



Take Note

*What happens if ...
you get a parking
ticket? you cheat
on a test? you pla-
giarize a paper?*

*Find the answers
here!*

Student Rights, Responsibilities, and Code of Conduct

Preamble

Chipola College is dedicated to the advancement of knowledge and learning; to the provision of affordable, quality educational opportunities to all who choose to attend; and to the development of students, instilling ethical responsibility and integrity. This Student Code of Conduct is designed to promote the vision, mission, and goals of Chipola College. Students are expected to uphold appropriate standards of behavior and to respect the rights of others. The sanctions outlined through the disciplinary process are imposed to educate students about the seriousness of their actions, to provide a civil atmosphere that allows for positive personal growth, and to maintain campus safety and security.

Each student, by registering, pledges to accept and obey the rules and regulations of the college. Students are responsible for the observance of all board policies and procedures as published in the College Catalog, the Student Handbook/Planner, and other college information bulletins.

Freedoms

Freedom of Access to Higher Learning—Within the limits of its facilities, Chipola College is open to all persons who are qualified according to its admissions and good standing policies; however, the college reserves the right to deny admission to any applicant except for reasons of race, creed, color, disability, national origin, marital status, veteran's status, sex, or age. It is the responsibility of the college to make available the criteria it shall use in evaluating student success in all programs. It is the responsibility of students to avail themselves of the knowledge of these objectives and criteria as published.

Freedom of Inquiry and Expression—Students may examine and discuss questions of interest to them and express opinions. This right must be exercised in a manner that does not interfere with the same rights and freedoms of others. Freedom of expression carries with it the responsibility for seeing that the essential order of the College is preserved.

Freedom of Assembly—The education of students can never be limited to what takes place in a classroom. It is necessary for them, from time to time, to have the privilege of availing themselves of the stimulation that visiting speakers can afford. In order for such speakers to be invited to the campus, certain rules must be met by the inviting person or

persons. Any speaker, entertainer, consultant, or other person(s) not employed by the college or enrolled in the college, invited or uninvited to the campus for the purpose of addressing, entertaining, consulting, or otherwise contacting any group of students, faculty, or other employees of Chipola College, must have the approval of the president of the college or his designated representative. The approval or disapproval shall be obtained from the president or his designee upon written request. If the person is invited by any college organization, the organization shall secure approval for the visit. If the person or persons desire to come on campus uninvited, then it will be the responsibility of the person or persons to secure the approval of the president or his designee.

The institutional control of campus facilities will not be used as a device of censorship. In cases involving a reasonable prediction of disruptions on the campus, because of the controversial nature of a speaker or the speaker's subject, or both, an invitation may be withheld.

It is the responsibility of the persons who invite outside speakers to make it clear to the academic and larger community that all views expressed are not those of the students, faculty, or employees of Chipola College.

Protection of Freedom of Expression—Students are free to take reasonable exception to the data or views offered in any course of study and to reserve judgment about matters of opinion; however, they are responsible for learning the content of any course of study for which they are enrolled. Student grades are based on academic achievement and not on opinions expressed by students in or outside of class.

Freedom of Religion—Chipola College will reasonably accommodate the religious observance, practice, and belief of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.

Students will give their instructors a reasonable notice of at least one week prior to an intended religious observance and will make up any required work, including tests, within one week of the absence.

Students who believe that they have been unreasonably denied an educational benefit due to their religious beliefs or practices may seek redress through the Student Grievance Policy as outlined in this document. No adverse or prejudicial effects shall result to any students availing themselves of the provisions of this policy.

Freedom of Privacy—Students have the same rights of privacy as any other citizen. Those rights of privacy extend to residence hall living. Nothing in the Chipola College residence hall contract may either express, imply or give College officials the authority to allow the police or government to search the room of a student without a search warrant.

Chipola officials may conduct a search of a student's room in the residence hall to determine compliance with federal, state, and local criminal law where there is probable cause to believe that a violation has occurred or is taking place. "Probable cause" exists when the facts and circumstances within the knowledge of college officials are sufficient in themselves to warrant the belief that an offense has been or is being committed. Entry may be made into a residence hall room without notice in emergencies where there is reasonable fear of imminent danger to life, safety, health, or property. Residence hall students must comply with the Chipola College Residence Hall Rules and Regulations.

Confidentiality of Student Records

The privacy and confidentiality of all student records shall be preserved. Official student records, supporting documents, and other student files shall be accessed only by members of the college staff employed for that purpose.

Regulations of the State Board of Education prescribe that the content and custody of limited access records may be maintained on students.

The purpose of Florida Statute 1002.22 is to protect the rights of students and their parents with respect to student records and reports as created, maintained, and used by public educational institutions in the state.

Academic Honor Code

Academic Honor Code - Violations

Students are expected to uphold the Academic Honor Code. Chipola College's Honor Code is based on the premise that each student has the responsibility to (1) uphold the highest standards of academic honesty in his/her own work; (2) refuse to tolerate academic dishonesty in the college community; and (3) foster a high sense of honor and social responsibility on the part of students.

Chipola College expects students to be honest in all of their academic work. By enrolling at the College, students agree to adhere to the Academic Honor Code and understand that failure to comply with this code may result in academic and disciplinary action, up to and including expulsion from the College. The conduct set forth hereinafter constitutes academic dishonesty.

Cheating is the improper taking or tendering of any information or material which shall be used to determine academic credit. Taking of information includes, but is not limited to, copying from another student's test or homework paper; allowing another student to copy from a test or homework assignment; using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator or other electronic device; collaborating during an in-class or take-home test with any other person by giving or receiving information without authority; having another individual write or plan a paper, including those bought from research paper services; and submitting the same paper/project in more than one class.

Plagiarism is the attempt to represent the work of another as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media, or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student. When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness. Examples include: Quoting another person's actual words; using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words; drawing upon facts, statistics, or other illustrative materials—unless the information is common knowledge; submitting a paper purchased from a term paper service as one's own work; failing to accurately document information or wording obtained on the World Wide Web; submitting anyone else's paper as one's own work; and violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted.

Bribery is the offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another. This does not apply to College approved or sponsored tutoring or supplemental instruction.

Misrepresentation is any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.

Conspiracy is the planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.

Fabrication is the use of invented or fabricated information, or the falsification of research or other finding with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects, or internships.

Duplicate Submission is the submission of the same or substantially same paper/project in more than one class unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same term or from the subsequent instructor if being used in a subsequent term.

Academic Misconduct is the intentional violation of College policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include, but are not limited to, stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers; selling or giving away all or part of an unadministered test and/or test answers; asking or bribing any other person to obtain a test or any information about a test; misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty; changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the college which relate to grades; and continuing to work on an examination or project after the specified time has elapsed.

Improper Computer/Calculator/Cell Phone/Other Electronic Device Use includes but is not limited to unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs; selling or giving away all or part of the information on a calculator, computer disk, cell phone, jump drive, hard drive, etc., which will be used as graded materials; using a cell phone or other electronic device while taking an exam/test or completing an in-class graded assignment; sharing a calculator, computer disk, cell phone, jump drive, hard drive, etc., while leaving answers on display or in memory; submitting a duplicate computer printout with only the student's name changed (this applies to homework and tests).

