



## Code of Conduct: Lawson State Community College

Lawson State Community College recognizes that enrolled students are both citizens and members of the academic community. Upon enrolling in the college, all students assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution both as ground (traditional) and online students. Upon enrollment, students also fall under the Lawson State Community Colleges Code of Conduct and all sanctions imposed. It is expected that students are enrolled for serious educational pursuits and that they will conduct themselves so as to assume the responsibilities of citizenship in the academic community.

The following Student Code of Conduct (extracted from the Student Handbook) is relative to conduct on college property and at all college-sponsored activities held off campus as well as any online activities (related to Lawson State and students of Lawson State). Failure to comply with the Code of Conduct (which governs both discipline issues and academic integrity issues) can lead to sanctions (punishments) issued and possibly probation or suspension or (in severe cases) criminal charges levied against a student. Students at Lawson State are entitled to **due process**, if a sanction is imposed.

Below you will find the following:

1. List of Code of Conduct violations and recommended sanctions
2. A detailed breakdown of the Code of Conduct
3. Overview of the Due Process and Appeal Process

## Code of Conduct and Code of Conduct Sanctions

Below is a listing of Code of Conduct provisions. Other provisions that fall under the Code of Conduct are listed after this preliminary list and are outlined with a complete listing of sanctions imposed for violating specific codes under the Code of Conduct.

### College Documents and Policies

1. Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards;
2. Disclosing records, files, or data in violation of the Family Educational Rights and Privacy Act (FERPA) of 1974 and/or using or attempting to use college computers, computer facilities, or data without proper authorization. Deliberate installation of "viruses" on college computers is included in this provision;
3. Disclosing or otherwise misusing college computer access codes;
4. Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds. Violations of this provision will result in a student being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid.
5. Sharing of passcodes associated with Lawson State Community College and its online platforms (email, Blackboard, Student Suite) or accessing other student records via unauthorized modes.
6. Gaining unauthorized access into administrative or faculty files, records, etc...

### College Sponsored Activities

1. Engaging in or sponsoring as an individual student or group of students any college activity on or off the campus that represents a clear and present danger to the normal educational process of the college;
2. Gambling in any form on campus or at any social function approved by the college;
3. Violating college policies, procedures or regulations concerning registration of student organizations, the use of college facilities, or the time, place, and manner of public expression;
4. Soliciting and/or selling on campus unless approved by the President;
5. Entering or occupying college buildings or property without proper authorization or bringing a guest or visitor to the college or to an approved college activity who fails to abide by the rules and regulations of the college; A student is responsible for obtaining a visitor's pass from the Student Services Center lobby for any guest or visitor he/she may bring on campus.

## College and Personal Property

1. Defacing, damaging, or maliciously destroying any college, faculty, or student property or the attempt to do such destruction; Violators may be required to make appropriate financial restitution.
2. Stealing property of the college or other individuals for personal use;
3. Selling stolen property of the college or other individuals to a member of the college community or a visitor to the campus;
4. Eating or drinking in unauthorized areas, especially in classrooms, shops, and laboratories.

## College Instruction

1. Conducting an activity on the part of any individual or group that causes disruption or interference with the teaching-learning environment or the regular operation of the college, including:
  - a. occupying any building or campus areas for the purpose of disruption or interference;
  - b. preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings;
  - c. failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college;
2. Displaying any inflammatory or incendiary signs, posters or banners, or the distribution of literature, or the circulation of petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment;
3. Failing to comply with a request to report to a faculty or staff member for a conference;
4. Failing to follow department rules, directives of instructors, or failing to carry out assignments;
5. Leaving scheduled classes or training sessions without permission of the instructor;
6. Cheating on tests, individual projects, and/or individual assignments through any means, including electronic means.

## Firearms, Drugs, and Alcohol

1. Possessing, exhibiting, or using firearms of any kind, explosives (including all types of fireworks), live ammunition, obnoxious bombs, chemicals, or weapons already designated as illegal by city, county, state, or federal law. Duly authorized peace officers, who will be wearing or carrying guns, are required to display their official badges at all times while on campus.
2. Possessing, transporting, selling, and/or using any illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or involved in any college activity.
3. Possessing, transporting, distributing, consuming, or being under the influence of alcoholic beverages and or illegal drugs while on campus or involved in approved college activities.

## Harassment and Retaliation

Lawson State Community College has a zero tolerance policy against harassment and/or retaliation and takes such actions seriously. With that in mind, please be advised that knowingly filing false harassment or retaliation claims can have serious repercussions.

## Harassment

1. Harassing a student or students, faculty, staff, administration, or the college as an institution by a student or students, or by a non-student or nonstudents, including threats in any way expressed or implied against persons or property.
2. Assaulting physically or abusing any person on campus or at an approved college activity to the extent that such abuse would endanger or threaten the general health or welfare of the person abused or assaulted.
3. Conducting or expressing oneself in a loud, indecent, or profane manner on campus, on college-controlled property, or at approved college activities.

Harassment is abusive or hostile conduct which is directed toward or inflicted upon another person because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran's status and which, because of its severity or pervasiveness, unreasonably interferes with an individual's work or academic performance or creates a hostile or abusive work or learning environment for that individual's work, education, or participation in a [college] activity. Harassment is typically based on stereotyped prejudices and includes, but is not limited to, slurs, jokes, objectionable epithets, or other verbal, graphic, or physical conduct that demeans, insults, or intimidates an individual because of his or her race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status (UA, 2012).

## **Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic advancement; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance as an employee or student or creating an intimidating, hostile, or offensive working or learning environment (UA, 2012).

