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## Administrative Withdrawal Policy

Regular class attendance and consistent study habits are essential to success in the college and are expected of all students. Experience has demonstrated that absence and tardiness contribute to academic failure. Any absence interferes with the learning process. The legitimacy of the reason for absence in no way minimizes the loss incurred. Therefore, the college is committed to the vital importance of regular attendance in all classes.

Instructors will hold all classes as scheduled and students are expected to be in attendance. If a student is absent, the instructor is in the best position to judge the effect of that absence on the student's progress. Students should note that individual instructors might have their own particular attendance requirements as stated in course syllabi.

If absence from class is due to a temporary disability, including (but not limited to) pregnancy or a personal or family emergency, instructor and tutoring assistance are available to students so that coursework can be maintained until regular class attendance is resumed. It is the student's responsibility to notify instructors should these circumstances arise.

If sporadic attendance or prolonged absences continue, the Financial Aid Office has the right to revoke any state or federal assistance the student may receive. In addition, if sporadic attendance or prolonged absences continue, the following may occur:

- 1) Upon faculty/staff recommendation, the Chief Academic Officer or designee may approve that the student be dropped from the class based on faculty records and documentation. The Dean of Student Services will also be notified of this recommendation and the action of the Chief Academic Officer or designee. The student and instructor will also be notified immediately.
- 2) Any student who has been dropped from class because of excessive absenteeism has the right to appeal. The appeal shall be made in accordance with the student handbook Code of Conduct procedure.
- 3) If the recommendation for dropping the student from class is upheld under the student handbook process, a review of the student's full-time status will be conducted. If full-time status for the student has changed and the student is a resident of student housing, the student may be removed from his/her student housing residence.

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## Americans with Disabilities Act

Iowa Valley Community College District (IVCCD) understands its responsibility under the Americans with Disabilities Act (ADA) to make reasonable accommodations for employees, prospective employees, and students with disabilities.

Detailed information about IVCCD's compliance with the Americans with Disabilities Act, including steps for obtaining accommodations, can be found in the ECC and MCC student handbooks.

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## Drug-Free Schools & Communities Act Amendment of 1989

It is the policy of IVCCD to comply with the Drug-Free Schools & Communities Act Amendment of 1989, the Higher Education Act Amendment of 1998, and Public Law 101-226, to provide staff and students with information to prevent the use of illicit drugs and the illegal use of alcohol, and to provide a drug-free workplace for students and staff. It is unlawful for students or employees to possess, use, or distribute illicit drugs and alcohol on District property or as part of any ECC or MCC-sponsored activity. Iowa laws pertaining to the possession and use of illicit drugs and alcoholic beverages on public property will be followed. Specifically, it is a violation of the drug and alcohol policy for students and employees to purchase, manufacture, possess, or consume such items on campus or off campus at college-sponsored events/activities.

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## Crime Awareness & Campus Security

IVCCD is committed to the purposes and objectives of the Crime Awareness & Campus Security Act of 1990. IVCCD mandates zero tolerance for firearms, weapons, explosives, bomb-making materials, and poisonous gases on or in any IVCCD owned or leased property.

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## Higher Education Act Amendment of 1998

IVCCD reserves the right to comply with the Higher Education Act Amendment of 1998. This allows institutions to disclose to a student's parent or legal guardian information regarding a violation of federal, state, or local laws, or of the institution's rules or policies governing the use or possession of alcohol or drugs, if the student is under 21 and the institution determines that the student has committed a disciplinary violation with respect to alcohol or drug use or possession.

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## Nondiscrimination

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It is the policy of the Iowa Valley Community College District to provide equal educational and employment opportunities without discriminating on the basis of race, religion, color, creed, marital status, national origin, age, disability, sexual orientation, or gender, in its educational programs, activities or its employment and personnel policies. Discrimination complaint/ grievance procedures are in place, and persons wishing to access them should contact a College administrator.

