

PHILLIPS COMMUNITY COLLEGE
ADMINISTRATIVE PROCEDURE

Administrative Procedure: 405.01

Subject: Classroom Discipline and Student Conduct

Applicable Board Policy: 405

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Discipline Policy Scope

Phillips Community College has a standard of conduct that will be enforced at all times. Unacceptable behaviors are identified in the **PCCUA Student Handbook and posted on the PCCUA Student Menu online.** In order to sustain an environment that promotes responsibility, cooperation, respect, and learning, any PCCUA employee is expected to correct inappropriate conduct anywhere on College property at any time.

Discipline

Respect for other students' right to learn and an instructor's right to teach, is imperative. Further, if a student's behavior is disruptive, an instructor has the right and obligation to make the student correct the behavior. An instructor can direct a student to leave the classroom. A student removed from the classroom, may not return without meeting with the Vice Chancellor for Student Services and Registrar or the campus vice chancellor in Stuttgart or DeWitt (or official designee). This contact must be within 36 hours after the incident. In certain cases when a student has not been dismissed from the classroom, but the behavior is seriously offensive, the instructor may request that the Vice Chancellor for Student Services and Registrar or Campus Vice Chancellor in Stuttgart or DeWitt, or designee intervene. In the event, a Vice Chancellor is unavailable, the contact will be made with the next senior official. Any discipline problem which cannot be resolved, may result in the student being suspended (temporary dismissal) or even expelled (permanent dismissal) from the class or the College depending on the nature of the offense.

Classroom Offenses

These offenses disrupt instruction. Usually, Informal Resolution eliminates the problem. Persistence of this behavior can result in a Formal Resolution.

Talking during the lecture or activity

Using cell phones

Use of loud or profane language

Disrespectful language toward the instructor or guest

Disrespectful language toward another student
Constant arguing or disagreeing with the instructor, student, or guest
Loud, inappropriate laughing or screaming
Touching inappropriately (self or others).
Any intentional behavior that disrupts the ongoing instruction in the classroom
Dishonesty and Cheating - due process for dishonesty and cheating which affects a final grade follows the academic appeal due process guidelines set forth in PCCUA Board Policy 404 and Administrative Procedure 404.06

Procedure for Discipline of Cheating and Plagiarism in the Classroom

The responsibility for and authority in initiating discipline arising from violations of rules against dishonesty during the process of the course are vested in the instructor of that course.

Plagiarism

Offering the work of another as one's own without proper acknowledgement is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or materials taken from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgement.

Cheating

- a) Copying from another student's paper
- b) Using any unauthorized assistance in taking quizzes, tests, or examinations
- c) Possession during a test of materials that are not authorized by the person giving the test, such as class notes or specifically designed "crib notes" or any other device or technology that would aid in cheating
- d) Dependence on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out assignments
- e) The acquisition, without permission, of tests or other academic material belonging to a member of Phillips Community College of the University of Arkansas
- f) Aiding and abetting another person in committing any form of academic dishonesty

Very Serious Offenses (can be in a classroom or any place on campus)

These are actions which demand immediate attention and result in a **Formal Resolution**. No warning is necessary for this kind of violation.

Very Serious Offenses

Stealing

Consumed alcohol including being drunk and/or disorderly

Using, distributing, or selling drugs or alcohol

Unlawful possession of a weapon, including but not limited to, a hand gun

Loud, abusive, or obscene language or gestures

Destructive behaviors toward property or individuals

Indecent exposure, illicit sexual relations, perversions

Misuse of college documents or records

Abusive behavior toward an instructor, student, or PCCUA employee including physical abuse, verbal abuse, threats or assault

Unauthorized people on campus

Inappropriate touching of self and others

Stalking (persistently contacting another person without consent)

Terroristic threatening

Any action which endangers self or others

Technology and Computer Violations (See **Computer, Internet, E-mail and Other Electronic Communication Acceptable Use Policy**)

Fire and Safety Endangerment

Dishonesty and Cheating (See **Cheating Policy**-due process for dishonesty and cheating which affects a final grade follows the academic appeal due process guidelines set forth in PCCUA BP 404 and AP 404.06)

Campus Discipline

If the student's behavior is outside the boundary of the classroom, it is the responsibility of PCCUA employees to correct inappropriate behavior or refer the situation to the Vice Chancellor for Student Services or campus Vice Chancellor in Stuttgart or Dewitt (or appointed designee).

Process for Handling Discipline Offenses

Instructors have several choices for dealing with disruptive students. Disruptive behavior interferes with others' right to learn and the instructor's right to teach. The following steps should be followed when dealing with disruptive students in an informal way. It is always best to talk to a student before taking formal action.

All instructors should share expected behaviors on the first day of class and identify unacceptable behaviors to the students.

Classroom Discipline

Three stages of handling disruptive but less serious classroom behaviors.

Stage 1: First warning for an offense

A student at this stage has become disruptive or behaved inappropriately. The student is warned that the behavior is unacceptable. The faculty member completes a **Student Discipline Form** which is sent to the Vice Chancellor for Student Services and Registrar or the Campus Vice Chancellor in DeWitt or Stuttgart. Notification will be made to the division dean/chair.

Sometimes within one class session, a student's persistent and interruptive behavior may result in the faculty member asking a student to leave. The faculty member completes a **Student Discipline Form** which is sent to the Vice Chancellor for Student Services and Registrar or the Campus Vice Chancellor in DeWitt or Stuttgart. Notification will be made to the division dean/chair.