Improper Online, D2L, and Blended (web-based, interactive course) Course Use includes but is not limited to having or providing unauthorized outside help when completing online quizzes or assignments and obtaining access to confidential test materials or questions before quizzes or assignments.

Any student who observes or learns of another student's academic dishonesty should report this violation to the instructor in whose class it has taken place. A student who shall have assisted in the forms of dishonesty mentioned above shall be considered equally guilty as the student who accepts such assistance.

Academic Honor Code—Consequences

When a student is alleged to have committed academic dishonesty, the faculty member shall discuss the evidence of academic dishonesty with the student and explore the possibility of a Step 1 agreement within five (5) working days of the alleged incident. The criteria used by the faculty member to determine the proposed academic penalty should include the seriousness and the frequency of the alleged violation. The faculty member may request that the department chair or appropriate College administrator attend this meeting as a witness. Once the faculty member meets with the student and a Step 1 sanction is determined, the student may accept the sanction. In this case the Academic Honor Code Step 1 Agreement Form will be completed, signed by both the faculty member and student, and forwarded to the Dean of Student Services. If the student refuses to accept the sanction or denies responsibility, the matter will be referred to the Dean of Student Services within five (5) working days; a Step 2 procedure will then be followed. The student has the right to continue in the course in question during the Step 2 process. Once a student has received notice that he/she is being charged with an alleged Step 2 violation of the Academic Honor Code the student is not permitted to withdraw or resign from the course unless the final outcome of the process dictates that no academic penalty will be imposed. If a final determination is not made before the end of the term, the grade of “Incomplete” will be assigned until a decision is made. Any class that the student withdraws or resigns from in violation of this restriction shall be reinstated until the charges are resolved.

Step 1: The Step 1 procedure is implemented with a first-offense that does not involve an egregious violation. An egregious violation, as defined by Webster’s Online Dictionary, is one that is “conspicuously and outrageously bad or reprehensible”. The Academic Honor Code Step 1 Agreement Form must be completed and forwarded to the Dean of Student Services. Two sanctions are available in the Step 1 process:

1. Additional academic work;
2. A grade of “0” for the assignment, quiz, test, etc.

Step 2: A Student Disciplinary Committee hearing is held for all second offenses, for all first offenses that involve egregious violations of the Academic Honor Code, and in all cases where the student denies responsibility for the alleged violation or refuses to accept the sanction imposed by the faculty member. The following sanctions are available in Step 2 and may be imposed singly or in combination:

1. Additional academic work;
2. A grade of “0” for the assignment, quiz, test, etc.;
3. A reduced grade (including “F”) for the course;
4. A verbal or written warning;
5. Attendance at educational programs, interviews with appropriate officials, or other educational activities;
6. Restitution;
7. Disciplinary probation;
8. Final disciplinary probation;
9. Suspension;
10. Expulsion;
11. Withholding of diplomas, transcripts, or other records for a specified period of time; and/or
12. Revocation of degree, in cases where an egregious offense is discovered after graduation.

The Dean of Student Services will report the sanction to the Dean of Enrollment Services, when appropriate. If the student is found “responsible,” the outcome will be recorded with the Dean of Student Services and will become a confidential student record reflecting a violation of the Student Academic Honor Code.

A special thanks to Florida State University, Miami Dade College, St. Petersburg College, and Valencia Community College whose honor codes were reviewed as a part of the development of this academic honor code.

Discipline

Chipola College has the right and the duty to protect its educational purposes and its students through the reasonable regulation of student conduct and the use of the institution’s facilities. In order to accomplish this goal, the college finds it necessary to set forth the following regulations which require student compliance for the welfare of the college community.

Students who are alleged to have violated one or more of the regulations stated in the Catalog may be charged with the violation(s) in accordance with Chipola College Disciplinary Procedures. Due process and proper procedural safeguards will be observed. The standards of conduct, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures are communicated in these Student Rights and Responsibilities. The following policies and procedures are subject to change, even after the College Catalog and the Student Handbook/Planner have been published.

Arson

No student shall commit, or aid in the intentional commission of, an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property of the college or to the property of any other person.

Abuse

Nothing is more important than the safety and security of the students and employees of the College. Any act of physical abuse, verbal abuse, profanity, indecent or abusive language, intimidation, harassment, stalking, coercion, or other conduct which threatens or endangers the health, safety, or well being of any person may be subject to disciplinary action.

Assault and/or Battery

No student shall threaten to cause bodily harm or discomfort to another as such would constitute assault. Nor shall any student commit, or aid in the intentional commission of, an act which causes bodily harm or discomfort to another person as such would constitute a battery. Students are subject to prosecution according to Florida statute.

Bad Checks

Students shall not make and/or deliver any check to the college which is not supported by sufficient funds on deposit or which is in any way worthless.

Cell Phone/Electronic Device Usage

All electronic devices such as cell phones, beepers, pagers, and related devices are to be silenced prior to entering classrooms and/or laboratories to avoid disruption. Should it become necessary for a student to leave his/her “device” on to send or receive an emergency call and/or text message, the student must inform the instructor prior to class. If the student finds it necessary to send and/or receive an emergency call and/or text message during class/lab time, he/she is instructed to take all books and belongings and step outside the classroom to deal with the situation. To minimize classroom disruption and the distraction

to classmates, the student will not be permitted to reenter the classroom during that class period. Any time a test is being administered, all such devices must be turned off and put away. If a device is seen or heard during an exam, a score of zero will be given for that exam. Initial and repeated infractions may result in disciplinary action.

Complicity

A student present during the commission of an act by another student which constitutes a violation of college policy may also be charged if his/her subsequent behavior constitutes permission or approval of the violation. Students witnessing any act(s) which constitute(s) violation of college policy are required to report such incidents to the proper authorities. Confidentiality of the identity of students reporting violations will be maintained as it is not the intent of the college to burden innocent witnesses.

Complying with Reasonable Requests

Students are required to comply with reasonable requests or orders by college officials acting in behalf of the college. This includes providing identification when requested and keeping appointments in administrative offices and at disciplinary investigations and hearings.

Contracting or Representing in the Name of the College

Students are prohibited from contracting in the name of the college, may not claim to be official representatives of the college for any commercial purpose, and may not use the College name, logo, etc., without prior authorization from the college President or his designee.

Damage or Destruction of Property

Accidental damage, vandalism, or malicious damage to property belonging to Chipola College or others may require restitution from the person responsible for such damage and/or disciplinary action.

Defamation, Threats, and Extortion

Verbal or written communication which unlawfully exposes any individual or group to hatred, contempt or ridicule, and thereby injures the person, property, or reputation of another, is prohibited.

Verbal or written communication which threatens another with a crime or offense, threatens injury to the person, property, or reputation of another, or maliciously threatens to expose another to disgrace, with the intent to extort money or other advantage whatsoever, is prohibited.

Dishonesty

All forms of dishonesty, including knowingly furnishing false information to the institution, and forgery, alteration, or use of institution documents, or instruments of identification with intent to defraud are prohibited.

Disorderly Conduct

Disorderly conduct or lewd, indecent, or obscene conduct or expression on college owned or college controlled property or at college sponsored or college supervised functions is prohibited.

Disruption

Florida Statute 877.13 provides that disruption of the normal activities of the institution is prohibited. Disruption shall include, but is not limited to, the following:

1) Physical violence or abuse of any person or college owned or college controlled property, or at college sponsored or college supervised functions, or conduct which threatens or endangers the health or safety of any person.