## **Retaliation (Against Sexual Harassment Claims)**

Retaliation against persons who oppose or complain about harassment is strictly prohibited. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as alleging harassment, making a harassment complaint, or assisting in a harassment investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation (UA, 2012).

## **Retaliation**

Retaliation against persons who oppose, complain, or file a grievance or any other issue is strictly prohibited on the campus of Lawson State. Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as making a complaint or appeal or grievance, or assisting in a complaint or appeal or grievance investigation. Examples of retaliatory adverse employment actions include suspension, demotion, or termination. In addition, this policy prohibits retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a complaint, an appeal or grievance or participating in said investigation (UA, 2012).

## **Social Media Guidelines**

Be mindful with using the name of Lawson State in all social media online. Remember, your opinion online is your opinion and does not reflect Lawson State nor (as a student) are you authorized to speak for Lawson State. Thus, in your comments, you have an obligation as a LSCC student to make it clear that your opinions are yours and do not represent the college in any way.

1. Students in using social media should always exercise good judgment and common sense.
2. **Protect your privacy.** Do not share passwords to third parties unless you are working with the technical Help Desk to trouble shoot a technical issue with Student Suite, Email or Blackboard. Releasing of passwords could violate subject you to privacy violations and could also jeopardize the security of your personal records here at Lawson State.
3. **Social Media is Not Private.** Be mindful that you are creating a history via your Social Media sites. Thus, create a positive existence that future colleges or companies would be proud of reading about you. Posting of inappropriate statements to include foul language, sexually explicit photos or videos can damage your reputation. Also note that once you put something on the World Wide Web (associated with your name) it does not truly disappear.
4. **Photo and Video.** Never use individual photos or videos of others online without their express person.
5. **Inappropriate Use Violations.** Violating the *Code of Conduct* while using social media may result in disciplinary action.
6. **Treat others with respect.** Social media should NEVER be used to assail, attack or seek retribution against others. Remember, everything you do and say can be tracked. Never embarrass yourself or the college. Consider that employers and colleges use social media as well to determine your readiness to enter their college or join their workforce.
7. **Report Inappropriate Incidents Online:** If a student finds themselves on an inappropriate website while on the campus of Lawson State, they should log off and report the incident immediately, so the college can take steps to rid the “pop up” from the system and trouble shoot the problem.
8. **Electronic or Phone (text) stalking or bullying. Lawson State has a strict harassment.** Bullying and stalking fall under harassing behavior. The college makes no distinction between face-to-face bullying, intimidation, assaulting or stalking or online bullying, text harassing, intimidation, assaulting or stalking if it involves two LSCC students or a LSCC employee. Thus, if a student is involved in this type of serious behavior, he or she is subject to disciplinary action.
9. **YouTube, Posting of Video or Creating of a Lawson State Website.** It is a violation to use Lawson State Community College’s name to post unauthorized videos online or websites (using the college’s name in the title). As a student, the college does NOT grant you the right to use the name or likeness of the institution online. Permission to use the name of Lawson State MUST be granted in advance before posting of video or creating of a website. Contact the Public Relations Office for permission. Never create an unauthorized video or website using the name of Lawson State or Lawson State Community College.

**NOTE:** Lawson State reserves the right to seek all legal remedy in its efforts to remove the unauthorized use of any social media page, video, content or account that uses the college’s name (Lawson State or Lawson State Community College or LSCC). Further, the college will seek to remove all content that is deemed as intentionally inflammatory, baseless, deceitful, or harmful to the institution due to its inaccuracy or flagrant disregard of the truth. In addition, the

college will cooperate with law enforcement investigators regarding such approaches to defame or harm the institution and seek legal remedy, if necessary.

## Sanctions (Defined)

Sanctions (punishments imposed for acts of academic dishonesty or code of conduct violations) are categorized by levels (based on the severity of the infraction/offense committed by the student or based on whether the infraction has been repeated by a student). Sanctions are categorized by degrees, **Level 1**, **Level 2** and **Level 3**. Sanctions categorized as **Level 1** sanctions are considered less severe punishments in response to violations. If a student repeats an offense, the level of the sanction increases. Some offenses (*based on severity*) do not have a **Level 1** sanction associated with them. In such cases, the college views the offense as being so extreme that the offense is automatically elevated to a **Level 2** or **Level 3** offense upon execution of the act itself (i.e., paying a third party to complete assignments, bringing a weapon on campus, etc...). In such cases, the student could face suspension.

### TYPES OF VIOLATIONS AND RECOMMENDED SANCTIONS

Types of Academic Infractions that could be potentially imposed	Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)
<b>Cheating Offenses</b>	
Cheating on tests, individual projects and/or individual assignments	1 <sup>st</sup> Offense (L1): Zero on the Assignment (L1) 2 <sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2) 3 <sup>rd</sup> Offense: Suspension (L3) Student sent to a Disciplinary Committee for Due Process Hearing.
Plagiarism: Submitting work as your own that was created from a secondary source without properly paraphrasing or quoting and crediting the source.	1 <sup>st</sup> Offense (L1): Student must successfully complete an online module regarding academic integrity assigned by Dean. Faculty member must demonstrate that he or she has taught the student how not to plagiarize. Student is given a second attempt to submit the work (plagiarized free). 2 <sup>nd</sup> Offense: Zero on the Assignment (L1) 3 <sup>rd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2)

