§6-2010  

Student Code of Conduct

A. Policy Statement. Prince George's Community College reserves the right to change the policies and procedures within the Student Code of Conduct throughout the academic year. Once those changes are posted online, they are in effect. The college is afforded this right due to ongoing legislation and state-wide changes in best practices within student conduct. Members of the college community are responsible to stay aware of current policies and procedures. Students are encouraged to check online for the updated versions of all policies and procedures via the following link: http://www.pgcc.edu/uploadedFiles/Resources/pdf/Student_Handbook/StudentHandbook.pdf. Copies of this Code may be obtained from the Office of the Vice President for Student Services, Kent Hall, Room 119. This code will be reviewed and amended as necessary annually.

B. Philosophy and Purpose:
   (1) Philosophy: The Prince George’s Community College community is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The College is comprised of a community of learners, educators, and professionals that value civility and accountability. The student conduct program, housed within the Office of the Vice President for Student Services, is committed to an educational and developmental process that balances the interests of individual students with the interests of the college community.

   A community exists on the basis of shared values and principles. At the College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct. These standards are embodied within a set of core values that include integrity, social justice, respect, responsibility, and community standards which are further defined below:

   (i) Integrity: College students exemplify honesty, honor and a respect for the truth in all of their dealings.
   (ii) Social Justice: College students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
   (iii) Respect: College students show positive regard for each other, for property and for the community.
   (iv) Responsibility: College students are given and accept a high level of responsibility to self, to others and to the community.
   (v) Community Standards: College students build and enhance their community.

The Prince George's Community College Student Code of Conduct, adopted by the Board of Trustees, defines the rights and responsibilities of students and establishes a system of procedures for preserving the academic integrity, safety and welfare of the college community and its visitors. A student enrolling in the college assumes an obligation to
conduct himself/herself in a manner compatible with the community standards of this educational institution.

Students who fail to adhere to college policies may be subject to corrective action. The college is committed to providing educational interventions that strengthen ethical and moral progression of its students.

(2) The purpose of the Student Code of Conduct is to:

(i) Ensure that all faculty, staff, and students have a clear understanding of the rules, regulations, and policies on student conduct at the college.
(ii) Hold students accountable for the alleged violations of the code.
(iii) Promote healthy life choices and decision making skills.
(iv) Offer educational interventions to students that violate the code in effort to bring their behavior in compliance with college policies.
(v) Maintain a safe and secure campus through proactive responses to student misconduct.

C. Authority:

(1) The president of the college is the chief student conduct officer for the college and reserves the right to designate another party to facilitate the student conduct program. As such, the vice president for student services owns that designation. The vice president for student services delegates all student conduct matters to the program coordinator for student conduct and community standards, the director of student services operations and/or other key college officials that may serve in this capacity.

(2) All offenses and violations of the Student Code of Conduct committed by students and/or their visitors fall under the jurisdiction of the Office of the Vice President for Student Services.

(i) The vice president for student services, and/or official designee, may immediately impose a warning or interim suspension upon a student when circumstances warrant it.
(ii) If a student is charged with or convicted of an off-campus violation of law, the matter is of no disciplinary concern to the College; however, the College may impose sanctions if the misconduct demonstrated an obvious disregard for the rights of others that affect his/her suitability as a student. In such cases, expulsion is not permitted until the student has been adjudicated guilty in a court of law, and the student shall be reinstated if he/she is acquitted or the charges are withdrawn.
(iii) If alleged violations of this code or other college policies, rules, or regulations occur in connection with a college-sponsored or supervised activity not on college property, the student accused of such violation(s) shall be subject to educational interventions and sanctioning.
(iv) The Student Code of Conduct may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The College
does not regularly search for this information but may take action if and when such information is brought to the attention of college officials. However, most online speech by students not involving college networks or technology will be protected as free expression and not subject to this code, with two notable exceptions:

(a) A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
(b) Speech posted online about the College or its community members that causes a significant on-campus disruption.

(v) The Student Code of Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to high school bridge/extension/partner/dual-enrollment and continuing education programs by contractual agreements. Visitors to and guests of the college may seek resolution of violations of the Student Code of Conduct committed against them by members of the college community.

(vi) There is no time limit on reporting violations of the Student Code of Conduct for the following: sexual misconduct, stalking, dating violence, discrimination and harassment; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations.

(vii) Though anonymous complaints are permitted, doing so may limit the College’s ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the program coordinator for student conduct and community standards and/or to College Police.

(viii) A responding student facing an alleged violation of the Student Code of Conduct is not permitted to withdraw from the College until all allegations are resolved.

(ix) College email is the College’s primary means of communication with students. Students are responsible for all communication delivered to their college email address.

D. **Key Roles & Definitions:**

1. **Program Coordinator, Student Conduct and Community Standards** – refers to the individual designated by the vice president for student services to oversee the student conduct program at the College.

2. **Student** – one who is currently enrolled at the College, and one who has completed the preceding semester session and is eligible for enrollment; for the purposes of student conduct, the College considers an individual to be a student when an application as a credit and/or non-credit student has been submitted and thereafter as long as the student has a continuing educational interest in the College.

3. **College Community** – Members of the student body, the faculty, and all college employees.

4. **Violation** – a breach of agreement between the student and the College in which the student does not conduct himself/herself in accordance with college policy.
(5) Hearing – refers to the opportunity for the respondent to state his/her case before a designated official.

(6) Hearing Officer – an official designee authorized by the vice president of student services to facilitate all involved parties through the hearing process. He/she is responsible for rendering an initial decision in a specific student conduct case.

(7) Complainant – refers to the person responsible for filing the incident report to the Office of the Vice President for Student Services. This individual may be the victim, a witness, or any other member of the college community.

