

Treasure Valley Community College Student Rights, Freedoms, and Responsibilities

Treasure Valley Community College (TVCC) resolves to provide an atmosphere conducive to academic success and campus involvement without external pressure, interference or disturbance. Students have the responsibility to obey and follow College policy and procedures, federal and state statutes and city ordinances, to respect the rights of others, to fulfill academic requirements of their courses, to contribute to a positive, productive learning environment at the College, and to take responsibility for personal decisions and conduct. The following rights and responsibilities apply to all registered students.

The prescribed document adopted by the Board of Education as an Administrative Regulation is the "Students Rights, Freedoms and Responsibilities," (SRF&R) policy that should be exercised responsibly by students, staff, administration and faculty at Treasure Valley Community College.

The basic purpose of the Student Rights, Freedoms, and Responsibilities Administrative Regulation is to:

1. Recognize fundamental provisions for student rights and freedoms in an academic setting.
2. Identify student responsibilities and conduct guidelines while clarifying the process for resolution to alleged violations.

Students enrolled at Treasure Valley Community College extension centers will enjoy the same rights and responsibilities as the students at the Ontario campus and must comply with the Student Rights, Freedoms, and Responsibilities and follow the same guidelines established herein.

Copies of the Student Rights, Freedoms, and Responsibilities may be obtained online at www.tvcc.cc or at the Student Services office of Treasure Valley Community College located at 650 College Blvd. Ontario, OR 97914. Copies of the Student Rights, Freedoms, and Responsibilities at extension sites are located at the main service area at the respective sites.

Freedom of Discrimination and Access to Higher Education:

TVCC maintains an environment of learning and work that is free of unlawful discrimination. In compliance with state and federal laws, Treasure Valley Community College does not discriminate on the basis of race, religion, color, national origin, age, gender, veterans' status, sexual orientation, gender identity, pregnancy, familial relationship, citizenship status, marital status or physical or mental disability in employment, or in any of its educational programs, or in the provision of benefits and services to students. Treasure Valley Community College shall be open to all applicants who are qualified according to current admission requirements.

Providing access to education and campus facilities.

1. The college shall be open to applicants who are qualified according to current admission requirements within the limits of its resources and facilities.
2. Students have the right to be informed about class requirements and college policy and procedures. Students' access to education shall not be inhibited by prejudiced or capricious academic evaluation.

3. Students have the right to participate in evaluations of programs, course content and educational objectives (when applicable) through the Student Government appointed representation in the governance process.
4. If a student is charged with a violation of law not related to his/her activities on campus, the matter shall be of no disciplinary concern to the college, unless the student is incarcerated and cannot comply with educational requirements. If the student's violation of the law not related to his/her activities on campus violates an established and approved TVCC agreement with their particular activity (i.e. athletics, clubs/organizations etc.) it shall be handled appropriately by the advisor to that organization and the Student Conduct Officer.
5. Students, official clubs/organizations may use available college facilities for events and activities that are appropriately sponsored and approved according to college policy and procedures. Facilities and services of the college will be open to all of its enrolled students, provided the facilities and services are used in a manner appropriate to the academic and student life community and in compliance with college procedures.

Access to Student Records

Inspection of Records

1. All students shall have the right of access to their personal educational records through written request to the Vice President of Student Services of Treasure Valley Community College. Requests shall be processed within five (5) working days of the request.
2. A student may request to change or modify the information in his/her individual record(s) by providing the Registrar (or the appropriate campus official) with new information in writing. The Registrar (or the appropriate campus official), within a reasonable time, will notify the student whether the records will be modified.
3. Students also have the right to request a hearing in writing with the Vice President of Student Services and Registrar (or the appropriate campus official), should they choose to challenge the content of educational records. A request can be made to insure that the records are accurate, not misleading, or in violation of their privacy or other rights. Hearings must be convened within five (5) working days of the written request.
4. The Registrar (or the appropriate campus official) maintains a permanent record of student transcripts and provides for retention of permanent records in a manner secure from accidental destruction or intentional tampering.