	4 <sup>th</sup> Offense: Suspension (L3). Behavior is now viewed as a Condo of Student sent to a Disciplinary Committee for Due Process Hearing.
Using electronic devices to cheat in any form or measure (in traditional or online classes)	1 <sup>st</sup> Offense: Zero on the Assignment (L1) 2 <sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2) 3 <sup>rd</sup> Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.
Use of electronic devices or technologies to share information about course work, quizzes or tests in order to support cheating in the classroom	1 <sup>st</sup> Offense: Zero on the Assignment L1) 2 <sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2) 3 <sup>rd</sup> Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.
Passing along completed work from one student to another (in person or through electronic means)	1 <sup>st</sup> Offense: Zero on the Assignment (L1) 2 <sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2) 3 <sup>rd</sup> Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.
Submitting work (as your own) that was not produced 100% by student	1 <sup>st</sup> Offense: Zero on the Assignment (L1) 2 <sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2) 3 <sup>rd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
<b>Types of Academic Infractions that could be potentially imposed</b>	<b>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</b>
<b>Cheating Offenses Continued</b>	
Submitting the graded work produced in one class for another assignment (in a different class).	1 <sup>st</sup> Offense: Zero on the Assignment (L1) 2 <sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2) 3 <sup>rd</sup> Offense: Suspension (L3). Student sent to a Disciplinary Committee for Due Process Hearing.
Copying from another student or from an electronic source	1 <sup>st</sup> Offense: Zero on the Assignment (L1)

	<p>2<sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2)</p> <p>3<sup>rd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. (L3)</p>
Purchasing or sharing of work from another student or from an electronic source	<p>1<sup>st</sup> Offense: Zero on the Assignment and Automatic Academic Probation (L1). Next cheating infraction of any kind can lead to suspension. (L2)</p> <p>2<sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
Using “crib notes” or hidden notes during a test or quiz. Sharing of laboratory books to complete graded assignments in person or via electronic means	<p>1<sup>st</sup> Offense: Zero on the test or quiz or assignment (L1)</p> <p>2<sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class (L2).</p> <p>3<sup>rd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3).</p>
Being in possession of an unauthorized exam in person or via electronic means	<p>1<sup>st</sup> Offense: Zero on the Test and automatic Academic Probation. (L1) Next cheating infraction of any kind can lead to suspension. (L2)</p> <p>2<sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
Forwarding an exam to another student in person or via electronic means	<p>1<sup>st</sup> Offense: Zero on the Test and automatic Academic Probation (L1). Next cheating infractions of any kind can lead to suspension (L2).</p> <p>2<sup>nd</sup> Offense: Administrative Withdrawal or Failure in the Class. Plus, suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>

<b>Code of Conduction Violations that could be potentially imposed</b>	<b>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</b>
<b>College Documents and Policies:</b>	
Furnishing false or misleading information and/or forging, altering, or misusing college documents, records, or identification cards.	1 <sup>st</sup> Offense: Verbal Warning, Probation and/or Suspension (L1)  2 <sup>nd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2)
Disclosing records, files, or data in violation of the <i>Family Educational Rights and Privacy Act of 1974</i> and/or using or attempting to use college computers, computer facilities, or data without proper authorization. Deliberate installation of "viruses" on college computers is included in this provision	1 <sup>st</sup> Offense: Verbal Warning, Probation and/or Suspension (L1).  2 <sup>nd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2).
Disclosing or otherwise misusing or sharing college computer access codes. Attempting to hack or otherwise illegally access college computers, databases or other electronic or digital devices.	1 <sup>st</sup> Offense: Verbal Warning, Probation and/or Suspension (L1).  2 <sup>nd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L2).
Writing, issuing, or attempting to negotiate a check on an account that has insufficient funds.	1 <sup>st</sup> Offense: Violations of this provision will result in a student being automatically withdrawn from the college unless the check, plus applicable service charges, is immediately paid (L2). Such sanctions warrant a hearing.  2 <sup>nd</sup> Offense: Criminal Prosecution will be sought. All funds must be paid back to the college. Possible suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Engaging in or sponsoring as an individual student or group of students any college activity on or off the campus that represents a clear and present danger to the normal educational process of the college	1 <sup>st</sup> Offense: Probation; appropriate secondary sanction as determined by the Dean (i.e., community service, letter of apology, essay). Could range from (L1) to (L3), depending on situation.  2 <sup>nd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
Gambling in any form on campus or at any social function approved by the college	1 <sup>st</sup> Offense: Probation; appropriate secondary sanction as determined by the Dean (i.e., community service, letter of apology, essay). Could range from (L1) to (L3), depending on situation.  2 <sup>nd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3).
Violating college policies, procedures or regulations concerning registration of student organizations, the use of college facilities, or the time, place, and manner of public expression	1 <sup>st</sup> Offense: Verbal Warning (L1)  2 <sup>nd</sup> Offense: Probation (L2)

	3 <sup>rd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
<b>Code of Conduction Violations that could be potentially imposed</b>	<b>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</b>
<b>College Documents and Policies (Continued):</b>	
4. Soliciting and/or selling on campus unless approved by the President	1 <sup>st</sup> Offense: Verbal Warning (L1) 2 <sup>nd</sup> Offense: Probation (L2) 3 <sup>rd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
5. Entering or occupying college buildings or property without proper authorization or bringing a guest or visitor to the college or to an approved college activity who fails to abide by the rules and regulations of the college. A student is responsible for obtaining a visitor's pass from the Student Services Center lobby for any guest or visitor he/she may bring on campus.	1 <sup>st</sup> Offense: Verbal Warning (L1) 2 <sup>nd</sup> Offense: Probation (L2) 3 <sup>rd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
<b>Code of Conduction Violations that could be potentially imposed</b>	<b>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</b>
<b>College and Personal Property</b>	
Defacing, damaging, or maliciously destroying any college, faculty, or student property or the attempt to do such destruction; Violators may be required to make appropriate financial restitution and can face criminal charges as well.	1 <sup>st</sup> Offense: Probation; appropriate secondary sanction as determined by the Dean (i.e., community service, letter of apology, essay). *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L1) to (L3), depending on situation 2 <sup>nd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).
2. Stealing property of the college or other individuals for personal use	1 <sup>st</sup> Offense: Probation and/or suspension, depending the severity of the offenses. If Probation is selected, an appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L1) to (L3), depending on situation 2 <sup>nd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall

	student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).
Eating or drinking in unauthorized areas to include libraries, resource centers, shops, and laboratories.	1 <sup>st</sup> Offense: Verbal Warning (L1) 2 <sup>nd</sup> Offense: Second Verbal Warning (L1) 3 <sup>rd</sup> Offense: Loss of Privileges to that location (as appropriate) (L2)
<b>Code of Conduction Violations that could be potentially imposed</b>	<b>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</b>
<b>College and Personal Property (Continued)</b>	
Selling stolen property of the college or other individuals to a member of the college community or a visitor to the campus;	1 <sup>st</sup> Offense: Probation and/or suspension, depending the severity of the offenses. If Probation is selected, an appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L1) to (L3), depending on situation 2 <sup>nd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).
<b>Code of Conduction Violations that could be potentially imposed</b>	<b>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</b>
<b>College Instruction</b>	
Conducting an activity on the part of any individual or group that causes disruption or interference with the teaching-learning environment or the regular operation of the college, including:	1 <sup>st</sup> Offense: Verbal Warning. Depending on type of disruption, student can be given probation and/or suspension. Depending on situation, a first offense can range from L1 to L2. 2 <sup>nd</sup> Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given suspension (L2) to (L3). 3 <sup>rd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3).
Occupying any building or campus areas for the purpose of disruption or interference	1 <sup>st</sup> Offense: Verbal Warning. However, depending on type of disruption, student can be given probation and/or suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L1) to (L2)

	<p>2<sup>nd</sup> Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3)</p> <p>3<sup>rd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
<p><b>Code of Conduction Violations that could be potentially imposed</b></p>	<p><b>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</b></p>
<p><b>College Instruction (Continued)</b></p>	
<p>Preventing or attempting to prevent the entrance or exit of students, faculty, administration, staff, or authorized visitors to and from the campus or buildings;</p>	<p>1<sup>st</sup> Offense: Automatic 1-year Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of disruption, student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2)</p> <p>2<sup>nd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3)</p>
<p>Failing to obey directions of faculty, administrators, or security officers in situations relating to the regular operation of the college</p>	<p>1<sup>st</sup> Offense: Verbal Warning. However, depending on type of offense committed, student can be given probation and/or suspension. If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2)</p> <p>2<sup>nd</sup> Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of offense committed student can be given a suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident.</p> <p>*If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3)</p>

	3 <sup>rd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3)
Failing to comply with a request to report to a faculty or staff member for a conference	1 <sup>st</sup> Offense: Verbal Warning (L1)  2 <sup>nd</sup> Offense: Probation. If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2)  2 <sup>nd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
<b>Code of Conduction Violations that could be potentially imposed</b>	<b>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</b>
<b>College Instruction (Continued)</b>	
Displaying any inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or the distribution of literature, or the circulation of petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment.	1 <sup>st</sup> Offense: Verbal Warning. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment.  *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L2)  2 <sup>nd</sup> Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay). However, depending on type of offense committed student can be given suspension. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment  *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L2)  3 <sup>rd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. Automatically remove or discard all inflammatory or incendiary signs, or gang related paraphernalia, posters or banners, or literature, or petitions or publications proposing any actions to disrupt the educational process or teaching-learning environment

	*If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld). (L2) to (L3)
Failing to follow department rules, directives of instructors, or failing to carry out assignments	1 <sup>st</sup> Offense: Verbal Warning (L1)  2 <sup>nd</sup> Offense: Probation. An appropriate secondary sanction may be determined by the Dean (i.e., community service, letter of apology, essay) (L2)  2 <sup>nd</sup> Offense: Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)
<b>Code of Conduction Violations that could be potentially imposed</b>	<b>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</b>
<b>Firearms, Drugs and Alcohol</b>	
Possessing, exhibiting, or using firearms of any kind, explosives (including all types of fireworks), live ammunition, obnoxious bombs, chemicals, or weapons already designated as illegal by city, county, state, or federal law. Students are not allowed to be in possession of any type of weapon or firearm while on the physical campus of Lawson State or a college sponsored event. This includes the storage of such weapons or firearms (in vehicles, dormitory or any other physical space).	1st Offense: Automatic Suspension. Leads to a criminal investigation. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, automatic suspension from the Residence Hall. (L3)
Possessing and/or using any illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or involved in any college activity.	1 <sup>st</sup> Offense: Verbal Warning. Completion of (Educational) Drug Dangers 101 Course (11)  2 <sup>nd</sup> Offense: Probation with up to 20 community hours in a Drug Treatment Facility or possible suspension. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident. (L2) to (L3)  3 <sup>rd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).
Distributing, transporting, selling illegal or hallucinatory substances and/or drug paraphernalia while on campus and/or while involved in any college activity.	1 <sup>st</sup> Offense: Probation and/or suspension (depending on the severity of the illegal offense; up to 30 community of hours in a Drug Treatment Facility; completion of the Educational Drug Dangers 101 Course. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3)  2nd Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. (L3)

