

## **DCTC Policy 3.6 Student Code of Conduct**

### **Part 1. Policy Statement**

Dakota County Technical College requires all students to exemplify the behavior of responsible members of a civil and educated community. The college sets high requirements for scholarship and conduct through the Student Code of Conduct, Academic Integrity Policy, Acceptable Use of Information Technology Policy, and related policies. The standards of behavior are consistent with the educational mission of the college.

Rules for student conduct are consistently enforced in order to maintain an environment that is conducive to learning and personal well being. The guiding principle of college policies is student responsibility and accountability for their actions.

### **Part 2. Definitions**

1. "College" means Dakota County Technical College.
2. "Administrator" means that person designated by the college president to be responsible for the administration of the Student Code of Conduct.
3. "Cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion; (5) falsifying or inventing data used for reports and/or research projects
4. "Expulsion" means permanent denial of the privilege of enrollment at the college.
5. "Hazing" means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group or organization.
6. "Policy" means the written regulations of the college and Minnesota State Colleges and Universities as found in, but not limited to, the Student Code of Conduct, the college and Minnesota State web pages, Board Policy 3.6 and System Procedure 3.6.1 on Student Conduct, Board Policy and System Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the college catalog.
7. "Preponderance of evidence" means a standard of responsibility that it is more likely than not that the code has been violated.
8. "Plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
9. "Student", for the purposes of the Code of Conduct only, includes all persons who:
  - a. Are enrolled in one or more courses, either credit or non-credit, through the college;
  - b. Withdraw, transfer or graduate, after an alleged violation of the Student Code of Conduct;
  - c. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
10. "Student organization" means any number of persons who have complied with the formal requirements for college recognition as a club or organization.

11. "Summary suspension" means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the college community.
12. "Suspension" means denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.

### **Part 3. Proscribed Conduct**

#### **Subpart A. Jurisdiction of the Dakota County Technical College Student Code of Conduct**

The Student Code of Conduct shall apply to conduct that occurs on college premises, at college sponsored activities, and to off-campus conduct in the following circumstances:

1. Hazing is involved;
2. The violation is committed while participating in a college-sanctioned or sponsored activity;
3. The victim of the violation is a member of the college community;
4. The violation constitutes a felony under state or federal law; or
5. The violation adversely affects the educational, research, or service functions of the college.

The administrator shall decide whether the Student Code of Conduct shall be applied to conduct occurring off-campus, on a case by case basis, in his/her sole discretion.

Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, System Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy, System Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Board Policy 1C.2, Fraudulent or Other Dishonest Acts. See [www.dctc.edu](http://www.dctc.edu) for complete policies and procedures.

#### **Subpart B. Conduct - Rules and Regulations**

Any student found to have committed or to have attempted to commit the following misconduct in circumstances falling under the jurisdiction of this code may be subject to the disciplinary sanctions outlined in Article III:

1. Acts of dishonesty, including but not limited to the following: a. Cheating, plagiarism, or other forms of academic dishonesty; b. Furnishing false information to any college official, faculty member, or office; c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized non-college activities when the conduct occurs on college premises.
3. Physical abuse, verbal abuse, threats, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property, on or off campus.
5. Hazing.
6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to or use of college premises.
8. Violation of any college or board policy, rule, or regulation published in hard copy or available electronically on the college or Minnesota State Web site.

9. Violation of any federal, state or local law.
10. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
11. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by college or Minnesota State regulations), public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
12. Violation of college policy regarding the use of tobacco products on college premises.
13. Violation of the Minnesota State Firearms Policy. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
14. Participation in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
15. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.
16. Conduct that is disorderly, lewd, or indecent; breach of peace, or aiding, abetting, or procuring another person to breach the peace, on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct includes but is not limited to the unauthorized use of electronic or other devices to make an audio or video recording or photograph of any person while on college premises or at a college sponsored event without his/her prior knowledge or without his/her effective consent. This includes, but is not limited to, taking pictures of another person in a gym, locker room, or restroom.
17. Any violation of the college Acceptable Use of Technology Policy or Board Policy 5.22 and System Procedure 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
18. Abuse of the student conduct system, including but not limited to:
  - a. Failure to obey the notice from a student conduct panel or college official to appear for a meeting or hearing as part of the student conduct system;
  - b. Falsification, distortion, or misrepresentation of information before a student conduct panel;
  - c. Disruption or interference with the orderly conduct of a student conduct panel proceeding;
  - d. Filing an allegation of a violation of the Student Code of Conduct in bad faith;
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system;
  - f. Attempting to influence the impartiality of a member of a student conduct panel prior to, and/or during the course of the student conduct panel proceeding;
  - g. Harassment (verbal or physical) of a member of a student conduct panel prior to, during, and/or after a student conduct proceeding;
  - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct;
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
19. Acting or failing to act in a manner that causes concern for the health and safety of oneself or others.

### **Subpart C. Violation of Law and College Discipline**

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same incident) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out, at the discretion of the administrator, prior to, simultaneously with, or following civil or criminal proceedings off campus. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

#### **Related Documents:**

[Minnesota State Policy 5.21](#)

**Responsible Administrator:** Associate Vice President of Student Affairs

#### **Policy History:**

Date of Adoption: NA

Last Revision date: 4/7/2017

Date most recent policy revisions go into effect: ~~5/30/2017~~TBD

#### **Date and subject of revisions:**

3/19/2018 – Policy Oversight Team Review Fall 2017. Faculty Department Chairs 8.17.2017. Academic Affairs and Standards Council 9.19.2017. Faculty Shared Governance Council 11.11.2017. Comment Period April 6 through April 20, 2018. Student Senate review April 11, 2018. In Part 1, expects and expectations changed to requires and requirements. In part 3, subpart B, 13, language added to include weapons not covered in Minnesota State BOT Policy 5.21 Firearms.

11/21/2016 – Policy Oversight Team Review Fall 2016. Faculty Shared Governance notification 9/27/2016 and 10/25/2016. Comment period November 28 through December 12, 2016. Student Senate Review December 8, 2016. Changed to new policy template. Procedure separated from policy. In Part 2, section 3, additional text added to define cheating. In part 2, section 9, text added to indicate student definition is for this policy and procedure only. In part 3, subpart B, number 16, text added to include college sponsored events and surreptitious picture-taking. In part 3, subpart b, number 19 added.