

STUDENT CODE OF CONDUCT AND PROCEDURES

The ability to respect other people is an important element in college and career success. Respect is reflected in the actions, attitudes, and words used around other people, as well as the volume of conversations. This shows consideration for others. Educated people can listen respectfully to other people's opinions, even if they disagree. Respectful people are considerate of cultural, social, economic, sexual preferences, and gender differences. Remember that as a student at Mesalands Community College, you are a reflection of the College and the education you are earning here. Please make it positive.

The following is the Student Code of Conduct students are expected to follow:

6.6.1 STANDARDS OF CONDUCT: Conduct that may lead to disciplinary action may include, but is not limited to, the following violations:

6.6.1.1 Violation of federal, state, or local law on the Mesalands Community College campus or at College-sponsored events.

6.6.1.2 Failure to comply with directions of Mesalands Community College officials acting in the capacities of their duties.

6.6.1.3 Failure to identify one's self when a legitimate request to do so is made by a College official or staff member.

6.6.1.4 Violating established rules, policies, or regulations of Mesalands Community College.

6.6.1.5 Violation of human dignity includes, but is not limited to: racial or verbal abuse, threats, intimidation, harassment, coercion, and physical abuse or assault which threatens or endangers the physical health or safety of any member of the College community.

6.6.1.6 Theft, attempted theft, vandalism, or damage to property of Mesalands Community College or any member of the College community.

6.6.1.7 Hazing, which is defined as an act that endangers the mental or physical health of a student as an initiation into a group or organization.

6.6.1.8 Any form of behavior which constitutes indecent, lewd, or disorderly conduct on Mesalands Community College premises.

6.6.1.9 Disruption or obstruction of an individual's pursuit of education or the learning environment during College-related activities. This includes public service or student activities off campus.

6.6.1.10 Unauthorized possession, duplication, or use of any College facility key or use of keys to gain access to College premises.

6.6.1.11 Failure to meet financial obligations to the College.

6.6.1.12 Theft or abuse of computer time including, but not limited to the following:

- Unauthorized downloading of files or software programs.
- Unauthorized entry into files.
- Unauthorized transfer, deletion, or change of files.
- Unauthorized use of a password or security code.
- Using computer facilities to interfere with normal operations.
- Intentionally damaging or interrupting institutional computer operations.

6.6.1.13 Possession, distribution, sale, use, or being under the influence of alcoholic beverages, illegal drugs, or controlled substances on College property or at College functions.

6.6.1.13.1 **DRUG-FREE WORKPLACE POLICY:** It is the policy of Mesalands Community College to provide a safe environment for its employees, students, and members of the public. Accordingly, Mesalands Community College adheres to the Drug-Free Workplace Act of 1988, the Omnibus Transportation Act of 1991, and any state and local law regarding the use, sale, or possession of alcohol and controlled substances on College property.

6.6.1.13.2 **PROHIBITIONS:** Mesalands Community College forbids any employee or student from possessing, using, selling, distributing, or being under the influence of alcohol or drugs, and from possessing, using, selling, or distributing drug paraphernalia while on College property or while involved in student activities.

6.6.1.13.3 **DEFINITIONS:** For purposes of these Alcohol and Substance Abuse Procedures and Regulations:

- “Alcohol” includes all consumable non-prescription substances which contain alcohol; specifically including without limitation spirits, wine, malt beverages, and liquor.
- “Drug” means marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines; any non-prescription substance containing those drugs, or any prescription drugs which are not specifically pre-scribed by a physician for the particular applicant or employee.
- “Reasonable suspicion” means a belief drawn from specific objective and articulated facts and the reasonable inferences drawn from those facts.

6.6.1.14.1 Dating violence, domestic violence, sexual assault, stalking, and sexual harassment of a student or employee at Mesalands Community College is strictly forbidden.

SEXUAL HARASSMENT: If alleged misconduct deals with dating violence, domestic violence, sexual assault, stalking, or sexual harassment, the investigation will be immediately referred to the Title IX Coordinator: Dr. Aaron Kennedy, Vice President of Student Affairs; aaronk@meslands.edu; 911 South Tenth Street, Tucumcari, NM 88401; 575-461-4413 ext. 189.

6.6.1.15 Possession or use of firearms, ammunition, explosives, fireworks, or other types of weapons is strictly forbidden on College property or at College sponsored functions (For purpose of this policy, firearms and dangerous weapons may include, but are not limited to, rifles, pistols, shot guns, pellet, guns BB guns, dart guns, blank guns, blow guns, archery equipment, martial arts weapons, assorted edged weapons including daggers, hunting knives, or any other knife with a blade over three inches in length, and any other device that could be, or appears to be, of danger to other persons.)

The Vice President of Student Affairs must be notified and shown proof of a concealed weapon permit.

Students and their guests are not allowed to have weapons of any kind on campus. Any person found in violation of this policy will be subject to suspension/expulsion from the College.

