
III-6 STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCEDURES

III-6.1 Preamble

Students enrolled at FTCC are encouraged to develop the capacity for critical judgment and to engage in both an instructor led and an independent search for knowledge. Free inquiry and free expression are essential to developing these skills; however, students should exercise this academic freedom with responsibility. Students are required to follow all College guidelines, including the Student Code of Conduct, and to obey all laws when on any FTCC campus or when participating in any campus sponsored or supported event.

Students who violate College regulations are subject to the disciplinary penalties of the College. If the student's behavior violates both the law and College regulations, the College may take disciplinary action independent of that taken by legal authorities.

III-6.2 Student Rights

- (1) Every student has the right to a learning environment that is free from unreasonable distractions. If a student's behavior interferes with the educational process, that student will be directed to end the activity causing the disruption. A student who continues to disrupt can be removed immediately from class and/or campus. Within a reasonable time after being removed, the student will be advised of their rights, which are more fully described under the section on Disciplinary Action.
- (2) Students have the right to be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- (3) Students have the right to freedom of expression, inquiry and assembly so long as it is not disruptive to a learning environment.
- (4) Students have the right to inquire about and propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College officers.
- (5) Students and former students have the right to review their official records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, except under legal compulsion or in accordance with federal law and the announced policies/procedures of the College. Student rights in this area are described more fully in this Handbook under the section on Student Records.

III-6.3 Student Code of Conduct

The following regulations set forth rules of conduct that prohibit certain types of student behavior. Students are expected to act and dress appropriately for a college environment. Neither actions nor dress should distract others from concentrating on their course of study. The College has established the following Code of Conduct to ensure that an appropriate college environment is maintained. Violation of one or more of these regulations may result in disciplinary penalties. Students are not permitted to engage in any of the following activities while on campus, participating in a College-sponsored event, or while in a College owned vehicle.

- (1) Academic dishonesty, including:
 - a) Obtaining test information, research papers, notes and other academic material without authorization;
 - b) Receiving or giving help during tests or projects unless specifically authorized by the instructor; and,
 - c) Plagiarism, which is taking credit for another's ideas or works as if they were your own.
 - (2) Theft, vandalism, or misuse of College property wherever it is located.
 - (3) Possession, use, or distribution alcohol or any illegal drug. In addition, students shall not be under the influence of any such substance while on campus, at College events, or in College owned vehicles.
 - (4) Using, recording, or disseminating anything which is lewd, offensive, obscene, profane, or vulgar, including, but not limited to, the use of profane or vulgar language.
 - (5) Physical violence against another person or threaten physical violence against another person.
 - (6) Harass or intimidate any other person, including but not limited to sexual harassment or intimidation.
 - (7) Participate in gatherings or demonstrations that interfere with another's ability to freely access College facilities or property. Students shall not disrupt or interfere with the College's educational processes or College functions. Student shall comply with any instruction of a College employee to leave the scene of a disruptive gathering or demonstration.
 - (8) Violate any state law prohibiting the possession of weapons on the campus. Generally, explosives, guns, knives, razors, other sharp instruments,
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	leaded canes, brass knuckles and stun guns are not permitted on campus unless the possession of the weapon is a necessary part of a class in which the student is enrolled and the possession of the weapon is authorized by the student's instructor. Refer to the detailed policy regarding Weapons on Campus in Section I-26 of the Administrative Procedures Manual.	(19)	Violating any College rule, regulation, policy and/or procedure.
		(20)	Violating any local, state or federal law or regulation.
		(21)	This Student Code of Conduct is not all inclusive. Any conduct which is disruptive to the educational environment of the College is prohibited.
(9)	Tampering with a fire alarm or other safety equipment belonging to the College.	III-6.4 Disciplinary Action	
(10)	Gambling.	III-6.4.1 Immediate Suspension	
(11)	Smoking or using other forms of tobacco in any unauthorized area including but not limited to classrooms, shops and labs. For areas of the campus where smoking is permitted, refer to the College's policy on Smoking on Campus on Section I-25.3 of the Administrative Procedures Manual.	Disruptive behavior or conduct that is an immediate threat to the health or safety of any member of the academic community requires immediate action. This includes, but is not limited to, obscene and /or disruptive language, threatening acts or blocking or restricting access to College classes, offices and programs. Therefore, the College has established that this behavior will be dealt with in the following manner.	
(12)	Altering or misusing College documents, records or instruments of identification with intent to deceive.	An instructor or administrative officer may direct the student to stop the behavior and advise him or her that failing to do so will result in immediate suspension and/or removal from the campus. If the behavior continues, the instructor may suspend the student from class until further notice. An administrative officer may suspend the student from class or have the student removed from campus until a resolution of the matter can be made.	
(13)	Financial irresponsibility including, but not limited to, failure to pay College fines, failure to repay College funded loans or passing worthless checks to College officials.	As soon as possible, but no later than two working days after the incident, the instructor or administrative officer invoking the suspension will notify the program area Dean/Director in writing of the name of the individual involved, the behavior that resulted in suspension, the time, place and date of the incident, and the names of person(s) directly involved and/or witnesses.	
(14)	Violating the terms of any disciplinary probation or any College regulation during the period of probation.	Upon notification, the Dean/Director may make a decision that the student will be allowed to return to class or campus pending the outcome of an inquiry into the allegations made against the student. Any such decision shall be communicated to the student as soon as is reasonably possible.	
(15)	Failing to follow instructions of College employees.	Within five working days after the Dean/	
(16)	Participating in conduct that disturbs peace and order of the College. This includes, but is not limited to yelling, screaming, or talking in an unnecessary or unreasonably loud voice, or using of any device which produces loud and/or disruptive noises.		
(17)	Unauthorized use of any electronic device, such as cell phones, recorders, cameras, i-pods, MP3 players, computers, and the like, in a virtual or physical classroom, shop, or lab.		
(18)	Permitting any person under the age of sixteen (16) and who is not a FTCC student to enter any instructional area without prior authorization. Instructional areas include virtual or face-to-face classrooms, labs, libraries, the Success Center, clinical sites, or shops. However, students under the age of sixteen (16) shall be permitted to enter into any instructional area for purposes related to their own education.		

