Student Rights, Responsibilities, and Code of Conduct
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Preamble

Chipola Junior College exists for the open interchange of knowledge and philosophies, the development of a capacity for critical judgment, and the creation of an atmosphere conducive to the gaining of practical experience in our community. The institution has a responsibility to develop policies and procedures which encourage the broadest possible participation of the campus community.

A student is, first, a citizen of the nation and is entitled to its freedoms and benefits, as well as being responsible for compliance with its laws and regulations - local, state, and national.

When students are admitted to Chipola they are subject to the jurisdiction of the college during their enrollment. As members of the college community, students are expected to act responsibly in all areas of personal and social conduct. In order for students to live in harmony with others in the college setting, they must recognize that their actions reflect upon the total student body and upon the college, as well as upon themselves personally. 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 and other college information bulletins. Violations of any of these rules may lead to disciplinary action in accordance with prescribed procedures for the handling of disciplinary cases.

 Freedoms

 Freedom of Access to Higher Learning—Within the limits of its facilities, Chipola Junior College is open to all persons who are qualified according to its admissions and good standing policies. Under no circumstances will a U.S. citizen be barred from admission to the college on the basis of sex, race, creed, national origin or disability. 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 the students to avail themselves of the knowledge of these objectives and criteria as published and set forth by the college. The facilities and services of the college will be open to all enrolled students provided facilities are used in a manner appropriate to the academic community and in compliance with college policies.

 Freedom of Inquiry and Expression—Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They are free to support by orderly, peaceful, and acceptable means those causes which do not disrupt the regular and essential operations of the college.

 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 Junior 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 or disapproval 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 Junior College.

 Freedom in the Classroom—Instructors in the classroom and in conference will encourage free discussion, inquiry, and expression where relevant and appropriate to the educational objectives of the course. Student grades are based on academic achievement and on opinions expressed by students in or outside of class.

 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.

 Protection Against Improper Disclosure—Information about student views, beliefs, and political associations which instructors acquire in the course of their work as instructors, advisers, and counselors is considered confidential.

 Freedom of Religion—Chipola Junior 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 catalog.
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 and surrender none of those rights by becoming members of the academic community. Those rights of privacy extend to residence hall living. Nothing in the Chipola Junior College relationship or residence hall contract may either express, imply or give CJC or residence hall officials authority to a search of a student’s room by police or government 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 committed. Entry may be made into the residence hall room without notice in emergencies where there is reasonable fear of imminent danger to life, safety, health, or property.

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 the content and custody of limited access records which a community college may maintain on its students.

Florida Statute 1002.22 states that health and medical records involved with personal counseling, required student and family financial income records, transcripts or student permanent academic records, and student placement records shall be open to inspection only by the students, the eligible parents/guardian of the students, and such members of the professional staff of the college as have responsibility for working with the students.

Discipline

Chipola Junior 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 Junior College Disciplinary Procedures. Due process and proper procedural safeguards will be observed to insure that student rights are protected.

The standards of conduct, together with the jurisdictions of faculty-student judicial bodies, the disciplinary responsibilities of institutional officials, and the regular disciplinary procedures, including the student’s right to appeal a decision, are clearly communicated in this Catalog.

Academic Dishonesty

Cheating, plagiarism, and any other misrepresentation of work are prohibited. Each student has the responsibility (1) to uphold the highest standards of academic honesty in his/her own work; (2) to refuse to tolerate academic dishonesty in the college community; and (3) to foster a high sense of honor and social responsibility on the part of students.

The conduct set forth hereinafter constitutes academic dishonesty; those adjudged to have committed such conduct shall be subject to discipline, up to dismissal.

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 graded homework assignments from another student; working together with another individual(s) on a take-home test or homework when not specifically permitted by the instructor; looking or attempting to look at another student’s paper during an examination and; looking or attempting to look at text or notes during an examination when not permitted. Tendering of information includes, but is not limited to, giving your work to another student to be used or copied; giving someone answers to exam questions either when the exam is being given or after having taken an exam; giving or selling a term paper or other written materials to another student; sharing information on a graded assignment.