(8) Respondent – refers to a student who was sent an official letter from the Office of the Vice President for Student Services indicating an alleged violation of the Student Code of Conduct.

(9) Advisor – refers to an attorney and/or non-attorney who may provide support to the complainant and/or the respondent throughout the student conduct process, but may not speak on a student’s behalf during a formal hearing. Students are responsible for representing themselves in student conduct cases.

(10) Committee on Student Conduct – refers to the group of selected and trained faculty members and students from the Faculty Senate and Student Governance Association.

(11) Campus/College Campus – refers to all infrastructures owned, controlled, and/or leased by the college.

(12) Hostile Environment – any area of college campus and its entire infrastructure where a student’s harassing/threatening behavior has impaired the practical functions of the College.

(13) College Property – all real and personal property owned or controlled by the College, as well as real and personal property not owned or controlled by the College, but used by members of the college community in the functions of the College.

(14) Student Rights Information Session - a meeting where the respondent(s) are given a clear explanation of their rights within the student conduct process at the college.

E. Code of Conduct Violations

(I) Violations of Integrity:

(i) Academic Dishonesty

(a) Plagiarism

i. Intentionally or knowingly representing the words or ideas of another as one’s own, including any kind of writing that is not the student’s own, whether taken from secondary sources, fellow students, or other term papers.

ii. Intentionally or knowingly assisting someone in violating any provision of this Code.

iii. Intentionally and knowingly taking and passing off as one’s own the ideas, writing, or words of another without attribution (without acknowledgement of the author who wrote the material).

iv. Duplicating an author’s words without quotation marks and accurate citation of references.

v. Duplicating an author’s words or phrases in paraphrase without accurate citation of references.
vi. Submitting a paper in which the exact words or phrases of an author are merely rearranged without quotation or citations

(b) **Cheating**
   i. Intentionally using or attempting to use unauthorized information, materials, or study aids.
   ii. Intentionally using unauthorized notes or another individual’s materials.
   iii. Intentionally using unauthorized prior knowledge of the contents of tests, quizzes, or other assessment instruments.
   iv. Intentionally fabricating, falsifying, or inventing any information or citation.

(ii) **Computer Misuse:**
   (a) Unauthorized access/entry to a college computer system without the expressed permission of a college official. Officials include, but are not limited to, college administration, faculty and staff.

(iii) **Non-Academic Falsification/Fraud**
   (a) Dealing with any members of college administration, faculty, and professional staff dishonestly
   (b) Forgery, alteration, or misuse of college documents, records, or identification.

(iv) **Theft**
   (a) Stealing college property or the property of members of the college community and/or its visitors.
   (b) Attempting to sell college property or the property of members of the college community and/or its visitors.

(2) **Violations of Social Justice:**
   (i) **Discrimination**
      (a) Any unfavorable act or unfair treatment of an individual or group on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation, gender identity, disability, or genetic information.
   (ii) **Harassment**
      (a) Any action that involves unwelcome verbal or physical conduct based upon, gender, race, color, religion, national origin, age, disability, sexual orientation or marital status that has the purpose or effect of unreasonably interfering with an individual’s work performance or learning experience, or creating an intimidating, hostile or offensive working or learning environment.

(3) **Violations of Respect:**
   (i) **Bullying**
      (a) Repeated and/or severe behaviors that are used to intimidate, intentionally harm, and/or control another student physically and/or emotionally.
   (ii) **Cyber-bullying**
      (a) The use of the internet and social media to display repeated and/or severe behaviors that are used to intimidate, intentionally harm, and/or control another student physically and/or emotionally. These behaviors may lead to altercations at the college and within the college community. Forms of social media include, but are not limited to: Twitter, Facebook, Instagram, etc.
(iii) Public Exposure/Indecency
   (a) Deliberately and/or purposely exposing one’s body parts for public urination, defecation, and public sex acts on college property.

(iv) Threats
   (a) Molesting or threatening with bodily harm any person lawfully on or in the vicinity of college property or at college sponsored or supervised functions, or of other authorized activities on college property.

(v) Sexual Misconduct:
   (a) Engaging and/or attempting to engage in any sexual act, regardless of personal relationship, without the verbalized and clear consent of the other person. This is also true when the other person is unable to give clear and verbalized consent.
   (b) Any form of intimate and intentional touching of another person without the clear and verbalized consent of the other person, regardless of personal relationship. This is also true when the other person is unable to give clear and verbalized consent.
   (c) Displaying sexual behavior that creates a hostile environment adversely affecting the educational and work experience. This includes, but is not limited to, uninvited or unwanted sexual gestures or comments.

(vi) Stalking:
   (a) A course of conduct directed at a specific person because of his or her sex that is unwanted and unwelcome and that would cause a reasonable person to fear for his or her safety, security or well-being. Stalking includes repeated implicit or explicit harassing or threatening behaviors. Examples may include:
      i. following a person;
      ii. appearing, or leaving messages or objects at a person’s home, place of business,
      iii. classroom, or other places a person is known to frequent;
      iv. making harassing phone calls;
      v. sending messages by mail or electronic means, including emails or texts;
      vi. vandalizing personal property.

(4) Violation of Responsibility:
   (i) Alcohol:
      (a) Drinking or possessing any alcoholic beverage on college property, except as expressly permitted by the president.
   (b) Public Intoxication.

(ii) Drugs:
   (a) Use, possession, or distribution on college properties or at college-sponsored or supervised functions of the controlled dangerous substances as defined by Maryland law, except as expressly permitted by law.

(iii) Failure to Comply:
   (a) Unresponsive and unwilling to follow the directions of college officials acting in the performance of their duties, including refusing to furnish student identification and/or any form of identification upon request.

