The District Board of Trustees, faculty, and staff of the College are determined that the campus be a place of learning, safety, shared responsibility, and harmony. To ensure this quality of life, the College reserves the right to remove any person who acts to impair or prevent the accomplishments of any of the College's lawful missions, processes, or activities. The faculty, staff, and students have an obligation to foster an atmosphere of mutual respect and high regard for the life and property of the College.

It is expected that all members of the educational community will share respect for the law and adhere to the highest ethical and moral standards of conduct. In the event that these high standards are not self-enforced the College will take action to protect its interests. The Student Code of Conduct is intended to preserve the academic integrity and safety, health, welfare and well-being of the TCC community and its visitors, while creating learning opportunities and interventions which foster, promote and support the ethical and moral development of TCC students. Student conduct on campus and at off-campus sponsored activities and facilities is expected to be supportive of these interests.

To this end, Tallahassee Community College (hereinafter referred to as TCC or the College) is committed to a community of learners through rational inquiry and cooperative resolution of controversial issues. To achieve and support the educational mission and goals of the college, in a safe environment where all students have the same opportunity to succeed academically, TCC shall establish regulations that set forth minimum standards for student behavior through Student Code of Conduct.
As a postsecondary institution of higher education, TCC encourages students to rise above the minimum standards, and work to build a community of learners where all members of the college community show respect for the views of others and to accept responsibility for their own actions. Individuals and groups have the right to the freedom of expression, but they must at all times respect the rights of others. The violation of TCC policies, rules and regulations is counterproductive to building a learning community. Hence, TCC will act immediately to protect the life and property of TCC, while maintaining and balancing the rights of students and the TCC community. The right of every student to learn will be protected by implementing the Student Code of Conduct. Every student who accepts enrollment assumes the responsibility to become familiar with and to abide by College regulations and acceptable standards of conduct.

Students who fail to observe College regulations or to maintain acceptable standards of personal conduct on the campus or at College sponsored functions or facilities are subject to disciplinary action. If an enrolled student is formally charged with a violation of federal, state or local law, or with a delinquent act which would be a felony by a proper prosecuting attorney for an incident, or for conduct which may have an adverse impact on the educational program, discipline or welfare of the College, whether on or off campus, the College has the right to take disciplinary action in accordance with the procedures governing student conduct.

The College President or designee shall establish procedures, a disciplinary process and a student appeals process consistent with the civil and legal rights of student to receive equitable treatment in the area of student discipline. At a minimum, students formally charged with an alleged violation of the Student Code of Conduct or other College policy shall be afforded the right to:

- Clear and complete notice of the charge(s)
- An opportunity to review all information which is used for initiating the charges prior to a hearing or determination of responsibility
- A fair and impartial hearing
- An opportunity to present relevant evidence and information of his/her behalf, including the presentation of witnesses
- An opportunity to cross examine witnesses
- Accompaniment by an advisor of the student’s choice
- Withhold Net provide self-incriminating testimony
- Notification of the final decision in writing
- An appeal of the decision

The College reserves the right, to suspend, dismiss or expel any student from the College for a violation of the Student Code of Conduct, given due process and procedures are followed in accordance with the established procedures.

To administer this policy, the College shall establish, maintain and publish up-to-date procedures and processes in the Student Handbook, which shall include, but are not limited
1. **Entity, department and/or college personnel responsible for the coordination, assessment and implementation of established procedures;**

2. **Procedures for reporting alleged violations of the Student Conduct Code;**

3. **Criteria and procedures used in determining whether this policy and established procedures should be enacted;**

4. **Specific procedures to be implemented and actions to be taken by the designated entity, department and/or college official if it is determined that this policy must be enacted;**

5. **Judicial bodies, forums and types approved by the College President or designee for handling alleged violations of this policy;**

6. **Burden of proof used by in the college disciplinary process for disciplinary hearings and appeals;**

7. **Procedures and processes for initiating charges, including, filing times, notice of charges, review of charges by the students, hearing notification, and role of judicial bodies;**

8. **Hearing procedures for adjudicating cases;**

9. **Right to appeals, and criteria, process and procedures for handling appeals;**

10. **Special circumstances and processes regarding interim/emergency suspensions;**

11. **Maintenance, handling and record management of confidential disciplinary records;**

12. **Parental notification procedures and processes;**

13. **Procedures for meeting the rights of students covered under the American Disabilities Act; and**

14. **Entity/committee and process for the review of the Student Conduct Code and procedures.**

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**Standards of Conduct**

The College has established regulations which are considered necessary to preserve and maintain an environment conducive to learning, to insure the safety and welfare of members of the College community, to encourage students in the development and
practice of good citizenship and self-discipline, and to protect property and equipment of the College. Following are the standards of conduct expected of students and other members of the College community.

