

Student Code of Conduct

Grand Rapids Community College
(Draft – returned to Cabinet 9.16.14)

Section 1

Introduction and Purpose

GRCC is an open access college that prepares individuals to attain their goals and contribute to the community. In order to achieve its mission, the College must foster a secure learning environment by protecting people, property and processes. The Student Code of Conduct sets forth expectations for individuals who choose to become part of the College community. Students attending GRCC are responsible for adhering to GRCC's Student Code of Conduct, rules and regulations, college policies and for compliance with all local, state and federal laws.

Jurisdiction

This Code applies to:

- a. The on-campus conduct of all students and registered student organizations.
- b. The off-campus conduct of students and registered student organizations in direct connection with the use of college resources, including the campus network; academic course requirements, such as internships, field trips, international study or experiential learning activities; any activity supporting the pursuit of a certificate or degree, such as research at another institution; any activity sponsored, conducted, or authorized by GRCC or by registered student organizations.
- c. Off-campus conduct that negatively impacts GRCC such as threats of violence or physical harm, unlawful harassment or other conduct which may have a negative impact or may place its community (inclusive of students, employees or faculty) at risk.
- d. Any activity that causes substantial risk of destruction of property belonging to GRCC or causes serious risk of harm or endangers the health or safety of members of the GRCC community, including students, staff and members of the public when participating in GRCC events or activities.
- e. Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for criminal activity.

Definitions

- a. Accused Student: Any student accused of violating this Student Code.
- b. Business days: Monday through Friday, excluding days when the College is not open.
- c. College officials: Administrative and Executive Officers and their designees.
- d. Complainant: Any person who submits charges alleging a student violated the Student Code who believes s/he has been a victim of the misconduct.

- e. Criminal activity: Any alleged violation of local, state or federal laws.
- f. Cyber stalking: Engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.
- g. Cyber bullying: The willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, “sexting”, instant messaging, or video voyeurism.
- h. Online classes: Classes which utilize GRCC resources including faculty, internet or intranet services whether or not directly operated by GRCC.
- i. On-campus: All property owned, operated, maintained, controlled or leased by GRCC.
- j. Property belonging to GRCC: All land, buildings, facilities or other grounds or structures, including adjacent streets and sidewalks, or any item in possession of or owned, used, loaned, leased, maintained or controlled by GRCC or funded by GRCC budgets, including computers and network systems, library materials, classrooms and laboratories used for GRCC purposes.
- k. Student: The term “student” includes persons who have been issued a student number at Grand Rapids Community College and are:
 - currently enrolled, or
 - admitted and show intent to enroll, or
 - withdrawn from a specific course or the College after allegedly violating the Student Code
- l. Student Group or Organization: A group of students who have been recognized by the College as having a specific affiliation (such as student clubs and organizations, athletic teams, etc.)

Student’s Rights & Responsibilities

Rights

Students at Grand Rapids Community College are afforded various rights along with their responsibilities. Students at GRCC have the same rights and protections under the Constitutions of the United States and the State of Michigan as other citizens. These rights are protected regardless of age, race, color, religion, marital status, sex (including pregnancy), sexual orientation, gender identity, gender expression, height, weight, national origin, disability, veteran status, genetics, and as revised from time to time in the GRCC Equal Employment Opportunity and Nondiscrimination Policy.

Additionally, students have the following rights:

- a. The right to access education and campus facilities.
 - i. The right to be informed about classroom requirements and college policies and procedures.
 - ii. The right to consistent academic evaluation in relation to other students.

- iii. Students, official clubs and organizations may use available college facilities according to college policy and procedures.
- iv. Students are afforded due process in regards to disciplinary concerns, as well as a fair and balanced system for other complaint resolution.
- b. The right to confidentiality of student records.
 - i. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records, as outlined on the Student Records webpage: <http://www.grcc.edu/studentrecords/studentrightsunderferpa>.
- c. The right to freedom of expression, association and assembly.
 - i. Students may express their views on college policy or matters of general interest, and may support causes by any orderly means that do not disrupt the operation of the college.
 - ii. In the classroom, students are free to take reasoned exception to the data or views offered and to reserve judgment about matters of opinion, but they are responsible for learning the content of the course.
 - iii. The right to participate in self-governing student bodies which provide channels of communication and means for using democratic processes to solve problems.
 - iv. Students have the right to participate in the institutional governance and policy formation as defined by the appropriate governing body.