(iv) Food/Beverages in Restricted Areas:
(a) Food or beverages in any campus facility, room or location where a sign explicitly states those items are prohibited.

(v) Off Campus Violations
(a) Any state and/or federal charge or conviction that adversely affects one’s suitability as a student at the College.

(5) Violations of Community Standards:
(i) Dangerous/Hazardous Behavior
(a) Physical violence enacted against any member of the college community.
(b) Behavior that creates a hostile environment for other members of the college community.

(ii) Disruptive/Disorderly Behavior:
(a) Obstructing or acting in a manner disruptive or disturbing to the normal educational functions of the College, administration of the College, disciplinary procedures or other college activities, including its community service functions, or of other authorized activities on college property.

(iii) Gambling:
(a) Participating in any game or betting on a game for monetary gain. This also includes items and/or items of value.

(iv) Profanity:
(a) Use of inappropriate or derogatory language is prohibited. This includes, but is not limited to, cursing or use of vulgar, profane, or obscene language.

(v) Vandalism:
(a) Damaging college property or the property of a member of the college community or campus visitor. This includes, but is not limited to, all college infrastructure.

(vi) Weapons
(a) Possession or use on college property of any firearm, gun, knife, or other dangerous or deadly weapon of any kind.
(b) Possession or use on college property of any explosive material or device. This includes, but is not limited to, fireworks and dangerous chemicals.

F. Student Conduct Process
(1) Any member of the college community may submit an Incident Report in response to an alleged Student Code of Conduct violation enacted by a student. The vice president for student services and/or official designee has the discretion to dismiss the alleged charges or file formal charges against the respondent. Other forms of reporting that may initiate possible action being taken upon a respondent are as follows:
(i) College Police report or a report from another law enforcement agency in the surrounding community and/or state/federal government.
(ii) Written statement(s) from any member of the college community that indicates a student has allegedly violated the Student Code of Conduct.

(2) The Office of the Vice President for Student Services sends all students that may have violated the Student Code of Conduct an official letter informing the student of his/her alleged violation(s) and to attend a Student Rights Information Session. Students are
granted seven business days to respond to this letter and attend the Student Rights Information Session.

Once this initial letter is sent to an official student e-mail account, that student is known as a respondent for the duration of the conduct process. Upon completion of a Student Rights Information Session, the respondent can decide to accept the charges as they stand (Summary/Informal Resolution) or select a formal hearing.

(3) If a formal hearing is selected, the program coordinator for student conduct and community standards and the respondent set a date for the formal hearing. Hearings are scheduled within seven days of the Student Rights Information Session. However, the vice president for student services and/or designee reserve the right to extend this timeframe based on the circumstances of involved parties.

If there are any witnesses that would like to give testimony or provide a written statement to be read into the record at the hearing, the Office of the Vice President for Student Services must be made aware of those individuals five days prior to the formal hearing date.

(4) The program coordinator for student conduct and community standards has ten days, from the date of the formal hearing, to issue a student conduct hearing outcome letter. The student conduct hearing outcome letter contains the following:
   (iii) List of the violations of the Student Code of Conduct;
   (iv) Brief description of behavior that may have violated the Student Code of Conduct;
   (v) Decision rationale; and,
   (vi) Appeal information (should respondent be found responsible for Student Code of Conduct violations).

G. Incident Reporting
   (1) Any member of the college community may submit an Incident Report to the Office of the Vice President for Student Services. This includes all faculty and staff members. Students are extended the right to submit an Incident Report as well.

   The Incident Report Form is located on the Student Conduct and Community Standards Program website. The Incident Report Form can also be found on the “MyPGCC” portal under the “Safety & Security” tab or via the following link:


   The Incident Report Form is electronic and is sent directly to the program coordinator for student conduct and community standards upon submission.

H. Filing Time
   (1) Complainants and/or victims must file the Incident Report to the Office of the Vice President for Student Service no later than 90 days following the date of the incident. The vice president for student services, and/or official designee, reserves the right to extend this
filing time in cases of sexual misconduct, harassment, stalking, and acts that endanger the wellbeing of the college community.

I. Notification of Violation(s)
(1) Official notifications of alleged violations are sent to respondent’s student e-mail account. This notification shall contain the following information:
   (i) Time and date of the alleged Student Code of Conduct violation(s);
   (ii) Outline of specific alleged Student Code of Conduct violation(s); and,
   (iii) Brief description of the alleged behavior displayed by the respondent.

(2) Seven days after the initial violation notification letter has been sent and the student fails to respond, a hard copy of this communication will be sent to his/her address on file with the College. This letter will also inform him/her to check their student e-mail account for official correspondence.

J. Information for Attorneys
(1) The college and its student conduct process do not operate as a court of law. Should a respondent choose to retain an attorney in relation to his/her student conduct case, that respondent is responsible for incurring the entirety of those legal fees, if any. Attorneys are permitted to provide support to respondents in the following forms:
   (i) Consult with the respondent during his/her student conduct hearing.
   (ii) Suggest questions for the respondent to ask.
   (iii) Provide moral/emotional support for the respondent.

(2) Attorneys are not permitted to:
   (i) “Cross-examine” witnesses;
   (ii) Speak on behalf of the respondent in any way, shape, or form;
   (iii) Object in any manner to questions asked by the hearing officer or discussions raised;
   or,
   (iv) Interrupt the student conduct proceeding.

(3) Should the respondent be facing concurrent criminal charges, attorneys may represent respondents in student conduct cases or request the student conduct process be halted until all court proceedings have been completed and a decision has been rendered in court. Please be advised that respondents may be placed on interim suspension should the aforementioned request be approved.