Release of Information

In compliance with the Family Educational Rights and Privacy Act (FERPA), it is the policy of TVCC not to release information other than directory information about enrolled students without written permission of the student. However, the college will release in accordance with the law, enrollment verification and dates of enrollment, verification of certificate or degree earned and date of graduation, participation in intercollegiate sports, including athletic statistics and honors awarded.

1. A student may request in writing, that "directory" information not be released. The Registrar (or the appropriate campus official) will set the privacy flag in the student record to provide warning not to disclose directory information.
2. College staff may access student records to facilitate the educational process or provide services, advising, and accomplish college functions. The Registrar (or the appropriate campus official) or his/her designee will, using professional judgment, release student record information to other college staff (as "education officials") with a legitimate educational need.
3. A parent or legal guardian for whom the student is a dependent or persons with a written release from the student may request in writing to inspect official academic records. Upon presentation of acceptable identification, including student ID card or valid driver's license, to the Registrar (or the appropriate campus official) or her/his designee in the Student Services Office. The school official will verify the identification, dependency status, or signature. The college will assess a fee for the copies as appropriate and provide access to the student's own records within five (5) working days.
4. Another school or institution, where the student intends to enroll, may request the transfer of student records. The Registrar (or the appropriate campus official) will make a reasonable effort to notify the student at the student's last known address.
5. Other authorities may request student record information under federal or state laws or legislative directive with responsibility to conduct audits, accreditation, program reviews or reports, or to fulfill other legal requirements. The Registrar (or the appropriate campus official) will send a copy of any court order or subpoena and relevant records to the student at the last known address, as appropriate, and provide the authorities with the required student record information under the relevant laws, directives or other legal requirements.
6. Researchers may request student record information for legitimate academic research. The Registrar (or the appropriate campus official), within a reasonable time, will supply the requested information provided that no personally identifiable information is revealed. Personally identifiable information may be provided to other organizations operating under the same federal or state laws as the college in accordance with the requirements of the state or federal government.
7. Any person may request "directory information." The Registrar (or the appropriate campus official) will provide student record information, unless the student has requested that no information be released.
8. In an emergency, designated college employees may use their professional judgment to release student record information and student location on campus.

Protection of confidential student records and information.

Student records and information are protected and governed by federal and state laws and the college's Student Records Policy and Guidelines.

Students are given **Protection Against Improper Disclosure** at Treasure Valley Community College. Information about student views, beliefs, private activities, and political associations which is acquired or learned by college employees in the course of work is to be treated with professional judgment and confidentiality.

The Family Educational Rights and Privacy Act (FERPA) of 1974 will insure the privacy of student education records. The intent of the legislation is to protect the rights of students and protect the privacy and accuracy of education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

Freedom of Inquiry and Expression:

Free inquiry and free expression are essential attributes of a community of scholars. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus, through involvement in college sponsored clubs/organizations and activities/events, and in the community at large. The responsibility to secure and respect general conditions conducive to learning and involving the freedom to learn is shared by all members of the college community. Students should strive to develop the capacity for critical judgment and the ability to engage in a sustained and independent search for truth, while endeavoring to exercise their freedom with maturity and responsibility. As students undertake the task of fulfilling the obligations and duties outlined in this document, the college community of which they are a part undertakes to respect the basic freedoms of inquiry and expression of students.

1. Students are free to take reasoned exception to the data, information or views presented in any course of study and to reserve judgment about matters of opinion. Regardless of the differences in opinions and views expressed, students are still responsible for achieving the specified course objectives and learning outcomes even if they disagree with the course content.
2. Students and student organizations will be free to examine and discuss all items of interest and to express opinions publicly and privately. Students will always be free to support causes by orderly means, in ways that do not disrupt the operation of the institution or violate college policies and procedures. Students may be subject to disciplinary action when their acts or actions cause or lead to substantial disruption or interference with the regular and essential operation of the College.
3. As constituents of the academic community, TVCC students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.
4. Students and student organizations shall be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They must always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves. Actions by individuals or groups to prevent speakers invited to the campus from speaking, to disrupt the operations of the institution in the course of demonstrations, or to obstruct or restrain other members of the academic community and campus visitors by physical force are destructive of the pursuit of learning and of a free society. All components of the academic community are under a strong obligation to protect its processes from these tactics.