Responsibilities

The College expects all students to conduct themselves as responsible citizens and members of the academic community. It is the responsibility of each student to know, observe, abide by and adhere to GRCC's Student Code of Conduct, rules and regulations. Additionally, students are to abide by all rules applicable to conduct in a classroom environment and at College-sponsored activities. Students by enrolling in the College, are automatically placed under the rules and regulations established by the College. Therefore it is the students' responsibility to familiarize themselves the rules and regulations affecting them.

Section 2

Standards

ACADEMIC HONESTY

The development, understanding and practice of integrity and academic honesty are expected of all students at Grand Rapids Community College. Personal integrity is important in all aspects of life, and students are expected to conduct themselves with honesty and integrity, both in and out of the classroom. Acts of academic dishonesty will not be tolerated, and students engaging in such conduct may be subject to classroom and/or institutional disciplinary actions.

Academic dishonesty is any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

Cheating

Cheating includes, but is not limited to the following:

- a. Using any sources not authorized by the faculty member (textbooks, notes, websites, the work of other students) to complete examinations or other assignments. Giving or receiving content information relating to assignments/quizzes/test/examinations to/from others unless authorized by the instructor.
- b. Using unauthorized electronic equipment;
- c. Submitting academic work previously submitted in another course without authorization;
- d. Altering or tampering with grades.

Plagiarism

Plagiarism is intentional or unintentional use of the intellectual creations of another source, person or organization without proper attribution. Credit must be given for every direct quotation, for paraphrasing or summarizing a work (in whole, or in part, in one's own words), and for information that is not common knowledge. Plagiarism may take two main forms, which are clearly related:

- a. Stealing or passing off as one's own the ideas or words, images, or other creative works of another.
- b. Using a creative production without crediting the source, even if only minimal information is available to identify it for citation.

Fabrication

Fabrication is defined as intentionally falsifying or inventing any information or citation on any academic exercise. Therefore:

- a. "Invented" information may not be used in any laboratory experiment or academic exercise.
- b. One should acknowledge the actual source from which cited information is obtained.
- c. Students must not change or resubmit previous academic work without prior permission of the instructor.

Other Examples of Academic Dishonesty

- a. Allowing another student to copy during a test;
- b. Giving homework, term paper or other academic work to another student to plagiarize;
- c. Submitting any work that is not one's own;
- d. Falsifying information to a faculty member or College official;
- e. Altering a graded work after it has been returned, then submitting the work for re-grading without the instructor's knowledge/approval;

- f. Stealing tests or other assessment items;
- g. Forging signatures on College documentation;
- h. Giving false or misleading information to a faculty member in an effort to receive a postponement or an extension on a test or other assignment;
- i. Accessing computerized College records or systems without authorization (see GRCC AUA);
- j. Providing material or information to another person with knowledge that such aid could be used in any of the violations stated above;
- k. Unauthorized recording, reproduction, retransmission or redistribution of course materials (e.g. lectures, handouts, podcasts, exams, student projects, group work, online material, etc.).

Consequences of Academic Dishonesty at GRCC

Students who commit acts of academic dishonesty are subject to classroom and College sanctions. Withdrawal from a course does not exempt a student from any pending charges of classroom misconduct.

Any of the following sanctions may be imposed by the faculty member for any violation of academic dishonesty:

- a. Giving a warning – an oral explanation by a College official of violation and possible consequences if misconduct continues;
- b. Assignment of a reduced or a failing grade on an assignment, paper, project or exam;
- c. Lowering the grade for the course;
- d. Assignment of an E in the course;
- e. Referral to the conduct office.

Appeals for Academic Honesty sanctions imposed by the faculty member that result in a lowering of an overall grade should be directed to the Grade Grievance Process (<http://www.grcc.edu/studentaffairs/studentacademicgrievanceprocedure>). Appeals for sanctions imposed by the College should be directed to the Student Appeal Procedure (as described below.)

