



Annual Security Report To The Campus Community 2023

Bladen Community College (BCC) is committed to providing a safe and secure educational environment for all faculty, staff, students, and visitors at all BCC locations.

The College has prepared this report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*, the *Clery Act*. The full text of this report is located [here](#). This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and off site center. Campus crime, arrest and referral statistics include those reported to the BCC security officers, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations), and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students, faculty, and staff that provide the web site to access this report. Copies of the full report may also be requested from the office of Student Services in Building 2. All prospective employees may obtain a copy of the full report from Human Resources in building 10.

Also available upon request, from the Vice President for Finance and Administration, is our *Daily Crime Log*, which includes: crime report dates, occurrence dates, locations, nature of crimes, and the disposition of complaints.

The information that follows addresses BCC policies and procedures that are related to Clery Act compliance. The full text of these policies and procedures are in the *BCC Student Catalog*, *BCC Employee Policy Manual* on the *BCC website*.

Timely Warning

BCC makes timely warnings or campus alerts to the college community in the event any situation arises that is considered to be an ongoing or continuing threat to students, faculty, staff, and visitors. Warnings or alerts will be disseminated as appropriate through the Regroup mass notification system, the college critical response siren system, two way radios, word of mouth from college officials, the campus-wide email system; student email system, electronic bulletin boards, flyers or posters, and notices posted on the college website at www.bladenc.edu. Students should take responsibility for making sure their preferred contact information is correct in Regroup and should also regularly check their e-mail. In order to receive campus-wide e-mail announcements, students must have a college e-mail account. Campus warnings or alerts will notify the college community of an imminent or ongoing threat to safety, security or health and will include the nature of the threat and other appropriate

information. Anyone with information warranting a timely warning should report the circumstances to college officials.

The Vice President for Finance and Administration or designee will, without delay, and taking into account the safety of the campus community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Emergency Response and Evacuation Procedures

BCC has established an Emergency Response Quick Reference Guide for several significant emergencies and dangerous situations. This guide is posted in all offices and classrooms on the BCC campus. In the event of an emergency please notify your instructor and/or college officials and report all emergencies to the BCC switchboard operator by dialing “5500” in house or 910.879.5500 on private phones. If the situation appears life threatening dial 911 in house or 911 on private phones. In addition, you may also contact the on-duty campus security officer and/or the Vice President for Finance and Administration at 910.879.5503.

Evacuation drills are coordinated by the college each year for all facilities. Thus, the emergency response and evacuation procedures are tested at least once each year. Through the use of evacuation drills, students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. BCC coordinates announced and unannounced evacuation drills each year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. Evacuation drills are monitored by the BCC staff to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration. Students receive information about evacuation, shelter-in-place, and lockdown procedures at the beginning of each semester. BCC staff members are trained in these procedures as well and act as an on-going resource for the students and visitors to our facilities.

Evacuation Procedures

All building evacuations will occur when a building alarm (fire alarm) sounds, three blasts from an air horn, or by radio communications by college officials. When the evacuation alarm and/or notice to evacuate are enacted, occupants should immediately proceed to the nearest exit and report to the designated assembly point for that building. Refer to the building layouts posted in each room to inform occupants of the safe routes and designated outdoor assembly areas. Building Evacuation Procedure and Assembly Points/Locations are as follows:

Staff, faculty and students are to proceed in an orderly fashion to the nearest exit and then assemble and wait further instructions at the following locations;

1. Building 1, Building 2 (Student Services/Continuing Education Building) and Building 7 (Student Resource Center): The marquee area on the side of the Building 2 towards Highway 41.
2. Building 10 (Williams Administration Building): Assemble in the clearing closest to the Human Resources office area.

3. Building 3 (Cosmetology/Classroom Building), Building 14 (Workforce Development Building), Building 20 (Allied Health Building): The grassy area by Pleasant Grove Church Road.
4. Building 5 (Maintenance Building) Building 8 (Learning Resource Center), Building 9 (Auditorium) and Building 4 (Law Enforcement Building): The grassy area by the brick picnic tables.
5. Building 6, Building 11 (Carpentry), Building 12 (Welding Building), Building 13 (Electrical Building), Building 15 (STEM), Building 17 (Louis Parker Building): The grassy area by Building 6 parking lot towards Highway 41.

Occupants should not reenter the building for any reason until they are instructed by the proper authority.

