
**LAKE-SUMTER STATE COLLEGE
ADMINISTRATIVE PROCEDURE**

TITLE: STUDENT DISCIPLINARY ACTION

NUMBER: PRO 4-15

REFERENCE: F.S. 1001.64; 1006.60 Board Rule 4.16; 4:17
F.S. 1006.60; F.S.553.865
Board Rule 4.16; 4:17

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I. PURPOSE

The purpose of this procedure is to protect the individual rights of Lake-Sumter State College (LSSC) students and employees and to control those actions that go beyond the exercising of such rights. LSSC provides for the safety and well-being of credit and noncredit students, employees, property protection, record security, and other education-related services.

Lake-Sumter State College students and student organizations have a responsibility to conduct themselves in a manner that will reflect credit to the College, the community and themselves. Each student /organization assumes the responsibility for becoming familiar with and abiding by the general rules of conduct established by the College. The College reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students and student organizations are encouraged to check online for the updated versions of all policies and procedures. Credit and noncredit programs may carry additional safety and/or behavioral requirements that students must meet in order to pass individual courses, remain within their cohort, and/or successfully complete their program. Students are responsible for becoming familiar with these requirements by closely reviewing their program handbook, if applicable, as well as reviewing the course syllabi for each course in the program. Students can look to the Student Complaints and Grievance Process and/or the Grade Grievance Process in the LSSC Catalog and Student Handbook should they wish to challenge a decision made with regard to satisfying these requirements.

II. SCOPE

The student conduct process at LSSC is not intended to punish students or student organizations; rather it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with College policies. Sanctions are intended to challenge moral and ethical decision-making and to help bring behavior into accord with our community expectations. When a student or student organization is unable to conform their behavior to community expectations, the student conduct process may determine that the student or student organization should no longer share in the privilege of participating in this community.

III. RESPONSIBILITY

The College will follow the mandates of Public Law 90-575, which provides in part, that students at an institution of higher learning who, after notice and hearing, are found guilty of substantial disruption will not be eligible for financial assistance provided by the federal government. The College shall enforce the provisions of Section 1006.62, Florida Statutes, as hereafter summarized:

- a. Each student in a Florida College System institution is subject to federal and respective county and municipal ordinances, and all rules and regulations of the State Board of Education or board of trustees of the institution.
- b. Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by college authorities (LSSC Board Rule 4.16).
- c. The President may, after notice to the student of the charges and after a hearing thereon, expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or the LSSC Board of Trustees. A student may be entitled to a waiver of expulsion if:
 1. The student provides substantial assistance in the identification, arrest, or conviction of any of their accomplices, accessories, co-conspirators or principals, or of any other person engaged in violations of Chapter 893 within the College.
 2. The student voluntarily discloses their violations of Chapter 893 prior to arrest.
 3. The student commits themselves, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

IV. CORE VALUES OF STUDENT CONDUCT AT LSSC

- a. Integrity: LSSC students exemplify honesty, honor, and respect for the truth in all of their dealings.
- b. Community: LSSC students build and enhance their community by being active and engaged citizens.
- c. Social Justice: LSSC students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- d. Respect: LSSC students show positive regard for each other, for property and for community.
- e. Responsibility: LSSC students are given and accept a high level of responsibility to self, to others and to the community.
- f. The Lake-Sumter State College Code of Student Conduct is adapted from the NCHERM Group Model Developmental Code of Student conduct and is used here with permission. www.ncher.org.

V. LSSC STUDENT CONDUCT PHILOSOPHY

Lake-Sumter State College is committed to fostering a learning environment that is conducive to academic inquiry, a productive campus life and thoughtful study and

discourse without fear or intimidation. The student conduct program through the Dean of Students Office is committed to an educational and developmental process that balances the interest of individual students and student organizations with the interests of the entire LSSC community.