CLASSROOM CONDUCT

All students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning. Towards this end GRCC has developed the following Code of Classroom Conduct.

Classroom misconduct is any behavior which disrupts or interferes with the learning experience. Students are required and expected to conduct themselves in a mature and considerate manner. Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class.

Examples of Classroom Misconduct

Includes, but is not limited to, the following:

- a. Engaging in behavior that disrupts or interferes with the learning experience. Behavior such as, but not limited to, talking in class while the faculty member or other students are speaking, using offensive language, creating distractions or disturbances, sleeping, reading unrelated materials, and moving about the classroom is, in many situations, considered disruptive behavior to the learning process.
- b. Using cell phones or other electronic devices that disrupt the learning process or teaching environment is not allowed under most circumstances. The use of personal laptop computers, phones, etc. may be acceptable in some classes; however they must be used only for note-taking or activities in direct support of the course objectives. Faculty members have the right to ask students to shut down any electronic devices.
- c. Entering the classroom late or leaving the classroom prior to the end of class is considered a disruption to the learning process and should be avoided unless exceptional circumstances arise.

Consequences of Classroom Misconduct at GRCC

Students who commit acts of classroom misconduct are subject to classroom and College sanctions.

In all cases, students will have a right to use the student appeal procedure (as described below.)

Withdrawal from a course does not exempt a student from any pending charges of classroom misconduct.

Any of the following sanctions may be imposed by the faculty member for any violation of classroom misconduct:

- a. Giving a warning – an oral explanation by a College official of violation and possible consequences if misconduct continues;
- b. Dismissal from the remaining class time during which the infraction occurs;
- c. Dismissal from the remaining class time during which the infraction occurs, with required meeting with designated college employee (faculty member, Department Head, Associate Dean or Conduct officer) prior to returning to class;
- d. Assignment of a reduced or failing grade on an assignment, paper, project or exam;
- e. Reduction in the final grade for the course;
- f. Assignment of a failing grade for the course;
- g. Required meeting with the faculty member and/or a college official if necessary;
- h. Referral to the conduct office.

If removed from class for a second offense, or if the first offense is egregious and/or involves threatening behavior, the student will be on temporary suspension from that class pending investigation by the conduct office.

GENERAL CONDUCT

All GRCC students are expected to respect and value the rights of others and conduct themselves as responsible citizens. Choosing to join the GRCC community obligates each student to abide by a code of civilized behavior. The following personal actions on GRCC property, as defined herein, at official College functions, or which place students, faculty or employees at risk are prohibited. This following list is not intended to be exhaustive, and the College reserves the right to impose sanctions on students for personal actions which may not be expressly identified.

1. Attempts to Defraud

Includes any activity intended to misrepresent any official document or identification used by or issued by the College.

2. Bullying

Bullying is the systematic intentional behavior that may take many forms, including but not limited to, repeated unwanted physical, verbal, or written acts which are hostile or offensive, targeted at an individual or group and creates an intimidating and/or threatening environment which produces a risk of psychological and/or physical harm. Bullying may manifest as cyber stalking or cyber bullying as well as excluding behaviors such as ignoring or dismissing individuals or groups. See the Harassment Policy for complete details.

1. Hostile behaviors include, but are not limited to, inappropriate behaviors that are harmful or damaging to an individual and/or property. Behaviors that are intimidating, threatening, disruptive, humiliating, sarcastic, or vicious may also constitute hostile behavior.
2. Offensive behaviors may include, but are not limited to, inappropriate behaviors such as abusive language, derogatory remarks, insults, or epithets. Other offensive behaviors may include the use of condescending, humiliating, or vulgar language, swearing, shouting or use of unsuitable language, use of obscene gestures, or mocking.

3. Complicity in Violating the Student Code of Conduct

Includes attempting, aiding, abetting, conspiring, hiring or being an accessory to any act prohibited by this Code. If a student has knowledge of another student, individual or group committing or attempting to commit a violation of this Code, he or she is required to remove him or herself from the situation and report it to the College.