Plagiarism is the attempt to represent the work of another 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. Plagiarism includes, but is not limited to, quoting oral or written materials without citation on an exam, term paper, homework, or other written materials or oral presentations for an academic requirement; submitting a paper which was purchased from a term paper service as your own work; submitting anyone else’s paper as your own work.

Bribery is the offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another.

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.

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.
When a student is alleged to have committed academic dishonesty, the faculty member involved should meet with the student and attempt to resolve the issue. The faculty member may request that the department chair or appropriate College administrator attend this meeting as a witness. The faculty member may impose the sanction of a Reduced or Failing Grade on the disputed assignment and at the instructor’s discretion, the student may be required to fulfill an appropriate educational assignment if the faculty member believes the violation would be a first offense and no circumstances require the imposition of a sanction other than Reduced or Failing Grade and a discretionary Education assignment and; the student and faculty member reach a written agreement as to the sanctions. The student’s agreement to a sanction shall constitute a waiver of all other available adjudicatory procedures or appeals. The faculty member shall retain a copy of the agreement.

The Vice-President of Instructional and Student Services may assist the faculty member and the student in reaching an acceptable agreement. If no agreement is reached, the Vice-President shall proceed to handle the alleged violation as a disciplinary matter by reporting the student to the Dean of Student Services for the appropriate disciplinary action.

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 or 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.

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.

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 authorized college officials acting in behalf of the college. This includes providing identification when requested 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 and may not claim to be official representatives of the college for any commercial purposes.

Damage or Destruction of Property
Accidental damage, vandalism, or malicious damage to property belonging to Chipola Junior 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 threatens or endangers the health, safety, or reputation of any person 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:

a) 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.

b) 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.)

c) Verbal or written communication which threatens another with bodily harm or injury.

d) Verbal or written communication which threatens another with a crime or offense, threatens injury to the person, property, or reputation of another, is prohibited.

f) 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.

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

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

Distribution of Literature
Students may post/distribute literature according to College policy 6Hx4.1.120. 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 will be expected to be neat and clean in appearance and to dress in a manner that does not bring discredit to the campus.

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 in any form is prohibited on college property, including College vehicles used for transportation.

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 adopted a Drug Free Campus Policy and Program in 1994.

The major objectives of Chipola Junior College involve providing educational opportunities that develop the personal educational and aesthetic capabilities of individuals so they may achieve self-fulfillment and participate fully and positively in society. 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 Junior College is outlined as follows:

Standards of Conduct—Chipola Junior 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 Junior 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. All 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, faculty members, career services personnel, administrators, and other employees are responsible, as citizens, 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 will be subject to penalties under the provisions indicated in the Catalog.

Legal Sanctions—Students will be subject to all the penalties prescribed by applicable Florida Statutes. For more detailed information refer to Chipola Junior College Policy, Number 6Hx4.3.25, as revised 4/94.

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

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/materia 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 Junior 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, 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

Students are required to park in student-designated spaces only and to display a current parking decal on their vehicles. Parking decals may be obtained at the Cashier’s Window located in Bldg. A. 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 in each parking lot on campus. It is a violation for non-handicapped students to park in these spaces.

Parking Permit—Students are required to purchase parking permits for their vehicles if they wish to park on campus. This sticker must be displayed on the left side of the back windshield of automobiles and in a visible spot on motorcycles. Parking stickers cost $3 and should be secured from the Cashier’s Window located in Bldg. A. The parking permit is valid for one year and is renewable each August.

Parking Areas—Students who have parking permits displayed on their vehicles may park in areas designated with a white/non-painted curb. Areas marked with blue are reserved for handicapped access, areas marked with red denote fire hydrants, areas marked with yellow are no parking areas, and areas marked with green are reserved for faculty and staff. Vehicles without parking permits must be parked on College Street just west of the campus or on any of the streets coming into College Street, as permitted by city ordinance.

Visitor Parking—Visitor parking is available in front of the Administration Building. Visitor permits may be obtained in the office of the Vice President of Operations.