Shelter-in-Place Procedures

In the event of threatening weather (Tornado) or if other outdoors conditions become dangerous it is usually safer to stay indoors, because leaving the building may expose you to that danger. Thus, to shelter-in-place means to make a shelter of the building that you are in. These shelter-in-place locations are normally interior hallways or rooms with close wall spacing's for maximum protection. Once the college has been notified of the threat of a tornado either by telephone, radio/television, and/or weather alert radio, the following procedures will be followed:

1. The Tornado Watch/Warning siren (steady tone) will be activated.
2. All students, visitors, and staff will take shelter, in their respective buildings, by going into an interior room or hallway away from glass windows and doors. This will become your safe zone. Get under heavy furniture. Assume a curled position to protect head and eyes. Give special attention to the disabled.
3. Do not leave your safe zone.
4. If a tornado strikes the building you are in and you become trapped in your safe zone, do not panic. If you feel as if your building is going to be hit, sit on the floor, in your safe zone, cover your face with your hands to protect your face from being hit by flying debris. Stay calm. Tornadoes only last a short time.
5. If you are not trapped in your safe zone, but the building did receive tornado or wind damage, carefully evacuate the building as walls and ceilings may be unsafe. There may also be glass, metal, and other debris that could cause injury. Watch for possible electrical wires that may be still energized.
6. If you are not trapped in your safe zone, but feel unsafe to exit the building stay in your safe zone until rescued by school, fire, or rescue personnel.

The College recommended safe zones are as follows:

1. Building 1: (Classroom): 102, 104, 112 and 114.
2. Building 2 (Student Services/Continuing Education): All offices on interior Wall and Bookstore storage room.
3. Building 3 (Classroom side): Restrooms and space behind block wall outside restrooms. (Cosmetology Area): rear room with no windows or faculty offices.
4. Building 4 (Law Enforcement Building): Restroom or gun vault.
5. Building 5 (Maintenance): Shop area.
6. Building 6 (Center for Business and Industry): Hallway and bathrooms.
7. Building 7 (Student Resource Center): Staff work area/Room 106.
8. Building 8 (Learning Resource Center): Restrooms, restroom hallway and interior rooms off the rear office suite.

9. Building 9 (College Auditorium): Safe zone in Building 17.
10. Building 10 (Williams Administration Building): Restrooms, store room off Board Room and room 09-A.
11. Building 11 (Carpentry): Office and storage room.
12. Building 12 (Welding): In the welding shop area behind the four steel doors.
13. Building 13 (Industrial Maintenance): Classroom 104. (Electrical Side): Back entrance foyer.
14. Building 14 (Workforce Development Building): Main central hallway or restrooms.
15. Building 15 (STEM Building): Main hallway and hallway to east exterior door, work room or restrooms.
16. Building 17 (Louis Parker Building): Center building hallway on indented side.
17. Building 20 (Allied Health Building): Main central hallway in building center and faculty offices.

Lock Down Procedures

If there is a campus intruder who is armed, the campus will go on lockdown. Students who are on campus should seek cover in a classroom and follow the instructor's directions while the campus is on lockdown. If students are out of doors, they should seek concealment behind cars, dumpsters, or other large objects, using extreme caution to prevent being visible target. Cell phones should be put on vibrate immediately. Students who are off campus will be notified by email to remain off campus until the emergency is resolved. Notification for lockdown will be via the campus siren system (fast rise and fall tone) and/or by word of mouth from college officials. Drills may take place throughout the year in order to practice these procedures.

Reporting Crimes and Emergencies

The College requires all persons to report all known and suspected criminal activities and other emergencies that occur on campus to the BCC switchboard operator by dialing "5500" in house or 910.879.5500 on private phones. If the situation appears life threatening dial 911 in house or 911 on private phones. In addition, you may also contact the Vice President for Finance and Administration at 910.879.5503, the campus security officer via the switchboard operator at 910.879.5500 and/or the Bladen County Sheriff's Office at 910.862.6960.