## Equal Employment Opportunity/Affirmative Action

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IVCCD has established an Equal Employment Opportunity/Affirmative Action program to reflect the moral, ethical and legal commitment to equity in employment activities and educational services. This plan serves as an assurance to students, employees and the larger community of IVCCD's efforts to comply with local, state and federal regulations requiring equal employment opportunity and affirmative action. It is designed to prevent discrimination practices and to advance the representation and utilization of protected class members. This program will be an ongoing process toward accomplishing objectives and resolving conflict related to employment and education equity within the District.

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## Harassment & Sexual Abuse

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IVCCD seeks to maintain a learning and working environment free from harassment and sexual abuse. Administrators, board members, faculty, staff, and students are responsible for promotion, understanding, and acceptance of District policies. Following are excerpts from IVCCD policies regarding education about and compliance with state and federal regulations governing harassment and sexual abuse. Complete language is found in IVCCD Policies 402.1, 402.2 and 402.3 (Board Policy manuals are located in the ECC and MCC libraries).

### Harassment

No employee or student of the District will be subjected to harassment on the basis of race, color, creed, religion, sexual orientation, national origin, gender, age, disability, or marital status. It is a violation of District policy for any staff member or student to harass other staff members or students through conduct designed to reduce the dignity of that individual with respect to race, color, creed, religion, national origin, gender, age, disability, sexual orientation, or marital status. Each administrator is responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal law and Board policy and procedures governing harassment. Violations of this policy will be cause of disciplinary action up to and including expulsion or dismissal.

### Definitions of Harassment

Harassment on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation or marital status means conduct of a verbal or physical nature designed to embarrass, harr, distress, agitate, disturb or trouble persons when:

- submission to such conduct is made either explicitly or implicitly a condition of a person's employment or advancement or of a student's participation in District programs and activities;
- submission to or rejection of such conduct is used as the basis for decisions affecting the employee or student;
- such conduct has the purpose or effect of unreasonably interfering with an employee's or student's performance or creating an intimidating or hostile working or learning environment.

Harassment may include, but not be limited to, the following:

- verbal, physical, or written harassment or abuse
- repeated remarks of a demeaning nature
- implied or explicit threats concerning one's grades, job, etc.
- demeaning jokes, stories, or activities directed at a student or employee

### Procedures for Reporting Harassment

Students who feel they have been the subject of harassment should immediately report such incidents in writing to the Provost of the College or Dean of Student Services or designee. The Provost or Dean of Student Services will conduct an investigation to validate the facts of the alleged incident. If the facts are in dispute, the investigator will write down all versions of the facts and issue a written report to all interested parties setting forth his/her findings and conclusions; the written report will also be made if the facts are not in dispute. The investigator will forward the report to the IVCCD Chancellor, and will reflect any disciplinary action or other forms of corrective action, which may include penalties up to expulsion (of students) or dismissal (of employees), depending on the circumstances. Upon receiving the investigator's report, the Chancellor will render a written decision, which will be submitted to all interested parties.

The investigation and issuance of the initial report with findings and conclusions and any recommended corrective actions will be accomplished within 30 days after the filing of the complaint. The Chancellor will act upon the recommendation within 15 days following submission of the investigator's report. All actions taken through internal investigations shall be conducted as confidentially as possible. No person making a complaint will be subject to retaliation by any persons, including co-workers, supervisors, or fellow students.

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## Sexual Harassment

Sexual harassment is prohibited and will not be tolerated in the District. Employees in violation of this policy will be subject to discipline up to and including discharge or other appropriate action. Others whose behavior is in violation of board policy will be subject to appropriate sanctions as determined and imposed by the Chancellor or Board.

### Definitions of Sexual Harassment

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission is made either explicitly or implicitly a term or condition of a student's educational well-being, or
- submission or rejection of such conduct is used as the basis for educational evaluation decisions affecting a student, or
- such conduct has the purpose or effect of unreasonably interfering with a student's work performance or creating an intimidating, hostile, or offensive learning environment.

### Procedures for Reporting Sexual Harassment

Students who believe they have suffered sexual harassment should report to a college counselor.

Counselors will notify the District's Affirmative Action Coordinator, who serves as the contact person for all complaints related to sexual harassment.