4. Copyright Infringement

Students must respect copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated. The use of College resources to infringe upon copyright laws (print, digital, and internet) is prohibited. This applies to all forms of electronic media including, but not limited to, software, electronic encyclopedias, image files, video files and sound files.

5. Demonstrations

The First Amendment protects the right to assemble and to petition, but it requires that the right be peaceably exercised in accordance with the law. This right may be exercised by the use of written or

spoken words, by acts such as picketing and by "peaceable" mass assemblies and demonstrations, subject to College regulations on time, place and manner of such activity.

The College will not tolerate the deliberate material or substantial disruption of the classroom, work environment or movement of others, nor will it condone violence or physical interference with the facilities or functions of the campus. If protestors (or anti protestors) resort to the use of violence or physical interference, College officials may, without delay, invoke the use of legitimate authority to remove all violators.

6. Discrimination

Engaging in discrimination against other students, faculty or staff, College officials, or guests on the basis of age, race, color, religion, marital status, sex (including pregnancy), sexual orientation, height, weight, national origin, disability, veteran status, genetics and/or any other legally protected class not heretofore mentioned as set forth in GRCC Equal Opportunity and Non-Discrimination policy is prohibited in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law.

7. Disruptive Behavior

Includes the disruption of College activities and College business in classes, programs, meetings, and other student activities. Disruption may include: disorderly conduct, lewd or indecent behavior, breach of peace, or aiding, abetting or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College.

8. Ethical and Acceptable Use of Technology

The use of GRCC Instructional Technology resources is subject to all federal, state and local laws, and to the College's applicable policies and guidelines, as outlined in the GRCC Acceptable Use of Technology Policy and Acceptable Use Agreement.

9. Gangs

Involvement in gang-related activities includes, but is not limited to, the display of gang symbols, gang paraphernalia, colors, signs, or graffiti. A gang is defined as a group of individuals with identifiable leadership that conspires and acts in concert, mainly for criminal purposes. Behavior on or about College premises or at College-sponsored events that creates conflict or an atmosphere of intimidation, or creates a clear and present danger to life or property, or disrupts orderly operation is prohibited.

10. Harassment

Harassment is repeated, malicious mistreatment, verbal abuse, or conduct that is threatening, intimidating, humiliating, insulting, isolates people, or undermines their reputation through verbal or non-verbal communications.

Grand Rapids Community College creates an inclusive learning and working environment that recognizes the value and dignity of each person. It is the policy and practice of GRCC to provide equal educational and employment opportunities regardless of age, race, color, religion, marital status,

sex/gender, pregnancy, sexual orientation, gender identity, gender expression, height, weight, national origin, disability, veteran status or genetics in all programs, activities, services, employment and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. See the Harassment Policy for complete details.

11. Hazing

Hazing means any act committed on GRCC property or in connection with any GRCC related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause degradation, cruelty, or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization. Hazing is prohibited by the College.

In response to allegations of hazing under this regulation, it is not a defense that:

- a. The victim gave consent to the conduct.
- b. The conduct was not part of an official organizational event or sanctioned or approved by the organization.
- c. The conduct was not required as a condition of membership in the organization.

12. Illegal or Unauthorized Possession/Use of Alcohol and Drugs

This includes the unauthorized use, possession, manufacturing or distribution of illegal drugs, controlled substances, look-alike drugs, narcotics, medical marijuana or alcoholic beverages or being under the influence of the same on campus. Prohibited conduct includes the use of a prescription drug if the prescription was not issued to the student, and sniffing toxic vapors. See the Alcohol and Drug Policy for complete details.

13. Illegal or Unauthorized Possession/Use of Weapons

Possession, use, control or distribution of any weapons, including but not limited to, firearms, pellet guns, air pistols/rifles, explosives, dangerous chemicals, knives, stilettos, dirks, brass knuckles, licensed weapons, objects or instruments possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon is prohibited. See the Firearms, Explosives or Weapons Policy for complete details.

