



Policy No. SA1930.229  
Northwest Louisiana Technical College

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**Judicial Code, Disciplinary Procedures, and Student Due Process**

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Original Adoption: June 1, 2007  
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Last Revision: June 30, 2014

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***Judicial Code, Disciplinary Procedures, and Student Due Process***

Northwest Louisiana Technical College (NWLTC) has the legal right and moral obligation to establish rules for academic and personal conduct, and to deny admission to applicants or continued enrollment to students who do not meet/maintain these standards identified as "responsibilities" as well as other rules of the College and its departments (departmental established rules must be approved by the College Academic & Admissions Standards Committee prior to implementation). Counseling and/or sanctions will be imposed on students or student organizations that are found in violation of these standards. The LTC reserves the right to review any action taken by civil or judicial authorities regarding any Louisiana Technical College student or student organization.

All students admitted to the College accept the responsibility to conform to all NWLTC rules and regulations. The College will make every reasonable effort to make the rules and regulations available. Each student is responsible for becoming familiar with and abiding by them.

To establish a Student Judicial Code (policy) outlining student rights, responsibilities, and student disciplinary procedures, in accordance with the policy of the Board of Supervisors for the Louisiana Community and Technical College System.

**229.2 SCOPE AND APPLICABILITY**

This policy and procedures memorandum applies to all students of the College.

**229.3 BACKGROUND**

The basic philosophy of the policies and procedures in the Student Judicial Code is one of education and fair, prompt resolution of problems. The focus of the Code is to promote growth, development of the individual student by encouraging self-control, by publishing clear behavioral guidelines (rules and regulations) and by fostering the rights and privileges of others.

Regardless of how a case is processed, the goals are the same: to redirect the behavior of the student in acceptable patterns and to protect the rights of all students and the entire college community. There exists a fundamental difference between the nature of the Student Judicial Code and that of criminal law. The Code is not intended to resemble the policies or procedures of the criminal justice system. Rather, it involves a closed, informal hearing. The rules of criminal law are neither required nor necessary to achieve the educational goal of the Student Judicial Code.

Northwest Louisiana Technical College is a multicultural community composed of diverse students, faculty, and staff. Louisiana Technical College will not tolerate harassment on any person or group of persons based on sex, race, color, religion, age, national origin, disability, sexual orientation or marital or veteran status. Each member of the college community is held accountable to this standard which is strongly reflected in this Code.

#### **229.4 CODE AUTHORITY**

Louisiana Technical College is governed by Board of Supervisors for the Louisiana Community and Technical College System.

The Senior Vice President for Workforce Development and Training has delegated to the Vice President for Career and Technical Education the authority and responsibility for the implementation of the Student Judicial Code.

#### **229.5 STUDENT RIGHTS**

In order to preserve and to guarantee students of LTC those conditions indispensable to the full achievement of the objectives of higher education in a free democratic society, the College holds the following rights essential to the development of students as individuals, and to the fulfillment of their responsibilities as members of society:

**229.5.1** The right of every person to be considered for admission to LTC without regard to race, color, sex, age, disability, national origin, religious or political beliefs, sexual orientation, or marital or veteran status;

**229.5.2** The right to form and participate in campus, local, national, or international organizations for intellectual, religious, social, political, economic or cultural purposes when such organizations do not infringe upon the rights of others;

**229.5.3** The right individually or in association with others, to engage freely in off-campus activities, provided they do not claim to represent the College;

- 229.5.4** The right to form and maintain democratic student governance;
- 229.5.5** The right to use campus facilities, provided the facilities are used for the purpose contracted subject to the approval of the appropriate college official;
- 229.5.6** The right of students to invite, and hear speakers of their choice subject to the approval of the appropriate college official (see attachment for official approval request form);
- 229.5.7** The right to address concerns in course scheduling, curriculum, or faculty through proper channels;
- 229.5.8** The right to due process in all disciplinary matters, and the right to appeal to the proper authority or committee; and
- 229.5.9** Enumeration of certain rights herein shall not be construed as to nullify or limit other rights possessed by students.