2) Deliberate interference with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by a section of the college community to express his/her views. A faculty member is authorized to have students removed from class if warranted.

3) Forcible interference with the freedom of movement of any member or guest of the college.

4) Blocking of entrances to buildings, rooms, or sections of buildings, or of hallways, or stairways, in such fashion that people find it difficult or impossible to pass.

5) Noisemaking or other physical behavior which is so distracting that it is difficult or impossible to conduct a class, a meeting, or any other authorized event.

6) Congregating in such a fashion as to create a situation which could endanger life or property.

7) Incitement to any of the above mentioned actions, or to other violations of college policy which could result in such actions, whether orally or through written materials or pictures.

8) Any disruption that interferes with teaching and learning, research, administration, disciplinary proceedings, or other college activities.

A conviction of disruption is a second degree misdemeanor and carries a minimum of six (6) months in jail and a minimum fine of \$500.

Distribution of Literature

Students may post/distribute literature according to IMM #36. In the event of congestion or unreasonable interference with the flow of students passing through the area, such activity may be reasonably regulated. Students are expected to use mature judgment and a sense of discretion in the publication, posting and distribution of any materials on campus and to realize that they and their group or organization must accept responsibility for the consequences of their behavior.

Sale of Literature or Goods

Approved student organizations may sell literature or goods on campus within the public areas set aside by the College. Tables and easels may be set in designated areas. In these designated areas, signs may be used in conjunction with the tables; table should be supervised at all times. In the event of congestion or unreasonable interference with the flow of students passing through the area, such activity may be reasonably regulated. Students are expected to use mature judgment and a sense of discretion when selling literature/goods on campus and to realize that they and their group or organization must accept responsibility for the consequences involved with those sales.

Dress Standards

Students must comply with standards of dress established for safety or health reasons in specific classes. Students should be neat and clean in appearance and dress in a manner that does not bring discredit to the institution.

Falsification of Records

Falsification of college records, including, but not limited to admission, registration, student disciplinary and health records, student identification cards, etc. by forgery, or other means of deception, is prohibited.

Gambling

Gambling, to include engaging in or offering games of chance for money or other gain in violation of Florida law, is prohibited on college property, including college vehicles used for transportation.

Harassment

Chipola College is committed to maintaining a supportive educational environment for all members of the college community. **The Board will not tolerate harassment activity by any of its employees, non-employee volunteers who work subject to control of school authorities, and/or other third parties.** A key component of this commitment is the elimination of disability, racial, and ethnic harassment on campus. Harassment of any nature is prohibited whether it is sexual, racial, related to a disability, or based on national origin. Harassment is a form of discrimination and is conduct unbecoming of a college employee or student. Note: This policy (BOT policy 4.421) also applies to employment applicants and prospective students.

Harassment includes unwelcome conduct and verbal or physical conduct reflecting on an individual's race, disability, ethnic background, or national origin which has the purpose or effect of creating intimidating, hostile, or offensive educational or work environment, has the purpose or effect of unreasonably interfering with the individual's work or school performance or participation; or otherwise adversely affects an individual's employment or educational opportunities.

The college is equally opposed to bad faith claims of race and national origin harassment which have no rational basis in fact and are deliberately designed to adversely affect the employment or personal relationships of persons against whom the complaint is made.

This document is included in all publications of the College Catalog, Full Time and Part Time Faculty Handbooks, and similar handbooks issued for other employees and provides basic steps of due process available to the complainant.

Disciplinary Action – Any employee or student of this institution who is found to have harassed another employee or student will be subject to disciplinary action up to and including termination, suspension, and/or expulsion; within the provisions of applicable current Board rules.

Steps to Prevent – Intolerance of race and national origin harassment on the part of students or college employees is not acceptable. It is the responsibility of students and employees to report incidents of harassment. Liability for harassment can be avoided when harassing situations are corrected as soon as the college becomes aware of them. Only by reporting incidents is the college alerted to possible harassment. Therefore, it is necessary for anyone with knowledge of harassment to report such activity.

Failure to report harassment may affect the mental or physical well being of the victim. It can prevent the individual from being a fully productive member of the college community.

Steps to prevent disability, race, and national origin harassment include:

1. Learn to recognize actions that constitute harassment.
2. Do not accept harassment as “the way things are” or as a joking matter. Correct the problem.
3. Encourage individuals who have knowledge of harassment, or may or may not be victims, to report such action.
4. Be supportive of individuals who are victims of harassment.

If You Are a Victim

1. Tell the individual, firmly but politely, that you think what he or she is doing is harassment which is against college policy.

2. If the problem continues, report the problem to an advisor, a faculty member, or a college administrator.

3. The advisor, faculty member, or administrator will confer with the claimant and refer the person to the College's Equal Access/Equal Opportunity Officer. If efforts to resolve a complaint informally do not succeed, the aggrieved individual should file a written, formal complaint with the EA/EO officer. The college will not take formal action on an allegation unless the complaint is filed in writing. In the interest of a timely resolution of complaints, a formal complaint must be filed within sixty (60) days of the alleged incident of harassment.

4. The EA/EO officer shall conduct a prompt, thorough and confidential (to the extent feasible) formal investigation of any allegations of harassment.

5. All documents, communications, and records dealing with the investigation shall be kept confidential to the greatest extent possible and shall be filed separately from the personnel files and other college records of all participants. All such files shall be maintained in the office of the EA/EO officer.

6. The EA/EO officer, with advice of counsel, shall file with the president a written report within thirty (30) days after a formal harassment complaint is filed indicating conclusions as to whether or not there is reasonable cause to believe harassment has occurred based on the evidence obtained. The EA/EO officer shall provide a copy of this report and discuss its findings in confidential meetings with the complainant and the accused party.

Filing of a complaint or otherwise reporting harassment will not affect the individual's current employment or enrollment status, future employment or promotion status, work assignments, future enrollment status, or extracurricular activities. Retaliation against any individual for good faith reporting of a claim of harassment or cooperating in an investigation will not be tolerated and will itself be subject to appropriate discipline. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. If the harassment issue is sexual in nature, refer to the specific section entitled Sexual Harassment.

Hazing

Florida Statute 1006.63 prohibits students from engaging in any kind of hazing action or situation on or off-campus which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, affiliation with or participation in any student organization.

Identification of Students

Students are **required** to present identification when requested by authorized college officials. Any misrepresentation, alteration, or misuse of identification is prohibited.

Illegal Drugs and Narcotics

Chipola College has a Drug Free Campus Policy and Program. No student can realize his or her full potential without maintaining optimum mental and physical health. Both mental and physical health are severely impaired by drug and alcohol abuse. The Drug-Free Campus Program of Chipola College is outlined as follows:

Standards of Conduct—Chipola College prohibits the unlawful possession, use or distribution of illicit drugs and possession or use of alcohol by all students and employees on school premises or as part of any of its activities. Compliance with this policy is mandatory for all students of Chipola College.

Health Risks—Alcohol and illicit drugs can have a pronounced detrimental effect on the health and welfare of users and those with whom users come in contact. Most cause psychological and physical dependence. Others affect the central nervous system to such an extent that they cause users to be dangerous to themselves and those around them. Illicit drugs cause obvious social and behavioral problems.