The Affirmative Action Coordinator will talk with the injured person to obtain information and determine the validity of the complaint and with the accused to obtain a response to the complaint; several meetings may take place during the investigation. At the conclusion of the investigation, the Coordinator will make a recommendation to the IVCCD Chancellor. The Chancellor will determine what further action should be taken on the complaint. If termination or expulsion are necessary, the President will recommend that to the Board.

Complaints reported to the Coordinator will be handled in a timely and confidential manner. Information regarding an investigation of sexual harassment will be confidential, and those involved in the investigation will be instructed not to talk about the complaint outside the investigation. No one will retaliate against a student for filing a complaint, assisting or participating in a harassment investigation/hearing, or opposing language or conduct that violates this policy.

## Sexual Abuse

Sexual abuse of students, faculty or staff is criminal behavior and is not tolerated at any of the campuses or facilities of IVCCD. It is District policy to provide education to help prevent sexual abuse, including:

- Informing students, faculty, and staff of procedures for reporting sexual abuse to the local police and encouraging victims to help punish perpetrators through the criminal justice system.
- Assuring that administrators are aware of responsibilities, District policies, and laws and potential liabilities when sexual abuse occurs.
- Educating as to common sense practices which may enable students, faculty, and staff to avoid becoming victims and informing them of counseling services available to victims.

### Definitions of Sexual Abuse

Sexual abuse is defined as any sex act which:

- Is done by force or against the will of one of the participants (including consent procured by threats of violence or while the other is under the influence of a drug-induced sleep or is otherwise unconscious).
- Involves a participant who is suffering from a mental defect or incapacity which precludes giving consent, or lacks the capacity to know right and wrong conduct in sexual matters.
- Involves a child (under age 18 and not married).

Iowa law defines "sex act" as any sexual contact by penetration of the penis into the vagina or anus; contact between mouth and genitalia or between the genitalia of one person and the genitalia or anus of another person; contact between the finger or hand of one person and the genitalia or anus of another person, ... or by use of artificial sexual organs or substitutes in contact with the genitalia or anus (Iowa Code 702.17).

### Procedures for Reporting Sexual Abuse

Any student, faculty, or staff member who believes he/she has been the victim of sexual abuse should immediately contact the police department or the county sheriff's office by calling 911. Sexual abuse victims should not bathe, shower, or alter any evidence at the crime scene prior to involving law enforcement officials.

Sexual abuse is a criminal matter, and legal action will follow the filing of a sexual abuse complaint (see Iowa Code, chapters 709 and 902). Sexual abuse is not simply a matter of campus reporting or campus discipline.

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## Student Grievance Procedure

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A non-academic grievance is defined as a statement of complaint expressing a complaint or resentment or accusation lodged by a student about a non-academic circumstance that is thought by the student to be unfair. A grievance shall not include selection or non-selection of participants on athletic teams, eviction from campus housing (covered by the Campus Judicial Review Process) or parking violations, (covered by the Parking Appeals Process).

- 1) The student should try to resolve the problem at the point of conflict, with the appropriate person or office.
- 2) If the problem cannot be resolved at this level, the student should information and advice from the Dean of Student Services.
- 3) If the concern is still not resolved the student may seek consultation with the Provost. The Provost may seek input from other college Administrators in resolving the problem. The decision of the Provost is final and ends the grievance process.

## Internet Policy

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Students are expected to comply in all respects with IVCCD's Policy and related guidelines governing electronic research and responsible use of the Internet. Violation of the policy or guideline will subject the offender to disciplinary action in accordance with provisions set forth in the guideline. Copies of the policy are available for review in each college's library and computer labs.

## Code of Student Conduct

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### Introduction

The Code of Student Conduct is intended to assist the College in fulfilling its mission and purposes as an academic institution. All members of the academic community share in the responsibility to establish and maintain the general conditions conducive to the fundamental academic freedoms to teach and to learn. The Code of Student Conduct shall be construed and enforced to secure these freedoms.