5. Freedom of Association in Higher Education:

Students bring a variety of previously acquired interests while developing new interests as members of Treasure Valley Community College. Students are free to organize and join associations to promote their common interests by following the established guidelines in the **Associated Student Government Clubs and Organizations Packet**. Students shall be free to organize and join associations to promote their common interests as long as they do not disrupt the college or violate its rules and regulations.

1. All clubs/organizations must have a full-time faculty/staff advisor in order to meet accreditation and insurance requirements of the college. Club advisors are responsible for the financial transactions of the club/organization and must follow the established institutional financial procedures.
2. Students who would like to start a new organization or join an existing organization should contact the Associated Student Government of Treasure Valley Community College office for information.
3. Student organizations must abide by existing college and ASTVCC policies and may not restrict membership or participation in events. Clubs/Organizations that have established requirements for GPA or credit load must still allow students to be involved, but can establish qualified membership and non-qualified membership status.
4. Student clubs/organizations must adhere to the **Freedom of Access to Higher Education** clause in the Student Rights, Freedoms, and Responsibilities document with regards to the non-discrimination of membership.
5. A recognized club or organization may lose its official recognition or be suspended by a two-thirds majority vote of the Associated Student Government or by the Board of Education of Treasure Valley Community College if actions of its officers or members, or activities of the organization as a whole, violate college policies and procedures or substantially disrupt the regular and essential operations of the College.

Protection Against Improper Academic Evaluation

1. Students have the right to be informed by the faculty at the beginning of each course about the course requirements, evaluation procedures, and evaluation criteria to be used and the right to expect that those criteria will be fairly employed.
2. Students have the right to be evaluated solely on relevant academic criteria and be protected against arbitrary or capricious academic evaluation.
3. Students have the right to timely assessment and fairness in grading of their academic work.
4. Student grades will be based solely on academic achievement, unless otherwise specified by the professor in writing. Complaints about class requirements and grades must first go through the instructor and the division/department chair. Students may appeal grades received by following the process described in **Faculty Complaint Procedure**.

Student Participation in College Governance

The Student Government shall annually appoint representatives to institutional college governance committees, other institutional committees and councils which require student input. Students are free to express their views, individually and collectively, on issues of institutional policy and on matters of general interest to the student body through the Associated Student Government of Treasure Valley Community College. The ASTVCC President is responsible for representing student interests to the Board of Education and administration.

Student Sponsored Programs, Publications, and Web Content:

Student programs and publications, whether in written or electronic form, are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration at the college.

1. Treasure Valley Community College serves as the legal publisher of all recognized and approved student publications. Any web content bearing the name of Treasure Valley Community College (or other form that characteristically represents the college including the mascot name) will be administered or advised by an established college representative.
2. The college administration, in conjunction with ASTVCC, may adopt written clarification of the role of student publications and web pages, standards used in evaluation, and degrees of operational control. The editorial freedom granted by the college to student editors and leaders entails taking personal responsibility to ensure ethical conduct and journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.
3. The college has the responsibility to develop informed, critical thinking programs and an objective thinking atmosphere for the student population ensuring a free interchange of ideas. Therefore, TVCC student organizations have the freedom to sponsor and hear any person(s) of their choosing in compliance with administrative regulations governing scheduling, publicity, and management of campus activities.
4. The education of students is not limited to classroom activities. Therefore, students have the right to hear a variety of outside speakers and topics. Institutional control of campus facilities cannot be used to censor activities. Sponsorship of guest speakers may be withheld if there are reasonable administrative concerns that the controversial nature of the speaker or content of the speech would lead to disruptions on campus. It is the responsibility of the students sponsoring the event to make it clear to the campus and community that all views expressed are not necessarily those of the students, staff or administration of Treasure Valley Community College.
5. If student publications or web pages are created and approved through the established process, the Code of Ethics of the Society of Professional Journalists, the Oregon Code of Ethics for Journalism (of the Oregon Newspaper Publishers Association) shall be adopted and utilized by students participating in the production of approved publications.
6. College staff advisors have the responsibility to review copy to protect the institution from legal actions relating to obscenity, criminal or civil libel, or copyright infringement.