Institutional Penalties—The minimum penalty for illegal possession of illicit drugs shall be probation or suspension, depending upon the substance abused, as identified in Schedules I-V of Chapter 893.02 of the Florida Statutes.

Students and employees are responsible for knowing about and complying with the provisions of Florida law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Chapter 893, Sections .035, .0356 of Florida Statutes. Any violation of this policy may result in discipline up to and including dismissal and referral for prosecution.

Possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college-sponsored activities is prohibited. Students found to be in violation of this college policy (BOT Policies 3.370 and 4.280) will be subject to penalties under the provisions of the Disciplinary Procedures as outlined in the Student Rights & Responsibilities, Code of Conduct.

Legal Sanctions—Students will be subject to all the penalties prescribed by applicable Florida Statutes.

Counseling, Treatment and Rehabilitation Programs—Students who want detailed information about available referral services or assistance should contact Student Services (A-112).

Misuse of Computer and Computer Information Resources

Students will be subject to disciplinary action and all penalties prescribed by Florida law for altering modifying, destroying, disclosing or taking information resource property, (including equipment, supplies, data, programs, software, and supporting documents) as well as modifying equipment or supplies without proper authorization; unauthorized entry into a file, to use, read, or change the contents, or for any other purpose; unauthorized transfer of a file; unauthorized use of another individual’s identification and/or password; use of any computing facilities, either locally or remotely, to interfere with the work of another student, faculty or staff member of the College, or negatively impact the College network and/or computing system; use of any computing facilities, either locally or remotely, to transmit or display obscene or abusive content/material through the College network and/or computing system; and use of any computing facilities, either locally or remotely, to interfere with the normal operation of the College network and/or computing system. See IMM #29, Chipola College Network, Internet, and Lab Use Acceptable Use Procedure, for detailed information concerning responsibilities and penalties.

Misuse of Emergency Equipment

Fire escapes, ground level fire doors, fire hoses, fire extinguishers, AED’s, and alarm equipment are to be used only in emergencies. Tampering with, or misuse of, these emergency devices, or blocking of fire exits or other means of impeding traffic, is prohibited.

Parking

The operation of a private vehicle on the Chipola College campus is a privilege and not a right. Annual parking decals may be obtained by providing documentation of paid tuition in the Business Office (A-165). All students, including evening students and University Center students, are required to obtain and display a current Chipola College parking decal; documentation of paid tuition is required to receive a decal. Failure to do so may result in a citation and fine as well as disciplinary action. Grades may be withheld until all fines are paid. There are designated handicapped parking spaces on campus. It is a violation for non-handicapped students to park in these spaces.

Parking Permit—Students are required to park in student-designated spaces and to display a current parking decal on their vehicle if they wish to park on campus. The parking decal must be displayed on the left side of the back windshield of automobiles and in a visible spot on the rear of a motorcycle.

Parking Areas—Parking areas with white and non-painted curbs are designated student parking areas. Restricted campus parking areas are as follows:

- Blue: Restricted for handicapped access
- Red: Restricted for fire hydrants
- Yellow: Restricted no parking areas
- Green: Restricted for staff

Visitor Parking—Designated visitor parking is located on Indian Circle in front of the Student Services Building. Vehicles with college decals will be ticketed.

Traffic and Parking Violations—Students may park in the green staff parking areas after 4:00 p.m. daily and on weekends and holidays except in areas adjacent to the College Residence Hall and the Milton H. Johnson Health Center. Vehicles blocking the normal flow of traffic, blocking handicapped access ramps, or impeding emergency access to buildings may be towed at the operator's or owner's expense; additionally, vehicles left parked on campus in excess of 72 hours will be considered abandoned and may be towed at the owner's or operator's expense. Parking in handicapped areas, no parking areas, visitor parking, and parking around fire hydrants remains restricted parking at all times. Penalties will be imposed for the following violations:

1. Parking in restricted area.
2. Parking in handicapped zone.
3. No college parking permit.
4. Parking in visitor space.
5. Blocking road, crosswalk, or driveway.
6. Parking in "No Parking" zone.
7. Driving on grounds.
8. Failing to observe parking and directional signs.
9. Parking on grass.
10. Obstructing a fire plug.
11. Making excessive noise.
12. Driving wrong way on one-way street.
13. Exceeding 15 MPH.
14. Parking outside of lined areas.

Fines—All fines, except for parking in spaces reserved for the handicapped, are \$20 per violation. The fine for illegal parking in a handicapped zone is \$50 per violation. Fines may be paid in the Business Office (A-165). SGA Traffic Court is held monthly; contact the Student Activities Coordinator for additional information.

Pets

Trained service animals are permitted on the campus, but no other pets or animals of any kind are permitted on the campus or in Residence Hall apartments.

Possession of Weapons, Firearms, Fireworks, Explosives

Weapons are defined as firearms, knives, explosives, inflammable materials, or any other item that may cause bodily injury or damage to property. The possession or use of any firearm, weapon and/or ammunition on campus, which includes the Residence Hall and any apartment or other room located within its confines, is a violation of State and local laws. Possession is also defined as including possession within the student's vehicle while parked on campus or at any off-campus site where students are officially representing the College, such as student clinical or intern experiences at hospitals, nursing homes, schools, etc., or as a participant in officially sponsored college activities.

Violators will face disciplinary action, including loss of housing privileges, loss of scholarship, and dismissal from school, as well as any penalties imposed by Federal and State laws.

No person shall possess or carry a firearm on College property except municipal, county, state, and federal law enforcement officers, either on or off duty, and except students at the Chipola College firing range (Florida Statute 790.115). When said law enforcement officers are not in uniform and carry an exposed firearm on their person, they shall be required to display their officially issued badge, shield or identification tag when on the college campus.

Florida Statute 790.06 (12), Concealed Weapons, states: "No license issued pursuant to this section shall authorize any person to carry a concealed weapon or firearm into any...college or university facility unless the licensee is a registered student, employee, or faculty member of such college or university" *and said weapon can only be* "a stun gun or non-lethal electric weapon or device designed solely for defensive purposes and the weapon does not fire a dart or projectile..."

Public Laws

Any act by a student that occurs on campus and constitutes a charge of violation of a public law may establish cause for legal and/or disciplinary action by the college.

Recognition of Student Groups

Established recognition procedures must be met and approved by the administration of the college in order for any group to be classified as a student organization. See "Procedure for Establishing a New Organization," in the Campus Organization Manual, available from the Student Activities Office.

Residence Hall Regulations

It is expected that students residing in the Residence Hall will cooperate with college officials and with each other in maintaining a routine of living conducive to study and to wholesome college life. All students are reminded that they are also subject to and will be held responsible for all rules and regulations as published in this document and in other college publications, including announcements on bulletin boards.

A copy of the Residence Hall Regulations will be given to each student and must be read and signed by the student (and by the student's parents if the student is under age 18) prior to occupancy of a Residence Hall room. The student's signature signifies that he/she understands and will abide by these regulations.

Sexual Harassment

It is the policy that no member of the college community may sexually harass another. Any employee or student will be subject to the appropriate disciplinary action for violation of this policy (BOT Policy 4.420). Sexual harassment is illegal under both state and federal laws and is a violation of the rules and regulations of the college. Sexual harassment should not be tolerated by any member of the college community, and any action should be reported.

The college is equally opposed to bad faith claims of sexual harassment which have no rational basis in fact and are deliberately designed to adversely affect the employment or personal relationships of persons against whom the complaint is made.