K. Interim Suspension Rationale
(1) In a situation where a student, or a group of students, displays behavior that may be an immediate threat to others in the college community, they may be immediately removed from campus until permitted to return by the vice president for student services and/or an official designee. An interim suspension is a temporary removal of a student from campus until he/she makes contact with the Office of the Vice President for Student Services and the investigation into the behavior has concluded.
L. **Student Rights Information Session**

(1) Respondents are provided with the following information during this meeting:

(i) Clear and concise description of the specified alleged violation(s) upon which his/her case was initiated.

(ii) His/her rights as the respondent in the student conduct process in effort to prepare them for an informal resolution or a student conduct hearing.

(iii) Opportunity to review all materials related to the alleged violation(s) within his/her student conduct file.

(iv) The right to accept responsibility and be held accountable for his/her actions and/or behavior.

(v) The right to dispute the alleged violation(s) and select a formal hearing.

(vi) The last date to appeal should he/she be found responsible for a Student Code of Conduct violation.

M. **Student Rights Related to Conduct Process**

(1) Rights of the Respondent:

(i) Be given notice of the charge(s) against him/her in writing.

(ii) Schedule a hearing within a timely fashion.

(iii) Review all materials related to the charge(s).

(iv) Receive a fair and impartial hearing.

(v) Be told the evidence against him/her and the identity of its sources.

(vi) Be assisted by an advisor of their choice. Advisors/Consultants cannot speak on your behalf.

(vii) Present a response to the charges, including relevant evidence and/or witnesses.

(viii) Not be forced to give self-incriminating testimony.

(ix) Be informed in writing of the hearing decision.

(x) Appeal the hearing decision. The appeal process is discussed in more detail in Section R (Appeals), Section T (Appeal Procedure for Breaches of Academic Integrity), and Section V (Sexual Misconduct and Discrimination), sub-section (6) (Appeal) of this Code.

(xi) Be informed that the determination of responsibility is based on whether it is “more likely than not” that the accused student violated the Student Code of Conduct.

(2) Rights of the Complainant:

(i) Be informed of and have access to available college resources (i.e., Disability Support Services, Counseling Services, Health Education Center and all other services offered to the college community).

(ii) Be given a clear and concise explanation of the student conduct process.

(iii) Not to be harassed by the respondent, his/her acquaintances and supporters.

(iv) Not to have contact with the respondent.

(v) Testify on his/her own behalf and represent themselves in the student conduct hearing.

(vi) Present witnesses who can speak to the charges. Character witnesses are not permitted.

(vii) Have an advisor who can provide assistance throughout the conduct process.

(viii) Remain present during the entire formal hearing process, with the exception of the deliberation phase when neither the accused nor the complainant may be present.

(ix) The right to be informed if the respondent was found responsible or not responsible.
(3) In situations where the complainant is also the victim (cases involving: sexual misconduct, stalking, property damage and behavior that adversely affects or endangers members of the college community), the following rights are extended:

(i) The choice to participate either for the entire hearing or only for her/his testimony
(ii) The opportunity to testify with special accommodations (i.e. teleconference, Skype). Please contact the Office of the Vice President for Student Services to request special accommodations.
(iii) To have an advisor from on or off-campus.
(iv) To have no direct contact with the respondent.

N. Educational Interventions & Sanctions
(1) Recognizing that the goal of student discipline is generally rehabilitation or deterrence rather than punishment or removal of an offending student from the college community, the president and, as expressly provided herein, the vice president for student services, shall have discretion to impose the following types of discipline:

(i) Warning: Notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action;
(ii) Censure: Written reprimand for violation of specified regulation.
(iii) Educational Assignment: A developmental task or writing assignment designed to make a positive contribution to student’s overall success at the college.
(iv) Community Service: the completion of a specified amount of service hours to the campus and/or surrounding community.
(v) Personal Counseling Assessment: A referral to Counseling Services, Disability Support Services, and other college student services may be required for some cases.
(vi) Restitution: In addition to any of the foregoing, reimbursement may be required for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
(vii) No Contact Order: A clear directive to cease and desist from any contact with a specified member of the college community. This includes, but not limited, to all faculty, staff and students.
(viii) Campus Restrictions: A student’s privilege to enter in, or be near, specified campus buildings, areas, and/or extension centers has been revoked.
(ix) Probation: Exclusion from participation in privileges or extracurricular college activities as set forth in the notice of probation for a specified period of time. If a student while on probation violates any of the terms set forth in the notice of probation or violates the Student Code of Conduct, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of suspension, dismissal, or expulsion;
(x) Interim Suspension: Exclusion from classes and other privileges or activities as set forth in the notice of interim suspension, pending final determination of an alleged violation;
(xi) Deferred Suspension: Completion of specified educational sanctions upon a specified date. If aforementioned sanctions have not been completed, the suspension will take immediate effect.
(xii) Suspension: Exclusion from classes and exclusion from other privileges or activities or from the college as set forth in the notice of suspension, for a definite period of time, with reinstatement thereafter dependent upon a showing of observance during the period of suspension of the terms set forth in the notice of suspension. If a student, while on suspension, violates any of the terms set forth in the notice of suspension or violates the Student Code of Conduct while on college property or in relation to a college-sponsored activity, as determined after the opportunity for a hearing, he/she shall be subject to further discipline in the form of dismissal or expulsion;

(xiii) Dismissal: Termination of student status for an indefinite period. The student may be readmitted to the college only with the specific approval of the president. If a dismissed student violates the Student Code of Conduct while on college property or in relation to a college-sponsored activity, he/she shall be subject to further discipline in the form of expulsion.