In cases where appropriate, the College attempts to resolve instances of student misconduct through informal methods before resorting to the procedures in the Code of Student Conduct. Informal methods include meeting with the parties in conflict, as well as academic advisors, administrators or others. However, the disciplinary procedures in the Code of Student Conduct will be invoked when appropriate in the discretion of the College.

## Academic Freedom for Students

In the interests of promoting the best possible educational environment for members of the community and remaining consistent with the rights of others, students shall be free to examine and express opinions on all questions of interest to them. Students shall be guaranteed all constitutional rights, including freedom of inquiry, expression, and assembly. All regulations contained in the Code are designed to achieve the maximum academic freedom coupled with responsibility and necessary order.

Every regulation shall be as clear and specific as possible. Disciplinary sanctions shall be commensurate with the seriousness of the respective offense. Accordingly, repeated violations may justify increasingly severe disciplinary sanctions. All regulations shall be in writing and shall be published, distributed, or posted in such a manner as to furnish notice to all students affected by such regulations. This written code provides constitutionally required notice to students, faculty, and administrators concerning the institution's policies and procedures with respect to disciplinary matters.

## Relationship Between Student and College

Through voluntary entrance to the College, the student indicates a willingness to subscribe to the College's rules, regulations and policies and acknowledges the right of the College to initiate appropriate disciplinary actions when they are violated.

## Supervision of the Code of Student Conduct

Primary responsibility for the supervision of student conduct has been mandated to the College Student Services Office. This office will establish such administrative procedures as may be necessary to fulfill the intent of this Code.

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## Definitions

When used in this Code:

1. "Accused" means a student or student organization charged with misconduct.
2. "Code of Student Conduct" or "Code" refers to this document containing the rules, regulations and policies that govern student behavior.
3. "the College" refers to Iowa Valley Community College District. ( i.e.: Ellsworth Community College, Marshalltown Community College, Iowa Valley Continuing Education.)
4. "Complainant" means a student, student organization, faculty member or staff member who files a complaint against a student or student organization with the Dean of Student Services' office.
5. "Disciplinary Counseling" refers to positive influences intended to modify the student's unacceptable behavior. Students who are involved in violations of the Code of Student Conduct may be required to be involved in the following:
  - a. Individual Counseling – Referral of an individual to a College counselor for individual counseling for a definite period of time. Though a definite period of time may be mandated, in general the counselor involved shall have significant authority both in the counseling sessions and the length of time required. The purpose is to encourage and be supportive of positive behavior exhibited by the student on a continuing basis. In special cases, a faculty member may fulfill the counseling role either in addition to or in place of a counselor.
  - b. Disciplinary Counseling on a Group Basis – Similar to the philosophy and approach referred to in individual counseling except the counselor would work with students on a group basis rather than as individuals. The decision would be made by the counselor involved coupled with the recommendations of the disciplinary committees.
6. "Expulsion" means a person's status as a student at the College is terminated with no right of re-admission.
7. "Misconduct" is defined as student violation of the College rules, regulations or policies and any other conduct that adversely affects or threatens to adversely affect the safety of students, faculty, staff members or college property. Misconduct includes behavior that is disruptive or substantially impedes the lawful activities of other students, faculty or staff members.
8. "Probation" means that a person is allowed to continue study at the college under certain conditions, violation of which could result in further disciplinary action including expulsion.
9. "Student" includes all persons taking a course or workshop at or with the College. This refers to full-time, part-time or occasional enrollment students.
10. "Student Organization" means a group with one or more students, registered with the College.
11. "Student Services Committee"/ "Judicial Body" means the group, appointed by the Provost, that hears evidence and makes decisions regarding guilt and sanctions at those hearings where the right to a hearing panel has not been waived.
12. "Student Services Committee chair" / "Judicial Body chair" means the individual, appointed by the Provost, who has been authorized to carry out the general administrative responsibilities regarding the disciplinary process as set forth in this Code.
13. "Suspension" means a person's status at the College is an involuntary separation from the College for not more than the designated time allowance as listed below:
  - a. Definite Suspension: This sanction is for a defined period of time as determined by the Provost of the College, Dean of Student Services, or Student Services Committee. The student shall be eligible to return after the elapsed period of time with stipulations of no further action required.
  - b. Indefinite Suspension: This sanction is for an indefinite period of time. The student shall not return to the College without making a written request for re-admission to the Student Services Committee no sooner than six months after the date of suspension.
  - c. Temporary Suspension: This sanction is when a student is involved in a disciplinary action which is of such magnitude to the educational atmosphere of the institution that its student body may be disrupted. The Student Services Committee may suspend such student on an interim basis while awaiting the disposition of the charges against the student. This is to be construed to include situations where criminal charges have been filed against a student by a law enforcement agency which may have the potential to disrupt the life of the College and its students.
14. "Withholding of Transcript or Degree": This sanction is imposed automatically upon any student who owes a financial debt to the College, including repayment of federal financial aid funds and delinquent loan repayments. This penalty shall automatically end upon settlement of the debts.
15. "Warning": A written reprimand to the student.