14. Indecent or Obscene Behavior

Such behavior includes, but is not limited to, indecent exposure, urinating or defecating in public, voyeurism, etc.

15. Misrepresentation

Includes representing or acting on behalf of the College or another individual when not authorized to do so.

16. Misuse or Unauthorized Possession or Use of Public or Private Property

Includes, but is not limited to:

- a. Theft or the taking or unauthorized use or possession of public or private property or unauthorized use or acquisition of services.
- b. Destroying, damaging or littering of any property, conduct that defaces, destroys, damages, or litters any property of the College or any property of an individual or group whether on Campus or at a College function.

17. Obstruction/Abuse of Student Conduct Process

Includes, but is not limited to:

- a. Failure to comply with a summons of the Student Conduct Process.
- b. Falsification, distortion, or misrepresentation of information.
- c. Disruption or interference with the orderly process of a discipline hearing.
- d. Attempting to discourage an individual's proper participation in or use of the Student Appeal Procedure.
- e. Attempting to influence the impartiality of a conduct officer or a member of the Hearing Committee prior to and/or after a Student Appeal Procedure.
- f. Verbal or physical harassment and/or intimidation of a conduct officer or a member of Student Appeal Hearing Committee, failure to comply with decisions, recommendations or sanctions imposed.
- g. Influencing or attempting to influence another person to commit an abuse of the conduct process.

18. Refusal to Identify and/or Comply

Includes disobedience or insubordination toward College officials or designees acting in the performance of their duties. Students are required to produce identification for a College official when asked, specifically their student ID card.

19. Rioting

Rioting is defined as engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on Campus, in areas proximate to Campus, or in any location when the riot occurs in connection with or in response to a GRCC-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of authorized personnel.

20. Safety Violations

Conduct which endangers the health or safety of any person(s), including, but not limited to:

- a. Intentionally or recklessly starting a fire or causing an explosion.
- b. Misusing fire safety equipment, fire escapes or elevators.
- c. Intentionally or recklessly endangering the welfare of any individual.
- d. Intentionally or recklessly obstructing fire, police, or emergency services.
- e. Using, possessing, or storing dangerous chemical, fireworks, or explosives.

- f. Using, possessing, or storing any object classified as a weapon by the State of Michigan on college property.
- g. Utilizing any instrument in a manner that endangers or tends to endanger any person.
- h. Obstructing the free flow of pedestrian or vehicular traffic.
- i. Failing to comply with the reasonable and lawful directions of GRCC officials and GRCC Campus Police.
- j. Falsely alerting others about an emergency.

21. Sexual Misconduct

Sexual misconduct includes but is not limited to sexual violence including sexual harassment, dating violence, domestic violence, stalking, sexual assault, and sexual exploitation.

Sexual harassment is defined as any unsolicited, offensive behavior that uses sexuality to disadvantage another, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. Submission to sexual harassment is made either explicitly or implicitly a term or condition of employment or academic admission or advancement, or;
- b. Submission to or rejection of sexual harassment is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations, or;
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

See the Sexual Misconduct Policy for complete details and definitions.

22. Stalking

A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

23. Threatening Behavior

Includes, but is not limited to:

- a. Any written or oral communication, conduct or gesture, that is directed toward any member of the GRCC community including but not limited to students, faculty, employees, vendors, customers or guests, including to oneself, that causes a reasonable apprehension of physical harm to a person or property.
- b. Interference by force, threat, harassment or duress with personal safety, academic efforts, employment, and/or participation in College-sponsored activities.

Note: A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker's statement, communication, conduct or gesture as a serious expression of intent to physically harm.

24. Threatening or Causing Physical or Other Harm to any Person

Includes any conduct that threatens or causes physical injury or endangers another person's or one's own health or safety including, but not limited to: physical violence, assault, or the threat to use

physical violence; use or possession of fireworks, gunpowder, dangerous chemicals, or explosive materials; and blocking or preventing the use of or access to fire exit doors and building hallways, etc.