**229.6 STUDENT RESPONSIBILITIES**

It is the responsibility of every student to conduct him/herself in a manner fitting an academic environment. In most cases, the exercise of good sense and judgment prevail. The following acts as set forth by legislative act and LCTCS Board of Supervisors policy are contrary to acceptable conduct.

Any student who commits or attempts to commit any acts, such as, but not limited to the following, will be subject to disciplinary proceedings:

- 229.6.1** Intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event;
- 229.6.2** Unauthorized entry into or unauthorized occupation of any college facility;
- 229.6.3** Physical abuse or threat thereof against any person on campus or at any college-authorized event, or other conduct which threatens or endangers the health and safety of any such person;
- 229.6.4** Theft or damage to personal property or to the property of the College;
- 229.6.5** Intentional interference with the right of access to college facilities or with any lawful right of any person on the campus;
- 229.6.6** Setting a fire on campus without proper authority;
- 229.6.7** Unauthorized use or possession of fire arms, ammunition, or other dangerous weapons, substances, or materials on the campus;
- 229.6.8** Academic dishonesty, such as cheating or plagiarism;

- 229.6.9** Knowingly furnishing false information to the College;
- 229.6.10** Forgery, alteration, or misuse of college documents, records or identification;
- 229.6.11** Use, possession or distribution of narcotic or dangerous drugs such as marijuana, hallucinogens, and other drugs which are not prescribed or expressly permitted by law;
- 229.6.12** Failure to comply with the directives of Campus officials and law enforcement officers acting in performance of their duties, or to identify oneself to these officers when requested to do so;
- 229.6.13** Conduct which adversely affects the student's suitability as a member of the academic community (such as drunkenness, use of profanity, or disorderly conduct);
- 229.6.14** Aiding or inciting others to commit any act set forth above;
- 229.6.15** Smoking in any College facility;
- 229.6.16** Gambling in any form on college property; and
- 229.6.17** Use or possession of any alcoholic beverage on Campus except at functions as approved by the Campus Administrator or Campus Administrator. (See attachment for official approval request form);
- 229.6.18** Misuse or Abuse of Computer Equipment, Programs, or Data - Unauthorized use of computing resources or use of computing resources for unauthorized purposes is prohibited. This may include but is not limited to such activities as accessing or copying programs, records, or data belonging to the College or another user without permission; attempting to breach the security of another user's account or deprive another user of access to the College's computing resources; knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks; using the College's computing resources for personal or financial gain; allowing non-college personnel access to college computing resources; displaying obscene, lewd, or sexually harassing images or text in use of college computing services; transporting copies of College programs, records, or data to another person or computer site without written authorization; attempting to destroy or modify programs, records or data belonging to the College or another user.

**229.7 ACADEMIC DISHONESTY**

Academic honesty and intellectual integrity are fundamental to the process of learning and to evaluating academic performance. Maintaining such integrity is the responsibility of all members of the College. The faculty and/or staff will encourage and maintain an atmosphere of academic honesty. They will explain to students the regulations defining academic

honesty, and the sanctions for violating these regulations.

Students, too, must share the responsibility for creating and maintaining an atmosphere of honesty and integrity. Students should be aware that personally completing assigned work is essential to learning. Students who are aware that others in a course are cheating or otherwise committing academic dishonesty have the responsibility to bring the matter to the attention of the course instructor and/or the Regional Academic Officer.