The student conduct process at LSSC is not intended to punish students or student organizations; rather it exists to protect the interests of the community and to challenge those whose behavior is not in accordance with College policies. Sanctions are intended to challenge moral and ethical decision-making and to help bring behavior into accord with our community expectations. When a student or student organization is unable to conform their behavior to community expectations, the student conduct process may determine that the student or student organization should no longer share in the privilege of participating in this community.

Students and student organizations should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same level of due process protection afforded by the courts in criminal or civil cases. Due process, as defined within these procedures, assures notice and a conduct meeting before an objective decision-maker(s). No student will be found in violation of College policy without information showing that it *is more likely than not* that a policy violation occurred, and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student or student organization. LSSC disciplinary or conduct procedures are not subject to the State or federal rules of evidence or the State or federal rules of civil procedure. LSSC may specify applicable procedural rules, including rules that govern the introduction and admission of evidence or testimony, as well as rules governing any formal or informal exchange of witness lists or documents that may be used at a disciplinary conduct proceeding. As a result, information that may be deemed "hearsay" or is otherwise inadmissible during a formal legal proceeding, might be considered by the designated LSSC administrator. Students and student organizations have the right to not self-incriminate and to remain silent and their silence may not be used against them. Students or student organizations may present relevant information and question witnesses in a disciplinary conduct proceeding. Students or student organizations have a right to an accurate and complete record of every disciplinary proceeding related to the charged violation of the code, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student or student organization. Students with disabilities who believe they may need accommodations in the conduct process should contact the Student Accessibility Services (SAS) office by emailing SAS@lssc.edu. Since accommodations may require early planning and are not provided retroactively, students should make a request as soon as possible to better ensure that such accommodations are implemented in time for your conduct proceeding. Copies of the Student Code of Conduct can be found online within the LSSC Catalog and Student Handbook. Hardcopies are also available upon request from the Dean of Students.

VI. JURISDICTION

The Code of Student Conduct applies to behaviors that take place on campus, at College-

sponsored events, and may also apply to conduct or to behavior off-campus when the Vice President of Enrollment & Student Affairs determines that the off-campus conduct affects a substantial College interest as defined below:

- a. Any situation where it appears that the student's or student organization's conduct may present a danger or threat to the health or safety of themselves or others.
- b. Any situation that significantly impinges upon the rights, property or achievements of self or others.
- c. Any situation that significantly breaches the peace and/or causes social disorder.
- d. Any situation that is detrimental to the educational mission and/or interests of LSSC. The Student Code of Conduct may be applied to behavior conducted online, via email or another electronic medium. Blogs, web postings, chats and social networking sites are in the public sphere and are not private. Most online speech by students not involving LSSC networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:
 - a. A threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals".
 - b. Speech posted online about LSSC or its community members that causes a significant on-campus disruption.

The Student Code of Conduct applies to guests of LSSC. Hosts may be held accountable for the misconduct of their guests.

VII. COLLEGE LAKEHAWK MAIL COMMUNICATION STATEMENT

College email is LSSC's primary means of communication with students. Students and Student organizations are responsible for all communication delivered to their College email address. Failure to check Lakehawk email will not be an acceptable excuse for failing to respond to a conduct meeting request and/or any sanctions that are imposed as the result of a conduct meeting.

VIII. VIOLATIONS OF THE LAW

Alleged violations of federal, state and local laws may be investigated and addressed under the Student Code of Conduct. When an offense occurs over which LSSC has jurisdiction, the College conduct process will go forward notwithstanding any criminal complaint that may arise from the same incident. The College reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint or as prescribed in Board Rule 4.17. Non-Title IX related interim suspensions are imposed until a conduct meeting can be held. The conduct meeting may resolve the allegation or may be held to determine if the interim suspension should be continued because a danger to the community is posed or the College is delayed or prevented from conducting its own investigation and resolving the allegations because of the ongoing nature of the criminal process.