Traffic and Parking Violations—Parking regulations are in effect at all times, including weekends and holidays. Penalties will be imposed for the following violations:

1. Parking in restricted area.
2. Parking in handicapped zone.
3. No college parking permit.
4. Improper parking.
5. Parking in visitor space.
6. Blocking crosswalk or driveway.
7. Parking in “No Parking” zone.
8. Driving on grounds.
10. Failing to observe parking and directional signs.
11. Parking on grass.
12. Obstructing a fire plug.
15. Driving wrong way on one-way street.
16. Exceeding 15 MPH.
17. Parking out of lined areas.

Fines—All fines, except for parking in spaces reserved for the handicapped, are $5 per violation and $8 if not paid within 24 hours. The fine for illegal parking in a handicapped zone is $50. Fines may be paid at the Cashier’s Window located in Bldg. A.

Pets

Seeing-eye dogs are permitted on the campus, but no other pets or animals of any kind are permitted on the campus without specific approval from the president or his designated official.

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. Possession is 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 experiences at hospitals, nursing homes, schools, etc., or as a participant in officially sponsored college activities.

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 CJC firing range. 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 while participating as a student or instructor in the Criminal Justice program. Any registered student licensed to carry concealed weapons or firearms as authorized by Florida Statute 790.06, must register and receive written permission from the President or his designee to carry an authorized weapon on CJC property. Said weapons shall be limited to a stun gun, or non lethal electric weapon or device solely designed for defensive purposes and the weapon does not fire a dart or projective and shall be concealed at all times.
Public Laws

Any act by a student which constitutes a charge of violation of a public law, occurring on campus, 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.”

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.

Search and Seizure

Students have the same rights of privacy as any other citizen and surrender none of those rights by becoming members of the academic community. See “Freedom of Privacy.”

Smoking

Smoking is prohibited in all buildings on campus.

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), whether by force or not, is prohibited.

Use of Vehicles

Riding of bicycles in hallways, in buildings or on sidewalks is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Mopeds are considered in the same category as bicycles. Roller skating or skateboarding is prohibited on the campus in any locations or at times which, in the discretion of campus officials, constitute a pedestrian or motor traffic hazard, or which imperil the health or safety of persons and property on the campus.

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.

Pending charges, the status of the student will not be denied, nor his right to be present on the campus and to attend classes, except for reasons relating to his/her physical and emotional safety and well-being, or for reasons relating to the safety and well-being of the students, faculty, or college property, or for other reasons as discussed elsewhere in the Student Code of Conduct, Rights and Responsibilities. Any person may be suspended immediately by the president of the college or his duly-appointed representative if it is deemed that the student’s actions have been of such a nature that they endangered the safety and well-being of persons affiliated with the college. However, any individual suspended under this emergency measure otherwise retains his rights of due process, including the right to a hearing by the College Disciplinary Committee.

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. The jurisdiction of faculty/students, the disciplinary responsibilities of the institutional officials, and the disciplinary procedures, including the student’s rights to appeal a decision, shall be executed as set forth in college policy. In all situations, procedural fair play requires that the student be informed of the nature of the charges, and that a fair opportunity to refute them be given, that the accuser be identified if practical, and that there be provisions for appeal of a decision.

In cases in which there are alleged violations of the conduct provisions outlined in the Student Code of Conduct, Rights and Responsibilities, students have the right to a hearing before the College Disciplinary Committee.

However, in cases involving less serious 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 are merited, 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.

In cases involving less serious infractions (not likely to lead to final disciplinary probation, suspension, or expulsion), the dean may then state what sanction(s), if any, are appropriate for the violation. The Dean of Student Services may schedule a second meeting for this purpose.
While the Dean of Student Services will always attempt to resolve cases involving less serious infractions at this level, the dean, at his/her discretion, may decline to rule on the case and may elect to refer the case to the College 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, including the chairman of the College Disciplinary Committee, also 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 his right to appeal the decision.
2. To have a formal hearing before the College Disciplinary Committee.

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 College Disciplinary Hearing. The student will sign a Disciplinary Committee Hearing Form and will receive a copy of it. The time set for the hearing shall be not less than forty-eight hours or more than ten school days after the informational meeting.

