

SRTC Procedure: Student Conduct Code

Part of the mission of Southern Regional Technical College (SRTC) is to provide learner-centered and high-quality services, courses, and programs through both traditional and distance delivery methods at both on-campus and off-campus locations. In so doing, SRTC provides opportunities for intellectual, emotional, social, and physical growth. SRTC students assume an obligation to act in a manner compatible with the College's commitment to student success. SRTC recognizes its responsibility to provide an atmosphere conducive to growth. With these principles in mind, SRTC establishes this Student Code of Conduct.

I. Definitions

- A. Faculty Member:** any person hired by SRTC to conduct teaching, service, or research activities.
- B. Hearing Body:** as defined by the SRTC Student Disciplinary Procedure.
- C. Member of the College community:** any person who is a student, faculty member, contractors, College official, or any other person(s) involved with SRTC involved in the community or employed by the College.
- D. Policy:** the written regulations of SRTC as found in, but not limited to, the Student Code of Conduct, Southern Regional Technical College Catalog and Student Handbook, the SRTC Policy Manual, and the State Board of the Technical College System of Georgia (TCSG) Policy Manual.
- E. Student:** all persons taking courses at SRTC, including full-time, part-time, dual enrollment, joint enrollment, non-credit, and credit. Persons who are not officially enrolled for a particular term but who have a continuing relationship with SRTC are also considered "students."
- F. Technical College Official:** any person employed by the Technical College performing assigned administrative responsibilities on a part-time, full-time, or adjunct basis.
- G. Technical College Premises:** all land, buildings, vehicles, facilities, and other property in the possession of or owned, used, or controlled by SRTC (including adjacent streets and sidewalks).

II. Procedure

Proscribed Conduct

Any student found to have committed any of the following types of misconduct is subject to the disciplinary sanctions outlined in the SRTC Student Disciplinary Procedure.

A. Academic

Academic Misconduct Definitions

Academic misconduct includes, but is not limited to, the following:

1. Aiding and Abetting Academic Misconduct:

Knowingly helping, procuring, or encouraging another person to engage in academic misconduct.

2. Cheating:

- a.** Use and/or possession of unauthorized material or technology during an examination, or any other written or oral work submitted for evaluation and/or a grade such as tape cassettes, notes, tests, calculators, computer programs, cell phones and/or smart phones, or other electronic devices.
- b.** Obtaining assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade from another person with or without that person's knowledge.
- c.** Furnishing assistance with or answers to an examination or any other written or oral work submitted for evaluation and/or a grade to another person.
- d.** Possessing, using, distributing or selling unauthorized copies of an examination, computer program, or any other written or oral work submitted for evaluation and/or a grade.
- e.** Representing as one's own an examination or any other written or oral work submitted for evaluation and/or a grade created by another person.
- f.** Taking an examination or any other written or oral work submitted for evaluation and/or a grade in place of another person.
- g.** Obtaining unauthorized access to the computer files of another person or agency and/or altering or destroying those files.
- h.** Obtaining teacher edition textbooks, test banks, or other instructional materials that are only intended to be accessed by College officials, College administrator, or faculty member.

3. Fabrication:

The falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.

4. Plagiarism:

- a.** Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
- b.** Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
- c.** Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without written release from collaborators.

B. Non-Academic Misconduct

Non-Academic Misconduct includes, but is not limited to, the following:

1. Behavior:

- a. **Indecent Conduct:** lewd or indecent conduct, or distribution of obscene or libelous written or electronic material.
- b. **Violence:** physical abuse of any person (including dating violence, domestic violence, or sexual violence) on College premises or at College-sponsored or College-supervised functions, including physical actions which threaten or endanger the health or safety of another person. This includes fighting and/or other disruptive behavior, which includes any action or threat of violence which endangers the peace, safety, or orderly function of the College, its facilities, vehicles, or persons engaged in the business of the College. Note: certain physical abuse may be considered unlawful harassment.
- c. **Harassment:** the College prohibits unlawful conduct based on race, color, creed, national or ethnic origin, gender, religion, disability, age, genetic information, political affirmation or belief, disabled veteran, veteran of the Vietnam Era or citizenship status addressed directly to any individual or group that has the purpose or effect of unreasonably and objectively interfering with that individual or group's: (1) performance, (2) work or educational environment, or (3) ability to participate in an educational program or activity. The College also prohibits stalking, or other behavior which objectively and unreasonably interferes with another's legal rights or creates an objectively intimidating, hostile, or offensive environment. This also includes the display of or navigation to pornography and other inappropriate websites and materials and inappropriate behavior on social media and/or networking applications. Impermissible harassment may include verbal, non-verbal, and/or physical conduct.
- d. **Disruption:** prohibits activities not otherwise protected by law including the First Amendment to the Constitution of the United States of America, which intentionally obstructs or interrupts teaching, research, administration, disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College premises or at College-sponsored activity sites.
- e. **Failure to Comply:** failure to comply with lawful directions of College officials and/or failure to identify oneself to these persons when requested to do so.