**Article I: Definitions**

1. The term **College** means Tallahassee Community College (TCC).

2. The term **Student Conduct Code** may be referred to hereinafter as the Code.

3. The term **student** includes all persons taking courses at TCC, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered **students**.

4. The term **faculty member** means any person hired by TCC to conduct classroom activities.

5. The term **TCC official** includes any person employed by TCC performing assigned executive, administrative, or professional responsibilities.

6. The term **member of TCC community** includes any person who is a student, faculty member, TCC official, or any other person employed by TCC. A person’s status in a particular situation shall be determined by the Vice President for Student Affairs.

7. The term **TCC premises** includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by TCC.

8. The term **organization** means any number of persons who have complied with the formal requirements for TCC recognition/registration as an official student group.

9. The term **judicial body** means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Code and to recommend imposition of sanctions.

10. The term **Judicial Advisor** refers to the person who is authorized on a case-by-case basis by the Vice President for Student Affairs to impose sanctions upon students found to have violated the Code. The Director of Student Programs is authorized to serve simultaneously as judicial advisor and the sole member or one of the members of a judicial body.

11. The term **Appellate Board** means any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a judicial body’s determination that a student has violated the Code or from the sanctions imposed by the Judicial Advisory.

12. The term **shall** is used in the imperative sense.
13. The term *may* is used in the permissive sense.

14. The Vice President for Student Affairs is the TCC official responsible for the administration of the Code.

15. The term *cheating* includes, but is not limited to, the following:
   
   a. use of any unauthorized assistance in taking quizzes, tests, or examinations;
   
   b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
   
   c. the acquisition, without permission, of tests or other academic material belonging to a member of the TCC faculty or staff.

16. The term *plagiarism* includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

**Article II: Judicial Authority**

1. The Vice President for Student Affairs shall determine the composition of judicial bodies and Appellate Board(s) and which judicial body, Judicial Advisor and Appellate Board shall be authorized to hear each case.

2. The Vice President for Student Affairs shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Code.

3. Decisions made by a judicial body and/or Judicial Advisory shall be final, pending the normal appeal process.

4. A judicial body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

**Article III: Proscribed Conduct**

**Jurisdiction of the College**

*Generally, the College’s jurisdiction and discipline shall be limited to conduct which occurs on College premises or which adversely affects the College community and/or the pursuit of*
its objectives. However, TCC will exercise its right to discipline a student for activities which take place off-campus when those activities adversely affect the College community.

The Vice President for Student Affairs will consider and determine on a case by case basis any off-campus activity in which the College jurisdiction should be asserted. (This is covered above in the policy)

Conduct -- Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV.

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty
   b. Furnishing false information to any TCC official, faculty member or office, including writing bad checks to TCC for payment of fees
   c. Forgery, alteration, or misuse of any TCC document, record, or instrument of identification
   d. Tampering with the election of any TCC recognized student organization

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other TCC activities, including its public-service functions on or off campus, or other authorized non-TCC activities when the act occurs on TCC premises

3. Physical abuse, including but not limited to, sexual assault or rape, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person

4. Attempted or actual theft of and/or damage to property of TCC or property of a member of the TCC community or other personal or public property, including the theft of textbooks or library books. The sale of a stolen textbook shall be considered a violation of the Code.

5. Hazing, defined as an act that endangers the mental or physical health or safety of a student or that destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization

6. Failure to comply with directions of TCC officials or laws enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so

7. Unauthorized possession, duplication, or use of keys to any TCC premises or unauthorized entry to or use of TCC premises
8. Unauthorized possession, duplication, or use of another’s I.D. card

9. Violation of published TCC policies, rules, or regulations

10. Violation of federal, state, or local law on College premises or at College-sponsored or supervised activities;

11. Use, possession, or distribution of narcotic or other controlled substances except as expressly permitted by law;

12. Use, public intoxication and possession, or distribution of alcoholic beverages except as expressly permitted by the law and TCC regulations;

13. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on TCC premises;

14. Participation in a campus demonstration that disrupts the normal operations of TCC and infringes on the rights of other members of the TCC community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;

15. Obstruction of the free flow of pedestrian or vehicular traffic on TCC premises or at TCC-sponsored or supervised functions;

16. Conduct that is disorderly, lewd, or indecent; breach of peace, or aiding, abetting, or procuring another person to breach the peace on TCC premises or at functions sponsored by or participated in by TCC;