However, staff advisors are not responsible for the content of student publications unless they explicitly engage in a direct ethical, libel, or copyright violation.

7. All approved TVCC published student publications, whether written or electronic, shall explicitly state (on the editorial page) that the opinions expressed are not necessarily those of the college or student association.

Off-Campus Representation of the College:

1. Students and student organizations officially representing TVCC may not sponsor, join in sponsoring, hold, or attend off-campus events without securing prior permission from the appropriate college official within the department, faculty advisor or the Director of Student Programs or his/her representative.
2. TVCC students participating in an activity, event, or college sponsored function off campus will be held responsible for their actions, and the implications of their actions in their individual or group representation of the college, whether it be a social, recreational, athletic, extracurricular, or academic event/activity.
3. Treasure Valley Community College students are both members of the campus and citizens of the community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy without recourse from the college.
4. Activities of students may occasionally result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities. The institution may levy disciplinary actions where the institution's interests as an academic community are distinct and clearly involved.

Student Conduct and Disciplinary Standard

Students assume the responsibility to conduct themselves in accordance with the standards established in Treasure Valley Community College Student Rights, Freedoms, and Responsibilities. Students will also conduct themselves in a manner that is compatible with the college's function as an educational institution. In addition, students are expected to respect the rights of others, fulfill academic requirements of their courses, contribute to a positive, productive learning environment at the College, and take responsibility for personal decisions and conduct.

The Student Rights, Freedoms, and Responsibilities document applies to anyone accepted for college admission, registered for one or more classes and/or enrolled in any special program approved by Treasure Valley Community College. The TVCC Student Rights, Freedoms, and Responsibilities document ensures that each member of the campus community has an opportunity to experience success and ensures fair and equal treatment as a student of the institution. Although TVCC is dedicated to an open, free society, there are some actions, as determined by the college, which are incompatible with an institution of higher education. Many times, action is warranted for protection of individuals, property and a positive learning climate at the college.

If requested by a college official, students are required to provide identification such as a student identification card, driver's license, or class schedule on demand to campus security personnel, staff, faculty or administration.

Charges of Student Misconduct

Faculty, staff, administration, and students are encouraged to resolve student misconduct on an informal basis whenever possible. However, when the misconduct of a student escalates to a level in which informal resolution is not possible, an individual may initiate action through the **Office of Student Conduct**.

Any individual charging a student with or witnessing misconduct must complete a Behavioral/Incident Report Form which is submitted to the **Student Conduct Officer** or his/her designee within seven (7) working days of the alleged misconduct. These charges could include any violation of the *Student Rights, Freedoms, and Responsibilities* as set forth in the "Grounds for Disciplinary Action."

Grounds for disciplinary action include but are not limited to:

1. Academic Plagiarism & Dishonesty

- A. Intentionally submitting work or material to a college official or instructor for evaluation that contains a significant portion of another person's work without giving credit to that individual. Plagiarizing academic work which is defined as representing someone else's publication, idea, or data as their own, including copying another student's work without appropriate referencing.
- B. Copying another person's work and submitting it as one's own or cheating on examinations. Cheating is defined as unauthorized copying or collaboration on exams, assignments, or attempted use of unauthorized materials.
- C. Knowingly furnishing false information to the institution in order to deceive the college, person, college affiliated agency, government agency, or impersonating another individual. Intentional actions involving forging, changing, altering, inappropriately copying, or misuse of College documents, college identification, software, examinations, records of identification, or tampering and interfering with evaluation instruments or documentation.
- D. Aiding or abetting a student(s) in acts of academic dishonesty as prescribed above.
- E. Stealing course material, examinations, student books, and supplies.