2. Professionalism:

- a. **Personal Appearance:** Students are expected to maintain proper personal appearance at all times. Attire and grooming should be appropriate for the occupational area in which the student is training. Appropriate is what one normally would wear on a job in the specific area of training. Any attire considered unsafe or disruptive to the class will not be allowed. Students inappropriately dressed or dressed in a manner that could present a safety hazard will not be allowed to attend

class. Students are expected to practice good personal hygiene. These requirements are designed to instill in each student a sense of order and respect for himself/herself, other students, and the faculty.

- b. **Dress Code:** SRTC trains for professions, therefore, certain types of clothing are not acceptable. Students are not permitted to wear dirty or ragged clothing. The length of shorts, dresses, or skirts will be no shorter than the bottom of the person's longest fingertip when arms are extended to the side. The wearing of distracting clothing including but not limited to: showing of undergarments, clothing with cut outs, tank-top style shirts, mesh shirts (see-through), halter tops, tube tops, or shirts with offensive, obscene, or abusive language is not permitted anywhere on campus. Dress should at all times be neat (no cut-offs unless hemmed or rolled up), clean, conservative (loose fitting), and in good taste. At no time will exposed midriffs be allowed and all shirts/blouses must be tucked in if designed for such. The students at all times are observing generally accepted hygiene practices, neatness of appearance, good grooming, and safety. Many programs have a more restrictive dress policy that governs students attending class, clinicals, and co-ops.

3. Use of Technical College Property:

- a. **Theft and Damage:** theft of, misuse of, or harm to College property, or theft of or damage to property of a member of the College community or a campus visitor on College premises or at a College function.
- b. **Occupation or Seizure:** illegal occupation or seizure in any manner of College property, College premises or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
- c. **Presence on Technical College Premises:** unauthorized possession, duplication or use of keys to SRTC premises and unauthorized entry into College premises or a portion thereof which has been restricted in use; unauthorized presence in College premises after closing hours; or furnishing false information to gain entry upon the College premises.
- d. **Children under age 16:** children under the age of 16 are not permitted on campus unless participating in a Move on When Ready course or program of study.
- e. **Assembly:** participation in or conducting an unauthorized gathering that objectively threatens or causes injury to person or property or that interferes with free access to College premises or that is unprotected by the First Amendment to the Constitution of the United States of America and objectively harmful, obstructive, or disruptive to the educational process or functions of the College.
- f. **Fire Alarms:** setting off a fire alarm or using or tampering with any fire safety equipment on College premises or at College-sponsored activity sites, except with reasonable belief in the need for such alarm or equipment. In the event of a fire alarm sounding, students must evacuate the building unless otherwise directed by a College official.
- g. **Obstruction:** impeding the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.

4. Drugs, Alcohol, and Other Substances:

Substances referred to under this policy include all illegal drugs, alcoholic beverages, and misused legal drugs (both prescription and over the counter).

- a. **Alcohol:** Students must comply with all state and federal laws regulating alcohol as well as TCSG Policy II.C.6, Alcohol on Campus. Alcoholic beverages may not be served or sold at any student sponsored function. Students being in a state of intoxication on College premises or at College sponsored or supervised functions (including off-campus functions), internships, externships, practicum, clinical sites, co-operative or academic sponsored programs or activities, or in a college-owned vehicle is prohibited.
- b. **Controlled substances, illegal drugs, and drug paraphernalia:** SRTC prohibits possession, use, sale or distribution of any controlled substance, illegal drugs, or drug paraphernalia except as expressly permitted by law. Any influence which may be attributed to the use of drugs shall not in any way limit the responsibility of the individual for the conduct or consequences of his/her actions.
- c. **Food:** SRTC prohibits eating or drinking inside any area or building other than designated or otherwise authorized areas. Students are expected to clean their own tables by disposing of refuse in garbage receptacles.
- d. **Smoking/Tobacco:** SRTC prohibits smoking or using other forms of electronic, alternative smoking devices or other forms of tobacco products. Please refer to the Southern Regional Technical College Catalog and Student Handbook to review the Smoking and Tobacco Use Procedure.

5. Use of Technology:

- a. **Damage and Destruction:** Destruction of or harm to equipment, software, or data belonging to the College or to others is considered unacceptable usage. This may include altering, downloading, or installing software on College computers, tampering with computer hardware or software configuration, improper access to the College's network, and disconnection of College computers or devices.
- b. **Electronic Devices:** Unless otherwise permitted by College officials, SRTC prohibits use of electronic devices in classrooms, labs, and other instructional, event, or affiliated facilities on College premises. Such devices include, but are not limited to cell phones, beepers, walkie-talkies, gaming devices, cameras and other electronic devices, which may cause unnecessary disruption to the teaching/learning process on campus. The College also prohibits attaching personal electronic devices to College computers under any circumstances.
- c. **Harassment:** SRTC prohibits the use of computer technology to objectively interfere with another's legal right to be free from harassment based on that individual's race, color, creed, genetic information, national or ethnic origin, gender, religion, disability, age, political affirmation or belief, disabled veteran, veteran of the Vietnam Era, and/or citizenship status.