IX. THE CODE OF CONDUCT

LSSC considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students and student organizations. Violations of the code of conduct must be filed **within one academic year of the last day of the term for which the alleged code violation occurred.**

The College encourages community members to report all incidents involving the following actions via the www.lssc.edu/safelssc website. An extension or waiver of this time limit can be made in writing to the LSSC Administrator overseeing Administrative Appeals. The Dean of Students can provide contact information for this administrator. The reason for an extension or waiver must be fully explained and documented, in writing, and is limited to the following: Involuntary call to military duty, documented illness/injury, or severe exigent circumstances.

Any student or student organizations found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined herein. A student or student organization, and its officers and membership, may be held collectively and individually responsible when violations of this Code occur.

- a. Academic dishonesty: unauthorized assistance, multiple submissions, commercial use of academic materials, cheating, plagiarism, violations of copyright laws and regulations, and any other misrepresentation of work.
- b. Dressing in a manner that is not conducive to health, welfare, and safety.
- c. Publicly exposing one's intimate body parts, public urination, defecation, and public sex acts are prohibited and may be in violation of Title IX.
- d. Possession, use, sale, barter, exchange, gift, distribution, or other transaction of any drugs that are in violation of Florida law.
- e. Possession or consumption of alcoholic beverages (LSSC Board Rule 4.16).
- f. Possession or use of explosives (including fireworks), chemical agents, or deadly weapons.
- g. Illegal gambling.
- h. Knowingly disrupting or interfering with the lawful administration of functions of any educational institution as prohibited under the criminal provisions of Section 877.13, Florida Statutes or inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or causes damage and/or destruction of property.
- i. Failure to comply: The failure to act when given reasonable directives by any administrative personnel, faculty member, security personnel, or law enforcement personnel during the performance of their duties, including but not limited to:
 1. Identifying oneself or producing identification when requested to do so.
 2. Unauthorized entry of a restroom or changing facility designated for the opposite sex on any LSSC premises, and refusal to depart when asked to do so. A person may only enter a restroom or changing facility designated for the opposite sex under the following circumstances: a) To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in

- s.393.063; (b). For law enforcement or governmental regulatory purposes; (c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk; (d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or (e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.
- j. Unauthorized use of the College name.
 - k. Unauthorized entry or occupancy of College facilities including trespassing, propping of doors, or unauthorized use of alarmed doors for entry into or exit from a College building.
 - l. Unauthorized possession, duplication, or use of keys or access cards to any College premises or services.
 - m. Misuse of LSSC information technology resources, including but not limited to:
 - 1. Theft, abuse, or misuse of College computers, software, email, wireless internet, computer facilities or computer time, either locally or remotely.
 - 2. Unauthorized entry into a file to use, steal, transfer, alter, destroy, read, print, or distribute information.
 - 3. Unauthorized use of another individual's identification or password.
 - 4. Unauthorized access to LSSC information technology resources with the intent to interfere with the work of another student, faculty or staff member of the College.
 - 5. Unauthorized access to LSSC information technology resources with the intent to send materials that are disruptive to the learning environment, either locally or remotely, including but not limited to content that is sexually explicit, violent, or obscene.
 - 6. Unauthorized access to LSSC information technology resources with the intent to interfere with, disrupt, or negatively impact the normal operation of the College network or computing system.
 - n. A student may not publish a class lecture without the written consent of the faculty member. A student enrolled in a class may, without prior notice, record video or audio of class lectures for their own personal educational use, in connection with a complaint to the College where the recording was made, or as evidence in, or in preparation for, a criminal or civil proceeding.
 - o. Furnishing, with intent to deceive, false information to a College official in the exercise of their responsibilities.
 - p. Forgery, alteration, or misuse of documents, records, or identification cards.
 - q. Violations of student traffic and parking regulations or any act which deliberately impedes or interferes with the normal flow of pedestrian and vehicular traffic.
 - r. Unauthorized commercial solicitation on College property.
 - s. Actions committed without concern for the possible harm to an individual or group that could or does result in injury to an individual or group.
 - t. Failure to respect the right to privacy of any member of the College community.