Sexual harassment constitutes a form of misconduct which undermines the integrity of the college. All employees and students must be allowed to work in an environment free from unsolicited, unwelcome sexual overtures. Sexual harassment does not refer to occasional compliments; it refers to repeated behavior which is not welcome, which is personally offensive, and which interferes with the work or educational effectiveness of its victims and their co-workers or fellow students.

Sexual harassment may occur between individuals of the opposite sex; between individuals of the same sex; between a supervisor and an employee; between an employee and a co-worker; between an employee and a student; between an employee and an applicant for a position at the college; between an employee and an applicant for academic admission to the college; against men as well as women.

Tolerance of sexual harassment on the part of students or employees is not acceptable. It is the responsibility of students and employees to report incidents of sexual harassment. Liability for sexual harassment can be avoided when sexually harassing situations are corrected as soon as the College becomes aware of them. Only by reporting incidents is the College alerted to possible harassment. Therefore, it is necessary for anyone with knowledge of sexual harassment to report such activity. Failure to report sexual harassment may affect the mental or physical well being of the victim. It can prevent the individual from being a fully productive member of the college community.

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed towards employees, students, applicants for employment, and applicants for academic admission, particularly when one or more of the following circumstances are present: Toleration of sexual harassment as a condition of employment, admission, or academic evaluation; submission to or rejection of sexual harassment as a basis for a personnel or academic decision affecting an individual; interference with an individual's work or academic performance; creation of an intimidating, hostile, or offensive working or learning environment.

Actions That May Constitute Sexual Harassment include,

but are not limited to:

1. Comments or jokes about individuals of the opposite sex; explicit, derogatory sexual remarks.
2. Placement of obscene photographs, cartoons, graphics, or suggestive objects within the workplace or the academic environment.
3. Physical contact such as patting, grabbing, pinching, or constant brushing against another's body.
4. Repeated or unwanted verbal or physical sexual advances which are offensive or objectionable to the recipient or which cause the recipient discomfort or humiliation or which interfere with the recipient's job or academic performance.

5. Threat or insinuation that the lack of sexual submission will adversely affect the victim's employment, wages, advancement, assigned duties, or academic standing.

If You Are a Victim:

1. Tell the individual, firmly but politely, that you think what he or she is doing is sexual harassment which is against College policy.

2. If the problem continues, report the problem to an advisor, a faculty member, or a college administrator.

3. The advisor, faculty member, or administrator will confer with the claimant and refer the person to the College's Equal Access/Equal Opportunity Officer. If efforts to resolve a complaint informally do not succeed, the aggrieved individual should file a written, formal complaint with the EA/EO officer. The college will not take formal action on an allegation unless the complaint is filed in writing. In the interest of a timely resolution of complaints, a formal complaint must be filed within sixty (60) days of the alleged incident of sexual harassment.

4. The EA/EO officer shall conduct a prompt, thorough and confidential (to the extent feasible) formal investigation of any allegations of sexual harassment.

5. All documents, communications, and records dealing with the investigation shall be kept confidential to the greatest extent possible and shall be filed separately from the personnel files and other college records of all participants. All such files shall be maintained in the office of the EA/EO officer.

6. The EA/EO officer, with advice of counsel, shall file with the president a written report within thirty (30) days after a formal sexual harassment complaint is filed indicating conclusions as to whether or not there is reasonable cause to believe sexual harassment has occurred based on the evidence obtained. The EA/EO officer shall provide a copy of this report and discuss its findings in confidential meetings with the complainant and the accused party.

File of a complaint or otherwise reporting sexual harassment will not affect the individual's current employment or enrollment status, future employment or promotion status, work assignments, future enrollment status, or extracurricular activities. Retaliation against any individual for good faith reporting of a claim of sexual harassment or cooperating in an investigation will not be tolerated and will itself be subject to appropriate discipline. The right to confidentiality, both of the complainant and of the accused, will be respected, consistent with the Board's legal obligation, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred. If the harassment issue is not sexual in nature, refer to the specific section entitled Harassment.

Smoking

Smoking is prohibited in all buildings on campus (Board of Trustees Policy 3.320).

Theft, Unauthorized Possession and/or Sale of Property

Students involved in theft, unauthorized possession, and/or sale of property not belonging to them are subject to college disciplinary action as well as the arrest and prosecution by legal authorities.

Unauthorized Use of Facilities

The unauthorized use of, or entry into, any college facility (i.e. classrooms, athletic fields, residence hall rooms), whether by force or not, is prohibited.

Use of Vehicles

Riding of bicycles and/or mopeds in hallways, in buildings or on sidewalks is prohibited. Motorized vehicles, except wheelchairs or mobility scooters, are prohibited in areas other than designated roadways and parking lots. Roller skating or skateboarding is prohibited on the campus in any location at all times.

Violation of Probation

A student who is alleged to have violated the Code of Conduct while on disciplinary probation may be charged with the separate offense of violating disciplinary probation.

Disciplinary Procedures

Reporting of Violations

Any administrative official, faculty member, or student may file charges through the Dean of Student Services against any student for an alleged violation of the Student Code of Conduct, Rights and Responsibilities.

A student may be suspended prior to a formal disciplinary hearing by the president of the college or designee. This action may be imposed only to ensure the safety and well-being of members of the college community or for the preservation of college property; to ensure the student's own physical or emotional safety and well-being; or if the student poses a definite threat of disruption of or interference with the normal operation of the college. During this time students shall be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible. Students shall not normally be given any special considerations because of their separation from the college (i.e., make-up tests, refund of fees, etc.); however, any individual suspended under this emergency measure retains his rights of due process.

Administration of Discipline

The administration of discipline will guarantee procedural fairness and due process to an accused student. Practices in disciplinary cases may vary in formality with the gravity of the offense and the sanctions which may be applied. Each particular case will be judged by its own merits. Procedural due process requires that the student be informed of the nature of the charges, that a fair opportunity to refute them be given, and that there be provisions for appeal of a decision.

In cases involving infractions not likely to result in final disciplinary probation, suspension, or expulsion, the Dean of Student Services has the primary responsibility for the administration of student discipline.

If the Dean of Student Services believes, after review and investigation of the charges, that the charges have merit, the dean will schedule an appointment with the student for an information session. At this session the dean will explain to the student:

1. The disciplinary procedures as printed in the Student Code of Conduct, Rights and Responsibilities, including information relevant to the student's rights, hearing procedures, and sanctions.
2. The charge(s) and the information which the dean has obtained pertinent to the charge(s). The student will have the opportunity to respond to this information.
3. The dean may then state what sanction(s), if any, are appropriate for the violation; a second meeting for this purpose may be scheduled.

The Dean of Student Services will always attempt to resolve cases involving less serious infractions at this level; however, at his/her discretion, the dean may decline to rule on the case and elect to refer the case to the Student Disciplinary Committee. Furthermore, as each disciplinary problem has unique characteristics which are often unforeseeable and thus cannot be adequately planned for, the Dean of Student Services, at his/her discretion and in keeping with the spirit of fairness and due process, may, without prior written notice, alter any of the policies and procedures contained in the Student Code of Conduct, Rights and Responsibilities, in order to best expedite the handling of any particular case.