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## Rights and Responsibilities of Accused in the Disciplinary Process

### Waiving Right to Hearing

*A student may waive a right to a hearing through failure to appeal an imposed sanction within designated time limits.*

Prior to Hearing:

1. To be sent written notice of the charge(s) and the alleged act upon which the charge is based.
2. To choose between an open hearing or a closed hearing.
3. To select representation in the disciplinary matter such as a College advisor or administrator. The College reserves the right to have an advisor of equal peer to that of the student or organization.
4. The charge is considered unfounded until proven by a preponderance of the evidence.

*The complainant and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the complainant and the accused shall be informed of the outcome of the campus disciplinary proceeding in which they are involved.*

5. To be informed of the time, place, and format of hearing. The hearing will be held no sooner than five school days after notification of the charges. Under exceptional circumstances, changes in the hearing date may be granted by petitioning the Chair of Student Services Committee, or the Dean of Student Services, or the Provost of the College.
6. To participate fully in the established judicial program when charged with a violation of the College Code of Student Conduct.
7. To respond promptly to all delivered correspondence in order to expedite judicial matters and result in the most efficient application of the adjudication process.

*Notice of the charges will be considered to have been delivered if written notice has been sent to the current local address of the charged as provided to the College Admissions and Records Office by the student. Thus, failure to notify the College of change of address or file proper address data could result in a hearing being held in absentia.*

### During the Hearing

1. To have representation of choice present with the understanding that the representative may not participate in the proceedings.
2. To present witnesses and any information relevant to the case.
3. To present written statements which may be taken from person(s) who are unable to attend hearings.
4. To hear and question witnesses.

*The College is entitled to challenge hearing committee members for a cause. Removal of a panel member will be at discretion of remaining panel members.*

*It is the policy of all hearing agents that statements, evidence, or comments given during the hearing will be held in strictest confidence by members of the hearing committee and its advisor(s), or any other individuals involved in a hearing or hearing appeal. No statements will be made to the general public by members of the hearing committee before or during the hearing, or before, during, or after deliberation. In all hearings, at all levels, no individual will be required to offer evidence which may be self-incriminating.*

### After the Hearing

1. To have the results of the disciplinary matter presented in writing to the accused within a reasonable time of the decision of the hearing body. All judicial actions will be specified.
  - a. If the hearing was closed, the decision of the hearing committee and any recommended sanctions will be available only to the student or organization involved and the appropriate College officials.
  - b. If the hearing was open, the decision of the hearing committee and any recommended sanctions will be available to interested individuals for a reasonable time after the hearing.
2. To have the opportunity to appeal an adverse decision. Options and procedures for making an appeal shall be inclusive in the above written notice.

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## Appeal of Decision and/or Sanction

Any decision or sanction may be appealed to the next higher level of the judicial structure. However, the right to appeal does not entitle a student to a full rehearing of his/her case. Any appeal must be made within five days of any sanction or decision or the student loses the right to appeal. The appellate individual or board should limit its review of the hearing board's record to these issues:

1. Were the judicial procedures correctly followed?
2. Was the decision arbitrator capricious?

An appeal may be denied for insufficient grounds to request an appeal. However, if the appeal is granted, the appeal agent may:

1. Accept the report and decision of the hearing agent.
2. Reverse the hearing agent's decision and dismiss the case or remand the case for receipt of additional evidence (only if not available to the student at time of hearing) or to allow an opportunity for the student to prepare and present a defense.
3. Accept the decision of the hearing board, but reduce the sanction imposed. The appeal agent may not increase the sanction.