- u. Discrimination: Any act that is in conflict with LSSC's Non-discrimination Statement that limits or denies the ability to participate in or benefit from the College's educational programs or activities based upon an individual or group's actual or perceived status (race, color, sex, ethnicity, gender, national origin, age, disability, marital status, veteran's status, employment, religion, sexual orientation and political affiliation).
- v. Sexual misconduct: Sexual harassment, stalking, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, or intimate partner and domestic violence.
- w. Knowingly instituting a false charge against another.
- x. Use of indecent, or abusive language or fighting words - which by their very utterance, are likely to inflict harm on or provoke a breach of peace by the average person to whom they are directed.
- y. Hazing as defined in Section 1006.63, Florida Statutes.
- z. Vandalism or destruction of property.
- aa. Theft or attempted theft of College property or the property of a member of the College community.
- bb. Violation of local ordinances or state or federal law.
- cc. Conspiracy to commit a violation or intentionally aiding or abetting another to violate the LSSC Code of Student Conduct.
- dd. Harassment: Conduct (including written or electronic communication) based on a protected category (such as race, color, religion, national origin, gender equity, et al), which, due to the severity and pervasiveness of the conduct and its targeted nature on the basis of a protected category, has the purpose or effect of creating an objectively intimidating, hostile or offensive educational or work environment; and has the purpose or effect of unreasonably interfering with an individual's employment, schooling, or business with the College. Harassment under this provision is conduct (verbal or physical behavior) that would constitute harassment under federal or state civil rights laws.
- ee. Threatening Behaviors: Written, verbal, visual images or implied threats that are used with the intent to cause a reasonable person to fear for their personal health and safety or fear the destruction of or damage to personal property.
- ff. Bullying and cyberbullying: Repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally.
- gg. Violations of the College's tobacco and smoke free policy (Admin Pro 2-24).
- hh. Animals are not permitted in any College building except for service animals as permitted by law. Animals may not be held in any parked vehicle on College property.
- ii. Skateboards, roller blades, roller skates, bicycles and similar wheeled devices are not permitted inside College buildings and should not be ridden on sidewalks, pedestrian walkways or within campus parking lots.
- jj. Abuse or interference, or failure to comply, with the College's conduct process including:
 - 1. Failure to participate in conduct meetings.
 - 2. Falsification, distortion, or misrepresentation of information.
 - 3. Failure to provide, destroying or concealing information during an

investigation of an alleged policy violation.

4. Attempt to discourage an individual's proper participation in the conduct process.
 5. Retaliation, harassment, or intimidation of members involved in a conduct
 6. Failure to comply with the sanction(s) imposed through the College's conduct process.
- kk. Non-enrolled minors are not permitted to visit a class or lab in session as stated in the College's Children on Campus Policy.
- ll. Misuse of any College fire, health and safety equipment or fire alarms. False reporting of an explosive or incendiary device which constitutes a threat or bomb scare is also prohibited.
- mm. Intentional or unintentional acts that cause physical harm to another.
- The College will follow the mandates of Public Law 90-575, which provides in part, that students at an institution of higher learning who, after notice and hearing, are found guilty of substantial disruption will not be eligible for financial assistance provided by the federal government. The College shall enforce the provisions of Section 1006.62, Florida Statutes, as hereafter summarized:
- a. Each student in a Florida College System institution is subject to federal and respective county and municipal ordinances, and all rules and regulations of the State Board of Education or board of trustees of the institution.
 - b. Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by college authorities (LSSC Board Rule 4.16).
 - c. The President may, after notice to the student of the charges and after a hearing thereon, expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education or the LSSC Board of Trustees. A student may be entitled to a waiver of expulsion if:
 1. The student provides substantial assistance in the identification, arrest, or conviction of any of their accomplices, accessories, co-conspirators or principals, or of any other person engaged in violations of Chapter 893 within the College.
 2. The student voluntarily discloses their violations of Chapter 893 prior to arrest.
 3. The student commits themselves, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

X. OVERVIEW OF THE CONDUCT PROCESS

Violations of any of the rules of student conduct may lead to disciplinary action. An overview of the LSSC Student Conduct Process is as follows:

- a. The College will provide a student or student organization with written notice of the student's or student organization's alleged violation of the code of conduct. The notice must include sufficient detail and be provided with sufficient time to prepare for any disciplinary proceeding.
 1. The written notice must include the allegations to be investigated, the citation to the specific provision of the code of conduct at issue, the process to be used in determining whether a violation has occurred and associated rights, and the

- date, time, and location of the disciplinary proceeding.
2. The written notice of disciplinary proceeding will be sent via the student's or student organization's LSSC email account at least seven business days before the disciplinary proceeding will take place.
 3. The Dean of Students, or their designee, will conduct a preliminary inquiry into the nature of the incident, the evidence available, and the parties involved to determine if there is enough evidence to show a violation of the Code of Student Conduct. When evidence shows that a violation of the Student Code of Conduct has occurred, the Dean of Students will proceed with the disciplinary proceeding.
- b. At least five business days before the disciplinary proceeding, the student or student organization will be provided with the following:
 1. A listing of all known witnesses that have provided information to the College, or will provide information at the disciplinary proceeding.
 2. All known inculpatory (implying/tending to incriminate) and exculpatory (tending to clear from alleged fault or guilt) information.
 - c. The student(s) or student organization(s) is presumed innocent until the College carries its burden of proof by a preponderance of the evidence as determined by an impartial hearing officer at a disciplinary proceeding.
 - d. The student(s) or student organization(s) has the right against self-incrimination and the right to remain silent. Such silence may not be used against the student or student organization. Additionally, the student(s) or student organization(s) has the right to present relevant information and question witnesses.
 - e. The student(s) or student organization(s) has the right to an advocate or advisor provided by the College to assist the student or student organization in understanding their rights. The advisor or advocate may not serve in any other role, including investigator, decider of fact, hearing officer, member of a committee or panel convened to hear or decide the charge, or any appeal.
 - f. The Student or student organization has the right to an advisor, advocate, or legal representative, of their own choosing and at their own expense, present at the proceeding, whether formal or informal. Such person may directly participate in all aspects of the proceeding, including the presentation of relevant information and questioning of witnesses.
 1. The Dean of Students will make reasonable efforts to accommodate an advocate, advisor, or legal representative; however, the availability of students or student organization members; witnesses, the designated administrator and other necessary participants, as well as the expectation to promptly complete the disciplinary or conduct procedure, may take priority when determining the date and time for a disciplinary or conduct procedure.
 2. An Advocate, advisor, or legal representative may not delay, disrupt, or otherwise interfere with a disciplinary or conduct procedure.
 3. In order for an Advocate, advisor, or legal representative to represent a student or student organization in a disciplinary or conduct procedure, the student or student organization must provide the Dean of Students with three documents at least three days prior to the conduct proceeding:
 - i. Notice of Representation - This notification should include the identity

