



3.6 Student Code of Conduct

Part 1. Purpose

Century College strives to maintain an educational community that fosters the development of students who are ethical, civil and responsible persons. Students of the College are expected to conduct themselves in a manner consistent with the College's function as an institution of higher education. As a community of learners and scholars, all are expected to maintain conduct, which assures orderly pursuit of educational objectives, positive regard for the rights of others, and a safe environment. The purpose of this document is to set forth the specific authority and responsibility of the College in maintaining behavioral standards.

Part 2. Definitions

1. **College** means Century College.
 2. **Academic dishonesty** includes cheating, plagiarism, collusion, and the submission of false information.
 - a. **Cheating** includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
 - b. **Collusion** is an agreement by two or more people to commit an act of academic dishonesty. The College will not attempt to distinguish between students who cheat or plagiarize and those who assist in such actions. A student who intentionally assists another in the act of cheating or plagiarism is subject to disciplinary action for academic dishonesty.
 - c. **Plagiarism** includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
 - d. **Submission of False Information** includes false testimony, names, and addresses, as related to the admission process, readmission, assessment testing or academic and Student Affairs appeals or petitions.
 3. **Advocate** is an individual who advises a student during the process and does not speak on behalf of the student at a hearing.
 4. **Alleged student violator** means any student accused of violating the Code.
-

5. **Campus official** includes any person employed by the College performing assigned administrative or professional responsibilities.
6. **College Campus** includes the College Premises and all college sponsored virtual mediums.
7. **College Premises** include all land, buildings, facilities, and other property in the possession of or owned, used or controlled by the College, including adjacent streets and sidewalks. The Code applies at all locations rented by the College.
8. **College sponsored off campus activities**-includes but not limited to student travel, conferences, internships, clinicals, intramurals, athletics, study abroad, club events.
9. **Complainant** means any person who submits a complaint alleging that a student violated the Code.
10. **Conduct Administrator** means a Student Affairs administrator designated by the College president to be responsible for the administration of the Student Code of Conduct.
11. **Conduct Officer** means the person designated to preside over procedural matters to the administration of the Code of Conduct.
12. **Faculty member/Instructor** means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
13. **Hazing** means an act which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student group, organization or sports team.
14. **Instructional Day** is defined as any of the days noted on the official Academic Calendar of the College as an instructional day, excluding Saturdays and Sundays.
15. **May** is used in the permissive sense.
16. **Member of the College community** includes any person who is a student, faculty member, College official or any other person employed by the College
17. **Policy** means the written regulations of the College and Minnesota State as found in, but not limited to, the student Code of Conduct, the College and Minnesota State web pages, Board Policy and System procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus, Board Policy and System Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources, and the College catalog.
18. **Preponderance of evidence** means a standard of responsibility that more likely than not that the Student Code of Conduct has been violated.
19. **Respondent** is the student accused of violating the Student Code of Conduct.
20. **Shall** is used in the imperative sense.
21. **Student** includes all persons who: a.) are enrolled in one or more courses, either credit or non-credit, through the College; B.) withdraw, transfer or graduate, after an alleged violation of the student Conduct Code; c.) are not officially enrolled for a particular term but who have a continuing relationship with the College; and d.) have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid.
22. **Rights and Responsibilities Board** is the hearing board consisting of three students appointed by the Student Senate President, one administrator and two staff members appointed by the College President, and two faculty members appointed by the Faculty Association President. Five of eight members must be present for a hearing.

23. **Student Organization** means any number of persons who have complied with the formal requirements for College registration as a Student Senate recognized club or Student Life funded group.
24. **Tennessee Warning** is to inform those involved in an investigation the purpose and intended use of the requested information; if it is legally required to supply the requested information; any known consequences arising from supplying or refusing to supply information; and who is authorized to receive the information.
25. **Victim** is a person who is allegedly harmed by a Student Code of Conduct violation. A student who believes that they have been a victim of another student's misconduct will have the same rights under this Code as are provided to the Complainant, even if another member of the College community submitted the complaint itself.
26. **Written Notice** is to the student's Century College email address.

Part 3. Proscribed Conduct

A. Jurisdiction of the Student Code of Conduct

The Code of Student Conduct shall apply in any of the following circumstances:

1. The violation is committed on college premises
2. The violation is committed while participating in a College sanctioned or sponsored activity
3. The victim is a member of the College community
4. The violation constitutes a crime under state or federal law
5. The violation adversely affects the educational, research or service functions of the College.
6. The violation occurs in any virtual medium including but not limited to on-line classes, distance learning activities, phone, texting, emails, and social media
7. Hazing is involved

The Conduct Administrator or designee shall decide whether the Code shall be applied to conduct occurring off campus, on a case-by-case basis.

Students enrolled in various programs at the College may also be subject to standards of conduct unique to these programs. Violations of the standards of behavior for these programs shall be considered a breach of this Code of Conduct. Students should refer to the program guidelines and course syllabus to learn more about applicable standards of conduct associated with their academic program.

Allegations of discrimination, harassment and sexual violence shall be resolved pursuant to Board Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, System Procedure 1B.1.1, Report/Complaint of Discrimination/ Harassment Investigation and Resolution, Board Policy 1B.3, Sexual Violence Policy, System Procedure 1B.3.1, Sexual Violence Procedure.