(xiv) Expulsion: Permanent termination of student status without possibility of readmission to any campus of the College;

(xv) Other: Other types of discipline as set forth in campus regulations;

O. Informal Hearing Information and Procedures (Summary Resolution)
   (i) Summary resolution takes place when a respondent takes responsibility for their alleged violation(s) and accepts accountability. Upon the completion of a “Student Rights Information Session,” a student accepts the charge(s) and receives educational interventions and/or sanctions.

P. Formal Hearing Information and Procedures
   (1) All formal hearings are recorded by, and only by, the vice president for student services, hearing officer, and/or official designee. Recordings are kept for five years, except in cases of suspension and expulsion. Recordings are securely kept in the respondent’s student conduct file. Student conduct files are strictly confidential.

(2) Hearing Process:
   (i) Introduction of all parties and reading of the incident report for the record.
   (ii) Opening Statement from the respondent concerning the alleged violation(s).
   (iii) Opening Statement from victim/reporter concerning the alleged violation(s).
   (iv) Testimony from witness may be entered into the record and evidence may be presented.
   (v) Questions from the hearing officer and/or student conduct board.
   (vi) Questions from respondent and victim/reporter must be channeled through the hearing officer.
   (vii) Closing statements from respondent and victim/reporter.

Q. Burden of Proof (Formal Hearing)
   (1) Respondents may only be found responsible for an alleged Student Code of Conduct violation if the College has established that it is more likely than not that the respondent violated this Code. Decisions are solely based on the information presented (i.e. incident
R. Appeals
(1) The Committee on Student Conduct serves as the appellate board for all student conduct cases. The Committee on Student Conduct consists of eight members from the faculty senate, and three members of the student governance association. This committee is led by an official designated by the vice president for student services. For each appeal, the committee leader, one member from the faculty senate group, and one member from student governance association group shall meet with the appealing party and decide whether to uphold the decision of the hearing outcome letter, or alter the educational interventions and/or sanctions applied to the respondent. The recommendation of the Committee on Student Conduct will be sent to the president for a final decision.

(2) Respondents & Complainants
(i) Should a respondent and/or complainant choose to appeal the student conduct hearing outcome, he/she must establish the basis for the appeal in writing and submit it to the Office of the Vice President for Student Services. Either party may appeal the educational intervention(s), sanction(s), and his/her responsibility in the case.
(ii) Appeals must be submitted no later than ten calendar days from the receipt of his/her student conduct hearing outcome letter.

S. Code of Academic Integrity
(1) Academic Integrity is one of the highest standards to which students, faculty, and staff should adhere. The Code of Academic Integrity, which upholds the values of honesty and integrity, advances the basic principle of honest representation in students’ work. Faculty members are responsible for making students aware of the Code of Academic Integrity at the beginning of every semester.

   It is the student’s responsibility to know, understand, and be conversant with the tenets and sanctions associated with a violation of the Code of Academic Integrity. Lack of awareness of the policy shall not be considered a defense against the allegation of plagiarism or cheating. The College shall maintain responsibility for providing information about the Code of Academic Integrity through its student admissions, enrollment, and advising processes as well as through faculty orientation/professional development programs.

(2) Procedures for Suspected Plagiarism/Cheating:
(i) A faculty or staff member (in cases involving Student Assessment Services) who suspects plagiarism or cheating has occurred is responsible for gathering any and all evidence that supports the allegation of plagiarism/cheating within a reasonable time after the date of the suspected infraction. Once the faculty member has been sent or has gathered the evidence, the faculty member shall confer with the student to discuss the alleged infraction. At that conference, which can be conducted by telephone, e-mail, or in person, the faculty member must present the evidence that supports the suspected violation.
(ii) The student shall be given the opportunity to admit to or refute the charge of plagiarism/cheating based on the evidence provided. The student has the right to appeal any decision of the faculty member that may result in sanctions. (Refer to Section T: Appeals Procedure for Breaches of Academic Integrity). Please be advised that students cannot appeal the F*, only the sanctions associated with their alleged violation of academic integrity.

(iii) If, after conferring with the student, the faculty member determines that the evidence supports the charge of plagiarism/cheating and/or the student admits to the charge of plagiarism/cheating, the faculty member shall complete and submit an Incident Report Form with accompanying documentation to the Office of the Vice President of Student Services.

The Incident Report Form is located on the Student Conduct and Community Standards Program website. The Incident Report Form can also be found on the “MyPGCC” portal under the “Safety & Security” tab or via the following link:


(iv) Faculty members may choose to send a copy of the Incident Report Form to their college e-mail account and forward the Incident Report to the department chair and academic dean.

(3) Academic Integrity Sanctions

   (i) After the Incident Report Form has been submitted to the Office of the Vice President of Student Services:

       (a) The faculty member shall assign a grade of “zero” for the assignment.

       (b) The Office of the Vice President for Student Services shall send written notification of the report to the student.

   (ii) If the charge of plagiarism/cheating outlined in the Incident Report Form is validated by the Office of the Vice President for Student Services and is considered to be the student’s first violation, the vice president for student services and/or designee:

       (a) Shall create a breach of academic integrity record and shall send a letter to the student’s college email and physical address of record explaining the nature of the offense with an admonition that any further instances will result in disciplinary action.

           i. Faculty members shall be copied on letters sent from the Office of the Vice President for Student Services.

       (b) Shall meet with the student to discuss the alleged violation(s).

