STUDENT CODE OF CONDUCT

A *student enrolling in the College assumes the responsibility to conduct himself/herself in a manner compatible with the College’s function as an educational institution. Students engaged in activities including, but not limited to, the following list may be disciplined up to and including expulsion. These conduct guidelines should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

*For the purpose of this policy a “student” is defined as any person who is admitted to a degree or certificate program, is registered for any college class, or is participating in any pre-admission activities such as College workshops, placement testing, or orientation sessions.

1. ACADEMIC PLAGIARISM/DISHONESTY: Intentionally submitting for evaluation to a College instructor or administrator material that contains a significant portion of another person’s work without giving credit to that individual; copying another person’s work and submitting it as one’s own, cheating on examinations, etc.

2. FURNISHING FALSE INFORMATION: Providing information to the College with the intent to deceive (e.g., submitting false grade transcripts or answering falsely on a form.)

3. FORGERY, ALTERATION, OR MISUSE: Intentional actions involving College documents, records, or student body cards.

4. ABUSIVE PHYSICAL CONTACT: Including that of a sexual nature, involves such acts against any person on College-owned or controlled property, or at College-sponsored or supervised functions, or during other authorized activities on the College premises.

5. DISORDERLY CONDUCT: Disorderly conduct or lewd, indecent, or obscene conduct or expression as defined by local, state, or federal law on College-owned or controlled property, or at College-sponsored or supervised activities. Includes but is not limited to such activities as: (a) participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the *College community; (b) leading or inciting others to disrupt scheduled and/or normal instructional or administrative activities; (c) intentional obstruction which unreasonably interferes with the freedom of movement of either people or vehicles.

6. SAFETY THREATS: Conduct that threatens the health or safety of another member of the College community. *

* “College community” is defined as any student, College employee, or visitor to campus.
7. **UNLAWFUL VERBAL OR WRITTEN COMMUNICATION WHICH DEMEANS ANY INDIVIDUAL OR GROUP**: Verbal or written communication which unlawfully exposes any individual or group to hatred, contempt, or ridicule, and thereby injures the person, property, or reputation of another.

8. **DISCRIMINATION AND SEXUAL HARASSMENT**: As defined by the College’s Discrimination Complaint Policy and Procedures (1.001/1.001P) which include sexual harassment.

9. **HARASSMENT**: Verbal or written abuse beyond a reasonable expression of opinion which is likely to cause another person humiliation, stress, or psychological harm resulting in disruption to the teaching/learning environment or administrative process. Intentional creation or participation in the creation of a hostile work or learning environment for any College employee or student. Also includes initiating unwanted conduct or communication of any nature with a member of the College community after being advised by a College official that such contact or communication is unwelcome and disruptive to the teaching/learning environment as determined by a College official.

10. **PERSISTENT MISCONDUCT**: Continued disruptive behavior(s), continued willful disobedience, habitual profanity or vulgarity, or the persistent defiance of the authority of or the persistent abuse of a faculty or staff member.

11. **USE, POSSESSION, OR DISTRIBUTION OF ALCOHOLIC BEVERAGES OR “CONTROLLED SUBSTANCES” ON COLLEGE PROPERTY OR AT A COLLEGE SPONSORED EVENT**: Also includes individuals “under the influence” of alcohol or drugs while on College property or at College-sponsored events. (For detailed information regarding this policy, students should pick up in Student Services a copy of the College’s drug/alcohol brochure).

12. **UNAUTHORIZED ENTRY**: To enter or use College facilities, including but not limited to: property, buildings, supplies, and/or equipment, without written authorization; unauthorized possession, duplication, alteration, or use of College keys.

13. **POSSESSION OR USE OF FIREARMS, EXPLOSIVES, DANGEROUS CHEMICALS, SUBSTANCES OR OTHER *WEAPONS WHICH CAN BE USED TO INFlict BODILY HARM ON ANY INDIVIDUAL OR DAMAGE UPON BUILDING OR GROUNDS OF THE COLLEGE**: Except in the case of a law enforcement officer, weapons which can be used to inflict bodily harm on any individual or damage College grounds and/or property are prohibited. This includes College-owned or controlled property or at College-sponsored or supervised functions. (*Weapons are defined in College policy 3.235).