- of the Advocate, advisor, or legal representative; Whether the individual is a licensed attorney or a non-attorney Advocate or advisor; Provide an address, telephone number, and email address where the Advocate, advisor, or legal representative can be reached.
- ii. FERPA Authorization – The involved student(s) must submit a written authorization that meets the requirements of a valid consent as specified by the Family Educational Rights and Privacy Act (FERPA). Even if the student(s) executes a valid FERPA consent authorizing the Advocate, advisor, or legal representative to receive information or documents regarding the student(s), it is the student's or Student Organization's responsibility to communicate and share information with the Advocate, advisor, or legal representative.
 - iii. Certification by Advocate – Students or student organizations that plan to have a licensed attorney or non-attorney Advocate, or advisor, represent them during a disciplinary or conduct procedure must submit a certification form signed by the Advocate, advisor, or legal representative stating that he or she has read the entire LSSC Code of Conduct and understands Section III and Section VIII as it relates to the burden of proof used, rules of evidence, etc.
- g. A Registration Hold will be placed on the student(s) account until they have satisfied their required conduct meeting.
 - h. If a decision on the allegation is made and the finding is that the responding student(s) is not responsible for violating the Code, the process will end, and the registration hold will be lifted. If a credit or noncredit student is enrolled in a program cohort, and they are unable to complete their program within the timeframe indicated due to the timing of the investigation, hearing, and subsequent findings, the College will re-enroll the student in the next available cohort at no additional expense to the student.
 - i. If a decision on the allegation is made and the finding is that the responding student(s) is responsible for violating the Code, The Dean of Students will notify the student(s) in writing of the findings and imposed sanctions within three business days of the conduct meeting. The registration hold may be lifted depending on the outcome of the hearing.
 - j. Possible sanctions for violating the Code of Student Conduct are outlined herein.
 - k. Students or student organizations have the right to appeal the final decision of the hearing officer, directly to the Vice President of Enrollment & Student Affairs, or any other senior administrator designated by the code of conduct, who must hear the appeal and render a final decision. The person designated by the Student Code of Conduct to hear the appeal may not have directly participated in any other proceeding related to the charged violation. (PRO 4-14)
 - l. Elected or appointed officers of the LSSC Student Government Association who have been disciplined, suspended, or removed from office, have the right to directly appeal such decision to the Vice President of Enrollment & Student Affairs or other Senior College administrator designated to hear such appeals. The person designated by the Student Code of Conduct to hear the appeal may not have directly participated in any other proceeding related to the charged violation.

- m. Student(s) or student organization(s) have the right to an accurate and complete record of every disciplinary proceeding relating to the charged violation of the code, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student(s) or student organization(s).

XI. STUDENT SANCTIONS

A student found in violation of the College's Code of Conduct shall be subject to one or more of the following sanctions listed below.

- a. **Written Warning** - a written warning is a document to the student addressing the conduct violation. A copy of the written warning is kept on file in the Dean of Student's Office as part of the student disciplinary file.
- b. **Restrictions or Loss of Privileges** - Limitations on campus usage including facilities, courses, labs, or other campus activities related to a specific violation for a specified period.
- c. **Disciplinary Probation** - A disciplinary warning status, issued to a student in violation of a College policy or regulation. This warning includes a written reprimand along with the probability of more severe disciplinary sanctions should the student be found in further violation of any institutional policies or regulations during the established probation time frame. At the end of the probationary period, the Dean of Students will review the student's conduct and decide whether to reinstate the student to good standing.
- d. **Community or Educational Service** - An assignment of an appropriate project that will benefit the student, the institution, and/or the parties offended. Such assignment may include community service, letters of apology, educational assignments, educational programs, etc.
- e. **Restitution** - Reimbursement for damage or misappropriation of property. Restitution may take the form of appropriate services, fines, repair, or other compensation for damages, and it may be applied, where appropriate, in conjunction with another sanction.
- f. **Disciplinary Suspension** - Termination of student status, including participation and attendance at all campus activities as set forth in the notice of suspension for a specific period. When circumstances warrant, the sanction of exclusion from the campus may also be imposed. A suspended student may, after the designated period, request readmission to the College by meeting with the Vice President of Enrollment and Student Affairs or their designee.
- g. **Expulsion** - When circumstances warrant, permanent separation from the College. The student is banned from the College property and the student's presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
- h. **Loss of Employment** - Permanent severance of the student's employment with the College.
- i. **Behavioral Requirement** - This includes required activities including but not limited to, seeking academic counseling or substance abuse screening, writing a letter of apology, etc.

XII. STUDENT ORGANIZATION SANCTIONS

A Student Organization found in violation of the College's Code of Conduct shall be subject to one or more of the following sanctions listed below.