17. Theft or other abuse of computer time, including but not limited to the following:

   a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose
   
   b. Unauthorized transfer of a file
   
   c. Unauthorized use of another individual’s identifications and password
   
   d. Use of computing facilities to interfere with the work of another student, faculty member, or TCC official
   
   e. Use of computing facilities to send obscene or abusive messages
   
   f. Use of computing facilities to interfere with normal operation of TCC computing system
18. Abuse of the Judicial System, including but not limited to the following:
   a. Failure to obey the summons of a judicial body
   b. Falsification, distortion, or misrepresentation of information before a judicial body
   c. Disruption or interference with the orderly conduct of a judicial proceeding or any other TCC proceeding including class
   d. Institution of a judicial proceeding knowingly without cause
   e. Attempting to discourage an individual's proper participation in, or use of, the judicial system
   f. Attempting to influence the impartiality of a member of a judicial body prior to or during the judicial proceeding
   g. Harassment (verbal or physical) and/or intimidation of a member of a judicial body before or during the judicial proceeding
   h. Failure to comply with the sanction(s) imposed under the Student Code
   i. Influencing or attempting to influence another person to commit an abuse of the judicial system

19. Sexual battery in any form, including attempted or acquaintance rape will not be tolerated by the College.

   There is also a range of exploitive behavior that does not amount to battery that may result in disciplinary action against the perpetrator. Attempts to obtain sexual favors through psychological coercion, including but not limited to, threats to embarrass or intimidate the victim (in a way that does not include threat of force) may result in disciplinary action.

20. On occasion, situations may arise that are not specifically covered by College regulations or the code but which are harmful to the welfare of the College community or are obstructive to the orderly processes of the College. In such situations, interpretation will be made by a representative of the College and appropriate action will be taken.

Violation of Law and TCC Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for misconduct that demonstrates disregard for the TCC
community. In such cases, no sanction will be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, (e.g., no contest or *nolo contendere*).

2. TCC disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Code. For example, proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

3. When a student is charged by federal, state, or local authorities with a violation of law, TCC will not request or agree to special consideration for that individual because of his/her status as a student. However, if the alleged offense is also the subject of a proceeding before a judicial body under the Code, the College may advise off-campus authorities of the existence of the Code and of how such matters will be handled internally at TCC. TCC will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members acting in their personal capacities remain free to interact with governmental representatives as they deem appropriate.

**Article IV: Judicial Policies**

**Charges and Hearings**

1. Any member of the TCC community may file charges against any student for misconduct. Charges shall be filed as an incident report with the Campus Police Department and directed to the Director of Student Programs responsible for the administration of the TCC judicial system. Charges of academic dishonesty shall be filed directly with the Director of Student Programs. Any charge should be submitted as soon as possible after the event takes place, preferably within a seven day period.

   Reporting Acts of Sexual Misconduct: victims of sexual assault are encouraged to report the incident in order to deter these assaults and to ensure that services are provided. Victims utilizing the College’s services shall be treated with the utmost respect and dignity and their cases shall be handled with complete confidentiality.

2. The Judicial Advisor may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved and on a basis acceptable to the Judicial Advisor. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the Judicial Advisor may later serve in the same matter as the judicial body or a member thereof.

3. All charges shall be presented to the accused student in written form at a required Information Hearing Session. During that session, a time shall be set for a hearing
not more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Director of Student Programs.

4. Hearings shall be conducted by a judicial body according to the following guidelines.

a. Hearings normally shall be conducted in private. At the request of the accused student and subject to the discretion of the chairperson, a representative of the student press may be admitted to the hearing but shall not have the privilege of participating in the hearing.

b. Admission of any person to the hearing shall be at the discretion of the judicial body and/or its Judicial Advisor.

c. In hearings involving more than one accused student, the chairperson of the judicial body, at his or her discretion, may permit the hearings concerning each student to be conducted separately.

d. The complainant and the accused have the right to be assisted by an advisor of their choice at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak at or participate directly in any hearing before a judicial body.

e. The complainant, the accused, and the judicial body shall have the privilege of presenting witnesses, subject to the right of cross-examination by the judicial body.

f. Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a judicial body at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the chairperson of the judicial body.

h. After the hearing, the judicial body shall determine (by majority vote if the judicial body consists of more than one person) whether the student has violated each section of the Code that the student is charged with violating.

i. The judicial body’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

5. There shall be a single verbatim record, such as a tape recording, of all hearings before a judicial body. The record shall be the property of TCC.