2. Obstruction or disruption of the academic or institutional process

- A. Engaging in conduct which materially or substantially obstructs or disrupts the academic process, administrative functions, or college sponsored events/activities.
- B. Participating in a campus demonstration which disrupts the normal operations of the college or leading or inciting others to disrupt scheduled and/or normal instructional or administrative activities.
- C. Interference by force or violence (or by threat of force or violence), or observable mistreatment of members of the college staff, faculty, or administration while they are performing their duties as an employee.

- D. Engaging in unauthorized entry or occupancy of college owned, leased, or rented facilities, using college facilities without approval, or blocking access to campus owned, leased, or rented facilities.
- E. Continuously engaging in disruptive behavior(s), repeated willful disobedience, habitual gratuitous profanity or vulgarity.
- F. Failure to disperse when an assembly is ordered to disperse by College officials or intentional obstruction which unreasonably interferes with the free movement and access of people or vehicles on campus.
- G. Failure to comply with directions of college staff or officials acting in the performance of their duties.

3. Failure to report a violation or obstruction of justice

- A. Witnessing any policy violation and failing to report incidents to a College official or complete a Behavioral/Incident Report Form.
- B. Participating in the condoning, planning or commission of an act by another student which constitutes a violation of the Student Rights, Freedoms, and Responsibilities.
- C. Attempting to interfere with the administration, investigating officer(s), reporting official, judicial process or College official acting in the performance of their duties.
- D. Tampering with or intimidating, hiding evidence or interfering with a violation of the Student Rights, Freedoms, and Responsibilities.
- E. Intentionally providing misinformation or withholding information that is critical to the investigation of an alleged violation.

4. Misuse of College Equipment and Property

- A. Unauthorized, improper use, conversion, or theft of college property, including but not limited to, supplies, equipment, funds, duplication or use of college keys and/or unauthorized entry or occupancy of college facilities or property.
- B. Vandalism, graffiti, damage, littering, or damage to property of the college or any member of the college community or visitor to the college.
- C. Misuse of computers and networks which includes, but is not limited to, utilizing an unauthorized account, password, campus network, interfering with normal computer operations, or violation of the **Treasure Valley Community College Electronic Information Resources and Acceptable Use Policy**
- D. Misuse of computers and networks which includes, but is not limited to, utilizing an unauthorized account, password, campus network, interfering with normal computer operations, or violating terms of computer use.
- E. Abuse or unauthorized use of the College's computer equipment, software, passwords, records, or any violation of the confidentiality or security of passwords, records, or software, including but not limited to networks, Internet, World Wide Web, and Email. Fraudulent, harassing or obscene messages and/or materials as defined by contemporary court decisions are not to be viewed, downloaded, sent or stored.

- F. Unauthorized use of electronic or other devices to make an audio or video record of any person while on college property without his/her prior knowledge, or with his/her consent.
- G. Material or substantial misuse of college facilities as printed in the Residence Life Handbook or The Campus Posting Policy.

5. Theft, Damage, and Improper Use of College Funds

- A. Theft or attempted theft of college property or from a member of the college community including visitors, students, or employees of the college.
- B. Intentional damage or conversion of College property or the property of a member of the college community.
- C. Theft or improper of college funds (including fundraising funds) for an unauthorized purpose as defined by the college.
- D. Use of college owned equipment, resources, or supplies for personal or unauthorized purpose.