The BCC switchboard operator shall be available during normal business hours so that incidents of an urgent nature may be reported. The BCC switchboard operator, having been notified of an incident, shall notify the Vice President for Finance and Administration and other appropriate personnel, including law enforcement and emergency response personnel, to respond, investigate and document the incident.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the college or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Vice President for Student Services and designated campus officials (including but not limited to directors, deans, department heads, and advisors to students/student organizations) can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in

this manner are counted and disclosed in the annual crimes statistics for the institution. While local law enforcement agencies encourage anyone who is the victim or witness to any crime to promptly report the incident to the police, the police reports are public records under state law, and local law enforcement cannot hold reports of crime in confidence.

Written Notifications to Students, Employees, and Victims of Crimes

For Students and Employees: When a student or employee reports they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the alleged offense occurred on or off campus, the College will provide the student or employee with a written explanation of their rights and options.

For Survivors/Victims: The College may provide written notification to victims regarding rights and options, including: available and existing on- and off-campus services such as counseling, medical, mental health, available and applicable institutional disciplinary procedures, and an explanation of those procedures; confidentiality in protective measures and Clery reporting and disclosure; and reasonable and available options and assistance with changing academic, transportation, and working situations, regardless of whether the victim chooses to report the crime to law enforcement.

Disclosure of Disciplinary Proceeding Outcome: The College will disclose the results of the outcome of any disciplinary proceeding to both the victim and the accused of the outcome.

Reporting Crimes and Emergencies for BCC-Sponsored Off-Campus Activities

BCC encourages anyone who is the victim of or a witness to criminal incidents that occur at BCC-sponsored off-campus activities to report them to the appropriate law enforcement agency having jurisdiction. If a victim or witness does not wish to pursue action under the college system or the criminal justice system, he/she may file a report on the details of the incident with the Vice President for Student Services at 910.879.5779 without revealing his/her identity. The purpose of a confidential report is to comply with one's wish to keep the matter confidential, while taking steps to ensure the future safety of the campus community. Reports filed in this manner shall be included in the Annual Crime Report.

All criminal activities that occur on any BCC campus or at BCC-sponsored activities, including off-campus activities, shall be reported by the College President, or his/her designee, to the appropriate law enforcement agency.

Security of and Access to Campus Facilities

During business hours, BCC facilities will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via Campus Staff. In the case of periods of extended closing, the college will admit only those with prior approval to all facilities. Emergencies may necessitate changes or alterations to any posted schedules.

Campus Law Enforcement

BCC campus security is contracted and provided by the Bladen County Sheriff's Department. The full-time Security Officers on duty and other local law enforcement officers have complete police authority to apprehend and arrest anyone involved in illegal acts, either on or off campus. If minor offenses involving college rules and regulations are committed by a college student, the campus

Security Officer may also refer the individual to the disciplinary division of Student Services. The Security Officer and college staff has the authority to ask persons for identification and to determine whether individuals have lawful business at BCC. Security and college staff have the authority to request individuals to leave the campus if they are creating disturbances. Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local law enforcement authority and joint investigative efforts with investigators are deployed to solve these serious felony crimes. Through coordination with local law enforcement agencies, any criminal activity engaged in by students at off-campus locations and events, is monitored and recorded. This information is provided to the Vice President for Student Services for any action or follow-up that may be required. All crime victims and witnesses are strongly encouraged to immediately report all crimes to the campus Security Officer and/or the Vice President for Student Services. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Security [Crime] Awareness and Prevention Programs

Each year, during orientation and semester start-up, students are informed of services offered by the college. During the first class of each semester instructors inform students on evacuation, shelter in place, lockdown, and other campus safety procedures. Students are advised about crime on-campus and on public property adjoining our campus via the Annual Crime Report. Similar information is presented to new employees. Periodically during the academic year, the college, in cooperation with other organizations and departments, will present crime prevention awareness sessions on sexual assault (rape and acquaintance rape), other forcible and non-forcible sex offenses, theft, and vandalism, as well as educational sessions on personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to seminars, information may be disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in the college and student newspapers. When time is of the essence, information is released to the college community through security alerts posted prominently throughout campus, through computer memos sent over the college's electronic mail system and a voice mail broadcasting system.

Drug and Alcohol Policy

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage are prohibited in the college workplace, on college premises, or while participating in or attending any college-sponsored activities. BCC does not differentiate between those who manufacture, distribute, dispense, sell, possess, or use controlled substances or alcohol. Any BCC current employee or currently enrolled student who is convicted of violating any criminal drug statute or alcoholic beverage control statute is subject to the BCC disciplinary action policy, up to and including termination/expulsion. Alternatively, the College may require the BCC employee or student to satisfactorily participate in a drug abuse assistance or rehabilitation program or alcohol rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Each employee or student is required to notify the college within five (5) calendar days after he/she is convicted of a violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while in the workplace, on college premises, or as part of any college-sponsored activity.