Other college personnel may use discretion in performing flexibly within the guidelines stated in the Student Code of Conduct, Rights and Responsibilities. In all cases, deviation from the guidelines stated will be in the interest of fairness and/or the effective handling of a case or cases.

Disciplinary Options

Once the dean has stated the sanction, the student will choose one of the following options:

1. To accept the decision of the Dean of Student Services. In such a case, the student will sign a statement waiving both his/her right to a hearing and right to appeal the decision.
2. To have a formal hearing before the Student Disciplinary Committee.

Student Disciplinary Committee Request

In cases in which the student has chosen option two above, or in cases involving more serious infractions possibly resulting in final disciplinary probation, suspension, or expulsion, the Dean of Student Services will schedule a Student Disciplinary Committee hearing. The time set for the hearing shall not be more than ten school days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Services.

If the student cannot be contacted or fails to attend the information session, the Dean of Student Services may set a time for a hearing on the charge(s) and will attempt to orally communicate the time for the hearing to the student through normal and reasonable communication channels. If the student cannot be reached, the Dean will send a certified letter, return receipt requested, to the current address provided by the student.

It is the student's responsibility to attend the hearing of the Student Disciplinary Committee. If the student has been informed and does not attend, the hearing will proceed without the student.

It is the student's responsibility to see that his/her witness or witnesses appear at the hearing. Failure of the student's witness(es) to attend shall not be grounds for a postponement of a hearing.

Student Disciplinary Committee

This committee consists of faculty and administrative personnel appointed by the Governance Council and approved by the President of the College and student(s) selected by the Student Government Association.

The Student Disciplinary Committee chair will preside over the hearing. The chair is charged with the responsibility for maintaining proper decorum and order, and may exclude

any person who, in the chair's opinion, has no legitimate interest in the hearing or whose conduct impedes or threatens to impede a fair and orderly hearing.

Each committee member shall have one vote. No member of the disciplinary committee, who has a personal interest in a particular case other than through his assigned duties, should sit in judgment during the proceedings.

If a student challenges a committee member for cause or if it is felt there may be a conflict of interest, the chair shall have the right to excuse any faculty, administrative, or student member of the committee at any time.

Student Disciplinary Committee Hearings

The recommended procedure for a committee hearing is as follows. The chair may use discretion in ordering hearings:

1. Introduction of participants.
2. Explanation to the charged student(s) as to how the hearing will be conducted and how a decision will be reached, as well as to apprise the student of his/her responsibility to be truthful in his/her testimony and in the presentation of witnesses.
3. Reading of charges.
4. Dean of Student Services summary of findings resulting from his/her investigation.
5. Student's response to charges and findings.
6. Introduction of written evidence and testimony of witnesses with questions from committee and student(s) charged.
7. Questioning of the charged student(s) by the committee.
8. Closing statements.

The following hearing procedures satisfy the requirements of "due process":

1. The accused student has the right to be assisted by an advisor of his/her choice, at his/her own expense. The accused is responsible for presenting his/her own case and, therefore, advisors are not permitted to speak or participate directly in any hearing before a judicial body. If an advisor is to be present at the hearing, the student must notify the Dean of Student Services at least three days prior to the hearing.

2. The burden of proof will rest upon the person or persons bringing the charge.

3. The student will be considered innocent until the Student Disciplinary Committee determines otherwise beyond a reasonable doubt.

4. The student will have the right to testify and to present evidence and witnesses. The student will have the right to examine evidence and to hear and question all witnesses during the hearing only.

5. The committee will insure, to the maximum extent possible, that all questions asked and information offered are relevant to the question of guilt or innocence.

6. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the Student Disciplinary Committee. The decision will be based solely upon such matters.

At the conclusion of the fact-finding portion of the hearing, participants will be excused and, in a closed session, the committee's decision will be rendered. If the accused student admits guilt during the fact-finding portion of the hearing, the committee will immediately go into the penalty-recommending portion of the hearing. The decision of the Student Disciplinary Committee is final. The committee chair will communicate the decision, in writing, to the President of the college and to the student.

There shall be a single, verbatim record, such as a tape recording, of all hearings before the Student Disciplinary Committee. The committee's discussion of the evidence prior to its rendering a decision is not required to be recorded. The record shall be the property of Chipola College. Accidental recording losses due to technical problems shall in no way invalidate the committee's decision.

Sanctions (Punishment)

With the exception of the warning (which, as indicated below, may be imposed without the establishment of student guilt), the following sanctions may be imposed upon students found guilty of a violation of the policies in the Student Code of Conduct, Rights and Responsibilities.

1. **Warning**—Notice, orally or in writing, warning the student to refrain from violations of the Student Code of Conduct, Rights and Responsibilities. Clear establishment of student guilt or previous violation of the Student Code of Conduct, Rights and Responsibilities is not necessary for a warning to be issued.

2. **Censure**—A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time.

3. **Restriction or Revocation of Privileges**—Temporary or permanent loss of privileges, including, but not limited to, the use of a particular college facility, the use of campus computers, or parking privileges.

4. **Restitution**—Reimbursement for damage to, or misappropriation of, property of the college, students, staff, or others on campus. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

5. **Disciplinary Probation**—A disciplinary sanction serving notice to a student that his/her behavior is in serious violation of college standards and that continued enrollment depends upon the maintenance of satisfactory citizenship during the period of probation. A time period is indicated for this probation. Students will be released from the Disciplinary Probation status after the specified time period has elapsed.

6. **Final Disciplinary Probation**—A disciplinary sanction serving notice to a student that his/her behavior is in flagrant violation of college standards and one of the following conditions exists:

a. The sanction is for the remainder of the student's enrollment at the college.

b. Another conviction of a violation of the Student Code of Conduct, Rights and Responsibilities will result in the imposition of the minimum sanction of suspension.

7. **Suspension**—Mandatory separation from the college for a period of time as specified in the order of suspension. A student who has been suspended is barred from attending or enrolling in any classes at Chipola College during the suspension. Students may reenroll at the college when the suspension order has elapsed.

8. **Expulsion**—Mandatory separation from the college with no promise of future readmission. Readmission is subject to the approval of the administration of the college.

Student Grievance Procedures

Grievance Procedure

This grievance policy was developed in order to protect the rights of Chipola College students. Every effort will be made to resolve grievances through the informal route. If the

informal route is not sufficient, then the formal route will be taken. If a student grievance is to be considered a “formal grievance,” it must be submitted in writing, signed and dated by the student, and presented to the Dean of Student Services. If the grievance involves a grade received in a course, the student should follow the Student Grade Grievance Procedure.

1. Informal – It is understood that the informal route outlined below will be without the use of a secretary, minutes or any recording device. In the event that a student or group of students believes there is a basis for a grievance the following should apply:

a. Informally discuss the grievance with respondent concerned within ten (10) working days.

b. If the grievance is unresolved, within ten (10) working days the student should informally discuss the grievance with the College administrator who directly supervises the respondent.

c. If the grievance is still unresolved, within ten (10) working days, the student should carry the matter, still on an informal basis, to the Dean of Student Services. If the grievance involves a possible equity issue, the matter will be referred to the EA/EO Officer.

2. Formal – If, as a result of informal discussion, the grievance is still unresolved, the student or group of students may invoke a formal grievance procedure by outlining the grievance in writing as prescribed above. Two copies of the grievance, signed and dated by the student, shall be filed with the Dean of Student Services within ten (10) working days of “Step 1C” outlined in the Informal Grievance Process.