Director's written notification of the incident, an inquiry into the allegations will be completed by FTCC Security or some other appropriate college official. Upon completion of the appropriate inquiry, the Dean/Director will schedule a conference with the student to discuss the incident.

At the conference the Dean/Director will discuss the alleged violation of the Student Code of Conduct and the information used in determining whether the violation occurred. The student will also have the opportunity to present information in his/her favor. The Dean/Director and the student may have witnesses at the conference.

Within five working days after the conference, the decision of the Dean/Director will be presented to the student in writing personally or mailed to the address the student gave at the conference. The Dean's/Director's decision may include the following:

- a. Dismissal of the charges;
- b. Imposition of any of the penalties listed in Sections III-6.4 or III-6.5 below;
- c. Referral of the student to a College office or community agency.

In instances where the student cannot be reached to schedule a conference with the Dean/Director or where the student fails to attend the scheduled conference, the Dean/Director will send a certified letter to the student's last known address stating the alleged violations of the Student Code of Conduct, the Dean's/Director's decision as to whether the student violated the Code of Conduct, the penalties imposed. The written notification will also inform the student of his right to appeal as outlined in subsequent sections of this catalog entitled Right of Appeal found in Section III-7 below.

III-6.4.2 Violations Not Resulting in Immediate Suspension

Any administrative official, faculty/staff member or student may file charges with the FTCC Security Office or with some other appropriate College official against a student or student organization believed to have violated the Code of Conduct.

The individual making the charge must complete a charge form. This form requires the

following information:

- a. Name of the student involved;
- b. Specific violation of the Code of Conduct claimed to have been committed;
- c. Time, place and date of the incident; and
- d. Names of person(s) directly involved and/or witnesses to the incident.

The completed form will be forwarded directly to the appropriate Dean/Director while Security or some other appropriate College official conducts an inquiry into the allegations.

Within five working days after the charge has been filed, a conference between the student and the Dean/Director will be scheduled.

At the conference the Dean/Director will discuss the violation claimed to have been committed and the information used in determining whether the violation occurred. The student will also have the opportunity to present information in his favor. The Dean/Director and the student may have witnesses at the conference.

Within five working days after the conference, the decision of the Dean/Director will be presented to the student in writing personally or mailed to the address he gave at the conference. The Dean's/Director's decision may include the following:

- a. Dismissal of the charges;
- b. Imposition of penalties;
- c. Referral of the student to a College office or community agency for services.

In instances where the student cannot be reached to schedule a conference with the Dean/Director or where the student fails to attend the scheduled conference, the Dean/Director will send a certified letter to the student's last known address stating the alleged violations of the Student Code of Conduct, the Dean's/Director's decision as to whether the student violated the Code of Conduct, the penalties imposed. The written notification will also inform the student of his right to appeal as outlined in subsequent sections of this catalog entitled Right of Appeal found in Section III-7 below.