   (iii) If the vice president for student services and/or designee finds that the student has committed one or more previous violations of the Code of Academic Integrity, then the Office of the Vice President for Student Services:

       (a) Shall notify the reporting faculty member of the student’s previous violations of academic integrity.
(b) Shall call a disciplinary hearing at which appropriate sanctions will be determined.
(c) Shall consult with the faculty member and the Vice President of Academic Affairs after the hearing and determine if an “F*” is warranted. If warranted, an “F*” will be added to the student’s transcript for the class in which the second or higher infraction occurred. An “F*” on the academic transcript denotes a violation of the Code of Academic Integrity.

i. Dual F* Process: The Offices of the Vice President for Student Services and the Vice President for Academic Affairs work in tandem to ensure that “F*” grades are properly reviewed and processed. The Vice Presidents for Student Services and Academic Affairs must both approve of the grade change before it is completed. Academic Affairs provides the final signature for approval in this process.

(d) Shall apply the relevant provisions governing disciplinary proceedings in the Student Code of Conduct. A record of multiple violations may result in suspension or expulsion.
(e) Shall send official notice to the faculty member’s college e-mail account detailing the final outcome of the disciplinary hearing.

i. The student conduct process must continue should the student fail to attend a scheduled hearing.

ii. A student’s failure to attend a scheduled hearing after reasonable attempts to contact the student indicates responsibility for the alleged violation(s).

(iv) If, after a decision to award an “F*” has been made, a student withdraws or changes from credit to audit status in the class in which the incident occurred, the Office of the Vice President for Student Services:

(a) Shall approve a grade substitute of “F*” on the student’s transcript.

(b) Shall notify the faculty member of the “F*” grade change and shall send written notification to the Admissions and Records Office that an “F*” is to be recorded for the course.

(c) Shall notify the student in writing using the student’s college email.

T. Appeal Procedure for Breaches of Academic Integrity
(1) Students have the right to appeal alleged breaches of the Code of Academic Integrity with the exception of Condition (iii) and (iv) from previous section S-3 stated above.
(2) A student may appeal a first offense to the department chair, or, if the faculty member instructor is the department chair, to the division dean. Written notice of intent to appeal the decision of a faculty member must be received by the department chair and/or divisional dean and the Office of the Vice President for Student Services no later than seven calendar days after the faculty member confers with the student. The notification of the appeal may be delivered in person or deposited in the U.S. mail. The student is responsible for insuring that timelines are met. If the college is not open on the seventh day, the time for such notice to be received shall be extended to the next business day on which the college is open. For the purposes of delivering appeals, business days shall be considered Monday through Friday.
(3) Written notice of the intent to appeal the decision on more than one infraction must be made to the Office of the Vice President for Student Services. The student’s written appeal
must be received no later than seven calendar days after case resolution, a decision is rendered and outcome letter has been sent to the student. The notification of appeal may be delivered in person or deposited in the U.S. mail and postmarked in accordance with the timeline for appeals. If the college is not open on the seventh day, the time for such notice to be received shall be extended to the next business day on which the college is open. For the purposes of delivering appeals, business days shall be considered Monday through Friday.

U. **Student Academic Complaints**
(1) Complaints of an academic nature are generally resolved within the division offering the course in which the complaint occurs. Questions or disagreements about grades, performance in class, assignments, and class rules and procedures must be discussed first with the instructor outside of the classroom environment. If the issue cannot be resolved with the instructor, the student may then speak with the instructor’s supervising coordinator. If there is no supervising coordinator, the student should complete a Request for Meeting with the Department Chair or Dean form to request a meeting with the department chair. (The form may be obtained from any academic department office.) If the issue is not resolved after speaking with the supervising coordinator and/or the department chair, the student may take the complaint to the dean of the division. If the complaint is not satisfactorily resolved by the dean, the student may file a final appeal with the vice president for academic affairs or his/her designee. After meeting with the student, the instructor, supervisor, department chair, and dean must complete the Student Complaint/Appeal Administrative Tracking Form and provide it and any supporting data to the next person who hears the complaint no longer than 30 days after the submission of appeal.

V. **Sexual Misconduct & Discrimination**
(1) As defined by Title IX, Prince George’s Community College is committed to eliminating sexual harassment and discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political, physical and mental disability.

(2) Any student, who believes that an employee or fellow student of the college has sexually harassed and/or discriminated against him/her, may submit an Incident Report and/or complaint to the Office of the Vice President for Student Services within 90 days. The Incident Report and/or complaint will automatically be sent to the program coordinator for student conduct and community standards.

(3) Investigation:
   (a) Upon receiving a sexual misconduct and discrimination Incident Report and/or complaint, the program coordinator for student conduct and community standards in conjunction with, if appropriate, the affirmative action officer shall conduct an investigation, which may involve meeting with the student, witnesses, and the individual against whom the complaint was made. Upon conducting the investigation, the program coordinator for student conduct and community standards and/or the affirmative action officer shall make a determination whether
the student was wrongfully aggrieved and take appropriate action to remedy the situation.

(4) Hearing:
   (a) If the student is dissatisfied with the results of the investigation, he or she may file a written request for a hearing to the Office of the Director of Student Services Operations within 30 days of the program coordinator for student conduct and community standards determination.
   (b) Upon receiving a request for a hearing, the Director for Student Services Operations shall conduct the hearing.
   (c) The hearing will be conducted informally and witnesses shall testify under oath.
   (d) A tape recording of all testimony at the hearing shall be made.
   (e) Representation of person(s) at a hearing is permitted only by those persons authorized by law to serve as “legal representative,” except that if the college as an entity, or a department or other unit or employee of the college is designated as a party, the college or unit or employee may be represented by an appropriate administrator.

(5) Decision:
   (a) Within 30 days of the hearing, the Director of Student Services Operations shall issue a written decision to all involved parties within the college community.