- 229.7.1** Dishonest practices make it difficult for honest students to be evaluated and graded fairly, and damage the integrity of the entire College. Permitting dishonesty is not open to personal choice. A faculty and/or staff member who is unwilling to act upon academic dishonesty is an accessory with the student offender in damaging the integrity of the College.
- 229.7.2** Academic dishonesty is a violation of the Student Judicial Code and academic policy, and is therefore subject to sanction according to the Student Judicial Code.
- 229.7.3** In academic dishonesty cases, procedural due process necessitates that the faculty and/or staff member should first talk with the student(s) to try and resolve any discrepancies within one week of the incident.
  - 229.7.3.1** If, after this discussion, it is still believed that the violation occurred, the faculty member may assess a penalty commensurate with the value of the exercise, work, or exam on which the violation occurred.
  - 229.7.3.2** The student must be informed in writing within five working days from the date violation occurred of the penalty that has been levied so documentation will be available if needed at a later date.
- 229.7.4** In any situation in which an alleged violation occurs, the faculty and/or staff member may choose to pursue the matter beyond what is described in the preceding paragraph through the student judicial process. If the student is not satisfied with the outcome of the process as described in the preceding paragraph, the student may wish to pursue the student due process (see the *Due Process Policy*).
- 229.7.5** In any situation in which the alleged misconduct is such that it would cause the student to receive a failing grade in the course, the faculty member must pursue the matter through the student judicial process.
- 229.7.6** The first formal step in this process (beyond what was described in the preceding paragraph) is the faculty and/or staff member must file a written report with the Campus Administrator in which the faculty member and the course are housed and the Regional Student Affairs Officer within five working days or within five working days of meeting with the student.
  - 229.7.6.1** The Campus Administrator must also inform the student in writing that such a complaint has been filed.

- 229.7.6.2 The faculty member, student, and Campus Administrator will meet in a Resolution Conference to discuss the alleged incident within 10 working days.
- 225.7.6.3 The student is permitted to have an attorney present, but the attorney may only speak to the student.
- 225.7.6.4 If the Campus Administrator feels it would be in the best interests of the parties to proceed directly to the hearing level, the case can be referred directly to the Student Discipline Committee.
- 225.7.6.5 At the Resolution Conference, an agreement should be reached concerning the alleged violation, as well as any sanctions, if appropriate.
- 225.7.6.6 If no agreement is reached or if the other party fails to appear, the case must be referred to the Student Discipline Committee.
- 225.7.6.7 The Campus Administrator will forward copies of all written materials to the Dean of Student Affairs.
- 225.7.6.8 No final grade will be given until the alleged violation has been resolved, at which time the faculty member can assign the appropriate final grade.
- 225.7.6.9 If the involved student is a candidate for graduation, the student will be allowed to participate in the commencement ceremony, but the diploma/degree will not be awarded until the case is resolved, a final grade assigned, and the student's degree status determined.
- 229.7.7 **Academic dishonesty includes, but is not limited to, the following:**
  - 229.7.7.1 ***Cheating*** – The act of deception by a student who misrepresents his mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include copying or allowing someone else to copy work of another student; using a textbook or other material during an examination; collaboration during an academic exercise or giving or receiving information; and using specially prepared materials during an academic exercise, such as notes or formula lists.
  - 229.7.7.2 ***Plagiarism*** – The inclusion of someone else's actual words or paraphrases, ideas, or data into one's own work without acknowledging the original source. The included material must have appropriate citations such as footnotes or quotation marks and identification of the sources, published or unpublished, copyrighted or not copyrighted.
  - 229.7.7.3 ***Collusion*** – The unauthorized collaboration with another person in preparing an academic exercise or committing an academic violation with another

- 229.7.7.4 Academic Misconduct** – The actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, bribing or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, "drop form," or other official academic records of the College which would alter grades; and breaking in and/or entering a building or office for the purpose of changing a grade or tampering
- 229.7.7.5 Falsification/Fabrication** – The intentional use of invented information or the falsification of research findings with the intent to deceive. Examples include citation of information not obtained from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own, any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in course without express permission of the Instructor; and falsifying information on official school documents such as application, financial aid, and/or scholarship forms.
- 229.7.7.6 Accessory to Acts of Academic Dishonesty** – The act of facilitating, supporting, or conspiring with another student to commit any form of academic dishonesty.

## **229.8 DUE PROCESS/JUDICIAL PROCEDURES**

Every LCTCS institution must establish a disciplinary procedure as directed by the Board of Supervisors for the Louisiana Community and Technical College System. The following procedure was developed by the College.

