

IV-3.1 Non-Academic Issues

IV-3.1.1 Student Code of Conduct

Students may not violate the Student Code of Conduct on Guilford Technical Community College premises or at GTCC sponsored classes or events that occur on campus. Students who violate the Student Code of Conduct will be subject to disciplinary action under this policy.

The college reserves the right to investigate and apply appropriate sanctions for conduct violations that occur off campus if they are likely to impact the educational environment. Students have the right to appeal disciplinary actions under this policy. Student complaints unrelated to alleged violations of student conduct are addressed in policy 1.8 Student Complaint

Procedure

1. Appropriate Behavior and Misconduct

As GTCC Titans, we affirm that students have a duty to conduct themselves with civility and respect toward one another at all times. It can be difficult to understand what this means in practice when one is in the middle of an unexpected situation. Appropriate conduct is

- Alcohol ² Possessing, manufacturing, using, distributing, selling or being under the influence of alcohol on college premises, at any college sponsored activity, or in college owned vehicles.
- 2) Drugs ² Possessing, manufacturing, using, distributing, selling or being under the influence of any controlled substance in violation of any local, state, or federal law on college premises, at any college sponsored activity (to include athletic events), or in college owned vehicles. Controlled substances include but are not limited to, hero marijuana, hallucinogens, cocaine, PCP, methamphetamine, and prescription drugs not prescribed for the individual by a licensed physician or not taken as prescribed. See 2.1.3 Drug Free Workplace
- 3) Smoking ² Smoking, vaping, or using any form of tobacco or nicotine product on any GTCC campus. See 1.3 Smoking and Tobacco Use

B. Failure to Comply or to Disc/F2 Ion 1 r0Q 0.1rm of toilne

expected to comply with reasonable directions of college officials and to contribute to the success of college activities. Students are expected to resolve disagreements amicably, with assistance from college officials if needed. Students who come to the college with a history of disciplinary or court mandated probation should be prepared to report it to the college and to understand what behavior(s) will violate it. Behavioral violations of this code include the following items:

- 1) Failure to Comply with Directions³ Failure to comply with the instructions or

- 7) Gambling ² Charging college community members money to participate in a game of chance where the only goal is personal enrichment. Attempting to run a betting pool or gaming book as an on-campus enterprise. Full details on statewide gambling restrictions can be found [Subchapter XI, Article 37 of the NC General Statutes \(§14-292, §14309.15\)](#)

on college premises.

record for each course may specify via their syllabi additional conduct that is prohibited in instructional spaces during instructional time to fulfill specific health, safety, and regulatory requirements.

2. 2 Y H U V L J K W R I W K H & R O P O D E S S E S V 6 W X G H Q W & R Q G X F
The college affirms the power of instructors to apply corrective action to students during active instruction to foster a positive learning environment that supports the learning outcomes. This action may include directing students to cease their speech or behaviors, directing them to modify their location or situation within the class, and requiring them to leave the class for the remainder of that class period. The college further affirms the power of department chairs and deans to receive formal behavioral referrals from instructors and to engage in developmental conversations with students.

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respond to, or that clearly requires a formal investigation, the college maintains a Student Conduct and Community Standards Office (the Community Standards Office) at the Jamestown Campus. For conduct matters resulting in formal investigations, this office shall be responsible for receiving allegations of Student Code of Conduct violations; for assigning primary investigators to all such cases; for ensuring that investigations are conducted in compliance with this policy; and for coordinating equivalent support resources at all spaces used by the college. The Director of Student Conduct and Community Standards provides oversight and assistance to other campus officers and will serve as a primary investigator when needed. The Director of the 12 Partnerships Office and any relevant middle college administrators will be involved appropriately when a case involves a secondary student enrolled in a college curriculum course.

In addition to the college-wide code of conduct pertaining to all GTCC students, individual programs and service areas may maintain their program handbooks with policies and procedures that extend the list of proscribed conduct, that tailor response protocols to program regulatory requirements, or that empower deans and department chairs to apply population-specific interim measures to serious situations in consultation with the Community Standards Office.