(6) Appeal:
   (a) Within 15 days of the decision, either party may file a written request for an appeal to the Vice President for Student Services. The vice president shall then appoint a designee to review the decision and all evidence presented at the hearing. The appeal will be denied if the decision is supported by substantial evidence.
   (b) If any party is dissatisfied with the determination on appeal, a request may be made to the Board of Trustees to review the decision based on the evidence presented at the hearing. The Board of Trustees reserves the right to decline to review the determination. All decisions of the Board of Trustees are final.

(7) Discrimination, Sexual Misconduct and Sexual Harassment Policy:
   (a) Please review §3-1601 of the College CODE for further information on campus resources, community resources, and assistance.

W. Violations of State & Federal Law
(1) If a student is charged with or convicted of an off-campus violation of law, the matter is of no disciplinary concern to the College; however, the College may impose sanctions if the misconduct demonstrated an obvious disregard for the rights of others that affect his/her suitability as a student. In such cases, expulsion is not permitted until the student has been adjudicated guilty in a court of law, and the student shall be reinstated if he/she is acquitted or the charges are withdrawn.
(2) The president may immediately impose warning or interim suspension upon a student when circumstances warrant it. If alleged violations of the Student Code of Conduct or other college policies, rules, or regulations occur in connection with a college-sponsored or -supervised activity not on college property, the student accused of such violations shall be subject to discipline under this Code.

X. **Restraining Orders**

(1) Should a member of the college community have a restraining order in place, please contact the Office of the Vice President for Student Services. Official documentation must be provided to the Office of the Vice President for Student Services, Kent Hall, Room 119.

(2) College Police will be notified and receive a copy of the restraining order also as they will be responsible for enforcing violations of the restraining orders. This is to ensure the safety of you, the other person, and to certify that all parties involved are in full compliance with the restraining order.

Y. **Disciplinary Holds**

(1) Disciplinary holds are placed on a student’s account when he/she does not adhere to the following:
   
   (a) Student/Respondent has not responded to official correspondence from the Office of the Vice President for Student Services.
   
   (b) Respondent, found responsible for a violation of the Student Code of Conduct, has not completed educational intervention(s)/sanction(s).
   
   (c) Respondent has been placed on interim suspension.
   
   (d) Respondent has been suspended or expelled from the college for Student Code of Conduct violations.

(2) Disciplinary holds are removed from a student’s account:

   (a) Upon satisfactory completion of educational intervention(s)/sanction(s) and a student meeting has been conducted with the program coordinator for student conduct and community standards.
   
   (b) Once the student’s status of interim suspension, suspension or expulsion has expired and the student has met with the program coordinator for student conduct and community standards.

Z. **Student Disciplinary Records**

(1) Student disciplinary records are property of Prince George's Community College and maintained by the Office of the Vice President for Student Services, in accordance with the Family Educational Rights and Privacy Act (FERPA).

(2) Student Disciplinary Records may include incident reports, hearing/appellate documentation, audio recordings, and other case related information. These records are maintained for a maximum of seven years, except in cases of expulsion. Records of expulsion are indefinitely maintained by the College.

AA. **Student Organizations**
Students have the right and are encouraged to join organizations formed for any legal purpose.

(1) Student organizations are required to comply with the Student Code of Conduct and with college policies, rules, and regulations and are subject to revocation of registration or other discipline for violations of same.

(2) A student organization shall not use the name of the College, or abbreviations thereof, as part of its own name except in accordance with college regulations.

(3) A registered student organization may state that its membership is composed of students of Prince George’s Community College, but shall not indicate or imply that it is acting on behalf of the college or with its approval or sponsorship.

(4) Student organizations, whether or not registered, may take positions on issues if they expressly state in so doing that they are not necessarily representing the views of the College or its student body.

(5) A student organization must subscribe to its stated aims and meet its stated obligations without regard to race, religion, or national origin, and shall achieve and retain the status of a registered student organization by complying with the following:

   (i) Submitting a current list of its officers and copies of its constitution and bylaws to the coordinator of college life services, and by submitting all changes in officers, when effective, and amendments within one week after adoption.

   (ii) If it is affiliated with an external organization, submitting that organization’s constitution and bylaws to the coordinator of college life services and submitting amendments within a reasonable time after adoption.

   (iii) Reporting all outside sources of funds to the program director of college life services.

(6) Approval or disapproval by the College of the aims, objectives, and policies of any student organization is not to be inferred or implied from the registration or non-registration of such organizations.

(7) Registered student organizations may be accorded the use of college facilities without charge under approved policies and procedures, except as limited by federal and state law, subject to the following:

   (i) Not more than an insubstantial number of persons attending, or solicited or invited to attend, any activity or function in a college facility shall be persons who are not bona fide members of the college community or members of their families. This limitation shall not be applicable to theatrical or musical performances, intercollegiate athletics competitions, and other recognized competitive events.

   (ii) The registered student organization applying for the use of college facilities has, on previous occasions of such use, fully complied with all applicable rules and regulations.

(8) Registered student organizations may receive financial support from student activity fees in accordance with duly approved policies and procedures, subject, however, to approval of the budget of the student activity fund by the president and further provided that the following student organizations, whether or not registered, are not entitled to receive such financial support, nor are they entitled to receive indirect financial support from the Student Governance Board, any other registered student organization, or the
College in the form of stationery, supplies, postage, telephone, reproduction services, secretarial service, or otherwise.

(i) Organizations: An organization is a political organization if it is empowered to or does devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise. For this purpose, an organization will be regarded as attempting to influence legislation if the organization contacts, or urges its members or the public to contact members of a legislative body for the purpose of proposing, supporting, or opposing legislation; or advocates the adoption or rejection of legislation. The term “legislation,” as used in this subdivision, includes action by the Congress, by any state legislature, by any local council or similar governing body, or by the public in a referendum, initiative, constitutional amendment, or similar procedure. An organization will not fail to meet the operational test merely because it advocates, as an insubstantial part of its activities, the adoption or rejection of legislation.