### **229.8.1 Reporting of Incidents**

**229.8.1.1** All reports of student(s) misconduct shall be made in writing to Campus Administrator at the campus where the incident occurred and the Regional Student Affairs Officer within 5 working days of the incident.

**229.8.1.2** The Campus Administrator or designee (other than the Regional Student Affairs Officer) shall determine if a violation of the Student Judicial Code has taken place based on the allegation. If an alleged violation is determined to have been committed, a written report to that effect will be made, and this written report will be forwarded within one week of determination to the Regional Student Affairs Officer for review.

**229.8.1.2.1** If the Regional Student Affairs Officer concurs with the findings, the Campus Administrator or designee will interview the involved student within five working days, or as soon as the student can be contacted, and

immediate action is required.

**229.8.1.2.2** If the Regional Student Affairs Officer does not concur with the findings and determines no violation has occurred, the Regional Student Affairs Officer will discuss the findings with the Campus Administrator. Within 5 working days of receipt of the determination of violation, a report to that effect will be made, and a written response will be forwarded to the student, and grievant that no further action is required.

**229.8.1.3** If the Campus Administrator or designee is of the opinion that no violation has occurred, a report to that effect will be made, and this written report will be forwarded to the Regional Student Affairs Officer for review.

**229.8.1.4** If the Regional Student Affairs Officer concurs with the findings, the Campus Administrator will then proceed with the written response to the student, and grievant that no further action is necessary.

**229.8.1.5** If the Regional Student Affairs Officer does not concur with the findings and determines a violation has occurred, immediate action is required.

## **229.8.2 Immediate Action**

### **229.8.2.1 Incidents where a disciplinary contract is needed**

The student will be advised of the decision and of the conditions of the contract. If the student concurs, the proposed contract shall be imposed and the proceedings terminated. A copy of the contract will be placed in the student disciplinary files housed in the office of the Regional Student Affairs Officer.

### **229.8.2.2 Incidents handled through Resolution Conference**

**229.8.2.2.1** If the Campus Administrator determines that the alleged misconduct requires disciplinary action of a minor nature, a Resolution Conference will be held with the student and complainant within 5 working days of the determination. If a resolution is reached, both parties will sign a resolution statement to that effect.

**229.8.2.2.2** If the student or complainant declines to accept the decision, the student or complainant may file a written request for a hearing before the Student Discipline Committee within 5 working days of the meeting.



**229.8.2.2.3** In either case, the Campus Administrator will file a report of the incident and its disposition with the Regional Student Affairs Officer.

**229.8.2.3 Incidents referred to Student Discipline Committee:**

**229.8.2.3.1** If the complaint cannot be resolved through the Resolution Conference process, the complaint will be referred to the Student Discipline Committee of the campus where the alleged incident occurred.

<or>

**229.8.2.3.2** If the Dean of Student Affairs is of the opinion that the matter should be heard by the Student Discipline Committee, the Dean of Student Affairs will inform the student that a notice of the hearing will be forthcoming.

**229.9 STUDENT DISCIPLINE COMMITTEE PROCEDURES**

**229.9.1.** In order to protect the student's guaranteed legal rights, the following procedures will be carried out regarding the rights of students who are to appear before the Student Discipline Committee-- to face charges for violation of college regulations.

**229.9.1.1** The student is to be given written notice of charges against him/her by the Chair of the Student Discipline Committee at least 72 hours before the hearing.

**229.9.1.2** The student is to be afforded an adequate and fair hearing on the charges.

**229.9.1.3** The student is to be permitted to testify, if he/she so desires, and to present the testimony of any competent witnesses who have personal knowledge of any matters or materials relevant to the charges.

**229.9.1.4** Both the accuser and the accused will be informed that he or she may bring one personal advisor who may attend and advise the student but may not present the student's case.

**229.9.1.5** The student has the right to face his/her accuser. The student and the complainant must be present for the hearing to proceed except as noted in 229.9.1.6 and 229.9.1.7.