6. Disorderly Conduct

- A. Engaging in violent, abusive, profane, boisterous, hateful, unreasonably loud, or otherwise disorderly conduct (interpersonally, organizationally, or via an electronic medium) that causes or provokes a disturbance on a campus or at a college sponsored event.
- B. Lewd, indecent, or obscene conduct or expression on college owned, leased or rented property, at a college sponsored event or activity, or via an electronic medium.
- C. Conduct that threatens the health or safety of the campus, or a member of the college community including visitors, students, or employees of the college.
- D. Threatening the safety of oneself in a manner that disrupts the educational process or violates college policy or procedure.
- E. Physical, inscribed, or verbal abuse, coercion, menacing, threatening, intimidation, stalking, or abuse of any person on college owned, leased or rented property.
- F. Conduct which threatens or interferes with or endangers the physical or mental health, security, or safety of any student, employee, or visitor of the college.
- G. Disobedience against notice of trespass.
- H. Defaming or portraying a college employee (or affiliate) or another student in a malicious manner through electronic, printed, or other forms of media.

7. Harassment, Bullying, and Hazing

- A. *Harassment, bullying, and hazing are defined as a knowing and willful course of conduct directed at a specific person or group which seriously alarms, annoys, harasses, or is detrimental to such person(s) and which serves no legitimate or lawful purpose. The course of conduct would cause a reasonable person to suffer substantial emotional distress or fear for their well-being. Course of conduct means a pattern of conduct composed of a series of acts over a period of time evidencing a continuity of*

purpose. "Course of conduct" includes, in addition to any form of communication, contact, conduct, or the sending of electronic communication.

1. Verbal or written abuse (including electronic mediums) beyond a reasonable expression of opinion which is likely to cause another person humiliation, intimidation, stress, or psychological harm resulting in disruption of the academic and administrative experience.
2. Intentional creation or participation in the creation of a hostile work or learning environment for a student, employee, or visitor of the college.
3. The repeated use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the target of jokes.
4. Repeated sabotaging or undermining an individual or group's work performance or education experience.
5. Inappropriate physical contact or the threat of such conduct, or damage to a person's work area or property.
6. Inappropriate electronic communication including, but not limited to, the use of electronic mail, text messaging, voice mail, pagers, websites, online chat rooms, smart phone apps, or social media mediums that creates a threatening, intimidating, or humiliating environment.
7. Unwanted contact or communication of any nature with another student or employee after being advised by the affected student or employee that such contact or communication is unwelcome.
8. Subjecting, or the likelihood of subjecting a person or group to bodily danger, physical harm, or mental anguish.
9. Requiring, encouraging, authorizing or permitting that a person or group be subjected to bodily danger, physical harm, or mental anguish in order to attain membership or informal acceptance into an organization.

B. *Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it alters the conditions of the academic environment and/or creates a hostile academic experience. It is highly recommended that the subject of the sexual harassment take responsibility to make sure the alleged harasser(s) is told that the activity or comments are not welcome and also take responsibility not to engage in conduct which reasonably leads another person to believe that sexual comments or innuendoes are enjoyed or encouraged.*

1. Engaging in sexual conduct that is either explicitly or implicitly a term or condition of advancement in a college sponsored club/organization, program, employment, or in academic success.
2. Repeated and unwanted physical or verbal advances, or electronically transmitted messages of a sexual nature that harm, annoy, threaten,

humiliate, stress, intimidate, cause psychological harm or disrupt the academic environment.

3. Recurring and unwelcome sexual actions, words, conduct, jokes, comments or innuendo that disrupt the learning environment or cause harm to a student, employee, or visitor of the college.
4. Repeated and unwanted sexist remarks or continual displaying or electronic transmission of pornographic material on campus or through an electronic medium.