6. Except in the case of a student charged with failing to obey the summons of a judicial body or a TCC official, no student may be found to have violated the Code solely
because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Code.
   a. Warning -- a notice in writing to the student that the student is violating or has violated institutional regulations
   b. Probation -- a written reprimand for violation of specified regulations
      Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
   c. Loss of Privileges -- denial of specified privileges for a designated period of time
   d. Fines -- imposition of previously established and published fines
   e. Restitution -- compensation for loss, damages or injury
      This may take the form of appropriate service and/or monetary or material replacement.
   f. Discretionary Sanctions -- Work assignments, service to TCC or other related discretionary assignments
      Such assignments must have the prior approval of the Judicial Advisor.
   g. Suspension -- Separation of the student from TCC for a definite period of time, after which the student is eligible to return
      Conditions for readmission may be specified.
   h. Dismissal -- Separation from the College for an indefinite period of time
      Readmission may be possible, based on meeting all readmission criteria and obtaining clearance from the Director of Student Programs or designee.
   i. Expulsion -- Permanent separation of the student from TCC
      When a student is found guilty of unacceptable conduct that warrants suspension or expulsion, the Director of Student Programs shall forward the findings and recommendations of the case to the Vice President for Student Affairs for review before the effective date of implementation of the action to be
j. **Stop Order -- Imposition on a student who has unfinished business with a College official or department**

A stop order prohibits a student from the following: obtaining a transcript, obtaining a diploma, receiving funds, registering for classes, and attending classes. The stop order is lifted only if the student attends to the matter which initiated the stop order.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. First offense students who are found guilty of selling or attempting to sell stolen books and/or book theft will have the following sanctions applied:

   a. disciplinary probation
   b. a fifty dollar fine for each book sold and/or stolen
   c. restitution to the TCC Bookstore and/or victim(s) as appropriate
   d. a community service contract requiring the student to do a minimum of twenty hours of community service on the TCC campus

   If sanctions are not met, the College will proceed with additional charges.

4. Other than TCC expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record but shall become part of the student’s confidential record. Upon the student’s graduation, the confidential record may be expunged of disciplinary actions other than suspension or expulsion if the student makes application to the Director of Student Programs. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student’s confidential record three years after final disposition of the case or according to state laws.

5. The following sanctions may be imposed upon groups or organizations:

   a. Those sanctions listed above in Section 1. a-e
   b. Deactivation: loss of all privileges, including TCC recognition, for a specified period of time

6. In each case in which a judicial body determines that a student has violated the Code, the sanction(s) shall be determined and imposed by the Director of Student Programs. In cases in which persons other than or in addition to the Director have been authorized to serve as the judicial body, the recommendation of all members of the judicial body shall be considered by the Director in determining and imposing sanctions. The Director is not limited to sanctions recommended by members of the judicial body. Following the hearing, the Director shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.
Interim Suspension

In certain circumstances, the Vice President for Student Affairs may impose a TCC suspension prior to the hearing before a judicial body.

1. Interim suspension may be imposed only under the following conditions:
   a. to ensure the safety and well-being of members of the TCC community or preservation of TCC property
   b. to ensure the student's own physical or emotional safety and well-being
   c. if the student poses a definite threat of disruption of or interference with the normal operation of TCC

2. During the interim suspension, students shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs may determine to be appropriate. Students suspended on an interim basis shall not normally be given any special considerations because of their separation from the College (i.e., make-up tests, refund of fees, etc.). Any request for special considerations may be addressed to the Vice President for Student Affairs in writing following the disposition of the case.

3. The student has the right to appeal an interim suspension and request a speedy hearing regarding whether the interim suspension should continue until a hearing is held on the facts of the case. The appeal must be in writing and directed to the Student Programs Office within two school days of notice of interim suspension. The appeal hearing will be held by the Vice President for Student Affairs or designee within three school days of the receipt of the appeal request.

Appeals

1. A decision reached by the judicial body or a sanction imposed by the Director of Student Programs may be appealed by accused students or complainants to an Appellate Board within five school days of the decision. Such appeals shall be in writing and shall be delivered to the Director.

2. Except as required to explain the basis of new evidence not reasonably available at the time of the hearing, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
   a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Code was violated and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations
b. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Code occurred.

c. To determine whether the sanction(s) imposed were appropriate for the violation of the Code that the student was found to have committed.

3. The Appellate Body may affirm, modify, reverse, or remand the decision by the original judicial body and the Judicial Advisor.

4. In cases involving appeals by a student accused of violating the Code, review of the sanction by the Appellate Board may not result in more severe sanction(s) for the accused student. Instead, following an appeal, the Vice President for Student Affairs may, upon review of the case, reduce but not increase the sanctions imposed by the Director of Student Programs.

5. In all cases, once final action has been taken, the Director of Student Programs shall inform the complainant in writing of that action.

Article V: Interpretation and Revision

A. Any question of interpretation regarding the Code shall be referred to the Vice President for Student Affairs or designee for final determination.

B. The Code shall be reviewed annually under the direction of the Vice President for Student Affairs.