

STUDENT CODE of CONDUCT

All students are expected to consistently exhibit intellectual and personal integrity that involves the following behaviors:

- Demonstrate honesty, rationality, and accountability (students displaying this behavior are those who readily admit mistakes and oversights, accept responsibility, and take corrective action).
- Maintain forthrightness with peers, staff, and faculty and handle conflicts with other objectively.
- Utilize safe techniques even when not being supervised.
- Base statements only on information and facts known to be correct, and do not participate in malicious or slanderous conversation.
- Contribute to a classroom atmosphere conducive to learning.
- Comply voluntarily with the spirit, rules and policies of the College and any laboratory facilities.
- Maintain an academic environment conducive to learning.

STUDENT DISCIPLINE

Probation, Suspension, Dismissal

Cox College reserves the **right to place on probation, suspend or dismiss students** from the college whose conduct or performance is detrimental to the interests of the College or program specific profession. **Probation may or may not precede dismissal.** Examples of behavior that would violate college standards **include, but are not limited** to the following:

1. Acting in a manner which is disruptive to an educational or extra-curricular activity
2. Intentionally damaging, destroying or defacing college property or property of any member of the college community
3. Committing sexual offenses or harassment
4. Harassing, exploiting or intimidating any member of the college community
5. Using or threatening to use force in order to intentionally inflict bodily harm upon any person on the college premises.
6. Possessing, storing or using firearms, dangerous weapons, explosives or fireworks in any area of the College premises or on premises used by the college
7. Making a false report of a fire or any report of false emergency in a college Building or on premises related to college activities
8. Stealing, assisting or attempting to steal college property or the property of any member of the college community
9. Knowingly misrepresenting facts to any official of the college
10. Breaching standards of confidentiality
11. Purposely misleading others or misrepresenting themselves

Disciplinary Probation

A student may be placed on disciplinary probation for:

1. Failure to meet remediation related to laboratory/clinical suspension
2. Unsatisfactory laboratory/clinical performance (including, but not limited to, lack of preparation and irresponsible, unsafe, or unprofessional conduct)
3. Scholastic misconduct (including, but not limited to, plagiarism or dishonesty)

4. Non-academic misconduct in violation of published standards described in the *Student Handbook* including those specifically addressed in the *Student Conduct Code* and the *Drug Free Schools* policy, which includes sexual offenses or harassment.

Procedures for Disciplinary Probation

When a student is placed on disciplinary probation, the student will be informed verbally and by letter of his/her probationary status. Steps for remediation and the length of the probationary period will be outlined on a student conference record that will be signed by the appropriate individuals and the Department Dean. A copy of the letter and student conference record will be retained in the student's cumulative education record. During the probationary period, the appropriate individuals will meet with the student regularly to evaluate progress toward meeting conditions of probation, and these meetings will be recorded on the student conference record. The student has the right to have an advisor or liaison of their choice present at the meetings. It is the student's responsibility to work with the individuals involved to schedule these meetings.

At the end of the designated probationary period, the student's progress will be reviewed by the appropriate individuals and a decision made determining whether or not the student has met the steps of remediation. The student will be notified in writing of the decision. At this time, the student may be removed from probation, receive a failing grade in the course or be dismissed from the program.

Suspension

A student may be suspended for:

Non-academic misconduct in violation of published standards described in the handbook including those specifically addressed in the *Student Conduct Code* and the *Drug-Free Schools* policy, which includes sexual offenses or harassment.

Disciplinary Dismissal:

A student may be dismissed from the college for any of the following reasons:

1. Failure to conduct oneself in a responsible, safe and professional manner as described in the *Student Handbook*
2. Academic misconduct, including, but not limited to, plagiarism or dishonesty
3. Failure to meet disciplinary probation remediation requirements
4. Use of or being under the influence of alcohol and/or illegal drugs in the classroom, laboratory or clinical setting
5. Sexual offenses or harassment
6. Conviction of a felony

The student has the right to due process in any situation of discipline, probation or dismissal through the Complaint Resolution Procedure (Grievance) The procedure is outlined in the *Student Handbook*.

HARASSMENT

Cox College is committed to creating and maintaining an atmosphere in which all individuals can work and learn free of all forms of harassment, exploitation, or intimidation. Cox College will not tolerate harassment of students or employees by anyone. Harassment consists of unwelcome conduct, whether verbal, physical, or visual,

that is based on a person's protected status, such as sex, color, race, ancestry, religion, national origin, age, physical handicap, medical condition, disability, veteran status, citizenship status, or other protected group status. Cox College will not tolerate harassing conduct that creates an intimidating, hostile or offensive environment.

Sexual harassment as defined by the Equal Employment Opportunity Commission:

“Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing and
2. submission to or rejection of such conduct by an individual is used as a basis for academic or personal decisions affecting such an individual, or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work or learning environment. Sexual harassment may include explicit sexual propositions, sexual innuendo, gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as patting, pinching, or brushing against another's body.”

Harassment, especially sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and of Title IX of the Education Act Amendments of 1972. Cox College will not tolerate, condone or subject anyone to any form of harassment. In addition to being illegal, any form of harassment violates the dignity of the individual and the integrity of the college as an institution of learning.

Harassment includes behavior which is personally offensive and which interferes with the working or learning effectiveness of individuals. Such behavior may include:

- Sexually oriented verbal kidding or abuse.
- Subtle pressure for sexual activity.
- Sexual flirtations, touching, advances, propositions, or blocking normal movement.
- Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations or comments.
- Visual, graphic, or suggestive comments about an individual's dress or physical appearance, derogatory posters, cartoons, drawings or display in the College environment of sexually suggestive objects or pictures, including nude photographs.
- Using degrading words sexual or otherwise to describe an individual.
- Retaliation for having resisted or reported any alleged harassment.

Any employee or student who believes that the actions or words of another individual constitute harassment as defined above, has the responsibility to first express their perception of harassment to that individual and ask that the behavior stop.

If this fails or if the individual does not feel that they can safely or effectively confront the individual they should immediately make a verbal and written complaint of the behavior to the Director of Student Services, the College Security Officer, or a faculty

advisor.

All complaints of harassment will be investigated promptly, in an impartial manner, and as confidentially as possible. The investigation will be conducted by personnel not involved in the alleged harassment.

Upon completion of an investigation, determination will be made regarding the resolution of the complaint. The college will take whatever action is needed to prevent, stop, correct, or discipline behavior that violates this policy. Disciplinary action may include, but is not limited to, oral or written warnings or dismissal for students and employees.

If an individual is not satisfied with the handling of the complaint or the action taken by the college, they can file a complaint by following the Complaint Resolution Procedure. In all cases, all parties involved will be notified of the findings and conclusions.