- d. Unacceptable Use:** The use of computing facilities to interfere with the work of another student, faculty member or College official. This includes the unauthorized use of another individual's identification and password.

SRTC prohibits any additional violation to the TCSG Procedure 3.3.4p Acceptable Computer and Internet Use.

6. Weapons:

SRTC is committed to providing all employees, students, volunteers, visitors, vendors, and contractors a safe and secure workplace and/or academic setting. The possession, carrying, or transportation of a firearm, weapon, or explosive compound/material in or on College building or property shall be governed by Georgia state law. All individuals are expected to comply with the related laws. Failure to follow laws pertaining to weapons is considered a violation of the Student Code of Conduct. Relevant Georgia laws to be aware of and compliant with include but may not be limited to:

O.C.G.A. § 16-8-12(a)(6)(A)(iii)
O.C.G.A. § 16-7-80
O.C.G.A. § 16-7-81
O.C.G.A. § 16-7-85
O.C.G.A. § 16-11-121
O.C.G.A. § 16-11-125.1
O.C.G.A. § 16-11-126
O.C.G.A. § 16-11-127
O.C.G.A. § 16-11-127.1
O.C.G.A. § 16-11-129
O.C.G.A. § 16-11-130
O.C.G.A. § 16-11-133
O.C.G.A. § 16-11-135
O.C.G.A. § 16-11-137
O.C.G.A. § 43-38-10

7. Gambling:

SRTC prohibits the violation of federal, state or local gambling laws on College premises or at College sponsored or supervised activities.

8. Parking:

There are specific areas for student parking, and all students are required to park their vehicles in these areas. Parking along the thoroughfares is prohibited. Students are not to park in reserved or visitor spaces. Students must have a "handicap decal" to park in handicapped spaces. Regular and handicapped parking spaces are available at all buildings. Failure to observe these parking rules will result in a fine being levied or the vehicle being towed away at the owner's expense.

9. Financial Irresponsibility:

SRTC prohibits the theft or misappropriation of any College, student organization, or other assets.

10. Violation of Technical College Policy:

Violation of State Board or SRTC policies, rules, or regulations including, but not limited to, rules imposed upon students who enroll in a particular class or program, internships, externships, practicum, clinical sites, co-operative, or any academic sponsored programs or activities, or student organizations is prohibited.

11. Aiding and Abetting:

Aiding, abetting, or procuring another person to do an activity which otherwise violates this Code of Conduct is prohibited.

12. Falsification of Documentation:

Disciplinary proceedings may be instituted against a student who falsifies any documentation related to SRTC either to SRTC or to others in the community, including, but not limited to falsification of the following:

- SRTC transcripts;
- transcripts or other documentation from other institutions to obtain credit from or admission to SRTC;
- SRTC grade reports;
- documentation related to a student's citizenship status;
- tests, homework, attendance records;
- signature of any SRTC employee in his or her official capacity; and/or
- signatures of any employee of a clinical or internship site where the student is participating in an educational program associated with SRTC or records related to any clinical, internship, or other academic activity associated with SRTC.

13. Violation of Law:

- a. If a Student is convicted or pleads nolo contendere to an on-campus or off-campus violation of federal, state, or local law, but has not been charged with any other violation of the Student Code of Conduct, disciplinary action may be taken and sanctions imposed if the violation of federal, state, or local law is detrimental to the College's vital interests and stated mission and purpose.
- b. Disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code of Conduct if both violations result from the same factual situation, without regard to criminal arrest and/or prosecution. Proceedings under this

Student Code of Conduct may be carried out prior to, simultaneously with, or following criminal proceedings.

- c. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his/her status as a student. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

14. Abuse of the Student Judicial Process is defined to include but not limited to:

- a. failure to obey the notification of the Vice President for Student Affairs or the College President's designee, Hearing Body, or College Official;
- b. falsification, distortion, or misrepresentation of information in a judicial proceeding;
- c. disruption or interference with the orderly conduct of a disciplinary proceeding;
- d. initiating a disciplinary proceeding knowingly without cause;
- e. attempting to discourage an individual's proper participation in, or use of, the disciplinary process;
- f. attempting to influence the impartiality of a Hearing Body prior to and/or during the course of the disciplinary proceeding;
- g. harassment (verbal or physical) and/or intimidation of a Hearing Body prior to, during, and/or after a disciplinary proceeding, and/or;
- h. failure to comply with the sanction(s) imposed under the Student Disciplinary Procedure.

III. Record Retention:

Documents shall be held for no less than five (5) years after the graduation of the student or the date of the student's last attendance.

Responsibility

The Vice President for Student Affairs has the overall responsibility for ensuring this procedure is implemented.

Reference:

[TCSG Procedure 6.7.2p2: Model Student Conduct Codes](#)

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