

## Procedure 3.0023

### Student Conduct Procedure

#### I. Prohibited College Conduct

Faculty and staff members are reminded that it is their first responsibility to take actions as are necessary to avoid or eliminate disruptive, aggravating, difficult, or dangerous situations. No action should be taken which is prejudicial to the rights of the student or which may restrict the course of action that may later be taken by the College. Procedures for the handling of student disciplinary matters are listed below.

All incidents involving students will be referred to the vice president of student services for review and disposal. Sanctions will be imposed on the student by the vice president of student services if necessary. The campus police department and/or local authorities will make initial investigations of prohibited acts that may violate criminal law. Students may face criminal prosecution by the authorities for violations of law on College physical or virtual sites. The vice president of student services will conduct a thorough investigation of all matters referred by the appropriate authorities as a result of information obtained in the investigation. Examples of prohibited conduct are as follows:

- Interruption of or interference with operations of the College.
- [Academic Dishonesty Procedure](#) cheating, plagiarizing, or aiding and abetting another person in cheating or plagiarism.
- Destruction, damage, or misuse of College property.
- Possession, use, or distribution of illegal drugs/controlled substances, or alcoholic beverages inconsistent with the [Alcohol/Substance Abuse Policy](#).
- Possession, use or distribution of weapons inconsistent with North Carolina General Statutes and/or the [Weapons on College Property Policy](#).
- Physical abuse of another person.
- Theft of another's property.
- [Violation of Campus Sexual Violence Act/Violence Against Women Act](#) (SaVE Act/VAWA).
- Lewd or indecent acts on College premises, at College sponsored or College supervised activities or functions.

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- When there is an articulable, imminent, and significant threat to the student or other individuals.
- Any other violation of College rules, regulations, and policies pertaining to conduct issues; as well as any other violation of state, federal, and local law not listed above.

Individuals having questions may contact the vice president of student services at 252-940-6417 or the vice president of administrative services at 252-940-6213.

### II. Reporting Incidents

A. A Beaufort County Community College student who violates a college regulation or any other policy of Beaufort County Community College is subject to disciplinary action. Any Beaufort County Community College student, faculty, or administrator may submit a complaint against a student accused of infractions of rules applying to student behavior. The complaint should be written on an incident report form as soon as practical but no later than two (2) college working days following the incident. Incident report forms are available on BCCC's web page. An incident reported within two (2) college working days may be investigated by the vice president of student services. The incident report form must also be submitted by the vice president of student services to the following individuals or their designees:

- Incident reports involving Curriculum students shall be submitted to the vice president of academics.
- Incident reports involving Continuing Education students shall be submitted to the vice president of continuing education.

#### **Student Complaint Against Another Student**

B. The complainant shall submit an incident report form to the vice president of student services that shall include the name of the accused, the date and time of the incident, a specific description of the alleged behavior, witnesses to the incident, and the rules violated by the alleged behavior. The vice president of student services shall immediately schedule an appointment with the complainant and will decide with the complainant:

1. If the complaint can be resolved by a discussion between the complainant and the accused; or
2. Whether the complaint should be forwarded to the Student Appeal Committee. For complaints to be heard by the Student Appeal Committee, the complainant

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or the vice president of student services must notify in writing to the appropriate vice president of the complaint and also request that the Student Appeal Committee be convened to hear the charges.

### III. Sanctions

#### A. Reprimand

A BCCC student committing minor misconduct will be counseled and reprimanded by the vice president of student services. A copy of the incident report will be given to the student as an official written notice. The vice president of student services will place a copy of the incident report in a student discipline file.

\*\*\*The incident report and the reprimand will be recorded on the same form that is placed in the student's discipline file.

#### B. Conditional Status

A BCCC student who has received a reprimand and then violates a college regulation may be placed on conditional status by the vice president of student services. A student who violates a college regulation as listed under Students' Rights, Responsibilities, and Regulations may be placed on conditional status without having previously received a reprimand. Conditional status may include a restriction from an area or service a student has abused (e.g. computer access in the library) or from the college campus entirely. Conditional status may include other requirements such as specific academic, attendance, or behavioral standards. BCCC Campus Police Department will be notified of and will enforce the student's conditional status. The appropriate dean and vice president of said program shall be notified as well. If any of the conditions of conditional status are violated, the student who is placed on conditional status may be subject to more severe sanctions up to and including dismissal.

#### C. Restitution

A student who damages, misuses, destroys, or loses college property will be required to pay for the replacement of such property. Campus Police will investigate initially and will complete an incident report. The fair market value of the property will be calculated by Campus Police. The report shall be turned over to the vice president of student services for proper recourse. Other disciplinary procedures and or criminal charges may be applied in addition to restitution. Students with an outstanding monetary balance are not allowed to register at BCCC, receive transcripts, etc.

#### D. Withdrawal from Class or Program

Responsibility for classroom control and discipline rests with the instructor. Instructors are not expected to tolerate the continued presence of any student

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whose behavior adversely affects the progress of a class. An instructor who believes it is necessary to withdraw a student because of serious violation of college policy or other behavior which adversely influences the educational process should report the incident to the dean. If both the dean and the instructor decide that removal of the student from the class or program is necessary, the student will be informed and a withdrawal form will be completed and processed. The dean will inform the vice president of academics of the student's withdrawal from class and advise the student of his/her right to appeal to said dean or through the Student Appeals Procedure.

### E. Suspension/Banning

A BCCC student who commits an act of misconduct which threatens the health or well-being of any member of the academic community or causes serious disruption will be suspended or banned immediately from the College. Examples of these incidents include, but are not limited to:

- Possession of weapon inconsistent with North Carolina General Statutes and/or the Weapons on College Property Policy
- Physical Assault
- Violation of court order
- Communication of threats (to campus employees or students whereby the perceived threat of physical harm is evidenced)
- Sexual Assault
- Non-affiliated loitering
- Possession/Consumption of alcohol
- Possession/Sale/Use/Consumption of illegal drugs/controlled substances

An incident report form shall be completed and submitted to the vice president of student services. The vice president of student services is responsible for investigating the incident and for implementing the suspension of a student from Beaufort County Community College's program under his/her respective purview. The student shall be notified of the suspension in writing via certified mail. Written notice shall include a list of the charges, the rules that were violated, the suspension decision, and [Student Incident Appeals Procedure](#). A student may be notified in person, or by phone of his/her suspension/banning, but written notice must also be given.

#### IV. Right of Appeal

A student who has received discipline from the vice president of student services or been banned from campus by the BCCC police department may appeal their discipline or banning by following the [Student Incident Appeal Procedure](#).

#### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

#### History

**Senior Staff Review/Approval Dates:** *3/20/17*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*