25. Tobacco/E-Cigarette Free Environment

According to the Tobacco Free Environment policy, students shall not use, chew, smoke or sell tobacco products, e-cigarettes and medical marijuana, at any time while subject to the jurisdiction of the GRCC Student Code of Conduct or in any place on GRCC properties, including sidewalks within the boundaries of any GRCC campus. The policy shall extend to all properties owned, operated, leased or maintained by GRCC, including all Regional Centers, MTEC properties, Learning Corner properties and the McCabe-Marlowe House. See the Tobacco/E-Cigarette Free Environment Policy for complete details.

26. Unauthorized Access and Use of Facilities and Services

Includes, but is not limited to:

- a. Unauthorized access or entry to College buildings, structures or facilities, information systems, or obtaining or providing to another person the means of such unauthorized access.
- b. Unauthorized possession, duplication or use of keys or access cards for any College property.
- c. Continued occupation of any College facility after being requested to leave by a College employee, official or designee acting in the performance of their duties.

27. Violations of College Rules, Procedures, and Policies

Students are responsible for making themselves aware of and complying with College policies and guidelines, which can be found at grcc.edu/policies.

28. Violation of Local, State or Federal Laws

Includes engaging in conduct that violates any municipal or county ordinance, federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, arson, copyright, etc. The conduct process may be instituted without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Sanctions imposed as a part of this process shall not be subject to change based on the outcome of any criminal process.

NOTE: Students under 18 years of age who are involved in acts of violence, drugs, and alcohol or sexual assault violations may have their parents notified by the Student Conduct Administrator (or designee.)

Section 3

Student Conduct Process and Procedures

Any member (students, faculty or staff) of Grand Rapids Community College may file charges against a student for violations of the Student Code of Conduct.

The Student Conduct Administrator (or designee) handles matters that require disciplinary action at Grand Rapids Community College. When a student has been charged with misconduct or an infraction

of the College rules, the student will be notified of the charges in writing. If the charges involve Sexual Misconduct (which includes dating violence, domestic violence, stalking, sexual assault, sexual exploitation and harassment), the student will also be provided the Sexual Misconduct Policy. If there are any procedural discrepancies found between this document and that policy, the process will follow that which is listed in the Sexual Misconduct Policy. Following notification, the Student Conduct Administrator will meet with the student charged. Meetings shall not be open to the public, but the student may have an advisor present during this conference. If there is more than one accused student in the case, it is within the discretion of the Student Conduct Administrator to conduct the meeting(s) either separately or jointly.

The standard used to determine code violations is more likely than not that the Accused Student violated the Student code. If a student and/or group or organization is found responsible for a violation of the Student Code of Conduct, the Student Conduct Administrator shall determine the sanction(s) to be imposed. The student and/or group or organization (and a complainant who believes s/he was the victim of another student's conduct) will receive the determination and sanction(s) imposed, if any, in writing.

Pending action on the charges, the status of a student will not be altered, nor will his/her right to be present on the campus and to attend classes be suspended, except for reasons relating to a second classroom misconduct removal or the safety and/or well-being of other GRCC students, employees or property. The Student Conduct Administrator will make the decision to suspend with regard to safety or property (as defined herein).

Retaliation

The College seeks to foster an environment in which all employees and students feel free to report incidents of misconduct without fear of retaliation or reprisal. Therefore, the College strictly prohibits retaliation against any individual for filing a complaint or for participating in an investigation. Retaliatory conduct is illegal and constitutes a violation of this code.

All allegations of retaliation will be swiftly and thoroughly investigated. If it is determined that retaliation has occurred, the College will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including expulsion.

Any student or employee who believes that he or she has been harassed or retaliated against in violation of this policy should immediately report such incidents to a Conduct Administrator.