The respondent will be given a copy of the grievance and may respond in writing or by personally appearing at the hearing. If the grievance involves an equity issue, the written documents must be filed with the EA/EO officer.

Within ten (10) working days of the receipt of the formal grievance not involving an equity issue, the Dean of Student Services shall transmit the grievance to the Student Appeals/Grievance Committee; formal grievances involving equity issues will follow the timelines established by the EA/EO Officer. The Student Appeals/Grievance Committee shall, within ten (10) working days of receipt of the grievance, hold a hearing on the grievance. The student will receive notification as to time, date, place, and manner at least five (5) days in advance of the grievance hearing, and should appear at the hearing to present information. The student has the right to be assisted by an advisor of his/her choice, at his/her own expense. The student is responsible for presenting his/her own case, and therefore, advisors are not permitted to speak or participate directly in the grievance hearing.

Within ten (10) working days of the end of the formal hearing, the Student Appeals/Grievance Committee shall indicate its decision with regard to the disposition of the grievance. The decision of the Student Appeals/Grievance Committee is final.

There shall be a single, verbatim record, such as a tape recording, of all hearings before the Student Appeals/Grievance Committee. The committee’s discussion of the evidence prior to its rendering a decision is not required to be recorded. The record shall be the property of Chipola College. Accidental recording losses due to technical problems shall in no way invalidate the committee’s decision.

The Dean of Student Services shall administer the decision of the Committee, including communication of the decision to the college President, the aggrieved and the respondent.

Furthermore, as each student appeal/grievance has unique characteristics which are often unforeseeable and thus cannot be adequately planned for, the Dean of Student Services, at his/her discretion and in keeping with the spirit of fairness and due process, may,

without prior written notice, alter any of the policies and procedures contained in the Student Code of Conduct, Rights and Responsibilities, in order to best expedite the handling of any particular case.

No reprisals of any kind shall be taken against any student for participating in any grievance. Any student under expulsion or suspension who files a grievance related to the expulsion or suspension and whose grievance is resolved in favor of the student shall be restored to the former student status. A grievance may be withdrawn at any level by the student filing the grievance. All documents, forms, communications, and records dealing with a grievance shall be filed separately from the permanent record files of the participants. A copy of the formal grievance and its final disposition will be filed in the office of the Dean of Student Services.

Student Grade Grievance Procedure

Faculty members assign final student grades in each class at the end of each session (semester). Only a student may request a review of his/her grade(s). A student has ten (10) working days from the time the final grade is posted on the FACTS (Florida Academic Counseling & Tracking for Students) system to appeal an assigned grade. After the ten day period has passed, no other administrative remedy or option is available.

To appeal a grade, a student should initially pursue the following Informal Student Grievance Process:

1. Within ten (10) working days of when the student's grades are posted on the FACTS.org website, the student shall meet with the faculty member and present written data to support his/her assertion. In the event that the faculty member is temporarily away from campus for longer than ten (10) working days, the student should contact the department head. Within ten (10) working days the department head will contact the faculty member and arrange for a meeting.

2. Within ten (10) working days, the faculty member must give fair hearing to the student's claim and consider the data in an attempt to resolve the issue. In the event that the resolution is not satisfactory to the student, the student may proceed to Step 3.

3. The student may meet with the department head and present written data to support his/her assertion in the dispute. The department head must then meet and discuss the dispute with the faculty member. The department head must then attempt to resolve the dispute within ten (10) working days. In the event that this resolution is not satisfactory to the student, the student may proceed to Step 4.

4. The student may meet with the VP of Instruction & Baccalaureate Program Development to present written data to support his/her assertion in the dispute. The VP of Instruction & Baccalaureate Program Development must then meet and discuss the dispute with the faculty member. The VP of Instruction & Baccalaureate Program Development must attempt to resolve the dispute within ten (10) working days.

In the event that a resolution cannot be reached via the Informal Student Grievance Process, the student may proceed to the following Formal Student Grievance Process:

1. Within ten (10) working days of when the student is notified of the informal response of the VP of Instruction & Baccalaureate Program Development, the student may begin the formal grievance process by outlining the grievance in writing and presenting the petition to the VP of Instruction & Baccalaureate Program Development.

2. The VP of Instruction & Baccalaureate Program Development will present the written grievance to the Senior VP of Instructional & Student Services. Within ten (10) working

days the Senior VP of Instructional & Student Services will appoint a one-time Student Grade Grievance Panel to include a chairperson, three student members, and three faculty members, none of whom shall have any direct connection with the parties involved. At least one of the student members and at least one of the faculty members must be from a related discipline in which the grade is being disputed. In the event that there is not a related discipline, at least one student member and at least one faculty member shall possess demonstrated knowledge of or experience with the discipline area involved in the grade dispute.

3. The chairperson will schedule a formal meeting within ten (10) working days after the panel is appointed. The student will receive notification at least five (5) days in advance of the hearing date outlining the date, time, place, and manner of the hearing. The student should appear to present information to the panel. The student has the right to be assisted by an advisor of his/her choice, at his/her own expense. The student is responsible for presenting his/her own case, and therefore, advisors are not permitted to speak or participate directly in the hearing. The panel will hear from all parties; information and testimony in the hearing are limited to the scope of the petition presented to the Senior VP of Instructional & Student Services. After reviewing all information and hearing all testimony, the panel will then meet in a closed session; a decision will be reached via secret ballot.

4. The panel chairperson will communicate the panel's decision, in writing, to the Senior VP for Instructional and Student Services within ten (10) working days.

5. The Senior VP for Instructional and Student Services will review the process followed and the recommendation(s) made. Within ten (10) working days of receipt of the panel's recommendation(s), the Senior VP for Instructional and Student Services will notify the student and the faculty member, in writing, of the panel's decision; copies will also be forwarded to the VP of Instruction & Baccalaureate Program Development and the department chairperson.

6. If the committee finds that no violation has occurred, or that a violation has occurred but recommends that no redress is warranted, these findings will be reported to the Dean of Enrollment Services to become a part of the student's permanent record file.

7. If the committee finds that a violation has occurred and recommends any form of redress for the student, the faculty member will be expected to inform the panel chairperson of his/her compliance or non-compliance with the decision within ten (10) working days after written notification has been sent to the faculty member. Failure to respond within ten (10) working days will indicate non-compliance.

a. If the faculty member complies with the panel's recommendation(s), the student will be informed, in writing, by the panel chairperson, with copies to the department chair, the VP of Instruction & Baccalaureate Program Development, and the Senior VP of Instructional & Student Services.

b. If the faculty member indicates non-compliance with the panel's recommendation(s), copies of the recommendation(s) and of the faculty member's reply will be sent to the student, the department chair, the VP of Instruction & Baccalaureate Program Development, and the Senior VP of Instructional & Student Services. Additionally, the Dean of Enrollment Services will receive a copy to place in the student's permanent record file; Human Resources will receive a copy to place in the faculty member's personnel file.

Student Activities Policies

Student activities provide an opportunity for students to learn responsible citizenship and to complement the academic programs of the college. A variety of clubs and organizations

are operated under the jurisdiction of the Student Government Association and supervised by the Student Activities Coordinator. Specific activities sponsored by clubs and organizations may be limited to Chipola students and their invited guest(s).