<p>Possessing or consuming, or being under the influence of alcoholic beverages and or illegal drugs while on campus or involved in approved college activities.</p>	<p>1<sup>st</sup> Offense: Verbal Warning. Completion of (Educational) Alcohol Dangers 101 Course (L1)</p> <p>2<sup>nd</sup> Offense: Probation with up to 20 community hours in a Drug Treatment Facility or possible suspension *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3)</p> <p>3<sup>rd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
<p>Distributing or selling alcoholic beverages and or illegal substances while on campus or involved in while attending approved college activities.</p>	<p>1<sup>st</sup> Offense: Probation and/or suspension (depending on the severity of the illegal offense; up to 30 community of hours in a Drug Treatment Facility; completion of the Educational Drug Dangers 101 Course. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3)</p> <p>2<sup>nd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing (L3)</p>
<p><b>College Sponsored Activities that could be potentially imposed</b></p>	<p><b>Sanctions: Level 1 (L1), Level 2 (L2), Level 3 (L3)</b></p>
<p><b>Harassment , Assaulting and Bullying</b></p>	
<p>Harassing a student or students, faculty, staff, administration, or the college as an institution by a student or students, or by a non-student or nonstudents, including threats in any way expressed or implied against persons or property.</p>	<p>1<sup>st</sup> Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3).</p> <p>2<sup>nd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (regardless if he or she is suspended) (L3)</p>
<p>Assaulting physically or abusing any person on campus or at an approved college activity to the extent that such abuse would endanger or threaten the general health or welfare of the person abused or assaulted.</p>	<p>1<sup>st</sup> Offense: Probation and/or suspension (depending on the severity of physical assault and the conditions surrounding the assault; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3).</p> <p>2<sup>nd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal</p>

	from the residence hall, depending upon the severity of the incident (regardless if he or she is suspended) (L3).
Conducting or expressing oneself in a loud, indecent, or profane manner on campus, on college-controlled property, or at approved college activities. This would include the use of profanity.	<p>1<sup>st</sup> Offense: Verbal Warning. However, depending on type and severity of the offense committed, student can be given probation and/or suspension (L1) to (L3).</p> <p>2<sup>nd</sup> Offense: Probation with up to 20 community hours. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L2) to (L3).</p> <p>3<sup>rd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
<b>College Sponsored Activities that could be potentially imposed</b>	<b>College Sponsored Activities</b>
<b>Harassment, Assaulting and Bullying (Continued)</b>	
Bullying: The repeated and habitual use of force, threat, or coercion to abuse, intimidate or aggressively impose domination or fear over others (online or face-to-face).	<p>1<sup>st</sup> Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3).</p> <p>2<sup>nd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>
Stalking: The criminal activity consisting of the repeated and unwanted following and harassment of another individual.	<p>1<sup>st</sup> Offense: Probation and/or suspension (depending on the severity of the harassment and duration; up to 15 community of hours; completion of educational seminar or course on alleged offense. *If a residence hall student, student could be subject to dismissal from the residence hall, depending upon the severity of the incident (L1) to (L3).</p> <p>2<sup>nd</sup> Offense: Automatic Suspension. Student sent to a Disciplinary Committee for Due Process Hearing. *If a residence hall student, student could be subject to dismissal from the residence hall (even if the suspension is not upheld) (L3).</p>

## Residence Hall Infractions

All students residing in the residence hall are expected to govern themselves as outlined in the Residence Hall Handbook. Additional policies and procedures are outlined in the Residence Hall Handbook, as well as additional sanctions. It is the responsibility of all Residence Hall students to abide by the Residence Hall policies and procedures and rules governing student safety and security as well as all Code of Conduct rules governing all students at Lawson State Community College.

## Definitions of Disciplinary Actions or Sanctions

### Sanctions (Defined)

Sanctions (punishments imposed for acts of academic dishonesty or code of conduct violations) are categorized by levels (based on the severity of the infraction/offense committed by the student or based on whether the infraction has been repeated by a student). Sanctions are categorized by degrees, **Level 1**, **Level 2** and **Level 3**. Sanctions categorized as **Level 1** sanctions are considered less severe punishments in response to violations. If a student repeats an offense, the level of the sanction increases. Some offenses (*based on severity*) do not have a **Level 1** sanction associated with them. In such cases, the college views the offense as being so extreme that the offense is automatically elevated to a **Level 2** or **Level 3** offense upon execution of the act itself (i.e., paying a third party to complete assignments, bringing a weapon on campus, etc...). In such cases, the student could face suspension.

### Refusal to Carry Out Sanctions

Some sanctions may require the student to take a short educational course (i.e., Drug Abuse 101) or could require the student to write an essay on a topic (associated with the offense) or require a certain number of community service hours. If a student refuses to complete the requirements of the imposed sanction, the original sanction will move up to the next highest level sanction which will lead to more severe sanction, including suspension or dismissal.

### Violation of Code of Conduct & Sanctions

A student or group of students deemed to be in violation of the Student Code of Conduct is subject to the imposition of the following restrictions, sanctions and/or action.