- a. **Written Warning** - A written warning is a document to the Student Organization's email addressing the conduct violation. A copy of the written warning is kept on file in the Dean of Student's Office as part of the disciplinary file system, and a copy in the Student Life Office's Organization file.
- b. **Restrictions or Loss of Privileges** - Limitations placed on a Student Organization for use of facilities, participation in other campus activities, use of their student activity budget (Fund #2 & #6), or student travel. Limitations must be related to a specific violation for a specified period.
- c. **Restitution** - Reimbursement from a Student Organization for damage or misappropriation of property. Restitution may the form of providing appropriate services, fines, repairs, or other compensation for damages. Restitution may not be paid from funds allocated to the organization from the Student Activities Budget (Fund #2). Organizations may use fundraised money (Fund #6).
- d. **Removal from office/leadership Role** - Permanent severance of one or more leadership/officer roles within one or more Student Organizations as a result of a violation of the Student Code of Conduct. Removal from the officer role may also result in loss of a scholarship/stipend.
- e. **Probation or Charter Revocation** - Probation or permanent suspension for a specific period of time of the Student Organization's charter and all of the benefits afforded a Student Organization on campus. If a Student Organization's charter has been revoked, the allocated student activities funds will be reallocated.

XIII. OVERVIEW OF THE DISCIPLINARY SUSPENSION PROCESS

The Dean of Students may exercise authority to impose **interim suspension** immediately if needed to protect the welfare of the student(s) referred for disciplinary action, others involved in the alleged violation, or the college community. The interim sanction will be effective immediately without prior notice whenever there is evidence that the continued presence of the student at the College poses a substantial and immediate threat to the student, to others, or to the stability and continuance of normal College functions. A student who receives an Interim Sanction will be given a prompt opportunity to appear personally before the Dean of Students or their designee for a conduct meeting, typically within five business days, to discuss the reasons and terms of the Interim Suspension. The Dean of Students will review available information to determine if the interim suspension will remain, be modified, or lifted. The charged student will receive written notice two (2) days after this meeting regarding the status of their interim suspension. Following this determination, the formal conduct process outlined in section VIII will proceed. If the charged student fails to attend this meeting, the interim suspension will remain in place and the Dean of Students will proceed with the formal conduct process noted in section VIII.

A finding of Disciplinary Suspension may be issued:

- a. When a student's behavior, offense, or repeated misconduct, warrants the finding of disciplinary suspension per the LSSC Student Code of Conduct

Process.

- b. When a student is convicted in a court of law for a criminal offense involving personal misconduct.
- c. When a student's behavior on or off-campus:
 - 1. Creates a situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others
 - 2. Creates a situation that significantly impinges upon the rights, property or achievements of self or others
 - 3. Creates a situation that significantly breaches the peace and/or causes social disorder
 - 4. Creates a situation that is detrimental to the educational mission and/or interests of LSSC.

When a student is placed on disciplinary suspension, they will receive a written disciplinary suspension notice that will set forth the specific suspension time period as well as any other imposed sanctions. During the period of disciplinary suspension, a student may not be enrolled in classes, be employed by the College, or participate in College related activities, whether they occur on or off college property. A student on disciplinary suspension may not otherwise be present on College property unless authorized in writing, in advance, by the Director of Campus Safety.

All assigned educational sanctions must be completed prior to the conclusion of disciplinary suspension; otherwise the disciplinary suspension will remain in effect. In the case where the Dean of Students or their designee has imposed other conditions for readmission, it is the responsibility of the student to provide documentation of compliance with such conditions. The suspension period may vary based on the severity of the behavior, offense or repeated misconduct. The minimum suspension period is one semester and the maximum period suspension period is seven years. The duration of any suspension finding, and the restrictions imposed with this finding, will be determined by the Dean of Students on a case-by-case basis.

A student on disciplinary suspension will be administratively withdrawn from their current courses. The student will be ineligible to receive a tuition and fees refund. While on disciplinary suspension, a hold will be placed on the student's account which will prevent them from being readmitted or reenrolled at the College until the suspension period has passed. If the student wishes to reenroll after the suspension period has passed, the student must meet with the Vice President responsible for Student Affairs or their designee to determine if the student is ready to return to the College.

