-10

7. Gambling

TCSG and OFTC prohibits the violation of federal, state, or local gambling laws on technical college premises or at technical college-sponsored or supervised activities.

8 .Parking

Students must follow regulations set forth for the operation and parking of motor vehicles on or around OFTC's premises. There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares, emergency lanes or in the grass is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe this parking code may result in the vehicle being towed away at the owner's expense

9. Financial Irresponsibility

OFTC prohibits the theft or misappropriation of any technical college, student organization, or other assets.

10. Violation of TCSG Policy and Procedure or OFTC Procedure

Violation of System or OFTC policies, rules, or regulations include but are not limited to rules imposed upon students who enroll in a particular class, internship, externship, practicum, clinical site, co-operative, any academically sponsored program or activity or student organization.

11. Aiding and Abetting

Aiding, abetting, or procuring another person to do an activity that otherwise violates this Code of Conduct is prohibited.

12. Falsification of Documentation

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to the technical college either to the technical college or to others in the community, including, but not limited to falsification of: technical college transcripts; transcripts or other documentation from other institutions to obtain credit from or admission to the technical college; technical college report cards or other grade reports; documentation related to a student's citizenship status; tests, homework, attendance records; signature of any technical college employee in his or her official capacity; signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with the technical college or records related to any clinical, internship or other academic activity associated with the technical college.

13. Violation of Law

- a. If a student is convicted or pleads Nolo Contendere to an on-campus or off-campus violation of federal, state, or local law, but has not been charged with any other violation of the Student Code of Conduct, disciplinary action may nevertheless be taken and sanctions imposed if the violation of federal, state or local law is detrimental to OFTC's vital interests and stated mission and purpose.
- b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution.

Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

- c. When a student is charged by federal, state, or local authorities with a violation of law, OFTC will not request or agree to special consideration for that individual because of his/her status as a student. OFTC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

14. Abuse of the Student Judicial Process includes but is not limited to the following situations:

- a Failure to obey the notification of the Dean for Student Affairs, Hearing Body, Appellate Board, or Technical College Official.
- b Falsification, distortion, or misrepresentation of information in a judicial proceeding.
- c Disruption or interference with the orderly conduct of a disciplinary proceeding.
- d Initiating a disciplinary proceeding knowingly without cause.
- e Attempting to discourage an individual's proper participation in, or use of, the disciplinary process.
- f Attempting to influence the impartiality of a member of a Hearing Body, or Appellate Board prior to, and/or during the course of, the disciplinary proceeding.
- g Harassment (verbal or physical) and/or intimidation of a member of a Hearing Body, or Appellate Board prior to, during, and/or after a disciplinary proceeding.
- h Failure to comply with the sanction(s) imposed under the Student Code of Conduct.

Record Retention

Documents shall be held for no less than three (3) years after the graduation of the student or the date of the student's last attendance

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