14. **ABUSE OR UNAUTHORIZED USE OF COMPUTER EQUIPMENT OR SYSTEMS**: Involves computer equipment, software, passwords, records; or any violation of the confidentiality or security of passwords, records, or software—without the written permission and knowledge of the College authority responsible for the facility or resource. Includes but is not limited to:
a. Utilization of the College’s computers for non-instructional activities. All College computers designated for student use are to be utilized primarily for instructional activities. Use of College computers for non-instructional activities will be allowed only when other students do not need the computers for instructional purposes. In addition, a student denied access to College computers if the materials being displayed while the student is engaged in non-instructional activities are disruptive to classroom or computer lab activities.
b. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
c. Unauthorized use of another individual’s identification and password.
d. Violations of confidentiality or security of identification codes, passwords, access to accounts, or means to access accounts.
e. Intentional modification or destruction of information.
f. Violation of the privacy of students, faculty or staff by looking at messages intended for another individual without that individual’s consent.
g. Deliberate introduction of invasive computer software, such as viruses, to any College electronic device is prohibited.
h. Downloading software from the internet or any other unauthorized software onto College computers.
i. Unauthorized transfer of a file.
j. Use of computers or other equipment to electronically interfere with the work of another student, faculty member or College official.
k. Use of computers or other equipment to interfere with normal operations of the College’s administrative information system.
l. Unauthorized copying of College software for personal use.
m. Use of computers or other equipment to send or receive unlawful written, graphic, or verbal communication.
n. Unauthorized use of College computer lab passes.
o. Use of any electronic information resources for commercial purposes.
p. Use of the College’s computing facilities to view/download materials containing nudity or pornography. If a student inadvertently accesses material containing nudity/pornography (easy enough to do), the student should promptly exit the application and inform the instructor or lab assistant of the error.

Exception #1 – It is permissible to use college computing facilities to view/download materials that contain nudity for authorized study and research in the areas of art, health, and science. It is the student’s responsibility to exercise good judgment when deciding whether or not the material is appropriate. When in doubt, the student should ask the appropriate College staff member.

Exception #2 – If a student wishes to pursue scholarly research or study on internet pornography or other potentially offensive topics using College computing resources, the student must obtain a letter from an instructor describing the proposed research and learning objectives. The letter is to be forwarded to the Director of Computer Services with a copy to the Dean of Student Services. The College will provide an appropriate
setting where the student may conduct the research. In no case shall research of this type be conducted in College computer labs.

15. THEFT OR DAMAGE TO PROPERTY: Involves acts that affect property of the College, students, faculty and staff and visitors to campus.

16. FAILURE TO SATISFY COLLEGE FINANCIAL OBLIGATIONS.

17. FAILURE TO COMPLY WITH PUBLISHED COLLEGE POLICIES, PROCEDURES OR REGULATIONS.

18. DISRUPTION OF INSTRUCTIONAL OR AUTHORIZED COLLEGE ACTIVITIES: Includes teaching, research, administration, disciplinary process, and other College or community service activities.

19. GAMBLING: Gambling is prohibited on all College-owned or controlled property or at College-sponsored or supervised functions.

20. FAILURE TO COMPLY WITH DIRECTIONS: As it applies to directions from College officials acting in performance of their duties.

21. FAILURE TO PROVIDE IDENTIFICATION: Failure or refusal to appropriately identify oneself when on College property or at a College sponsored or supervised event, upon request of a College official.

22. ABUSE OF THE COLLEGE’S JUDICIAL SYSTEM: Including, but not limited to:
   a. Failure to obey the summons of a judicial body or College official.
   b. Falsifications, distortion, or misrepresentation of information before a judicial body or to a judicial officer acting in performance of his/her duties.
   c. Disruption or interference with the orderly processes of a judicial proceeding.
   d. Attempting to influence the impartiality of a member of the judicial body prior to, and/or during the course of, the judicial proceeding.
   e. Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, and/or during, the course of a judicial proceeding.
   f. Failure to comply with the sanction(s) imposed as a result of violations of the Student Code of Conduct.
   g. Influencing or attempting to influence another person to commit an abuse of the judicial system.

23. SMOKING: In any College classes, College vehicles, at all scheduled College meetings, or any College buildings with the exception of designated smoking areas is prohibited.

24. BRINGING PETS ON CAMPUS: Except for animals assisting a disabled individual; e.g., seeing eye dogs and/or dogs assisting the hearing impaired, students are not allowed to have pets on College-owned or controlled facilities or at College-sponsored events.
25. **COMPLICITY:** A student present during the commission of an act by another student which constitutes a violation of the Student Code of Conduct may also be charged if his/her behavior constitutes a permission or condoning of the violation. Students witnessing any such violations are required to report such incidents to an official of the College.

26. **CONTRACTING OR REPRESENTING THE COLLEGE:** Students are prohibited from contracting in the name of the Clatsop Community College and may not claim to be official representatives of the College for any commercial or other purposes unless authorized by the appropriate College official.

27. **DRIVING OF COLLEGE VEHICLES WHILE IMPAIRED IN ANY WAY BY ALCOHOL OR DRUGS.**

28. **OFF-CAMPUS MISCONDUCT:** Any conduct, on or off-campus, that significantly interferes with the College’s ability to effectively conduct either its instructional or administrative processes.

END OF POLICY