Sanctions

The following sanctions/consequences may be imposed by the College for general misconduct:

- a. Verbal warning
- b. Written warning

- c. Probation – A period of observation and review of conduct during which the student or recognized Student Organization must demonstrate compliance with College standards. Terms of this probationary period will be determined at the time probation is imposed.
 - d. Permanent removal from a course
 - e. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. Suspension – The student or recognized Student Organization has temporary loss of student status for a specified length of time.
 - g. Permanent Expulsion – Is an act of terminating a student’s enrollment at GRCC. This means the student may no longer participate in any GRCC activity or be on GRCC property owned, operated, leased, or maintained for any purpose.
 - h. Other Sanctions – Other sanctions may be imposed instead of, or in addition to, specific sanctions listed in this section. These may include, but are not limited to: recommendations for counseling, establishment of mandatory behavior conditions/contract-signing stating agreed-upon behavior expectations for continued enrollment or reenrollment; loss of access to college computers and/or network; a specific project designed to assist the student in better understanding the overall impact of his or her behavioral infraction; a contract of terms for restitution of damages/stolen property before enrollment is continued and/or records are released. Suspension without pay from his or her on campus job; prohibit participation in extracurricular activities or interscholastic or leadership positions, or community service.
 - i. Revocation of Admission and/or Degree – Admission to or a degree awarded from Grand Rapids Community College may be revoked for fraud, misrepresentation, or other violation of GRCC standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
 - j. Withholding Degree – GRCC may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
- More than one of the sanctions listed above may be imposed for any single violation.
 - Sanctions of suspension, expulsion or revocation or withholding of a degree will become a permanent part of a student’s record. Cases that result in all other sanctions will be maintained for seven years.
 - In situations involving both an accused student (or group or organization) and a student(s) claiming to be a victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Accused Student(s) and the student(s) claiming to be the victim.

The following sanctions may be imposed upon groups or organizations:

- a. Those sanctions listed above (a-j).
- b. Loss of selected rights and privileges for a specified period of time.

- c. Loss of Recognition— GRCC student organizations may lose recognition and will be deprived of the use of College resources, the use of the College’s name, and the right to participate in College or campus-sponsored activities. This loss of recognition may be for a specific period of time or for an indefinite period of time until stated all conditions are met.

Interim Suspension

In certain circumstances, the Student Conduct Administrator (or designee) may impose a suspension prior to the conduct process.

- a. Interim suspension may be imposed only to ensure the safety and well-being of members of the GRCC community or preservation of GRCC property or if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the college.
- b. During the interim suspension, a student shall be denied access to the campus (including classes) as determined by the Student Conduct Administrator.
- c. Interim suspension does not replace the regular process, which shall proceed on the normal schedule.

Amnesty for Reports of Sexual Misconduct:

- a. For Victims:
The College provides amnesty to victims who may be hesitant to report to College officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result.
- b. For Those Who Offer Assistance:
To encourage students to offer help and assistance to others, College pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Student Life and Conduct, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result.
- c. For Those Who Report Serious Violations:
Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the College are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Director of Student Life and Conduct not to extend amnesty to the same person repeatedly.

- d. Safe Harbor:
The College has a Safe Harbor rule for students. The College believes that students who have a drug and/or addiction problem deserve help. If any College student brings their own use, addiction, or dependency to the attention of College officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the

student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

Section 4

REQUESTING A HEARING

If a student disagrees with the decision reached by the Student Conduct Administrator (or designee) or with the sanction imposed, the Accused Student(s) or Complainant(s) may request a Hearing before a hearing committee. If appealing a decision that resulted in a warning only, the case is only eligible for a review of written documentation by the Associate Provost and Dean of Student Affairs (or designee) as described in the Final Appeal process. The Hearing Committee process will not be invoked.

Process for Requesting a Hearing: The request for the hearing must be made in writing within five (5) business days following the Student Conduct Administrator (or designee's) written notification of conduct decision to the student.

Hearing Committee Make-up

The Hearing Committee will consist of three(3) people selected from a pool of trained hearing members appointed by the Associate Provost and Dean of Student Affairs .

Notice of Hearing

The Accused Student(s) and the Complainant(s) shall be given written notice of the time, date and place of the hearing, the reason for the assigned sanction, a list of potential witnesses, unless to do so would compromise their safety, and notice of the nature of the evidence.

Timing

The hearing must begin within ten (10) business days of the student's request and proceed as promptly as possible. (Upon mutual agreement between the student and the College, the timeline may extend past the ten days.) The Accused Student(s) and the Complainant(s) may attend the hearing, present evidence and witnesses, and hear witnesses. Questions to witnesses may be directed through the hearing committee Chair.