## Adherence to Local, State, and Federal Laws

When a student has been apprehended for violation of the law of community, state, or nation, the College will cooperate fully with law enforcement and other agencies in any program for rehabilitation of the student.

Generally, the College will not impose further sanctions after law enforcement agencies have disposed of a case; yet its officials reserve the right and the responsibility to initiate disciplinary action prior to, during or after any civil or criminal court or agency proceeding if any individual student's conduct has had significant impact on the College's educational functions or responsibilities or on the rights of other members of the College community. Any disciplinary action taken on this basis shall conform to the terms of this Code, due process, and customary jurisprudence, including the right of appeal.

## Civil or Criminal Proceedings

Disciplinary action may commence while a civil or criminal proceeding is pending. Proceedings under this Code are not subject to challenge simply because civil or criminal proceedings involving the same incident have been dismissed.

## Withdrawal of Student

If a student withdraws from the College, the withdrawal does not affect the ability of the College to initiate or continue disciplinary proceedings against the student for actions or events which occurred prior to the withdrawal.

## Inherent Authority of the College

The standards and procedures set forth in this document are those the College normally follows in disciplinary matters. The College reserves the right to take whatever disciplinary action is appropriate (including immediate suspension) to protect the safety and well-being of students, faculty, staff, and College property.

## Authority of College Departments, Living Units, Dining Services and Student Organizations

The Code of Student Conduct does not limit the authority and discretion vested in the various College departments (including, without limitation, the Department of Intercollegiate Athletics), residence hall and dining hall staff, student leaders and staff, and student organization leaders and staff to investigate and sanction students and student organizations within their jurisdictions in accordance with their rules, regulations and policies.

## Offenses

Any of the offenses listed below may result in expulsion, suspension, probation, or reprimand. Any observed violation of this Code of Student Conduct should be reported to the appropriate supervisor for action as needed.

1. Academic dishonesty, plagiarism, or willful falsification of scientific educational data which is represented as scientific or scholarly research.
2. Accessory to misconduct: A student shall not aid or abet or otherwise act as an accomplice to the commission of misconduct.
3. Alcohol and controlled substance use: The failure to comply with College regulations or federal or state of Iowa laws regarding the purchase, dispensing, possession and consumption of alcoholic beverages and/or other substances. This includes the unauthorized use, possession, distribution or sale of any controlled substance, including marijuana, cocaine, amphetamine or any other controlled substance as covered by the Federal and State Controlled Substances Act. In addition, students may not consume alcohol in public or private areas of the residence halls. (IVCCD Board Policy 416.2)
4. Arson: Causing a fire or explosion with the intent to damage or destroy property or with the knowledge that property will probably be destroyed.