B. Violations

Any student or student-approved club/organization found to have engaged in one or more of the following behaviors is subject to the disciplinary sanctions outlined in this policy.

1. **Alcohol Violation.**
 - a. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law and college regulations
 - b. The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned.
 2. **Abuse.** Physical abuse, verbal abuse, threats, intimidation (which threatens or endangers the health or safety of a person), harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
 3. **Bullying.** Bullying means aggressive behavior directed at another person that causes stress or harm and that is repeated over time, including but not limited to assaulting, defaming, terrorizing, making obscene gestures, or invading privacy.
 4. **Dishonesty.** Acts of dishonesty, including but not limited to the following (See Academic Honesty procedure 3.6.2):
 - a. Cheating, Collusion, Plagiarism
 - b. Deliberately 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 including copyright violations.
 - d. Tampering with the election of any College-recognized student organization.
 5. **Disorderly conduct.** 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. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on the College Campus, participating in College sponsored activities as well as online classes and College activities without their prior knowledge, or without their effective consent when such a recording is likely to cause injury or distress.
 6. **Disruptive activity.** Disruption or obstruction of teaching, research, administration, disciplinary proceedings, and other College activities, including its public-service functions on or off campus, any authorized non-College activities, or if the act occurs on the College Premises. Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
 7. **Disruptive demonstrations.** Participation in a campus demonstration which disrupts the normal operations of the College and 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.
 8. **Drug Law Violation.** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
-

9. **Failure to comply.** Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to produce valid Century College identification or valid government issued identification when requested to do so.
10. **Hazing.** An act, which endangers the mental or physical health or safety of a person, subjects a person to public humiliation or ridicule, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership into a student group, organization, or athletic team.
11. **Law violation.** Violation of federal, state, or local law
12. **Minnesota State System Policy or College Policy Violation.** Violation of published College policies, rules or regulations.
13. **Student Organization Misconduct.** Student organizations (as well as members and officers individually and collectively) may be held accountable when an alleged offense is committed by one or more members or guests of the organization and any one the following conditions apply:
 - a. The offense occurred at an event that was sanctioned by an officer of the organization
 - b. Organizational and/or College funds are used to finance the activity
 - c. The event where the offense occurred is substantially supported by the organization's membership
 - d. Members with knowledge of the forthcoming violation did not attempt to prevent the infraction
 - e. The organization fails to report or chooses to protect the individuals(s) alleged to have committed the offense
14. **Student Conduct Process Abuse,** including but not limited to:
 - a. Failure to obey the summons of the Student Rights and Responsibilities Board or Conduct Officer.
 - b. Falsification, distortion, or misrepresentation of information before the Conduct Officer, the Student Rights and Responsibilities Board or other judicial body.
 - c. Disruptive or interference with the orderly conduct of a judicial proceeding.
 - d. Initiate a judicial proceeding knowingly without a justifiable case.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
15. **Theft or Damage to Property.** Attempted or actual theft of and/or damage to property of the College or property of a member of the college community or other personal or public property.
16. **Unauthorized Access.** Unauthorized possession, duplication or use of keys or other access modes to any College premises or unauthorized entry to or use of College premises.
17. **Weapons Law Violation.** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with violation of a law without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code of Student Conduct may be carried off prior to, simultaneously with, or following civil or criminal proceedings off-campus.

D. Sanctions

One or more of the following administrative and/or educational sanctions may be imposed upon any student found to have violated the Student Code:

1. **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
2. **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period. The College may impose specific written conditions for the probation.
3. **Loss of Privileges** - Denial of specified privileges for a designated period.
4. **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
5. **No Contact Order** – is a prohibition of direct or indirect physical, verbal, and/or written contact with another individual or group issued by the College.
6. **Discretionary Sanctions** - Work assignments, essays, service to the College, or other related discretionary assignments.
7. **Suspension** - Denial of the privilege of enrollment for a specified period of time after which the student is eligible to return. Conditions for re-enrollment may be specified.
8. **Summary Suspension** means a suspension imposed without a formal hearing to ensure the safety and well-being of members of the College community. Students are not permitted on the college premises and cannot participate in college sponsored activities without the permission of the Conduct Officer
9. **Expulsion** - Permanent denial of the privilege of enrollment at the College.
10. **Revocation of Admissions**- Admission to the College may be denied or revoked prior to the first term.
11. **Withholding or revoking awards** - The College may withhold or revoke a degree/certificate/diploma or other College sponsored award.
12. **Deactivation of Student Clubs**

Part 5. Procedures

Conduct procedures are found in Student Code of Conduct Procedure 3.6.1 and Academic Honesty procedures are found in Academic Honesty Procedure 3.6.2

References:

Century College Policy 3.6.1

Century College Academic Honesty Policy 3.6.2

Minnesota Statutes Chapter 14

Minnesota State Policy 3.6 and Minnesota State Procedure 3.6.1

Minnesota Statutes §13.04, subdivision 2

MN State Board Policy 2.3

Date Proposed: 6/11/98

Date Approved: 6/11/98

Date Implemented: 7/1/98

Date Revised: 3/6/97, 2/01/01, 6/30/04, 11/5/09, 04/20/20, 11/05/20

Date Approved: 11/05/2020

Date Implemented