If the student cannot be contacted or fails to attend the informational session, the Dean of Student Services may set a time for a hearing on the charge(s) and will attempt to communicate the time for the hearing to the student through normal and reasonable college and non-college communication channels. If, after three attempts, 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 College Disciplinary Committee. If the student has been informed and does not attend; or if the Dean of Student Services, after having made reasonable attempts, including certified letter, to contact the student, has failed; 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.

College Disciplinary Committee

This committee consists of faculty, career service 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 Disciplinary Committee chairman will preside over the hearing. The chairman is charged with the responsibility for maintaining proper decorum and order, and may exclude any person who, in the chairman’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. The chairman will vote only in the event of a tie 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 chairman shall have the right to excuse for cause any faculty or student member of the committee at any time, either upon the chairman’s own initiative or at the request of the college or the charged student.

Disciplinary Committee Hearings

The recommended form for a committee hearing is as follows. The chairman may use his discretion in ordering hearings:

1. Introduction of participants.
2. Reading of charges.
3. Explanation to the charged student(s) of the manner in which the hearing will be conducted and how a decision in the case will be reached, and to apprise the student of his/her responsibility to be truthful in his/her testimony and in the presentation of witnesses.
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 adviser of their choice, at their own expense. The adviser may be an attorney. The accused is responsible for presenting his/her own case and, therefore, advisers are not permitted to speak or participate directly in any hearing before a judicial body. If an adviser is to be present at the hearing, the student must notify the Dean of Student Services at least two 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 appropriate hearing body 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 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, a decision will be rendered on the guilt or innocence of the student. 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.

A tape recording shall be made of all hearings, including the evidence presented and the recommendation of the Disciplinary Committee. The committee’s discussion of the evidence prior to its rendering a recommendation is not required to be recorded. The College will keep a copy of the tape which will be made available to the student in the event of an appeal. Accidental recording losses due to technical problems shall in no way invalidate the committee’s recommendation.

**Appeal Procedure**

Recommendations of the Disciplinary Committee are reviewed by the president. After reviewing the committee’s recommendations, the president makes the final decision on whatever action is to be taken.

**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 violation of the policies in the Student Code of Conduct, Rights and Responsibilities.

These sanctions may be imposed by (1) the Dean of Student Services, or (2) the President of the College, who may act on the basis of a recommendation of the College Disciplinary Committee.

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 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 as directed by the Dean of Student Services.

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 the remainder of the student’s attendance 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 enrolling in any classes at Chipola Junior 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. An application for readmission will not be considered until such time has elapsed as specified in the order of dismissal. Readmission is subject to the approval of the administration of the college.

**Student Grievance Procedure**

A grievance policy is developed in order to protect the rights of Chipola Junior College students. Every effort will be made to resolve each grievance through the informal route. If the informal route is not sufficient, then the formal route will be taken. A Student Grievance form should be filled out if a student’s grievance is to take the formal route. These forms are located in the office of the Dean of Student Services.

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 two weeks

   B. If the grievance is unresolved, within one calendar week the student should informally discuss the grievance with the College administrator who directly supervises the respondent, the EA/EO coordinator, or the Dean of Student Services.

   C. If the grievance is still unresolved, within one calendar week, the student should carry the matter, still on an informal basis, to the Dean of Student Services.

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 on the prescribed form. Two copies of the grievance form, signed by the person(s) concerned, shall be filed with the Dean of Student Services. The respondent will be given a copy of the grievance and may respond in writing or by personally appearing at the hearing.

Within one calendar week of the receipt of the formal grievance, the Dean of Student Services shall transmit the grievance to the Appeals/Grievance Committee. The committee shall, within one calendar week of receipt of the grievance, hold a hearing on the grievance. The student will receive notification at least five 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 their choice, at their own expense. The advisor may be an attorney. 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 one calendar week of the end of the formal hearing the Appeals/Grievance Committee shall indicate its recommendation with regard to the disposition of the grievance, in writing, to the President.