Student ID Cards

When students register for the first time at Chipola, a photo ID card will be issued after tuition has been paid. The Business Office will validate the card during each succeeding registration period by placing a special sticker on the back of the card. This card must be carried at all times for identification and will be the only means to gain free admission to many college-sponsored activities, to check books out of the library, to use the Information Technology Center, for admission to some final exams, and to receive payroll and/or financial aid checks. New cards are required for all continuing students fall semester of each academic year.

Activity Approval

Clubs or organizations that hold a meeting or sponsor an activity on the campus must clear a time and place on the College Calendar and secure approval forms from the Student Activities Office. Activity approval forms must be completed and submitted to the Student Activities Office not less than two weeks in advance of the date the function is to be held.

Activity Period

The 10:00-10:50 a.m. time block on Wednesday is set aside for students to attend activities scheduled by clubs, campus organizations and intramural teams. Some classes may be scheduled during this time.

Grade Requirement

See the Campus Organization Manual and the SGA Constitution & By-Laws for specific GPA requirements for SGA officers. Individual clubs/organizations outline requirements for officers and for membership in their individual constitution and by-laws.

Student Organizations

Student Government Association Regulations

All clubs and organizations are operated under the jurisdiction of the SGA. All students enrolled at Chipola are members of the SGA and may, through their chosen representatives, have a voice in the curricular and extracurricular programs of the college. The Student Government Association encourages responsible participation and leadership in the college community; additionally, SGA facilitates good relationships and understanding between the student body and the faculty and administration of Chipola College. Elections are held twice a year to select student body leaders, once in the fall and once in the spring.

The role of the Student Government Association shall be to provide students with the means to regulate student-sponsored activities, organizations and other matters properly subject to their jurisdiction.

Designation of certain SGA delegates, officers, committees, and boards shall be by student government vote only; others shall be appointed by the SGA President. All are subject to administrative approval. The college administration may establish a uniform and reasonable system of scholastic eligibility requirements for major student offices.

On questions of educational and institutional policy, students are entitled to participatory function in the form of a voting member on specific committees. Students shall be nominated by the president of the SGA, recommended by the Student Activities Coordinator, and approved by the president of the college as voting members of the Governance Council,

as well as standing and special committees concerned with institutional policy affecting academic and student affairs.

Standing Committees with student members:

Alumni/Homecoming
Calendar
Facilities & Grounds Enhancement
Intercollegiate Athletics
Safety
Student Appeals/Grievance
Student Disciplinary
Student Residence Hall
Theatre
Website Advisory

Honors Organizations

Honors Program
Brain Bowl Team
Mu Alpha Theta
Phi Theta Kappa

Interest Groups and Co-Curricular Organizations

Baptist Collegiate Ministries
Black Student Union
Cheerleaders
Chipola Players
Fellowship of Christian Athletes
Future Educators Club
Honors Club
New Beginnings
Phi Beta Lambda
Pre-Med Society
Puertas Abiertas (Spanish Club)
Science Club
Show Choir
Student Ambassadors
Freshman Student Nurses Association
Sophomore Student Nursing Association
Student Government Association

Musical Groups

Campus musical groups include Rock & Jazz Ensemble, Chamber Chorus, and Show Choir. Past choral and/or band experience is highly desirable. Auditions are required for membership in the Chipola Show Choir.

Publications

The Papoose

Religious Organizations

Baptist Collegiate Ministries
Fellowship of Christian Athletes

Intramurals

The College provides a variety of opportunities for students to participate in individual and team sports through its intramural programs. These programs enrich the total educational experience by helping to build friendships and by providing valuable social skills. Watch for announcements throughout the year concerning various tournaments and competitions.

Organized Athletics

The organized athletic program is composed of basketball and baseball for men and softball, basketball, and track for women. The athletic teams compete as members of the Florida Community College Activities Association and the National Junior College Athletic Association. Guidelines for all organized athletics at Chipola are located in the Office of the President

Conduct at Off-Campus Activities

Students representing Chipola College at off-campus activities such as sporting events, contests, conferences, etc., shall conduct themselves in such a manner so as not to bring discredit to the college. Reports of unacceptable conduct at such affairs shall be investigated and may result in disciplinary action. All rules and regulations outlined in the Student Rights and Responsibilities must be followed in addition to these established guidelines:

1. Obey sponsor(s) at all times.
2. Do not leave the hotel and/or conference site without sponsor's permission.
3. Attend all required meetings unless the sponsor allows otherwise.
4. Remember that possession, sale, or consumption of alcoholic beverages on campus, or at off-campus college-sponsored activities is prohibited. Students found to be in violation of this college policy (BOT Policies 3.370 and 4.280) will be subject to penalties under the provisions of the Disciplinary Procedures as outlined in the Student Rights & Responsibilities, Code of Conduct.
5. Follow all house rules of the hotel and/or conference site.
6. Represent him/herself and Chipola in a favorable manner.

Use of Posters, Leaflets and Bulletin Boards

Bulletin boards may be provided for the use of student organizations. School-wide circulation of all notices and leaflets, which meet uniform and nondiscriminatory standards, shall be permitted with the approval of the Student Activities Office. A weekly bulletin, *Chipola This Week*, is issued by the Office of Publications and Public Relations. Academic and activity information may be submitted for publication in the bulletin with appropriate staff approval.

Use of College Facilities

College facilities shall be assigned to organizations and groups within the college community for regular business meetings, for social programs and for programs open to the public, according to the following guidelines.

1. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the space assigned, to regulate time and use, and to insure proper maintenance.

2. Preference may be given to programs designed for audiences consisting primarily of members of the college community.

3. Allocation of space may be based on priority of requests and the demonstrated needs of the organization or group.

4. The president has delegated the facility assignment to Physical Plant personnel.

5. Charges may be imposed for use of facilities.

6. Physical abuse of assigned facilities shall result in reasonable limitations on future allocation of space to offending parties and restitution for damage.

7. The group or organization requesting space must inform the college of the general purpose of any meeting open to persons other than members and the names of outside speakers.

Procedure for Establishing a New Organization

Student activities are regarded as part of the total educational program at the College in that they contribute to the academic, recreational, and cultural climate of the institution. For this reason the college reserves the right to charter all organizations and requires that they function in accordance with a constitution developed for the organization.

A group of students shall become an organization when formally recognized by the college. In order to be recognized, a group must meet the following requirements:

1. Obtain a faculty sponsor approved by the president of the college.

2. Submit to the Student Activities Office a request form for establishing a new organization.

3. Submit a written formal constitution to the Student Activities Office, which in turn will be submitted to the Student Government Association. The constitution must consist of the following:

a. Organization name

b. Organization purpose

c. Means of determining membership

d. Method by which the organization will be governed (officers, elections, terms of office, etc.)

e. Organization meeting times

f. Anti-hazing statement

g. Organization code of conduct

h. Source of revenue

4. After the constitution has been submitted to the Student Government Association and approved, it is subject to review by the Executive Council of the College.

5. The decision of the Executive Council shall in turn be presented to the president of the college. (If at any point the request is denied, the constitution may be revised and the process repeated.)

6. Recognition of an organization by Chipola College infers neither approval nor disapproval of the aims, objectives, and policies of the organization.

7. Any organization which engages in illegal activities, on or off campus, may have sanctions imposed against it, including withdrawal of institutional recognition. This organization may reapply for a charter after a period of one year.