Rules and Regulations

- a. For the Hearing, students are entitled to be accompanied by one advisor. The advisor may be an individual of the student's choice. The student may choose to have an attorney as his/her advisor but it shall be at his/her expense, and provided that at least 24 hours' prior written notification is delivered to the Hearing Committee Chairperson.
- b. The student's attorney or advisor shall have no role at the Hearing other than to advise the student. The advisor shall not be permitted to ask or answer questions or to make oral arguments or otherwise disrupt or delay the hearing.

- c. Questions from the student(s) to witnesses or to other students will be directed through the Hearing Committee Chairperson. The student's unwillingness to answer questions regarding the incident will not be held against the student.
- d. There shall be a single recording of the hearing, which shall be property of GRCC, and will be retained until the appeal procedures have been completed. No other recording devices will be allowed. Deliberations shall not be recorded.
- e. A campus police officer will attend the hearing.
- f. Unless the law requires, the hearings are not open to the public.

Special Hearing Provisions for Sexual Misconduct, Discrimination and Other Complaints of a Sensitive Nature

For sexual misconduct, discrimination and other complaints of a sensitive nature, whether the alleged victim is serving as the party bringing the complaint or as a witness, alternative testimony options may be provided, such as placing a privacy screen in the hearing room or allowing the alleged victim to testify from another room via audio or audio/video technology. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the responding student.

The past sexual history or sexual character of a party will not be admissible by the other parties in hearings unless such information is determined to be highly relevant by the panel Chair. All such information sought to be admitted by a party or the College will be presumed irrelevant until a showing of relevance is made, in advance of the hearing, to the Chair. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, in the form of previous findings in any legal or campus proceeding, [or in the form of previous good faith allegations], will always be relevant to the finding, not just the sanction. The parties will be notified in advance if any such information is deemed relevant and will be introduced in the hearing.

The party bringing any complaint alleging sexual misconduct, other behavior falling within the coverage of Title IX and/or a crime of violence will be notified in writing of the outcome of a hearing, any sanctions assigned and the rationale for the decision.

Hearing Decision

The decision of the Hearing Committee will be based solely upon matters introduced into evidence during the Hearing. If the Accused Student(s) is found to be responsible for a code violation, the Committee will determine if the sanctions were appropriate for the violation. The committee may recommend it remain the same or lessen the sanction impact, but cannot assign a more significant sanction. A vote of two Committee members will be considered a majority decision and will be presented in writing to the student no later than ten (10) business days after the conclusion of the hearing.

Final Appeal

The student may appeal the Hearing Committee's decision in writing to the Associate Provost and Dean of Student Affairs within five (5) business days. This final level of appeal is a review of written documentation only. If it is not filed within this time, the student will forfeit his or her final appeal opportunity.

- a. Appeal Procedures: All appeals must be submitted in writing to the Associate Provost and Dean of Student Affairs. The written appeal must clearly explain, in detail, the basis for the appeal. Basis for the appeal must address one or more of the following, in detail,
 - i. Whether appropriate procedures were followed.
 - ii. Whether the sanctions imposed are appropriate, reasonable or just.
 - iii. Whether the decision was supported by evidence.
 - iv. Whether all relevant information was available at the time of the original hearing.
- b. If the student fails to follow through with the above outlined process, the appeal opportunity will be forfeited.
- c. Associate Provost and Dean of Student Affairs Decision: After reviewing the Hearing Committee's written decision, along with the written appeal from the student, the Associate Provost and Dean of Student Affairs shall have five (5) business days to render a written decision to the student. The Dean of Student Affairs decision shall be final, binding and mailed to the student by first-class mail.

Section 5

Interpretation and Revision

- a. Any question of interpretation or application of the Student Code shall be referred to the Associate Provost and Dean of Student Affairs or his or her designee for final determination.
- b. The Student Code of Conduct shall be reviewed every three years under the direction of the Student Conduct Administrator.
 - i. Revised 7/15/2010
 - ii. Revised 9/16/2014