It is understood that there may be situations where a student signature will not be on the Student Discipline Form. The form may be sent directly to the Vice Chancellor for Student Services and Registrar or the campus Vice Chancellor in DeWitt or Stuttgart.

Stage 2: Second warning for an offense

A student at this stage has not changed the disruptive or inappropriate behavior. The student receives a second warning. The faculty member completes a **Student Discipline Form** which is sent to the Vice Chancellor for Student Services and Registrar or the Campus Vice Chancellor in DeWitt or Stuttgart. Notification will be made to the division dean/chair.

The second warning should also include a talk with the student explaining why the behavior is unacceptable.

Stage 3: Third offense (no warning, action taken)

A student at this stage has failed to correct the behavior. This third and final offense results in the faculty member asking the student to leave the class. The faculty member completes a **Student Discipline Form** which is sent to the Vice Chancellor for Student Services and Registrar or the campus Vice Chancellor in DeWitt and Stuttgart. Notification will be made to the division dean/chair.

At this stage a student may not return to class until the Vice Chancellor for Student Services and Registrar or the campus Vice Chancellor (Stuttgart or DeWitt) has discussed the problem with the student and the faculty member. If there is faculty agreement about student's readmission to class, the student may be readmitted to class. If there is faculty disagreement about readmission of the student to class, the student may be dropped from the roll. The student has the right to request a formal hearing (Due Process).

Discipline for Very Serious Offenses

No Warning Is Required for a Violation of a Very Serious Offense

A student at this stage has committed a very serious offense. A faculty member or employee in this situation informs the student that he/she needs to report to the Office of the Vice Chancellor for Student Services and Registrar or the Campus Vice Chancellor in Stuttgart and DeWitt. Campus security may be called. All paper work must be filed with the Vice Chancellor or the Campus Vice Chancellor in DeWitt or Stuttgart within two (2) business days of the incident.

If the Vice Chancellor for Student Services and Registrar or the campus Vice Chancellor in DeWitt or Stuttgart are off campus at the time of an incident and will not return within two (2) business days, the official designee will conduct the discipline process until the Vice Chancellor for Student Services and Registrar or the Campus Vice Chancellor returns.

Sanctions

Certain offenses must be resolved in a formal manner. Whenever an offense occurs, that behavior must be documented by all parties involved. Whenever the Vice Chancellor for Student Services and Registrar or the campus Vice Chancellor in Stuttgart or DeWitt is called to settle a dispute related to inappropriate conduct, the student is considered on probation. The seriousness of an offense may result in suspension or expulsion. **See Student Handbook**

Disciplinary Probation

The student's participation in college life is placed on a provisional basis for a specified period of time. The violation of the terms of disciplinary probation or further violation of college regulations may lead to more serious disciplinary action, such as suspension from a course or from the College or expulsion. Restrictions of privileges may also be conditions of probation. Students who have had any disciplinary counsel with the Vice Chancellor for Student Services and Registrar or a Campus Vice Chancellor are on probation.

Suspension

When a student's behavior is unacceptable and violations of a serious nature have been observed to the extent that they reflect most unfavorably upon character, judgment and maturity and/or are harmful to the well-being of the student body and the College, the student may be suspended from the College. Suspension is not a permanent condition and usually does not place an extraordinary burden on a faculty member from whose class the student has been suspended. Any work missed during suspension may result in an F. A student may be suspended from a class or the campus for a semester.

Expulsion

Expulsion is reserved for students committing serious violations which involve physical or verbal abuse, assault, mistreatment of any person; or cause threat or damage to individuals, the student body, the College, College property, or self. In these cases, the student will be separated from the College on a permanent basis. In addition to this action, the student must make reparation for damages, if any.

Clemency Clause

A student who is expelled may be allowed to return after waiting a minimum of five years. A student seeking readmission is required to file a Disciplinary Appeal. Readmission may or may not be granted.

Violations Which May Result in Immediate Suspension or Expulsion

Possession of an illegal substance
Violence or threat of violence toward others
Violence or threat of violence toward the College
Violence or threat of violence toward oneself
Possession of weapons
Other criminal behavior

Students Due Process Steps for Disciplinary Action

When a student is involved in an incident which may necessitate disciplinary action, the student has an opportunity to appeal the charges through an appeal process.

There are four steps to an appeal process.

Step 1

Student notifies the Vice Chancellor for Student Services and Registrar to file an appeal for a discipline decision. In DeWitt and Stuttgart, the campus Vice Chancellor will be notified and will notify the Vice Chancellor for Student Services and Registrar. The appeal must be filed within two (2) business days after the disciplinary decision has been communicated to the student.

Step 2

Within two (2) business days of receiving the student's notice of appeal, the student is notified in writing of the exact time and date of the appeal meeting and the witnesses who will be present. The student may bring an advisor or a witness. If the student is appealing a suspension of ten (10) or more days or an expulsion, the advisor may fully participate during the disciplinary appeal.

Step 3

The appeal is heard by a committee appointed by the Vice Chancellor for Student Services and Registrar. The student may question or confront the witness(es). The College employee making the charge may also question the student.

Step 4

The committee appointed by the Vice Chancellor for Student Services and Registrar makes a decision. The student is immediately notified in writing of that decision. A record of the proceedings will be filed in the Vice Chancellor for Student Services and Registrar Office. A permanent copy of the appeal will be placed in the student's file.