6.6.1.16 Acts of dishonesty including, but not limited to, the following:

- Giving false information to a College official.
- Use of a fraudulent document.
- Possession or alteration of any College document, record, or seal including student I.D. cards.
- Tampering with the election process of any student club or organization.
- Breach of Academic Integrity.

6.6.1.16.1 The integrity of an academic program rests on the principle that the grades awarded to students reflect only their own individual efforts and achievement. Students are required to perform the work specified by the instructor and are responsible for the content of work submitted, such as papers, reports, and examinations.

A breach of the rule of Academic Integrity and Conduct occurs if:

- A student knowingly represents the work of others as his/her own (plagiarism).
- A student uses or obtains unauthorized assistance in any academic work (cheating).
- A student gives fraudulent assistance to another student (facilitating academic dishonesty).
- A student knowingly falsifies or fabricates information, research, or citations (fabrication).

Breach of academic integrity or conduct may result in disciplinary action, which could include suspension or expulsion from the College.

6.6.2 VIOLATIONS OF THE CODE OF CONDUCT: Violations are assessed through the Vice President of Student Affairs.

6.6.2.1 In instances of conduct that violate local, state, or federal law, the Vice President of Student Affairs may elect to refer violations to local law enforcement agencies for investigation.

6.6.2.1.1 Upon receipt of a written complaint, the Vice President of Student Affairs will determine if the presence of a student poses a threat to the College community or property. Immediate interim suspension may be invoked until an investigation can take place.

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6.6.2.3 All complaints regarding student conduct will be maintained on file in the Office of Student Affairs.

6.6.2.4 The Vice President of Student Affairs will investigate and gather evidence regarding complaints regarding student misconduct.

6.6.2.5 Complaints regarding student misconduct must be filed on a Security Incident Report form and signed by the complainant.

6.6.2.6 If alleged misconduct deals with sexual harassment, racial harassment, or hate/bigotry, the investigation will be immediately referred to the Title IX Coordinator.

6.6.3 DISCIPLINARY SANCTIONS: If the Vice President of Student Affairs concludes that evidence in a complaint warrants disciplinary action, the Vice President will provide written notification to the student as early as possible. Disciplinary action may include, but IS NOT limited to, the following steps:

6.6.3.1 Reprimand: Any misconduct that is regarded as a minor infraction. The reprimand may include, but is not limited to: counseling and documentation of the incident in the Student Affairs Records.

6.6.3.2 Disciplinary Probation: Any misconduct leading to probation will be regarded as a major offense. Probation is applied for a stated time period and may include restrictive conditions. These restrictions may include:

- Restricting a student from all or certain College facilities.
- Denial of scholarships.
- Removal from any position of leadership or participation in a
- College student organization or activity.
- Specific improvement in student behavior or attitude during the probationary period.

6.6.3.3 Suspension: Any misconduct leading to suspension is regarded as a major offense. Suspension will be for a specific period of time, but in no case less than the remainder of the semester. During a suspension the student is denied:

- The right to attend classes.
- Participation in College activities.
- The right to be on campus for any reason, until such time as the student is approved for readmittance by the Vice President of Student Affairs.

6.6.3.4 Expulsion: Any offense of such a serious nature that the student may have their status as a College student completely terminated for an indefinite time period.

6.6.4 DUE PROCESS: The responsibility for administering discipline at Mesalands Community College rests with the Vice President of Student Affairs. The Vice President of Student Affairs is responsible for investigating all complaints of misconduct. When a student is suspected of an infraction of College regulations, he/she will be given due process. If the infraction includes the possibility of suspension or expulsion, the student will be notified in writing of the student's suspected commission of an infraction and the College will afford the student an opportunity to meet with the Vice President of Student Affairs or his/her designee in order to respond to the complaint regarding allegations underlying the suspected infraction.

6.6.4.1 The Vice President of Student Affairs will render a finding after appropriate facts, interviews, and evidence have been reviewed. At that time, the student will be notified in writing of any disciplinary action.

6.6.4.2 If the student desires to appeal the Vice President's decision, he or she must submit written notification to the Vice President within three working days after receiving the decision. The Vice President of Student Affairs will then schedule a hearing with the Disciplinary Appeals Committee. The student will be notified of the date, time, and place of the appeal hearing.

The Disciplinary Appeals Committee is chaired by the Vice President of Academic Affairs and includes the following personnel: the student's department head, academic advisor, faculty member of the student's choice, and Student Senate President.

6.6.4.3 At the appeals hearing the Vice President of Student Affairs will present charges against the student, along with any substantiating evidence or witnesses. The student in turn may present evidence or witnesses on his/her behalf. After hearing all evidence, the Disciplinary Appeals Committee will meet in closed session to render a decision. The committee options include:

- Upholding the decision of the Vice President of Student Affairs.
- Modifying the student's penalty.
- Dismissing the case against the student.

The student and Vice President of Student Affairs will be informed of the decision as soon as possible. The decision of the Disciplinary Appeals Committee is final. At this time Mesalands Community College does not allow recording devices, or legal counsel at any proceedings.