Counseling services are available on a limited basis by the counselor in Student Services. Additional counseling, treatment, and rehabilitation services will be referred by the counselor in Student Services.

Drug-Free Awareness Program

The college's Drug-Free Awareness Program informs employees and students about the dangers of drug abuse, government policy of maintaining a drug and alcohol-free environment, any available drug or alcohol abuse counseling, rehabilitation, and assistance programs, and penalties that may be imposed upon employees or students for drug abuse violations. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

Sexual Assault Prevention and Response

The college will support educational programs to the student community to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. Periodically during the academic year the college, in cooperation with other organizations and departments, will present crime prevention awareness information on sexual assault (rape and acquaintance rape), and other forcible and non-forcible sex offenses, as well as educational information on personal safety. Local law enforcement, Families First at <https://familiesfirstnc.org/> 910.641.0444 or 910.862.2534 will assist the college in sexual assault education and information programs to college students and employees. Literature on date rape education, risk reduction, and college response may be obtained through the office of Student Services.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The college strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the college Security Officer, the College Title IX Coordinator, and/or the Vice President for Student Services. The college will assist students in notifying other appropriate law enforcement authorities, if the student request assistance of these personnel. Filing a police report with Security or local law enforcement will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College, or only the latter. A college representative or the College Title IX Coordinator will guide the victim through the available options and support the victim in his or her decision. Counseling options are limited from the college, however, the college will make referrals for victims of sex offenses to local outside counseling services. Counseling and support services outside the college system are the Trillium Health Resources at <https://www.trilliumhealthresources.org/>. You may read more about the engagement of Bladen

County and Trillium Health Services and the Bladen County Sheriff's Department at <https://bladenncc.govoffice3.com/>.

BCC disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *[BCC Title IX Policy: Discrimination on the Basis of Sex & Sexual Misconduct](#)*. The *Policy* provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of any institutional disciplinary proceedings that are brought alleging a sex offense. BCC will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, BCC will provide the results of the disciplinary hearing to the victim's next of kin. Compliance with this paragraph does not constitute a violation of the *Family Educational Rights and Privacy Act (FERPA)*.

The college is obligated to comply with a Student victims request to have the option to change their academic schedule or student worker schedule after an alleged sexual assault, if such changes are reasonably available. A student found guilty of violating the college sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college for the first offense.

Information about Registered Sex Offenders

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the North Carolina Department of Justice Sex Offender Registry site: <https://sexoffender.ncsbi.gov/>. This information is made available for purposes of protecting the public, for keeping them informed, and for allowing them to take proactive measures to ensure safety in their communities. Use and/or misuse of this information by individuals, groups or entities to commit criminal acts (to include, but not limited to, threats, intimidation, stalking, harassment) against other persons is subject to criminal prosecution.

The North Carolina General Assembly created the North Carolina Sex Offender and Public Protection Registry in January 1996. This law outlines registration requirements for persons living in North Carolina, non-resident students and non-resident workers. The Registry serves as a resource to help protect and inform the public. "[The North Carolina Sex Offender Registration Program](#)", a publication of the North Carolina Department of Justice, provides more detailed information about the state's Sex Offender Registry.

Student Rights, Standards of Student Conduct, Discipline, and Appeal Procedures

I. Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with

responsibility. As members of the larger community of which the College is part, students are entitled to all rights and protection accorded them by the laws of the community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, college discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

II. Student Rights

- A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student.
- B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.
- C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship; subject to reasonable and nondiscriminatory rules and regulations regarding time, place, and manner.
- D. Students have the right to inquire about and to propose improvements in policies, regulations, and procedures affecting the welfare of students through established student government procedures, campus committees, and college offices.
- E. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College. Student and former students have the right to review their official records and to request a hearing if they challenge the contents of these 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.
- F. No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Standards of Student Conduct violation the right of a hearing, presentation of charge(s), evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right to appeal.

III. Standards of Student Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. When a student's conduct disrupts or threatens to disrupt the college community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

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.