8. Consumption, Possession or Distribution of Drugs, Alcohol, and Tobacco Regulations

- A. Illegal or unauthorized distribution or possession (unless lawfully prescribed by an authorized medical professional) of any controlled substance as defined by current federal or state law, ORS, local law or statute on any college owned, leased or rented property or at college sponsored functions or events.
- B. Regardless of age, any possession, use, being perceptibly under the influence, furnishing, or distribution of alcoholic beverages on any college owned, leased, or rented property or at college sponsored functions or events.
- C. Treasure Valley Community College is a Tobacco Free Workplace. The use of tobacco is prohibited on all college locations, campus owned facilities, including extension centers, college leased or rented buildings or properties that are tobacco free as defined in college policy KGC/GBK/JFCG.
 - a. This includes, but not limited to, the use of cigarettes, electronic cigarettes, cigars and cigarillos, hookah-smoked products, pipes and any product intended to mimic tobacco products, contain cannabis, mimic cannabis, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

9. Possession of Weapons on Campus

- A. In accordance with Oregon Revised Statute (ORS 166.360 to 166.380), possession or use of firearms, knives (over 6”), explosives, dangerous chemicals, substances, or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the College. Any person with a concealed weapons permit is also subject to the Student Rights, Freedoms, and Responsibilities policy.
- B. Possession or use of incendiary devices or any weapon facsimiles are prohibited on college owned, leased, or rented property unless written permission is provided by an authorized college official.
- C. Possession of any weapon in a vehicle that is located on campus or is located on an easement of the campus.

Summary Suspension

In emergency situations, the Vice President of Student Services, The Chief Campus Safety Officer, The Director of Student Life, and the Residence Life Manager may levy a written summary suspension of a student. A faculty member reserves the right to remove a student from their classroom if a violation of the Student Rights, Freedoms, and

Responsibilities has occurred. A summary suspension is defined as immediate suspension pending an investigation and based on the determination that allowing the student to continue with all rights, freedoms, and responsibilities would put members of the college at risk. A summary suspension is levied when a situation arises that is of immediate threat or danger to the institution or is likely to cause substantial disruption or interference with the regular and essential operation of the College.

Disciplinary Procedures

Once an individual who has charged or witnessed misconduct has completed a Behavioral/Incident Report Form it is submitted to the Student Conduct Officer or his/her designee within seven (7) working days of the alleged misconduct. If the individual charging or witnessing misconduct is the Student Conduct Officer, the Director of Student Programs will facilitate the disciplinary proceedings. These charges could include any violation of the *Student Rights, Freedoms, and Responsibilities* as set forth in the "Grounds for Disciplinary Action."

1. The charges will be reviewed and evaluated by the Student Conduct Officer or his/her designee to determine whether the circumstances warrant disciplinary action for an alleged infringement of the Student Rights, Freedoms, and Responsibilities.
2. If disciplinary procedures are merited, the Student Conduct Officer or his/her designee will notify the accused of the alleged misconduct within five (5) working days of receipt of the Behavioral/Incident Report Form.
3. The Student Conduct Officer, or his/her designee may exclude a student from classes, activities, programs, or campus property (summary suspension) if there is an imminent threat for the safety of the campus, other students, or faculty, staff or administration. The Student Conduct Officer may also exclude a student from classes, activities, programs, or campus property pending an investigation or if the presence of the accused is likely to interfere with the orderly operation of the campus.
4. The accused will be afforded the opportunity to provide a written statement which will be submitted to the Student Conduct Officer or his/her designee within five (5) working days of notification. Both the college and the accused may seek legal advice at their own expense, however because the discipline process is not a legal proceeding neither the college nor the student will be represented or advised by a lawyer during any disciplinary meeting or hearing involving the college and the student.
5. The Student Conduct Officer or his/her designee may direct a designee or Campus Security Officer to conduct an investigation as needed. The Student Conduct Officer or his/her designee reserves the right to interview the appropriate parties in order to clarify their written statements.
6. If a student chooses to withdraw or leave the college on his/her own volition at any time during the process, the disciplinary procedures will not be interrupted and resolution will be sought by the Student Conduct Officer or his/her designee.
7. The Student Conduct Officer or his/her designee will review all of the appropriate documentation and statements and determine the appropriate action as prescribed in the Student Rights, Freedoms, and Responsibilities within a reasonable time frame.
8. After the investigation is completed The Student Conduct Officer or his/her designee will issue a written Statement of Findings to the accused including any disciplinary action that will be levied against the student.