1. Warning (Level 1 Sanction):: Used for minor infractions of college regulations and consists of a restatement of the regulation violated with an official warning concerning future behavior. The restriction notifies a student that:

- a. Any further violation of college regulations will subject him/her to further disciplinary action.
  - b. He/she must maintain exemplary conduct during the period of restriction.
  - c. The restriction is generally for an indefinite period of time, but not less than one academic semester/term.
  - d. Termination of the restriction is generally based upon a student's cooperative attitude, academic progress, and positive contributions of service to the college.
2. Community Service (Level 1 Sanction):: Students may, in response to a student code of conduct violation, be required to perform a certain number of community service hours within a specific and targeted time period.
3. Online Courses (Behavioral Remediation)--(Level 1 Sanction):: Students may, in response to a student code of conduct violation, be required to complete specific behavioral remediation courses (i.e., Alcohol 101, Drug Abuse 101, Plagiarism 101, etc...)
4. Written Work (Remedy)-- (Level 1 Sanction): Students may, in response to a student code of conduct violation, may be required to produce written pieces of work that specifically address the infraction and the harm that it caused.
5. Probation (Level 2 Sanction): A strong restriction designed to encourage and require a student to cease and desist from violating college regulations. A student under this restriction is notified in writing. A student on Disciplinary Probation is warned that:
- a. Any further violations on his/her part while under probation will lead to an extension of his/her restriction, Disciplinary Suspension, or Disciplinary Dismissal.
  - b. He/she may not hold any office, elective or appointive, in any student organization.
  - c. The probation restriction is generally not less than one academic semester/term.
6. Immediate Temporary Suspension (Level 3 Sanction):: Is imposed in a situation when a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process of the teaching- learning environment. Immediate temporary suspension may be imposed in order to ascertain information and resolve conflicts in an effort to avoid official suspension though individual student situations may ultimately result in suspension.
7. Suspension (Level 3 Sanction):: The removal of a student from rolls of Lawson State Community College for a stated period of time, usually not less than one semester/term. At the end of the designated period, a student must make formal application for re-admission.
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8. Dismissal (Level 3 Sanction):: The strongest disciplinary restriction. A penalty this severe generally indicates that a student may not return to the college unless he/she is granted special dispensation from the President of the college or his designee. Disciplinary dismissal would apply to a student who is guilty of chronic violations or a major breach of conduct so that rehabilitation possibilities appear to be remote.

The college recognizes the right of both substantive and procedural due process in any matter involving a student misconduct violation where a sanction may be imposed. A student is entitled to a notice, a hearing, and an explanation before receiving a suspension or expulsion from the college.

A student facing suspension or expulsion has the following two options.

## **DUE PROCESS RIGHTS OF STUDENTS**

### **(1) Option #1: Penalty Without Hearing**

In the event a student wishes to waive the right to a formal hearing or makes voluntary written confession of the allegation and waives the right to a hearing, the violation may be administratively disposed of if:

1. It is in the best interest of the college and the student concerned, and
2. The student concerned consents in writing to administrative disposition.

At a conference with the student in connection with the allegation, he/she shall be advised of his/her rights.

If a student accepts administrative disposition, he/she shall sign a statement that he/she understands the formal charges; his/her rights to a hearing, or to waive the same; the penalty imposed; and his/her waiver of the right to appeal.

In administrative disposition, the penalties imposed shall not differ from those penalties stated in Definitions of Disciplinary Actions. Once a student has been informed of his/her rights and the penalty that could be imposed should a violation be found and has knowingly and voluntarily accepted in writing the authority of the administration to impose the penalty, a student shall have waived the right to request a formal hearing.

## (2) Option 2: Formal Hearing

In the event a student wishes a formal hearing:

1. Notice of the charges and their implications will be given orally or in writing prior to the hearing.
2. The list of witnesses and their expected testimony will be given to the accused student prior to the hearing or at the hearing itself.

A Disciplinary Committee composed of college faculty, staff and two students will be convened to conduct the hearing. It is the duty of the Disciplinary Committee to hear all evidence presented concerning the alleged misconduct/violation. Because the college is an academic institution and not a court of law, the Disciplinary Committee is not bound by the common laws of evidence or civil procedure. Therefore, hearsay may be used during the hearing. It is the committee's responsibility to render a fair and impartial decision from the evidence presented and to assure the student received due process in accordance with his/her constitutional rights. At the hearing, a student has the right to present his/her defense against the charges and to produce other oral testimony or written affidavits of witnesses in his/her behalf. A student may be represented by counsel. If so, the college expects the courtesy of notification. The counsel will be allowed only to advise a student and not to actively participate in the hearing. The college is not required to provide the opportunity for cross-examination but may do so at the discretion of the chief hearing officer. The Disciplinary Committee shall report findings within 72 hours of the hearing. The findings shall be reported to the President or his designee and said person will notify the student of the results of the hearing and the implications of the decision.

### How to Appeal a Formal Hearing Result:

Any student who is dissatisfied with the results of the hearing may file an appeal to the Disciplinary Appeal Committee (online) via the Advocate system. To do so, click on the **Current Students** page and click on the **Appeal** button as pictured below. From there, click on the **Disciplinary Appeal** button within the Advocate system (as pictured on the next page).

If a student would like to challenge the findings of the Discipline Appeal Committee, he or she can file an appeal to the President of the College. During the period of the student's appeal, the student shall not be present on the campus of Lawson State Community College. To complete a President's Appeal, click on the **Current Student** page and click on the **Appeal** button as pictured below. From there, click on the **President's Appeal** button within the Advocate system (as pictured on the next page).

## How to File an Appeal Online in the Advocate System

Step 1: Click on the Appeal button



Step 2: Select the correct appeal, either Discipline Appeal or President’s Appeal (for Code of Conduct violations)

**Public Incident Report**

**i** Students, Faculty and Staff: Welcome to the Lawson State Community College Complaint and Incident Reporting website. For students: Use this site to submit general concerns or complaints; grade challenges; appeals (to decisions rendered); harassment claims and other incidents. For Faculty and/or Staff: Use this site to submit general concerns or complaints; behavior violations; academic dishonesty claims; harassment claims and other incidents.

It is the College's policy to take all reported incidents seriously and work hard to provide fair and equitable resolutions. In order to file an official complaint, concern or incident, it must be in writing and recorded. This site is available 24/7. Response times vary based on information provided. Thus, please give the college ample time to respond; typically this can range from 24 to 72 hours. Responses will be sent via email.

