

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Student Affairs**

POLICY/PROCEDURE: **Student Conduct**

**COPP 5.50**

DATE: **March 1, 1993**

REVISION(s): **12/19/94, 5/30/95, 8/24/96, 7/25/00, 12/10/03, 01/08/04, 03/31/09**

General

College students are considered to be mature adults. Their conduct is to be dignified and honorable and to epitomize the mission of the College. Students should realize that their behavior has a direct influence on the environment and reputation of the College.

College Regulations

The College has established the following regulations. This list is not intended to be comprehensive, and additional rules may be found in other College publications, in departmental policies, and in course syllabi.

1. Arms and Other Weapons: Firearms (except for those in the possession of law enforcement officers), ammunition, knives, clubs or any other assault weapons are strictly prohibited on College property or at any College activity. Any student possessing firearms, weapons, or any device which could be used as a weapon will be subject to disciplinary action, including possible suspension from a course or the College, and to local, state, or federal laws, including Arkansas Criminal Code Annotated 5-73-119 through 5-7312.
2. Verbal and Physical Abuse: Verbal or physical abuse by a student to or against any member of the College community will not be tolerated. Fighting, violence of any kind, or threats of violence are prohibited, and any student engaged in abusive behavior will be subject to disciplinary action, including possible suspension from a course or the College, and to local, state, or federal laws.
3. Theft of Property: Any student found guilty of theft of personal or college property will be subject to disciplinary action, including possible suspension from a course or the College, and to local, state, or federal laws.
4. Vandalism: The destruction, damage, or mutilation of personal or College property is prohibited, and any student found guilty of vandalism will be subject to disciplinary action, including possible suspension from a course or the College, and to local, state, or federal laws. Furthermore, students may be subject to making restitution for damages.
5. Alcoholic Beverages: Alcoholic beverages are prohibited on College property or at any College function. Any student guilty of drinking, being under the influence of,

or possessing intoxicating beverages on College property or at College functions is subject to disciplinary action, including possible suspension from a course or the College, and to local, state, or federal laws (see COPP 2.47).

6. Illegal Use of Drugs: The illegal use of drugs is forbidden on College property or at College functions. Any student found using, under the influence of, distributing, or in possession of illegal drugs or drug paraphernalia is subject to disciplinary action, including possible suspension from a course or the College, and to local, state, or federal laws (see COPP 2.47).
7. Assembly: No person or persons shall assemble in a manner that obstructs the free movement of persons about the campus or the free and normal use of College buildings and facilities, or that prevents or obstructs normal operations of the College. Students who engage in obstructive behavior will be subject to disciplinary action, including possible suspension from a course or the College, and to local, state, or federal laws.
8. Financial Responsibility: Students in debt to the College in such matters as tuition, fees, fines, or liens will be dropped from classes if they fail to meet established payment deadlines. Students in arrears will not be permitted to register for succeeding semesters, nor will certificates or degrees be awarded, nor will any records such as transcripts or other official records be released until such accounts are satisfied.
9. Smoking: The use of tobacco in all forms is prohibited in College buildings. Smoking is limited to designated areas that are at least 25 feet from doorways according to Arkansas Governor's Policy Directive. Any student in violation of this policy will be subject to disciplinary action, including possible suspension from a course or the College (see COPP 2.41).
10. Use of College Facilities: Students are permitted on campus during times established in the College calendar as normal College hours. Students who wish to use the College facilities at times other than normal hours or for any extracurricular or co-curricular activities must have authorization from the Vice President of Finance and Administration. Failure to obtain appropriate authorization may result in disciplinary action, including possible suspension from a course or the College. Non-students who wish to use campus facilities must make their request in writing using a form approved for such purposes, and may do so only with the permission of the appropriate administrative office.
11. Emergency Closing of Campus: When it is necessary to close the College on an emergency basis, students will be notified by College Staff and/or the mass media. Immediate closing of campus may occur due to inclement weather (or other reasons), depending upon the severity of the event. Students are strongly urged to verify their personal contact information in the School Cast emergency alert system so they can receive such notices directly. Students are also urged to listen to the

designated radio and watch television stations for emergency closing instructions, or they may call the College Bulletin Board at 1-800-337-0266 x 1010 (see COPP 3.33).

