

Student Code of Conduct

When students enter college, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purposes of the college. Student conduct, therefore, is not considered in isolation within the college community but as an integral part of the education process. All students are expected to know and abide by this code of student conduct.

Student Conduct Expectations Off Campus

In order to maintain a college environment of integrity and justice, the WITC Student Code of Conduct shall apply to conduct which occurs on any and all buildings or property owned or leased by the college, as well as to any location where a student is engaged in a college activity.

Student Code of Conduct Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions:

1. Acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any college official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off campus, or of other authorized noncollege activities when the conduct occurs on college premises.
3. Harassment of any member of the college community, placing any person under mental duress or causing any person to be in fear of physical danger through verbal abuse (including repeated phone calls), intimidation, including but not limited to, violence or threats of violence or personal vilification, including when such actions are based on age, sex, race, color, disability, religion, sexual orientation, national/ethnic origin, or other protected classification.
4. Attempted or actual theft of and/or damage to property of the college or property of a member of or visitor to the college community or other personal or public property, on or off campus.
5. Planning, directing, or committing acts of hazing. Hazing is defined as (a) any activity which willfully or recklessly endangers the physical or mental health of an individual or group; (b) any activity that subjects an individual or group to ridicule or embarrassment; or (c) any unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
6. Failure to comply with the directions of college officials including, but not limited to, faculty or administrators acting in the performance of their duties; failure to present identification upon request of college personnel in the performance of their duties. (This includes refusing to depart from any college property.)
7. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises.
8. Violation of any college policy, rule, or regulation published in hard copy or available electronically on the college Web site.
9. Apparent or alleged or actual violation of local ordinances, federal or state laws where said violation poses a substantial threat to the safety and/or welfare of campus community members.
10. The possession, manufacturing, use, or distribution of alcohol, including underage drinking, or illicit drugs or controlled substances on college property or at any college-sponsored activity except as expressly permitted by law.
11. Illegal or unauthorized possession of firearms or facsimile, explosives, other weapons, or dangerous instruments or chemicals on college premises or at any college-sponsored activity or use of any such item(s), even if legally possessed, in a manner that harms, threatens, or causes fear to others.
12. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the college and/or infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
14. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the college or members of the academic community. Disorderly conduct

- includes but is not limited to any unauthorized use of electronic or other devices to make an audio or video record of any person while on college premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.
15. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or college official.
 - e. Use of computing facilities and resources to send obscene or abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the college computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the College Acceptable Internet Use Agreement.
 - i. Illegal copying software.
 16. Abuse of the Student Conduct System, including but not limited to:
 - a. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Institution of a student conduct code proceeding in bad faith (False accusation)
 - e. Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
 - f. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
 - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
 - h. Failure to comply with the sanction(s) imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct code system.
 17. Attending classes while intoxicated or under the influence of illicit drugs or controlled substances.
 18. Acts of sexual harassment or sexual assault, or other forms of harassment as spelled out in the student handbook.
 19. Default, after written notice, in payment of school accounts or fees to cover lost or damaged school property.
 20. Initiation or circulation of a false warning of an impending bombing, false alarm of fire, or other emergency, catastrophe, or crime.
 21. Unsanctioned soliciting on college grounds.
 22. Gambling or the possession of gambling devices on college property without appropriate license.
 23. Use of tobacco products within college buildings.
 24. Copyright infringement.
 25. Intentionally, recklessly or negligently causing physical harm to any person. This includes engaging in any form of fighting.
 26. Unauthorized or fraudulent use of the college's facilities, telephone system, mail system or computer system, or use of any of the above for any illegal act or act prohibited by the Student Code of Conduct.
 27. Falsely claiming to represent the college or a student organization of the college.
 28. Interfering with the due process procedures or outcomes including, but not limited to, falsification, distortion or misrepresentation of information before a hearing officer or committee; knowingly initiating a complaint without cause; or failure to comply with the sanction(s) imposed by either a hearing officer or administration.
 29. Committing an act of retaliation toward an individual or group who initiated a complaint (including, but not limited to, any violation of the Student Code of Conduct) with the college.
 30. Posting, affixing, or otherwise attaching written or printed messages or materials, e.g., posters, signs, handbills, brochures, or pamphlets, on surfaces including, but not limited to, doors, windows, buildings, sidewalks, and lawn areas (used, owned, or leased by WITC) with the exception of designated posting areas where approved posting is expressly permitted.