- A. Taking or acquiring possession of any academic material from a member of the college staff or student body without permission, receiving or giving help during tests; submitting papers or reports prepared or written by others as one's own; plagiarism.
- B. Theft, misuse, damage or defacing of a college property, or theft of or damage of property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the college or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- C. Possession or consumption of alcoholic beverages or being in a state of intoxication on the college campus or at college-sponsored or supervised functions off campus or in college-owned vehicles. Manufacture, possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions. Furthermore, no one with the smell of alcohol on him/her or

whose observable behavior leads a college official to believe they are under the influence of alcohol or other drugs, will be allowed at the college or any college activity. NOTE: Parents are notified when students under age 21 violate drug and/or alcohol laws.

- D. Using, recording, or disseminating anything which substantially and materially disrupts or threatens to disrupt the operation of the college.
- E. Physical violence against another person or threatening physical violence against another person.
- F. Harassment or intimidation of any other person, which is defined as verbal or physical conduct that is severe, pervasive, and objectively offensive such that it substantially interferes with an individual's academic or work performance or creates a demeaning academic or work environment. Sexual harassment, as defined by the college's policy prohibiting sexual harassment, is a form of prohibited harassment.
- G. Intentional obstruction or disruption of teaching, 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.
- H. Participating 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. Students shall comply with any instruction by a college employee to leave the scene of a disruptive gathering or demonstration.
- I. Possession or use of a firearm, incendiary device, or explosive, except in connection with a college-approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.
- J. Possession or use, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades, firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files, clips, and tools used solely for preparation of food, instruction, and maintenance, on educational property.
- K. Using or tampering with any fire, emergency callbox, or any other safety equipment, except with reasonable belief in the need for such alarm or equipment. L. Illegal gambling on the college premises.
- M. Use of smoke-producing and smokeless tobacco products within any College-owned building or college property. Use of any other smoke/vapor producing products within any Collegeowned building or college property. Includes College-owned and/or leased vehicles.
- N. Forgery, alteration, or misuse of college documents, records, or instruments of identification with intent to deceive.
- O. Failure to comply with instructions of college officials acting in performance of their duties.
- P. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
- Q. Fiscal irresponsibility such as failure to pay college-levied fines, to repay college-funded loans, or the passing of worthless checks, drafts, or orders to college officials.
- R. Violation of a local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.
- S. Violation of College policy as to the use of the College's network, computers and/or software, and/or the use of same to access and/or distribute any and all types of pornographic materials; for the purpose of cyber-bullying; or for sales or solicitation.
- T. Animals on campus are forbidden, including animals left in vehicles. Service animals are permitted.

- U. The Standards of Student Conduct is not all inclusive. Any conduct which materially and substantially disrupts the educational environment of the college is prohibited.

IV. Discipline Procedure

- A. **Immediate Suspension:** If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist may result in immediate suspension. If the student(s) fail to cease and desist, the instructor may then suspend the student(s) from the class. An administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension shall notify the Director of Students in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two (2) days following the incident. The Director of Students shall resolve the matter in a timely fashion utilizing the steps outlined in Section IV, C.
- B. **Responsibility for Implementation:** The Director of Students is responsible for implementing student discipline procedures. In the event any discipline procedure conflicts with state or federal law, the state or federal law shall be followed. The Director of Students shall refer the discipline matter to the appropriate official as outlined by state or federal law.
- C. **Disciplinary Procedures:** In order to provide an orderly system for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:
 - 1. **Charges:**

Any administrative official, faculty member, or student may file charges with the Director of Students against any student or student organization for violations of college regulations. All charges filed must be submitted in writing to the Director of Students stating:

 - a. Names of student(s) involved.
 - b. Alleged Violation of the Standards of Student Conduct.
 - c. Time, place, and date of the incident.
 - d. Name of person(s) directly involved or witnesses to the infractions.
 - e. Any action taken that relates to the matter.
 - f. Desired solutions.
 - 2. **Investigation and Decision.**

Within five (5) working days after the charge is filed, the Director of Students shall complete a preliminary investigation of the charge and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Director of Students may act as follows:

 - a. Drop the charges.
 - b. Impose a sanction consistent with those shown in Section V.
 - c. Refer the student to a college office or community agency for services.
 - 3. **Notification:**

The decision of the Director of Students shall be presented to the student in writing immediately following the meeting with the student. In instances where the student cannot be reached to schedule an appointment with the Director of Students or where the student refuses to cooperate, the Director of Students shall send a certified letter to the student with a list of charges, the Director of Students' decision, and instructions governing the appeal process (Section VI).