To file an incident, please identify your reporter type in the drop-down box below and complete all required information.

NOTE: Failure to complete and submit the required information will render your complaint or concern invalid in our system. Therefore, we encourage you to pay careful attention as you work through this process. If you have any questions about this form or about our processes for resolving reported issues, please email us at [complaints@lawsonstate.edu](mailto:complaints@lawsonstate.edu).

\* indicates a required field

**Reporter Type**

Please complete this section first before moving forward.

I am reporting a/an\*  Please indicate what type of report you are wishing to submit.

My relationship to Lawson State Community College\*  Please indicate whether you are a student, faculty member, staff member, administrator, or member of the community.

Has the Matter Been Addressed Informally?\*  Have you tried to resolve this matter by speaking to the person(s) involved in this situation (i.e., faculty or staff member, administrator, student, etc...) before filing this report? If no, please file this report after you have attempted to resolve the matter informally unless you feel uncomfortable.

## More about the Appeal Process (and Categories of Appeal)

All students at Lawson State Community College are entitled to due process. Hence, once a sanction is imposed against a student, a student has a right to Appeal the sanction and present their own defense and evidence and challenge the decision reached (regardless if the sanction is a Level 1, Level 2 or Level 3 sanction).

The Appeal Process differs depending on the type of offense committed (either academic dishonesty offense or code of conduct offense) and is divided into two categories of Appeals— (1) Appeals of Academic Dishonesty Sanctions; and (2) Appeals of Code of Conduct Sanctions.

Appealing Academic Sanctions—Categories of Appeals
Appealing Level 1 Academic Dishonesty Sanctions.
Appealing Level 2 & 3 Academic Dishonesty Sanctions.
Appealing Code of Conduction Sanctions—Categories of Appeals
Appealing Level 1 Code of Conduct Violation Sanctions.
Appealing Level 2 & 3 Code of Conduct Violation Sanctions

## Appealing Level 1 (L1) Academic Dishonesty Sanctions

**How to Appeal Level 1 Unlike discipline issues, students can appeal Level 1 academic dishonesty sanctions.**

**Academic Dishonesty Sanctions Imposed:** All LSCC students have due process rights the moment an academic dishonesty sanction is imposed. Appealing an imposed sanction is done completely online through the online Advocate system. Failure to file an Appeal (within 7 business days after a sanction has been issued) indicates acceptance and agreement of the sanction issued and penalty imposed.

A **Level 1 (L1)** academic dishonesty sanction cannot be issued by an instructor unless the following conditions are met.

- i. The instructor *must* report the academic dishonesty offense online via the online Advocate Code of Conduct tracking system within 10 business days following the documented cheating offense. If not, the sanction cannot be issued against a student.

- ii. The instructor must report the cheating offense in writing (via the Advocate Code of Conduct tracking system) and upload evidence, including photographic documents (supporting the claims of academic dishonesty including any witness statements) prior to issuing any sanction against any student, if applicable.

Sanctions issued against cheating are assumed factual if a student does not issue an Appeal. Students have 7 business days to challenge a sanction. Once the 7 business days has lapsed, the sanction can be imposed.

If an appeal is filed, the evidence submitted which includes eyewitness accounts (by the instructor or other students) will be reviewed by the appropriate Dean (Academic or College Transfer), and the sanction will either be upheld or denied (due to lack of evidence) within 10 business days upon receipt of the academic dishonesty charge (online). Phone calls and emails are NOT appropriate; this is a completely online process.

### **Submitting an Appeal:**

Appeals cannot be issued outside of the Advocate online system. Students MUST use the Advocate system to submit all Appeals. Click on the **Current Students** page on the LSCC website to submit your **Appeal**

When submitting an **Appeal** for a **Level 1** sanction imposed, the student will need to outline a defense as it relates to the academic dishonesty charge. A student simply stating that he or she does not agree with the sanction or the cheating offense is not enough to turn over a sanction that has been imposed by an instructor. Rather, they will have to provide evidence or witnesses countering the instructor's assertions that they have been caught cheating.

**NOTE:** Students asserting that they did not know they were committing an academic dishonesty offense is not acceptable, particularly since LSCC publishes its Academic Dishonesty violations publicly. All LSCC students are responsible for reading all policies and procedures, particularly those that govern student behavior and responsibilities on campus and within all academic environments (in class and online). Meaning distance education students are held to the same academic integrity standards as face-to-face (ground) students.

Once an **Appeal** has been received, the appropriate Dean (Academic or College Transfer) will send the **FINAL** ruling to the student and faculty member via email only. No phone calls will be issued. Because **Level 1** academic sanctions do not involve penalties that require a student to be administratively withdrawn from a course or to be withdrawn from the course or be issued a failing grade in the course or suspension, Appeals cannot be appealed beyond the Dean level. **The Dean's decision on all Level 1 offenses are final.** No other method of Appeal is available at this Level.

To begin a **Level 1** Appeal.

1. Go to Lawson State's main webpage ([www.lawsonstate.edu](http://www.lawsonstate.edu))
2. Click on **Current Students**
3. Click on the **Online Appeal Form** icon and follow the prompts to file an Appeal

**NOTE:** Appeals without evidence will not be successful. You cannot appeal a decision based on your disagreement with the decision. Since sanctions are posed based on evidence submitted, in order to reverse an appeal, you must provide new evidence that would speak to your innocence (i.e., new witnesses, evidence that you wrote the work, etc....).