The President may approve, disapprove, or amend the committee’s recommendation. If the President approves the disposition of the grievance as recommended by the Appeals/Grievance Committee, he shall, within one week of the date of delivery of the recommendation, so state, in writing, to the Dean of Student Services with a copy to the Chairman of the Appeals/Grievance Committee. If the President rejects or disapproves the recommendation, he shall, within one calendar week so notify the Dean of Student Services, with a copy to the Chairman of the Committee.

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

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.

For further information contact the Dean of Student Services.

Student Activities Policies

Student activities provide the opportunity for students to learn responsible citizenship, and they serve 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 are supervised by the Student Activities Director. At times specific activities sponsored by clubs and organizations may be limited to Chipola students and their invited guest(s).

Student I.D. and Activity Cards

Chipola students will be issued an I.D. card after their tuition has been paid upon initial registration. The Cashier will validate the card during each succeeding registration by placing a special sticker on the back of the I.D. 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, and to receive financial aid checks.

Activity Approval

Any club or organization desiring to 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 and Friday is set aside for students to attend activities scheduled by clubs, campus organizations, and intramural teams; however, some classes may be scheduled during this time.

Grade Requirement

To be eligible for office in any student organization, or for a place of leadership in any activity, a student must have at least a 2.0 (C) cumulative average on his or her scholastic work during the preceding term and must maintain a 2.0 average while in office.

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. Student Government Association should serve the purpose of promoting a climate encouraging responsible participation and leadership in the college community. The SGA should also facilitate good relationships and understanding between the student body and the faculty and administration of Chipola Junior College.

All students with a 2.5 or higher Grade Point Average are eligible to run for an SGA office or to serve the Association in an Executive position; Legislative and judicial positions require a 2.0 or higher Grade Point Average. Campaigns and voting are held twice a year to elect 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 delegates, officers, committees, and boards within the SGA shall be by student government vote only, shall be nondiscriminatory, and shall be subject to administrative or faculty approval. The college administration may, however, set up 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 under the following provisions:

1. Faculty-student committees shall be created to consider questions of policy affecting student life.

2. Students shall be nominated by the president of the SGA, recommended by the Student Activities Director, 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
Disciplinary
Facilities & Grounds
Honors
Intercollegiate Athletics
Marketing/Recruitment
Residence Hall
Safety
Student Aid & Scholarship
Theatre

Honors Organizations
Honors Program
Brain Bowl Team
Mu Alpha Theta
Phi Theta Kappa

Interest Groups and Co-Curricular Organizations
Baptist Campus Ministries
Black Student Union
Cheerleaders
CJC Players Club
Fellowship of Christian Athletes
Indian Princesses
New Beginnings
The Papoose
Phi Beta Lambda
Science Club
Show Choir
Student Ambassadors
Freshman Student Nurses Association
Sophomore Student Nursing Association

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

Publications
CHIJUCO
The Papoose

Religious Organizations
Baptist Campus Ministry
Chi Alpha

Service Clubs
Compass Club
Optimist Club

Intramurals
Students compete against one another in several sports, including basketball, flag football, volleyball and softball. Students may sign up to participate in these activities in the Student Activities Office.

Organized Athletics
The organized athletic program is composed of basketball and baseball for men and softball and basketball 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 Junior College at off-campus activities such as sporting events, dances, 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. On college sponsored trips students should behave according to the following 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. Follow all house rules of the hotel and/or conference site.
5. 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. (College Policy 6Hx4.1.120).

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, groups, and individuals 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, group, or individual.

4. The president has delegated the assignment function to the Physical Plant office.

5. Charges may be imposed for any unusual costs 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 individual, 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. It is for this reason that the college reserves the right to charter all organizations and requires that they function in accordance with their constitutions.

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.

This constitution will consist of the following:

a. Name of the organization

b. Purpose of the organization

c. Means of determining membership

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

e. Functioning procedures and methods by which decisions will be made

f. Source of revenue

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

5. The decision of the Senior Staff 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 Junior 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.

8. Membership in all institution-related organizations, within the limits of their facilities, shall be open to any member of the institutional community who is willing to subscribe to the stated aims and meet the stated obligations of the organizations.