V. Sanctions

- A. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Standards of Student Conduct will carry heavier penalties because of this prior infraction.
- B. General Probation: An individual may be placed on General probation when involved in a minor disciplinary offense. General Probation has two (2) important implications: first, the individual is given a chance to show capability and willingness to observe the standards of Student Conduct without further penalty; and second, if the individual errs again, further action will be taken. This probation will be in effect for no more than one (1) semester.
- C. 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 or responsibility with any college or student organization, publication, or activity. This sanction prohibits the student from officially representing the College or participating in any extra-curricular activities including intramural competitions. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate suspension.
- D. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the college, personnel, or students. Restitution may take the form of appropriate service to repair or otherwise compensate for damages.
- E. 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.
- F. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.
- G. Withholding Academic Records and/or the Right to Register: Withholding transcript, diploma, or the right to register or participate in graduation ceremonies imposed when financial obligations are not met or the student has a disciplinary case pending final disposition.
- H. 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 Vice President for Student Services before returning to campus.
- I. 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 President.

VI. Disciplinary Appeals Procedure

A student who disagrees with the decision of the Director of Students may request a hearing before the Appeals Committee. This request must be submitted in writing to the Vice President for Student Services within three (3) working days after receipt of the Director of Students' decision. The Director of Students shall refer the matter to the Appeals Committee together with a report of the student against whom the charge has been filed, and the relevant facts revealed by the Director of Students' investigation.

A. Committee Composition

Membership of the Appeals Committee shall be composed of the following:

- 1. Four faculty/staff members appointed by the President.
- 2. President of the Student Government Association (SGA). If the SGA President is unable to serve, the President will appoint a student replacement.

B. Procedures for Hearings Before the Appeals Committee

1. The Appeals Committee must meet within six (6) working days of receipt of a request for a hearing. The Appeals Committee may hold the hearing prior to the six (6) work days expiration period, with the consent of the student. At least three (3) working days prior to the date set for the hearing, the Chairperson shall send a certified letter to the student's last known address providing the student with the following information:
 - a. A restatement of the charge or charges.
 - b. The time and place of the hearing.
 - c. A statement of the student's basic procedural rights.
2. Basic procedural rights of students include the following:
 - a. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee. If the student opts to bring counsel, the student must inform the Vice President for Student Services of this intention when the request for the hearing is filed. If the student brings counsel to the hearing without so informing the Vice President for Student Services, the committee chairperson will give the student the option of proceeding without counsel or postponing the hearing for 5 working days.
 - b. The right to produce witnesses on one's behalf.
 - c. The right to request in writing, that the President disqualify any member of the Committee for prejudice or bias. (The requests must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the President shall appoint a replacement.
 - d. The right to present evidence.
 - e. The right to know the identity of the person(s) bringing the charge(s).
 - f. The right to hear witnesses on behalf of the person bringing the charges.
 - g. The right to testify or to refuse to testify without such refusal being detrimental to the student.
 - h. The right to appeal the decision of the Committee to the President who will review the official record of the hearing. The appeal must be in writing and it must be made within five (5) working days of the completion of the hearing.
3. The Conduct of the Committee Hearings
 - a. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
 - 1) The student.
 - 2) Counsels
 - 3) Witnesses who shall:
 - a. Give testimony singularly and in the absence of other witnesses.
 - b. Leave the committee meeting room immediately upon completion of the testimony.
 - b. The hearing will be tape recorded. Tapes will become the property of the College, and access to them will be determined by the Chairperson of the Committee and the Vice President for Student Services. All tapes will be filed in the office of the Vice President for Student Services for three years. The Vice President for Student Services will keep copies of all correspondence and rulings surrounding the hearing for three years.

- c. The Committee shall have the authority to adopt supplementary rules of procedure consistent with this code.
- d. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
- e. Upon completion of a hearing, the committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable.
- f. Decisions of the Committee shall be made by majority vote.
- g. Within three (3) working days after the decision of the Committee, the Chairperson shall send a certified letter to the student's last known address providing the student with the Committee's decision.