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5. Assault:
    - a. Any intentional and unauthorized act that causes the victim pain or injury or results in physical contact that is insulting or offensive, or
    - b. Any intentional and unauthorized act that places the victim in fear or immediate physical contact that would have been painful, injurious, insulting or offensive, coupled with the apparent ability to do the act, or
    - c. Any intentional and unauthorized pointing of a firearm or display of a dangerous weapon in a threatening manner.
  6. Assembly with any other persons and participation in the violation of this Code.
  7. Attempt to commit misconduct: An attempt to commit a prohibited or unlawful act is misconduct, even if unsuccessful.
  8. Computer use and ethics: Failure to comply with ethical standards of the College as govern the use of all District-owned computing facilities, including central computers, terminals, microcomputers, printers, plotters, and all associated equipment. (IVCCD Board Policy 407)
  9. Contempt: Failure to comply with directions, orders or commands of any College officials acting within the scope of duty, or of any law enforcement officer acting in the performance of his/her duties. Failure to comply with all the terms of an agreed resolution of a disciplinary matter, whether or not that resolution occurs after a formal charge, after a formal hearing, or is included in a judicial order, also constitutes contempt.
  10. Disorderly conduct: Any action, committed without justification or excuse, that unreasonably disrupts or obstructs the normal use of the College property or that disrupts College-sponsored activities. Disorderly conduct also includes actions that unreasonably disrupt classes or other instruction, such as failure to comply with an instructor's legitimate directions, loud noise or disruptive actions, or other behavior that impairs the learning experience of other students or interferes with the efforts of the instructor. Failure to comply with the reasonable directions of any College official or employee, acting within the proper scope of his or her non-academic authority to issue such directions to a student, also constitutes disorderly conduct.
  11. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including its public services functions and other authorized activities on College premises.
  12. Disturbing the peace and good order of the College and/or the community by fighting, quarreling, intoxication, or other unseemly behavior.
  13. Fire alarms and equipment: Pulling fire alarms falsely or tampering with fire fighting equipment (e.g., fire alarms, extinguishers, exit signs, fire hoses, smoke detectors, emergency lights) is prohibited.
  14. Forging, alteration, or any other misuse of College documents, transcripts, records, or identification cards.
  15. Willful indecent exposure in a place where there are persons to be offended or affronted thereby.
  16. Keys: Unauthorized possession of College keys and/or reproduction of College keys by anyone other than authorized College personnel is not allowed.
  17. Perjury: Knowingly making one or more false statements while testifying, through a written statement or in person, during a pre-hearing officer or hearing panel proceeding.
  18. Possession of stolen goods.
  19. Property damage: Any intentional or reckless damage to real or personal property of another, including property of the College.
  20. Residence halls: Failure to comply with specific policies relating to all students who live in or visit the residence halls as found in the Residence Hall handbook.
  21. Sexual abuse: Any sex act between persons is sexual abuse by either of the participants when the act is done by force or against the will of the other; if the consent or acquiescence of the other is procured by threats of violence toward any person, or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other; or if the other participant is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters, or if the other participant is a child. (IVCCD Board Policy 402)
  22. Sexual harassment: Unwelcome advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive environment for work or learning. (IVCCD Board Policy 402.2)
  23. Stalking: Willfully following, pursuing or harassing another person and, while doing so, making a credible threat against the other person.

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24. Telephone: Unauthorized use of another person's authorization code, using the College's phones for unauthorized personal calls, and/or making obscene or harassing telephone calls.
  25. Theft/Burglary: The wrongful taking of the property of another, or wrongfully refusing to return the property of another when requested to do so.
  26. Trespassing: Intentional and unauthorized entry onto any premises owned by the College.
  27. Weapons and dangerous substances: Use or possession of firearms, ammunition, explosives, incendiary devices, bb guns, imitation guns which look like real guns or any dangerous weapon, substance or material on campus is prohibited except as expressly authorized by the College.
  28. Any other conduct prejudicial to a sound education environment and not in keeping with the values of the College community.

## Penalties and Sanctions

The College has the authority to penalize or impose sanctions on any student found guilty of the above offenses or breach of regulations. Routine disciplinary matters may be handled by the Dean of Student Services or the Provost of the College. Serious and/or repetitive violations of the Code of Student Conduct will require a disciplinary hearing before the Student Services Committee.

Matters of academic dishonesty may be handled by the faculty member and/or the Chief Academic Officer. At their discretion, any matter of academic dishonesty may be referred to the Student Services Committee for disciplinary action.

Penalties and sanctions (defined previously) which may be applied by the Dean of Student Services or Provost of the College and/or the Student Services Committee are as follows:

1. **Suspension**
  - a. Definite suspension
  - b. Indefinite suspension
  - c. Temporary suspension
2. **Probation**
3. **Withholding of Transcript or Degree**
4. **Warning**
5. **Disciplinary Counseling**
  - a. Individual counseling
  - b. Disciplinary counseling on a group basis
6. **More than one (1) of the sanctions listed above may be imposed for any single violation.**

Students should be familiar with institutional policies and procedural guidelines as outlined in the student handbook and in the College catalog.