### Appealing Level 2 (L2) or Level 3 (L3) Academic Dishonesty Sanctions

### Appealing Level 1 (L1) Academic Dishonesty Sanctions

**How to Appeal Level 1 Academic Dishonesty Sanctions Imposed:** All LSCC students have due process rights the moment an academic dishonesty sanction is imposed. Appealing an imposed sanction is done completely online through the online Advocate system. No other

A **Level 1 (L1)** academic dishonesty sanction cannot be issued by an instructor unless the following conditions are met.

- iii. The instructor *must* report the academic dishonesty offense online via the online Advocate Code of Conduct tracking system within 10 business days following the documented cheating offense. If not, the sanction cannot be issued against a student. In other words, if an instructor issues a grade of zero on an assignment (because he or she alleges that a student has cheated on an exam), but fails to report the incident to the college officially (for review and approval by the appropriate Dean—either Academic or College), the sanction will not stand and the original grade earned on the exam will stand.
- iv. The instructor must report the cheating offense in writing (via the Advocate Code of Conduct tracking system) and upload evidence, including photographic documents (supporting the claims of academic dishonesty including any witness statements) prior to issuing any sanction against any student.

**Confiscation of Cheating Evidence:** A teacher has the right to confiscate all evidence of cheating from a student (i.e., cheat sheets, crib notes, phones, calculators, etc...) temporarily for up to ONE hour (no more) after the end of the class). It is during this time, that the instructor will be allowed to photograph all evidence of cheating. Once the hour has expired, the instructor must give the student back all evidence of cheating. If a student refuses to give the instructor the

evidence (which is viewed as obstruction), then the sanction sought against the student will automatically move the highest level sanction (Level 3) given for the offense committed. Further, such refusal will be used against the student during his or her Due Process hearing.

- v. The evidence submitted (by the instructor) will be reviewed by the appropriate Dean (Academic or College Transfer) and the sanction will either be upheld or denied (due to lack of evidence) within 10 business days upon receipt of the academic dishonesty charge (online). Phone calls and emails are NOT appropriate; this is a completely online process.
- vi. **Submitting an Appeal:** If the **Level 1** sanction is upheld, the student can challenge the validity of the academic dishonesty charge and the sanction imposed in writing within 10 business days (via the Advocate online appeal process). Appeals submitted after 10 business days will not be considered. Appeals cannot be issued outside of the Advocate online system. Students MUST use the Advocate system to submit all Appeals. Click on the **Current Students** page on the LSCC website to submit your **Appeal**
- vii. When submitting an **Appeal** for a **Level 1** sanction imposed, the student will need to outline a defense as it relates to the academic dishonesty charge. A student simply stating that he or she does not agree with the sanction or the cheating offense is not enough to turn over a sanction that has been imposed by an instructor. Rather, they will have to provide evidence or witnesses countering the instructor's assertions that they have been caught cheating.

**NOTE:** Students asserting that they did not know they were committing an academic dishonesty offense is not acceptable, particularly since LSCC publishes its Academic Dishonesty violations publicly. All LSCC students are responsible for reading all policies and procedures, particularly those that govern student behavior and responsibilities on campus.

- viii. Once an **Appeal** has been received, the appropriate Dean (Academic or College Transfer) will send the **FINAL** ruling to the student and faculty member via email only. No phone calls will be issued. Because **Level 1** academic sanctions do not involve penalties that require a student to be administratively withdrawn from a course or to be withdrawn from the course or be issued a failing grade in the course or suspension, Appeals cannot be appealed beyond the Dean level. The Dean's decision on all Level 1 offenses are final. No other method of Appeal is available on this Level.

To begin a **Level 1** Appeal.

4. Go to Lawson State's main webpage ([www.lawsonstate.edu](http://www.lawsonstate.edu))
5. Click on **Current Students**
6. Click on the **Online Appeal Form** icon and follow the prompts to file an Appeal

**NOTE:** Appeals without evidence will not be successful. You cannot appeal a decision based on your disagreement with the decision. Since sanctions are posed based on evidence submitted, in order to reverse an appeal, you must provide new evidence that would speak to your innocence (i.e., new witnesses, evidence that you wrote the work, etc....)

Receiving a Level 2 (L2) or Level 3 (L3) Academic Dishonesty sanction is a serious infraction. It means you have either received your second charge of cheating as a Lawson State student or the severity of your first academic dishonesty alleged act was viewed as so severe (i.e., getting someone other than you to complete your work online) that a Level 2 charge is being sought against you.

All Level 2 and Level 3 academic dishonesty claims (against the student) warrant a hearing (unless waived by the student). In such cases, students will be given two options:

1. Challenge the sanction issued via a Due Process Hearing
2. Penalty Without Hearing: Waive his or her rights to a Due Process Hearing and accept the sanction.

### **How to Issue an Appeal:**

If a Level 2 or Level 3 sanction is being sought out against you, and you would like to appeal the sanction (opposed to accepting it) and have a Due Process Hearing, follow these steps to appeal.

To begin a **Level 2 and Level 3** Appeal.

1. Go to Lawson State's main webpage ([www.lawsonstate.edu](http://www.lawsonstate.edu))
2. Click on **Current Students**
3. Click on the **Online Appeal Form** icon and follow the prompts to file an Level 2 / Level 3 Appeal

\*\*Please note that all students: regular, transfer, transient and dual enrollment students fall under Lawson State's Code of Student Conduct.

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**STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT**

The Student Right-To-Know and Campus Security Act of 1990 requires Lawson State Community College to disclose information about student outcomes, campus security, and crime statistics. The college publishes an annual report to faculty, staff, and students to comply with the provisions of the law. This report provides projected graduation rates, program completion rates, licensure requirements, and campus crime statistics.

Copies of this publication are available in the Admissions, Business, and Student Services Offices and are also posted online.

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