If the Director of Student Conduct and Community Standards is either implicated in a situation or is the reporting party, the Campus Dean or the Associate Vice President of Student Services/ K D O O F R R U G L Q D W H W K H R I I L F H V R Y H U V L J K W

3. Emergency Response Procedures and Interim Sanctions
When behavior presents an immediate threat to health and safety or disrupts the function and good order of the college, policies such as 1.4 Antiviolence and Threat Assessment and Campus Police protocols will take precedence over this Student Code of Conduct. In such situations, college employees are encouraged to alert police by dialing 911 or Line 2 on a campus phone. This will automatically notify Campus Police. Once police have been alerted to the situation college employees should notify the Community Standards Office of the situation via [a formal student conduct report](#) Z K L F K F D Q E H I R X Q G R Q W K H R I I webpage in the consolidated reporting portal: gtcc.edu >> Student Life >> Student Success

Center >> Student Conduct & Community Standards.

The Director of Student Conduct and Community Standards will determine whether interim sanctions will be applied to students during an investigation. The Chief of Campus Police and the Campus Dean will be consulted prior to any such sanctions being applied. Interim sanctions include interim suspension, ~~no~~ no contact orders, and restrictions on student movement or campus access. Interim sanctions are intended solely to prevent further harm from occurring while a situation is investigated. They are not meant to be punitive or permanent. ~~Interim sanctions will be replaced at the conclusion of an investigation with permanent sanctions if students are found responsible for a conduct code violation. If students are found not responsible for a conduct code violation, any interim sanctions applied to them will cease.~~

The Director is charged with considering how likely a finding of responsibility is based on initial evidence when considering whether to apply interim sanctions; the college will have a reasonable responsibility to help students to make up for ~~educational~~ educational opportunities as the result of interim sanctions when a formal investigation finds them not responsible for a policy violation.

4. Standard Response Procedures and Investigative Steps

Providing for the welfare of others is a moral obligation. ~~Recognition of this, the college will not automatically open formal conduct investigations when the college becomes aware of a conduct code violation from a student report of a medical emergency. In order to avoid potential or additional conduct code violations, students must report the emergency in a timely manner, remain with the student in distress until help arrives, and cooperate with~~

- 2) Meet with the respondent(s) to hear their version of events, to get their response to evidence received, and to find out from them their desired investigative outcome.
- 3) Notify and meet with any other named parties (complainants, witnesses, instructors) to receive their statements and any additional evidence they may have.
- 4) Pursue additional physical evidence that may reasonably be expected to exist.
- 5) Determine whether a preponderance of evidence (more likely than not) exists to find the respondent(s) responsible for any conduct code violation. A pattern of relevant prior allegations against the respondent may be considered when determining preponderance of evidence.
- 6) When a preponderance of evidence does exist, determine what combination of sanctions as defined in this policy most reasonably addresses the illicit behavior without being too punitive.
- 7) Notify the respondents(s) in writing of the outcomes and of their appeal options should they disagree.

Students who receive a notification of alleged misconduct but fail to attend or to reschedule their conduct meeting may be found responsible for a failure to comply with directions under the Student Code in addition to other violations which are being considered. The primary investigator shall have discretion to decide whether to move forward with an investigation. Z L W K R X W D S D U W p b r f e r s D w o d e p i n e t o p a r t i c i p a t e i n a n i n v e s t i g a t i o n a r e understood to be not contesting the allegations. The primary investigator has discretion to conduct meetings virtually but is not required to do so.

5. Sanctioning for Students Found Responsible for a Violation

Students found responsible for a violation of the Student Code of Conduct can receive any combination of formal sanctions from the primary investigator, including:

- 1) Written reprimand
- 2) Disciplinary probation
- 3) Loss of privileges
- 4) No contact order
- 5) Financial restitution
- 6) Suspension from the college
- 7) Expulsion from the college
- 8) Academic sanctions
 - a. Required resubmission of an academic assignment
 - b. Re0.0000.0 G ne

6. Applications of Holds to Student Accounts

Employees of the Student Conduct and Community Standards Office shall have the power to

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enrollment into new academic courses but do not interfere with college business (e.g.

The Student Conduct Hearing Committee must meet within ten (10) business days of receipt of a complete appeal request, except in the last two weeks of a term when additional time may be needed and shall be agreed upon between the parties.