**229.9.1.6** In the event that the person filing the complaint fails to appear (except in cases of unavoidable emergency) at the hearing, the charges will be dropped and the Chair of the Committee shall so notify the Campus Administrator and Vice President of Career and Technical Education in writing.

**229.9.1.7** If the accused student fails to appear after having confirmed written notification of the time/place of the hearing (except in cases of unavoidable emergency), the Committee shall continue with the hearing, and make a decision based on evidence presented at the hearing.

**229.9.2** The Chair of the Committee shall file a written report of the Committee's decision with the Campus Administrator and Vice President of Career and Technical Education and a copy to the student's Regional Director and the Regional Student Affairs Officer.

**229.9.3** Either the accused student or the person filing the original complaint may, within 5 working days of notification, appeal the Committee's decision to the Regional Director of the campus where the incident occurred.

**229.9.3.1** The student and complainant will be notified in writing of the Regional Director's decision.

**229.9.3.2** A copy of this decision will be filed in the Judicial File in the Vice President of Career and Technical Education's Office with a copy to the Regional Student Affairs Officer.

**229.9.4** Either the accused student or the person filing the original complaint may, within 10 working days of receipt of the notification, appeal the Regional Director's decision to the Vice President of Career and Technical Education.

**229.9.4.1** The student and complainant will be notified in writing of the decision of the Vice President of Career and Technical Education.

**229.9.4.2** A copy of this decision will be filed in the Judicial File in the Vice President of Career and Technical Education's Office with a copy to the Regional Director and the Regional Student Affairs Officer.

**229.9.5** The final appeal for the complainant or the accused student at the college level is to the Chancellor and must be filed within 10 working days of receipt of the decision of the Vice President of Career and Technical Education. Copies of this appeal and the Chancellor's decision will also be filed in the Vice President of Career and Technical Education's Office with copies to the Regional Director, and the Regional Student Affairs Officer.

**229.10** **STUDENT STATUS PENDING FINAL ACTION BY A STUDENT DISCIPLINE COMMITTEE**

Pending action on charges, the status of the accused student shall not be altered nor his/her right to be present on campus and attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being, or when it is deemed necessary for the protection of the safety of other students, faculty, and/or property. In such an event, the Campus Administrator in consultation with the Regional Student Affairs Officer will decide if a temporary suspension is warranted. The student will have the right to be present at the hearing.

## **229.11 COMPOSITION OF STUDENT DISCIPLINE COMMITTEE**

The Student Discipline Committee will be comprised of a minimum of five (5) individuals appointed by the Campus Administrator. Composition of the Committee is to include faculty, students, and administration. The committee shall consist of:

- 229.11.1** A committee chair
- 229.11.2** The student affairs campus official, or
- 229.11.3** One (1) student affairs representative (preferably a counseling department unclassified staff member)
- 229.11.4** One (1) faculty representative from the student's major area
- 229.11.5** One (1) neutral faculty member and
- 229.11.6** One (1) student representative.

## **229.15 COMMITTEE COMPOSITION CHALLENGE**

- 229.15.1** If the accused student or the campus administrator is not satisfied with the fairness or objectivity of any member of the committee, either may challenge that member prior to the start of the hearing.
- 229.15.2** Any committee members wishing to recuse themselves from hearing a particular case, may do so by notifying the Campus Administrator.
- 229.15.3** Should a quorum be negated through challenge or recusal, the hearing shall proceed as if a Quorum was present. A quorum is considered a simple majority of the appointed Committee.

