

PCCUA STUDENT DISCIPLINE

DISCIPLINE POLICY SCOPE

PCCUA has a standard of conduct that will be enforced at all times. Unacceptable behaviors are identified in the **PCCUA Student Handbook**. 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.

CLASSROOM DISCIPLINE

Respect for other students' right to learn is imperative. Further, if a student's behavior is disruptive, an instructor has the right and obligation to make the student correct the behavior. In extreme cases an instructor may ask a student that will not adhere to the PCCUA student conduct policy to leave the class. In certain cases the instructor may have to request that the Vice Chancellor for Student Services or Campus Vice Chancellor in Stuttgart or DeWitt intervene. If the situation cannot be resolved, the student may be suspended (temporary dismissal) or even expelled (permanent dismissal) from the class or the College depending on the nature of the offense.

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. The College recognizes two categories of offenses: **less serious offenses**, and **very serious offenses**.

OFFENSES

Less Serious Offenses

These offenses are less serious in nature but do disrupt instruction. Usually, **Informal Resolution** eliminates the problem. Persistence of less serious 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

Disrespectful language toward another student

Constant arguing or disagreeing with the instructor or student

Loud, inappropriate laughing or screaming

Any intentional behavior that disrupts the ongoing instruction in the classroom

Very Serious Offenses

These are actions which demand immediate attention and result in a **Formal Resolution**. This process begins with **Stage 4 (no warning for a violation)**.

Very Serious Offenses

Stealing

Drunk and disorderly conduct

Using, distributing, or selling drugs or alcohol

Possession of 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)

Terrorist 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**)

PROCESS FOR HANDLING DISCIPLINE OFFENSES

Instructors have several choices for dealing with disruptive students. Disruptive behavior interferes with others' right to learn. 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.

There are four stages of student discipline at PCCUA.

Stage 1: First warning for a less serious offense

A student at this stage has become disruptive or behaved inappropriately. The student is warned that the behavior is unacceptable and given a warning. The faculty member completes a **Student Discipline Form** which must be signed by both the faculty member and the student and sent to the Registrar. Notification will be made to the division dean.

Sometimes within one class session, a student's persistent and interruptive behavior may result in the faculty member's asking a student to leave. The faculty member completes a **Student Discipline Form** which must be signed by both the faculty member and the student and sent to the Registrar. Notification will be made to the division dean.

Stage 2: Second warning for a less serious 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 must be signed by both the faculty member and the student and sent to the Registrar. Notification will be made to the division dean.

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

Stage 3: Third warning for a less serious offense

A student at this stage has failed to correct the behavior. This third and final warning results in the faculty member's asking the student to leave the class. The faculty member completes the **Student Discipline Form**, which must be signed by both the faculty member and the student and sent to the Registrar. At this stage a student may not return to class until the Vice Chancellor for Student Services 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).

Stage 4: No Warning 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 Office or the Campus Vice Chancellor for Stuttgart and DeWitt. Campus security may be called.

SANCTIONS

Certain behaviors must be resolved in a formal manner. Whenever a serious behavior occurs, that behavior must be documented by all parties involved. The **Student Handbook** identifies the status of a student. Whenever the Vice Chancellor for Student Services or the Campus Vice Chancellor in Stuttgart or DeWitt is called to settle a dispute related to inappropriate classroom conduct, the student is considered on probation for the particular course for which he or she is enrolled. The seriousness of an offense may result in probation, which 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 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 by the Student Relations Committee

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 one's self
Possession of weapons
Criminal Behavior

STUDENT DUE PROCESS

An objective of Phillips Community College is to provide an opportunity for education to all of its students. In order to achieve this objective, it is important to define standards of conduct enabling students to work with faculty and staff in a positive manner. The student is responsible for compliance with regulations. A student's failure to comply with regulations may result in a formal encounter with the student due process procedure.

When a student is involved in an incident which may necessitate disciplinary action, the student is called to the Office of the Vice Chancellor for Student Services or the Office of the Campus Vice Chancellor in Arkansas County (DeWitt or Stuttgart) and informed of the charges and the manner in which the case will be heard. The body hearing the case will be the Student Relations Committee.

The student affected shall be notified in writing of the specific charges, the time and place where the hearing will be held, and the names of all witnesses who will testify on behalf of the College. The student will be notified by the Vice Chancellor for Student Services. The letter of notification will inform the student of his/her right to bring witnesses to the hearing to testify on the student's behalf. The letter will further inform

the student that he/she may be accompanied by an advisor of his/her choosing during any time that the student might appear before the committee. The letter of notification shall be sent to the student's registered address and shall be postmarked no less than three (3) working days prior to the time designated for the student's appearance before the committee unless a shorter period of notification is acceptable to the student.

The student shall be permitted to confront and question witnesses testifying against him/her at the hearing. A record of the hearing before the Student Relations Committee will be filed in the Office of the Chancellor or the Office of Vice Chancellor for Student Services. **See Student Handbook**

DISHONESTY

Procedure for Discipline of Cheating and Plagiarism

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 he/she takes 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

DUE PROCESS STEPS

Step 1

Student notifies the Vice Chancellor for Student Services that he/she would like to appeal a discipline decision.

Step 2

Within three (3) days 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.

Step 3

The appeal is heard by the Student Relations Committee. The student may question or confront the witness (es). The College employee making the charge may also question the student.

Step 4

The Student Relations Committee makes a decision. The student is immediately notified in writing of that decision. A record of the proceedings will be filed in the Registrar's Office. A permanent copy of the appeal will be placed in the student's file.