12. Vehicles: The College provides and maintains parking areas for staff, students, and visitors. Individuals operating motor vehicles on campus are required to adhere to the parking regulations as described in COPP 3.36. Failure to obey traffic rules may result in disciplinary action, including possible suspension from a course or the College, and the removal of the vehicle from the campus at the expense of the owner. The speed limit is 10 miles per hour while on College grounds. The College is not responsible for any loss, theft, or damage to vehicles or personal property.
13. Signs: With the exception of bulletin boards in the Eagle's Nest, students may erect or display signs, posters, letters, flyers, or other print materials on campus only upon the authorization of the Office of Public Information. Students shall not deface, alter, tamper with, destroy, or remove any sign or inscriptions on College property. Failure to comply with these rules may result in disciplinary action, including possible suspension from a course or the College.
14. Solicitation of Funds: No student or student organization may use campus facilities to solicit funds unless such action has the approval of the Vice President of Finance and Administration (see COPP 2.40). Failure to comply with these rules may result in disciplinary action, including possible suspension from a course or the College.
15. Counterfeiting and Altering: Students shall not reproduce, copy, tamper with, or alter in any way, manner, shape, or form any writing, record, document, or identification form used or maintained by the College. Failure to comply with these rules may result in disciplinary action, including possible suspension from a course or the College.
16. Student Identification Card: All students must have and must carry a student identification card, which must be obtained in the library at the beginning of each semester. Students must show College identification cards when requested by any college employee. Any student failing to do so when asked is subject to disciplinary action, including possible suspension from a course or the College.
17. Insubordination: Any student who fails to comply with a reasonable request made by any College employee is subject to disciplinary action, including possible suspension from a course or the College. If the incident relates to safety, security, or possible misuse or unauthorized use of College property, a violation would be considered serious and the disciplinary action would probably include suspension.
18. Academic Integrity: Any student who engages in classroom disruption, cheating, plagiarism, or test tampering will be subject to disciplinary action as provided below.

## Student Rights and Responsibilities

Ouachita Technical College honors the rights of all individuals to free discussion and expression, to peaceful demonstration, and of lawful assembly. It is equally important, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Therefore, any student who willfully by the use of violence, force, coercion, threat, intimidation, or fear obstructs, disrupts, or attempts to obstruct or disrupt the normal operations or functions of the College, or who orally or in writing advises, procures, or incites others to do so shall be subject to disciplinary action with penalties that might result in suspension from the College.

## Disciplinary Actions and Dispute Resolution

Disciplinary actions fall into one of two categories, I. College-initiated actions of an academic nature (discussed below) and II. College initiated actions of a non-academic nature (discussed below).

### I. College-Initiated Actions of an Academic Nature: Issues of Academic Integrity

Academic integrity is fundamental to the scholastic environment. Students therefore must not engage in any behavior that disrupts the learning process. In addition, students must be honest in every aspect of their work, and they must refrain from fraud and cheating. To that end, each student at Ouachita Technical College is to abide by a code of honor under which they will not engage in, or tolerate, any form of academic dishonesty. Violation of that code is regarded as a severe offense that may result in lowered assignment scores, a failing grade in the class, administrative withdrawal from the course, removal from the program of study, suspension from the College, or a combination of the above sanctions. Examples of unacceptable behavior include, but are not limited to:

1. Disruption: Intentionally attempting to obstruct or interfere with the normal operations or functions of classes through action, threat, or intimidation.
2. Cheating: Intentionally using, attempting to use, asking for, accepting, or providing unauthorized material, information or study aids for any academic assignment.
3. Plagiarism: Intentionally claiming or using as one's own work the ideas, writing, or research of any other individual.
4. Test Tampering: Intentionally gaining access to restricted examination materials including booklets, test banks, questions, or answers prior to a test, or tampering with any examination materials once a test has been administered.

College-Initiated Action of an Academic Nature

In cases of disrupting, cheating, plagiarism, tampering and other conduct violations while in class, the course instructor will determine the initial disciplinary action in accordance with College regulations, departmental policies, and syllabus provisions. If the disciplinary action includes a recommendation of suspension, the action shall go directly through the department chair to the Vice President of Instruction. The Vice President of Instruction shall review and investigate the case and determine the appropriate discipline which could include suspension from the course or the College.

II. College-Initiated Actions of a Non-Academic Nature

In cases in which students are involved in a non-academic violation of College Regulations, the case review and discipline shall be handled as indicated below.

The Office of the Vice President of Student Affairs will publish student conduct regulations that will be available to all students no later than the first day of classes. Those regulations may be found in the College Catalog, the Schedule of Classes, the Student Handbook, and on the College web page.

If a non-academic case of conduct violation arises, the case goes to the Vice President of Student Affairs. The Vice President of Student Affairs may recommend to the President of the College the temporary suspension of a student until the case can be investigated, if such a suspension is deemed to be in the best interest of the College. The suspension may or may not place the student in violation of an instructor’s course policies. The Vice President of Student Affairs shall review and investigate the case and shall make a determination of student discipline within five working days.

**Student Right to Appeal a Discipline Decision**

Students have the right to appeal a discipline decision. A student desiring to have a discipline decision reviewed must file a grievance following the procedure identified in COPP 5.55: Student Grievance Procedure.

**Office of Civil Rights**

Students who feel their civil rights have been violated during these procedures may appeal directly to the Office of Civil Rights at any time.

AUTHENTICATION (Signature):		COPP 5.50
_____	03/31/09	
President	(Date)	