## **229.16 THE HEARING**

- 229.16.1** The hearing is informal and the Committee Chair shall provide reasonable opportunity for witnesses to be heard.
- 229.16.2** The hearing is closed and private – all matters shall remain confidential.
- 229.16.3** Cases in which charges arise out of a single transaction or occurrence against one or more students may be heard together. However, the Committee may grant a separate hearing to any student, if the student can demonstrate good cause.
  - 229.16.3.1** The following persons may attend the hearing: Members of the Student Discipline Committee

- 229.16.3.2** The student defendant(s) and
  - 229.16.3.3** Their counsel, if desired, to serve only in an advisory role. Student's counsel may speak to the student only and may not otherwise speak during the hearing or address the committee
  - 229.16.3.4** Student(s) may have one other person in the room. This individual is not allowed to speak.
- 229.16.4** The Chair will begin the proceedings by outlining the purpose of the hearing, and informing the student(s) of the rights of students in disciplinary hearings. Specifically, the right to:
- 229.16.4.1** A private hearing;
  - 229.16.4.2** Appear in person with or without counsel;
  - 229.16.4.3** Challenge members of the Committee;
  - 229.16.4.4** Summon witnesses and argue on their own behalf;
  - 229.16.4.5** Cross examine each witness who testifies against the student; and
  - 229.16.4.6** The right to appeal.
- 229.16.5** A College official, faculty member or appointee may presents the case against the student. This may include providing the Committee with documented evidence and the presentation of witnesses. Witnesses called before the Committee will wait outside the hearing room until called for by the Committee Chair, and will leave the room upon completion of their testimony.
- 229.16.6** The student defendant(s) presents his/her defense. This may include providing the Committee with documented evidence and the presentation of witnesses. Witnesses called before the Committee will wait outside the hearing room until called for by the Committee Chair, and will leave the room upon completion of their testimony.
- 229.16.7** The Committee members will have an opportunity to question any witness.
- 229.16.8** The College official or faculty member and the student defendant(s) may present rebuttal evidence and argument. The Committee Chair will determine how and when such will take place.
- 229.16.9** Following the presentation of all evidence, witnesses, and testimony, a final, summative statement will be allowed the student defendant(s) and the College official or faculty member. The campus administrator will have the last summation.
- 229.16.10** Following summations, the Committee deliberates in private and decides the issue of guilt or innocence and/or the appropriateness of previously implemented disciplinary sanctions. The Committee informs the student of the decision and penalty, if any, as soon as deliberations have ended.

**229.16.11** The Committee Chair will give the decision and penalty in writing to the Campus Administrator for appropriate action.

**229.16.12** The Campus Administrator will send letters to the student(s), committee chair and Regional Student Affairs Officer notifying same of the decision. Any decision requiring an action at the regional level shall be directed to the Regional Director.

#### **229.14** **EVIDENCE**

- 229.14.1** Legal rules of evidence do not apply to these hearings, but the Committee may admit and assign probative effect to evidence that possesses probative value and is commonly accepted by reasonable people. The Committee shall honor the rules of privileged information recognized by law.
- 229.14.2** The Committee shall presume a student defendant innocent of the alleged violation until it is convinced of the student's guilt by clear and convincing evidence.
- 229.14.3** A witness shall testify and/or produce documentary evidence unless the testimony, document or other evidence is privileged or self-incriminating.
- 229.14.4** A student defendant may not be compelled to testify.
- 229.14.5** All evidence shall be offered to the Committee during the hearing and made part of the hearing record.
- 229.14.6** Documentary evidence may be admitted in the form of copies or extracts or by incorporation through reference. Other physical evidence may be admitted in the same manner. Other physical evidence may be photographed or described for the
- 229.14.7** The Committee shall decide the issue of guilt or innocence, and an appropriate penalty solely based on admitted evidence.
- 229.14.8** The Committee may consider a student defendant's disciplinary record in determining an appropriate penalty after finding the student guilty of the alleged
- 229.14.9** A tape recording shall be made of the hearing which shall be sent to the Vice President for Career and Technical Education, along with a written copy and letter of recommendation from the committee.

#### **229.15** **SANCTIONS**

The Student Discipline Committee may impose one or more of the following penalties:

**229.15.1. *Admonition*** – written reprimand to the student.

**229.15.2. *Warning Probation*** – indicates that further violation of regulations will

result in more severe disciplinary action.