At least three (3) business days prior to the hearing date, the Director shall send an email to WKH D S S H O O D Q W ¶ V F R D O G H S T U D E N T P D L O C A T I O N I N F O R M A T I O N:

The date, time, and location of the hearing

The names and titles of the hearing committee members

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A copy of the hearing rules

A student appellant shall have reasonable access to view the evidence packet from the initial investigation between the time the appeal is requested and the date the hearing is conducted. Reasonable access does not mean that the college will provide a physical or digital copy of the evidence packet to the student, but rather than the student will be allowed to schedule time to view a physical copy of the evidence packet in a supervised environment. The purpose will be to help the student appellant to prepare the most effective appeal possible.

Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or nonconcurrence with the decision of the primary investigator and to determine appropriate sanction(s), which are not limited to those ~~as~~ recommended by the primary investigator. Deliberations of the committee will not be recorded.

Decisions of the committee shall be made by majority vote. Once made, committee decisions will be announced and recorded. Within two (2) business days of the decision of the FRPPLWWHH WKH FRPPLWWHH FKDLU VKDOO VHQG DQ HP DGGUHV V RU WKH VWXGHQW ¶ V S U L P D U \ O L V W H G H P D L O I receive a GTCC email address) providing the student with the committee's decision.

When a student appellant does not attend a scheduled appeal hearing the Chair shall determine whether to move forward with the hearing in their absence, to cancel the hearing, or to delay the hearing to another date ~~and~~. A student appellant who does not attend and who cannot present valid grounds for their absence (i.e. a severe, unforeseeable circumstance that prevented them from attending) will not have the right to continue their appeal.

8. Final Appeal to the Vice President of Student Services:

A Student who disagrees with the decision of the Student Conduct Hearing Committee may appeal in writing to the Vice President of Student Services within five (5) business days of WKH G D W H R I W K H F K D A T I O N S T H E O N L Y A P P R O P R I A T E G R O U N D S F O R A N A P P E A L I L F appeal will be (1) new information is now available that could not have been available during the time of the appeal hearing; or (2) an alleged violation of the college's procedures in the handling of the hearing or investigation. A complete written appeal to the Vice President will take the form of a detailed letter (physical or electronic) in which the student reflects on their true need for an appeal: what facts were not previously given accurate weight or information was not previously available for consideration. A student who needs assistance with writing the appeal may request an advocate from the Student Services division who has

not previously been involved with the case.

Upon receipt of a complete written appeal (via email, hand delivery, or post), the Vice President of Student Services shall review the findings and the proceedings of the committee. The Vice President shall have the discretion to hear from the student, the members of the committee, or any other party who may provide information on the facts, before deciding. While not expected to fully reinvestigate the case, the Vice President can seek new evidence. DV SDUW RI WKH UHYLHZ 7KH 9LFH 3UHVLG H Q W ¶ V UXOLQ decision of the committee if the initial appeal is overturned, a new hearing may be requested by the Vice President. Upon reaching a decision, the Vice President will inform the student in writing of the decision within ten (10) business days.

The decision of the Vice President shall be final. If the Vice President recommends a new KHDULQJ WKH FRPPLWWHH ¶ V GHFLVLRQ VKDOO EH ILQDO

9. Conduct Records Expungement

Students who have been found responsible for a conduct violation that did not result in VHSDUDWLRQ IURP WKH FROOHJH VXVSHQVLRQ RU H[SXO Vice President for Student Services or a designee (the reviewer) to have their conduct record expunged after one calendar year. A complete expungement application include a summary of what happened, a summary of the actions the student has taken since that time to reflect on the matter and prevent its reoccurrence, and a statement of what the student hopes to accomplish in having the record expunged. Supporting documentation may be included with the written application.

The reviewer will review complete applications and may choose to speak with the student in a live interview and will decide to grant or deny the request. The reviewer will notify the student and the Community Standards Office in writing of the decision. Once expunged, student conduct record information will not be disclosed to third party agencies and institutions. The college may still share details of how the expungement process works with a requesting body. Student conduct records which are not expunged will be disclosable to other institutions and to potential employers under the same privacy guidelines as all other parts of D VWXGHQW ¶ V HGFDFWLRQDO UHFRUG

- Adopted 08/17/1995
- Revised 08/21/1997
- Revised 06/19/2014
- Revised 08/31/2020 (procedure)
- Revised 10/15/2020
- Revised 09/07/2021 (procedure)
- Revised 06/06/2022 (procedure)
- Revised 12/14/2023