An organization is a political organization if it participates or intervenes, or encourages its members to participate or intervene, directly or indirectly, in any political campaign on behalf of or in opposition to any candidate for public office. The term “candidate for public office” means an individual who offers himself/herself, or is proposed by others, as a contestant for an elective public office, whether such office be national, state, or local. Activities that constitute participation or intervention in a political campaign on behalf of or in opposition of written or printed statements or the making of oral statements on behalf of or in opposition to such a candidate.

An organization is a political organization if it has the following two characteristics: (1) its main or primary objective or objectives (as distinguished from its incidental or secondary objectives) may be attained only by legislation or a defeat of proposed legislation; and (2) it advocates or campaigns for the attainment of such main or primary objective or objectives as distinguished from engaging in nonpartisan analysis, study, or research and making the results thereof available to the public. An organization is not a political organization solely because it invites as a speaker a candidate for public office or a person attempting to influence legislation, if it extends an equal invitation to opposing candidates and persons with opposing views regarding such legislation.

(ii) Other Unsupported Organizations Non-registered student organizations and other organizations whose activities are not deemed entitled to receive financial support, include those which are empowered to or do devote more than an insubstantial part of their activities to:

(a) Solicit or invite or encourage their members or others to solicit or invite the attendance at any function or activity on College property, except a theatrical or musical performance, intercollegiate athletic event or other recognized competitive event, of more than an insubstantial number of persons who are not members of the College community or members of their families.

(b) Create or encourage their members or others to create disturbances
interfering with or disrupting the educational processes of the College, or the peaceful conduct of the faculty, administration or other students on the campus or programs, meetings or activities of the College or other student organizations, or which interrupt guest speakers and others in addressing lawful assemblies.

(c) Encourage their members or others to use techniques disturbing the atmosphere of free and responsible discussion and of intellectual exploration on the campus.

(d) Engage in or encourage their members or others to engage in discourteous conduct to others.

(e) Otherwise engage in activities or encourage their members or others to engage in activities inappropriate to an academic community.

None of the foregoing shall be construed or utilized to impair or inhibit the right of any student or organization to engage in free inquiry, expression, assembly and advocacy but they are intended to safeguard the freedom to learn to which all members of the College community are entitled, and to prohibit support of any organization which denies that freedom to others.

The foregoing is not intended to authorize or condone the described conduct, or to excuse or exempt any student engaging in the described conduct from appropriate disciplinary action.

(f) In determining whether an organization has the characteristics of a political or other unsupported organization, all the surrounding facts and circumstances, including the constitution, by-laws, and all activities of the organization are to be considered.

AB. Speech and Advocacy:
Students have the right to free inquiry, expression, assembly, and advocacy. The purpose of this article is to assure the exercise of these rights and the rights of others in the effective use of college facilities, and to minimize possible interference with the college’s responsibility as an educational institution.

(1) Discussion and expression of all views relevant to the subject matter is permitted in the classroom subject only to the responsibility of the teaching faculty member to maintain order. Information about student views, beliefs, and political associations acquired by faculty and administrative staff members in the course of their work as teachers, advisors, and counselors is confidential and is not to be disclosed to persons outside the college community, unless under legal compulsion.

(2) Students and other members of the college community may gather at reasonable places and times on college property consistent with the orderly conduct of college affairs, the maintenance of college code, regulations, and procedures promulgated by the president, and college policies concerning use of facilities. Interference with entrances to buildings and college functions or activities, disturbance of offices, classes, and study facilities, and harm to property are prohibited.

(3) Students may engage in orderly picketing and other forms of peaceful protest on College property provided the form and manner of student conduct does not violate any other provisions of this Code or any other College rules, regulations and policies.
(4) Registered student organizations may invite non-college speakers to address meetings on college property only upon prior notification to the president or his/her designated representative, who may deny the use of available college facilities only if he/she deems the meeting to be incompatible with the educational objectives of the college. Individual students or student organizations that have not qualified as registered student organizations may not invite non-college speakers to address meetings on college property. Whenever the president considers it appropriate in furtherance of educational objectives, he/she may require that the meeting be chaired by a person approved by the president, and/or that the speaker be subject to questions from the audience.

(5) A student or student organization may distribute noncommercial written material on college property without prior approval in accordance with such regulations as may be in force concerning such distribution, providing such distribution does not disrupt the operations of the college. All such material must contain thereon the name of the sponsoring student or student organization.

(6) The student press is to be free of censorship. The editors and managers shall not be arbitrarily suspended or disciplined because of student, faculty, administration, alumni, or community disapproval of editorial policy or content. This freedom entails a corollary obligation of responsible journalism, which the editors and managers will be required to meet. In the event that disagreements arise concerning the definition of responsible journalism, appeals will be heard by a board known as “The Publication Board.”

(7) All student publications shall explicitly state that the opinions expressed are not necessarily those of the college or its student body.

AC. General Provisions

(1) Persons who are not members of the College community, while on College property, are required to adhere to the provisions of this Code applicable to students and to abide by all other College policies, rules and regulations.

(2) The College has consistently pursued a policy against discrimination based on race, religion, or national origin. The College community, and all organizations and groups within the College, are governed by this policy of nondiscrimination. All organizations using College property for meetings or events shall allow participation on a nondiscriminatory basis.

(3) Student records are "public records," access to which shall be denied except as provided by federal statute, the Annotated Code of Maryland, and the College's educational records policy.