31. Leaving a child (children), for whom you are responsible, unattended/unsupervised on WITC property.
32. Participating in discriminatory unlawful acts including, but not limited to, use of racial slurs, insults, use of aspersions, denial of legal use or admittance, or other verbal or physical conduct related to a person's race, religion, age, color, national origin, handicap, or other protected classification.

The Student Code of Conduct, available through the Student Services office, details sanctions, appeal process, and procedures if a student violates this code.

Implementation of Behavioral Probation, Suspension, & Dismissal

Any student who is found to have violated the Student Code of Conduct shall be subject to sanctions imposed by WITC. The scope of disciplinary action which may be imposed includes warning; written reprimand; probation; social probation; discretionary sanctions; interim suspension; suspension; withdrawal agreement; expulsion; restitution of damages; revocation of admission and/or degree; and withholding degree. These sanctions need not be imposed in sequence; rather, the severity of the sanction should reflect the severity of the violation. WITC retains sole discretion to determine the appropriate level of discipline to impose.

It is the college's belief that all disciplinary sanctions should provide the opportunity for personal growth; to that end, referral to the counseling staff for screening and referral to outside agencies for individual assessment may be included as a condition of any sanction.

The college may impose the following sanctions upon any student found to have violated the Student Code of Conduct:

1. Warning: Notice in writing to the student that the student is violating one or more of the Student Code of Conduct rules and regulations.
2. Written Reprimand: Written notice to be recorded in the student's permanent record documenting the student's violation of one or more of the Student Code of Conduct rules.
3. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
4. Social Probation: Social probation is an official student status issued by the administration to censure serious infraction of school regulations. Students on social probation will not be permitted to hold any office in a school-recognized organization and will be relegated to an inactive status in all school activities, not to exceed one academic term. Social probation status can be assigned to student organizations whose members violate college policies and conduct codes. School organizations on social probation will not be allowed to conduct business meetings and will not be allowed to function as an authorized organization while on social probation. Any conduct in violation of the Student Code of Conduct while currently on probationary status, may result in the imposition of a more serious disciplinary sanction.
5. Discretionary Sanctions: Work assignments, essays, service to the college, or other related discretionary assignments.
6. Interim Suspension: The immediate and temporary removal of a student from part or all of the campus following behaviors or threats which constitute an immediate danger to the physical safety and well-being of the student and/or any other campus or community members, destruction of property, or the substantial disruptions of classroom or campus activities. At the time of the interim suspension directive, the student shall receive verbal and written notice of the pending charges against him/her.
 - a. During the interim suspension, a student may be denied access to the residence halls and/or to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the dean of students may determine to be appropriate.
 - b. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board Hearing, if required.
7. Suspension: Termination from classes and/or other privileges or activities for a period not to exceed the current term plus one full academic term. Suspension represents an official student status issued by the administration whereby a student is involuntarily removed from an activity and/or withdrawn from the college. When a student is suspended during a term, the student's tuition is forfeited. A student will be suspended for serious or repeated violations of school rules and regulations as defined in the WITC Student Code of Conduct. A student may be prohibited from entrance to a WITC facility during this period. Conditions for readmission may be specified.

8. Withdrawal Agreement: In certain cases where a student's behavior and continued enrollment may adversely effect his or her well-being, the College and the student may agree to discontinue the student's attendance at WITC for a specified amount of time and agree to conditions for readmittance to the College. In such instances, the Dean of Students and the student will sign a written withdrawal agreement detailing the terms and conditions of the withdrawal and readmission.
9. Expulsion: Expulsion represents an official student status whereby a student is involuntarily barred from the college and from all college facilities and college-sponsored events for a defined period not less than one academic term. A student will be expelled for serious or repeated violations of considerable magnitude of school rules and regulations as defined in the WITC Student Code of Conduct. When a student is expelled during a term, the student's tuition is forfeited. A student shall be prohibited from entrance to a WITC facility during the period of expulsion.
10. Restitution of Damages: When deemed appropriate, the dean of students or Student Conduct Board may require restitution for damages done or other payment for expenses incurred as a result of the student's actions. Restitution may be required to the college, a specific department, or a specific individual, as designated by the Student Conduct Board. This may take the form of appropriate service and/or monetary or material replacement.
11. Revocation of Admission and/or Degree: Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
12. Withholding Degree: The college may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

Repeat Violations: In the case of repeated violations or violation in deliberate disregard of a specific warning, a student will be subject to more serious sanctions than would otherwise be the case. A prior disciplinary record is never relevant in determining the facts of an incident, but once the facts have been established, it may be relevant in determining the appropriate sanction.