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 sanctions. Students are not permitted to engage in any of the following activities while participating in any College course while on campus, while participating in a College-sponsored event, or while in a College owned vehicle.

(1) Academic dishonesty, including, but not limited to:

a. Obtaining test information, research papers, notes and other academic material without authorization;
b. Receiving or giving help on tests, projects, or assignments submitted for a grade 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, 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.

(9) Tampering with a fire alarm or other safety equipment belonging to the College.

(10) Gambling.

(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.

(12) Altering or misusing College documents, records or instruments of identification with intent to deceive.

(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.

(14) Violating the terms of any disciplinary probation or any College regulation during the period of probation.

(15) Failing to follow instructions of College employees.

(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.

(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.

III-6.4 Disciplinary Action

III-6.4.1 Immediate Suspension

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.

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.

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.

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.

Within five working days after the Dean/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 by 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.

III-6.5 Sanctions

(1) Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

(2) General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty; secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.

(3) Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership with any College or student organization or activity. This probation will be in effect for not less than two (2) terms. Any violation of Restrictive Probation may result in immediate SUSPENSION.

(4) Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.

(5) Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

(6) Withholding grade reports, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met. (Will not be allowed to register until all financial obligations are met.)

(7) Suspension: Exclusion from class(es), and/or all other privileges or activities of the College for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Dean before returning to campus.

(8) Expulsion: Dismissing a student from campus for an indefinite period losing student status. The student may be readmitted to the College only with the approval of the Vice President for Academic and Student Services.

(9) Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

(10) Group Restriction: Removing College recognition during the term in which the offense occurred or for a longer period (usually not more than one

other term). While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

(11) Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Recharter after that time must be approved by the President.

III-6.6 Student Dress Code

The Trustees of Fayetteville Technical Community College recognize the importance of maintaining an education environment which promotes rigorous academic studies, encourages critical thinking, and teaches students skills necessary to be successful in the workplace. The Trustees authorize individual educational programs to implement and enforce dress codes when required to protect the health and safety of students. Additionally, the Trustees hereby determine that all students not in such a program should be encouraged to dress, while on campus, in a manner appropriate for an educational environment. Effective June 1, 2011