Sanctions

The following are disciplinary measures that can be taken by the Student Conduct Officer or the Campus Assessment Response and Evaluation (CARE) Team in the event of an appeal.

1. **Censure:** A written statement and warning by the Student Conduct Officer that rebukes the actions or conduct of an individual. The censure of a student may also contain other sanctions as deemed appropriate by the Student Conduct Officer of the college.
2. **Restitution:** A requirement by the institution to be reimbursed for the theft of college property or the theft of personal property on campus or leased property of the campus, or damage to, college or personal property. Restitution may also take the form of appropriate services to repair or otherwise compensate for the damages and or compensate for college wages for personnel dealing with the investigation and/or issues surrounding the incident.
3. **Disciplinary Probation:** Immediate removal of a student from the specified class(es), or activity(s), building, or from campus for a specified period of time. Loss of student privileges until the probationary period has elapsed.
4. **Suspension:** Immediate suspension from a specified campus and forbiddance to attend classes and/or participate in activities for the period of no less than one academic year. The student may request for reinstatement at the end of the suspension period.
5. **Expulsion:** Immediate and indefinite expulsion of a student from all areas of campus including their ability to be a guest or visitor on campus, including attendance at events not sponsored by the college but held on campus.
6. **Other :** As deemed appropriate by the Student Conduct Officer, further disciplinary action can be issued to the student including, but not limited to, requirement of educational courses at the student's expense, judicial fines, research essays addressing a topic related to the infraction, community service on campus, letters of apology or other items as determined by the Student Conduct Officer.

Appeal of Levied Disciplinary Action

The student has the right to appeal any disciplinary action to the CARE Team committee which is annually appointed by the Vice President of Student Services. The CARE Team will have 5 voting members with the Vice President of Student Services annually serving as the chairperson. In addition to the Vice President of Student Services, the CARE Team will consist of one staff member, one administrator, one faculty member, and one student. The Student Conduct Officer will provide a copy of the appeal process once the Statement of Findings has been issued to the student(s). If a student chooses to appeal the Statement of Findings, The Director of Student Programs and Residence Life or his/her designee will assist the appellant by informing them of the appropriate deadlines and help guide the student through the appeal process.

If the student desires to appeal a decision levied by the Student Conduct Officer, he/she shall file a written request to the Director of Student Programs and Residence Life.

1. The request for an appeal shall be submitted within five (5) working days of the written date of the Statement of Findings issued by the Student Conduct Officer.
2. If a request is not filed within the time specified, the request for a hearing shall be deemed waived and the decision of the Student Conduct Officer shall be upheld.
3. Appeals can only be granted solely on the basis of alleged procedural violation(s) of the Disciplinary Procedures or if additional information has been revealed since the Statement of Findings was issued to the student.

Disciplinary Appeal Procedures

Once an individual has completed a written appeal (including the specific procedural violation (s) and/or additional information pertaining to the incident) and submitted it to the Director of Student Programs and Residence Life (within five working days) the Disciplinary Appeal Process will commence.

1. Within ten (10) working days of receiving the student appeal, the CARE Team will review the appeal, investigation process, findings and sanctions.
2. The CARE Team may interview witnesses or person(s) noted in the investigation process, the Student Conduct Officer, or any other parties involved in the incident to ensure that the appeal is investigated thoroughly. The CARE team has the ability to uphold, reduce or dismiss the findings of the Student Conduct Officer.
3. The CARE Team will report the findings and conclusions on the final appeal to the student complainant and Student Conduct Officer within three (3) working days of the appeal review.
4. The appeal to the CARE Team is the only appeal and the decision of the CARE Team is final.

Approved by the TVCC Board of Education 08/19/14
Revised by the TVCC Board of Education 08/16/16