**229.15.3. *Disciplinary Probation*** – indicates that further violations may result in suspension.

**229.15.4. *Restitution*** – reimbursement for damage to, or misappropriation of property.

**229.15.5. *Suspension of Rights and Privileges*** – an elastic penalty. The Committee may impose limitations or requirements to fit the particular case.

**229.15.6. *Failing Grade*** – may be assigned to a student for a course in which the student was found guilty of scholastic dishonesty.

**229.15.7. *Suspension from the LTC*** – the student is suspended for a specified period of time, and may automatically apply for re-entry to the LTC once this period expires.

**229.15.8. *Dismissal from the LTC*** – a student is suspended for an indefinite period with a minimum of one (1) year. The student must fulfill specified requirements, as set forth by the Student Discipline Committee, and may only be re-admitted by action of the Committee.

**229.15.9. *Expulsion from the LTC*** – a student is expelled from the LTC and may never return to the LTC.

## **229.16 VIOLATIONS**

**229.16.1** Intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event;

**229.16.2** Unauthorized entry into or unauthorized occupation of any college facility;

**229.16.3** Physical abuse or threat thereof against any person on campus or at any college-authorized event, or other conduct which threatens or endangers the health and safety of any such person;

**229.16.4** Theft or damage to personal property or to the property of the College;

**229.16.5** Intentional interference with the right of access to college facilities or with any lawful right of any person on the campus;

**229.16.6** Setting a fire on campus without proper authority;

**229.16.7** Unauthorized use or possession of fire arms, ammunition, or other dangerous weapons, substances, or materials on the campus;

**229.16.8** Academic dishonesty\*, such as cheating or plagiarism;

- 229.16.9** Knowingly furnishing false information to the College;
- 229.16.10** Forgery, alteration, or misuse of college documents, records or identification;
- 229.16.11** Use, possession or distribution of narcotic or dangerous drugs such as marijuana, hallucinogens, and other drugs which are not prescribed or expressly permitted by law;
- 229.16.12** Failure to comply with the directives of Campus officials and law enforcement officers acting in performance of their duties, or to identify oneself to these officers when requested to do so;
- 229.16.13** Conduct which adversely affects the student's suitability as a member of the academic community (such as drunkenness, use of profanity, or disorderly conduct);
- 229.16.14** Aiding or inciting others to commit any act set forth above;
- 229.16.15** Smoking in any college facility;
- 229.16.16** Gambling in any form on college property;
- 229.16.17** Use or possession of any alcoholic beverage on Campus except at functions as approved by the Chancellor;
- 229.13.18** Misuse or Abuse of Computer Equipment, Programs, or Data - Unauthorized use of computing resources or use of computing resources for unauthorized purposes is prohibited. This may include but is not limited to:
  - 229.16.18.1** Accessing or copying programs, records, or data belonging to the College or another user without permission;
  - 229.16.18.2** Attempting to breach the security of another user's account or deprive another user of access to the College's computing resources;
  - 229.16.18.3** Knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks;
  - 229.16.18.4** Using the College's computing resources for personal or financial gain;
  - 229.16.18.5** Allowing non-college personnel access to college computing resources;
  - 229.16.18.6** Displaying obscene, lewd, or sexually harassing images or text in use of college computing services;

- 229.16.18.7** Transporting copies of College programs, records, or data to another person or computer site without written authorization;
- 229.16.18.8** Attempting to destroy or modify programs, records or data belonging to the College or another user.

*Policy Reference:* LTC Policy #SA1930.223 Grievance Policy  
LTC Form #SA200.36 Response to Student Grievance Form  
LTC Form #SA200.37 Response to Student Incident Report  
LTC Form #SA200.45 Student Grievance Form  
LTC Form #SA200.46 Student Incident Report  
LCTCS Policy #2.004 – Student Conduct and Appeals Procedures

Approved:

A handwritten signature in blue ink that reads "Dianne Clark". The signature is fluid and cursive, with a long horizontal stroke at the end.

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Dianne Clark  
Interim Director