XIV. OVERVIEW OF THE EXPULSION PROCESS

Disciplinary Expulsion is a sanction which removes the student from the individual's academic or workforce training program and permanently separates and terminates a student from the College without opportunity to graduate or re-enroll in the future. A student who has been expelled from the College may not otherwise be present on College premises unless authorized in writing, in advance, by the Director of Campus Safety. A hold will be placed on the student's account which will prevent them from being readmitted or reenrolled at the College. This action will be permanently recorded

on the student's record.

A finding of Expulsion may be issued:

- a. When a student's behavior, offense, or repeated misconduct, warrants the finding of expulsion per the LSSC Student Code of Conduct.
- b. When a student is convicted in a court of law for a criminal offense involving personal misconduct.
- c. When a student's behavior on or off-campus:
 1. Creates a situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others
 2. Creates a situation that significantly impinges upon the rights, property or achievements of self or others
 3. Creates a situation that significantly breaches the peace and/or causes social disorder
 4. Creates a situation that is detrimental to the educational mission and/or interests of LSSC.

A student with a finding of Expulsion will be administratively withdrawn from their current courses. This administrative withdrawal will be noted on their transcript, and the student will be ineligible to receive a tuition and fees refund.

XV. ACADEMIC INTEGRITY

Breaches of Academic Integrity are a violation of the LSSC Student Code of Conduct and will be adjudicated through LSSC's student conduct process.

Some examples of cheating and/or plagiarism include, but are not limited to, the following:

1. Asking for or giving another student information during a test.
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test.
3. Using materials prohibited by the instructor during a test or assignment.
4. Impersonating another student or having another person assume one's identity.
5. Changing answers on a previously graded test in order to have a grade revised.
6. Stealing examination materials.
7. Copying material exactly or using material in essence, without providing appropriate documentation.
8. Copying or falsifying a laboratory or clinical project or assignment, including computer programs, in any form.
9. Allowing someone else to compose or rewrite a student's assignment.
10. Stealing, buying, selling, or otherwise providing academic writing assignments.
11. Representing another student's assignment as your own.
12. Another student submitting your assignment as their own.

*(*Adapted from the University of Puget Sound and Academic Senate for California Community Colleges.)*

XVI. SANCTIONS – ACADEMIC INTEGRITY VIOLATIONS

A student found in violation of the College's Academic Integrity Policy shall be subject to one or more of the following sanctions listed below.

- a. **Failure of a particular assignment** – Faculty returns work with proof of cheating and gives a grade of F for that work.
- b. **Failure of the course** – Faculty gives proof of cheating and fails the student for the course.
- c. **Educational Sanction** – A sanction designed to benefit the student by increasing their knowledge of academic integrity, rules relating to academic conduct, and the identification and consequences of academic misconduct.
- d. **Disciplinary Probation** - A disciplinary warning status, issued to a student in violation of a College policy or regulation. This warning includes a written reprimand along with the probability of more severe disciplinary sanctions should the student be found in further violation of any institutional policies or regulations during the established probation time frame. At the end of the probationary period, the Dean of Students will review the student's conduct and decide whether to reinstate the student to good standing.
- e. **Disciplinary Suspension** - Termination of student status, including participation and attendance at all campus activities as set forth in the notice of suspension for a specific period. When circumstances warrant, the sanction of exclusion from the campus may also be imposed. A suspended student may, after the designated period, request readmission to the College by meeting with the Vice President of Enrollment and Student Affairs or their designee.
- f. **Expulsion** - When circumstances warrant, permanent separation from the College. The student is banned from the College property and the student's presence at any College-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

XVII. DEFINITIONS

- a. A class lecture is defined as a formal or methodical oral presentation as part of a College course intended to present information or teach enrolled students about a particular subject. A class lecture will occur most often in a course identified by the College as a lecture type course, whether online or in-person, as opposed to a lab course or a course section identified as a discussion section. Class lecture does not include lab sessions, student presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member.
- b. To publish means to share, transmit, circulate, distribute or otherwise provide access to the recording, regardless of format or medium, to another person, or persons, including but not limited to another student in the class. Additionally, a recording, or transcript of the recording, is published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, picket signs, or any mode of print.