C. Appeal to the President

A student who refuses to accept the findings of the Committee may appeal in writing to the President within five (5) working days after receipt of the Committee's decision. The President shall have the authority to:

- 1. Review the findings of the proceedings of the Committee.
- 2. Hear from the student, the Vice President for Student Services and the members of the Committee before ruling on an appeal.
- 3. President will render a decision within five (5) working days.

D. Appeal to the Board of Trustees

Any party of the Appeals Committee hearing may request, in writing, a hearing before the Board of Trustees or a committee of the Board as an appeal of the President's decision within five (5) working days of the decision. The Board of Trustees or a committee of the Board may review information to date and to render a decision without the personal appearance before them of the parties of the Appeals Committee hearing or rendering a decision. This decision of the Board will be made at the next regularly scheduled meeting of the board following the incident.

VII. Student Grievance Procedure

A. Purpose

The purpose of the Student Grievance Procedure is to provide a system to channel student complaints against faculty and staff concerning the following:

- 1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preferences, or behavior, including sexual harassment complaints.
- 2. Sexual harassment complaints should be directed to the Vice President for Student Services or the Title IX Coordinator. Because of the sensitive nature of this kind of complaint, a conference with the Vice President for Student Services or the Title IX Coordinator replaces the first step of the grievance procedure. The Vice President for Student Services or the Title IX Coordinator will consult with the student to determine the appropriate action that is required. If the grievance is not resolved after the meeting, then the remainder of the grievance procedure will be followed.
- 3. Academic matters, excluding individual grades, except where the conditions in the above items apply.

B. Procedures

Students must follow the following procedures:

1. Step One:

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at

this level. The conference must take place within five working days of the incident, which generated the complaint.

2. Step Two:

If the grievance is not resolved at the informal conference, the student may file a written grievance. A grievance form shall be made available to the student by the Vice President for Student Services. The Vice President for Student Services will explain the grievance process to the student. The completed grievance form must be presented to the Vice President for Student Services within five working days after satisfying the first step in the grievance process. The Vice President for Student Services will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten working days of receipt of the grievance form from the department involved.

3. Step Three:

If the student wishes to appeal the decision of the supervisor, a further appeal may be directed to the Executive Vice President within five working days. The Executive Vice President shall respond in writing to the student within 10 working days of receipt of the grievance form.

4. Step Four:

If the written statement of the Executive Vice President does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made. The student must submit a written request within five working days after receiving the written response from the Executive Vice President. The request shall include a copy of the original grievance form and the reason why the Executive Vice President response is unsatisfactory. A copy of the Executive Vice President response must be attached to the request by the student and given to the Vice President for Student Services. The Vice President for Student Services shall notify immediately the College President who shall insure that the committee is organized in a manner consistent with Section C of this procedure (The Student Grievance Committee). The Vice President for Student Services will send copies of the appeal to the members of the committee, the employee, and the employee's supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the chairperson of the committee. Meeting(s) shall be conducted between five and fifteen working days after the request. A postponement may be granted by the chairperson upon written request of either party, if the reason stated justifies such action. The committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The committee may interview any additional witnesses that it considers necessary to render a fair decision. The committee shall decide by a majority vote the solution of the grievance. In case of a tie, the chairperson shall vote to break the tie. The chairperson shall forward a copy of the committee's decision to all parties involved and to the President of the College within two working days.

5. Step Five:

The committee's decision may be appealed by either party involved to the president of the college within ten working days of the committee's decision. The president shall review the committee's findings, conduct whatever additional inquiries deemed necessary, and will render a decision within ten working days of receipt of the appeal.

6. Step six: The President's decision may be appealed by either party involved to the Board of Trustees of the college within ten working days of the President's decision. The Board of Trustees or a committee for the board shall review any information to date, conduct whatever

additional inquiries deemed necessary, and render a decision within twenty working days of receipt of the appeal.

C. Student Grievance Committee

The Appeals Committee may serve as the Student Grievance Committee or, at the direction of the president. A new committee may be formed for each grievance.

D. Right of Parties Involved in a Grievance

When a Grievance Committee meeting is scheduled, the parties involved are entitled to the following:

1. A written notice of the complaint.
2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five working days prior to the meeting unless they waive this requirement.
3. A review of all available evidence, documents, or exhibits that each party may present at the meeting.
4. Access to the names of the witnesses who may testify.
5. The right to appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the committee.