



## **STUDENT CODE OF CONDUCT HANDBOOK**

*“We serve as a pathway to prosperity, teaching and inspiring all who seek to learn, growing careers and changing lives.”*

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## INTRODUCTION

Hocking College is committed to fostering a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The University, through the Student Conduct program, is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community. To this end, every Hocking College student must commit themselves to communicating and acting with integrity and respect for others.

## SCOPE OF THE STUDENT CONDUCT HANDBOOK

The Hocking College Student Code of Conduct Handbook (hereinafter, “Handbook”) applies to all students currently enrolled at Hocking College.

Students are expected to abide by College policies and local, state and federal laws. In addition to the policies listed in this Handbook, Students are expected to adhere to the following policies.

- Residence Hall Handbook
- Student Success Agreement(s)
- All other College Policies and Procedures

## STATEMENT OF STUDENT RIGHTS AND RESPONSIBILITIES

At Hocking College, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the Student Code of Conduct.

These standards are embodied by a set of core values that include *Respect, Community, Integrity, and Responsibility*. All members of the campus community bear responsibility for their conduct. As members of the Hocking community, students are expected to adhere to all published rules, regulations and policies. Additionally, residents of Student Housing should be familiar with Student Housing regulations in the Residence Hall Handbook. Students are also obligated to comply with the laws of the city, county, state and nation.

Hocking College is committed to personal and intellectual development. As a small residential community college we offer the unique “hands on” learning experience where all students can develop to their full potential. The environment for a small community college is especially immersive and personal, allowing students to benefit from a close relationship with faculty.

To foster a productive learning environment this Handbook sets forth specific expectations for members of the student body reflecting the mission and values of the institution. Reading and understanding this

Handbook, as well as other expectations identified by the individual schools within the College, is the responsibility of each and every Hocking College student.

## STUDENT CONDUCT PROCESS

Punishing students is neither the purpose nor the goal of the student conduct process as set forth in this Handbook.

Rather, the student conduct process exists to protect the rights of the community, both on campus and off campus, while providing due process to students involved in incidents reported to Hocking College that may violate the Student Code of Conduct.

Hocking College acknowledges that the rights and privileges of each individual are also components of a community. These rights are protected with vigilance equal to that of the enforcement of rules and procedures in the student conduct process.

When students fail to conform their behavior to community expectations and the underlying values that establish those community expectations, the resulting student conduct process may determine that the student should no longer share in the privilege of participating in this community.

The purpose of the Hocking College student conduct process is to review alleged violations of Hocking College policies, procedures and regulations by members of the Hocking College community.

The various components of the Hocking College student conduct process are designed to respond to such violations, to determine the facts based upon a preponderance of the evidence., to ascertain responsibility or non-responsibility regarding the alleged charges, and to determine appropriate sanctions.

The Vice President for Student Affairs, or his/her designee, has the authority and responsibility for the administration of the Hocking College student conduct process. This process encourages students to recognize their obligation to themselves, to their peers, to Hocking College and to the community as a whole.

Therefore, a goal of this student conduct process is to actively facilitate student development by helping students understand responsibility and decision-making, and to proactively work with students by evaluating current behavior in the context of the implications upon future career and life outcomes which that behavior may have.

Through these established procedures, the Hocking College student conduct process seeks to facilitate the protection of student rights within the context of alleged violations of Hocking College policies, procedures and regulations.

Similarly, a student may be held accountable pursuant to the standards of other organizations to which they are bound (e.g., student athlete code of conduct, student organization standards, federal, state and/or local governments, etc.). The College may place students on Interim Suspension prior to the consideration of alleged violation of policies whenever their activities are viewed as threatening or potentially injurious to the well-being or property of members of the Hocking College Community, or to the property or orderly functioning of the College.

An individual or group may be required to curtail or modify behavior and/or activities prior to the formal consideration of alleged violation of policies whenever these behaviors and/or activities are viewed as threatening or potentially injurious to the well-being or property of members of the community or to the property or orderly functioning of the College. An individual who chooses to voluntarily withdraw from Hocking College may still be subject to the student conduct process. The College may delay granting a diploma otherwise earned until the completion of the student conduct process, including completion of any sanctions imposed.

Hocking College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law (federal, state and/or local) and this Student Handbook. That is, if both possible violations result from the same factual situation, and without regard to pending civil or criminal litigation in court, or criminal arrest and prosecution, Hocking College may still institute disciplinary proceedings against the student pursuant to the student conduct process.

At the discretion of the Vice President for Student Affairs or his/her designee, proceedings under this student conduct process may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Decisions made or sanctions imposed under the College's Student Code of Conduct are independent of, and will not be subject to change as a result of, pending or resolved civil or criminal charges arising out of the same facts.

## STUDENT CONDUCT INVESTIGATION, CONDUCT REVIEW, & ADJUDICATION PROCEDURES

### *Reporting an Incident*

Campus safety is our top priority and we take all reports of misconduct seriously to protect everyone's health and well-being. Hocking College depends on community members to identify and report behaviors

of concern so that the College can provide distressed students and employees with appropriate support services and resources. We are all responsible for campus safety. If you see any concerning behavior or suspicious behavior report it at [www.hocking.edu/report-it](http://www.hocking.edu/report-it)

### *Procedure Interview*

The purpose of the Procedure Interview is to provide the accused student the opportunity to discuss the facts and circumstances that led to the referral. Upon receipt of information regarding misconduct, the Office of Student Affairs (or designee) will review, investigate and evaluate whether there is sufficient information to formally allege that a violation of the code of student conduct occurred. If there is inadequate information, the incident will be closed and no action will be taken. Students involved in incidents that have sufficient information to support formal allegations will receive an email sent to their Hocking College email account from the Office of Student Affairs. The email will outline the date and location of the incident as well as the alleged code of student conduct violation(s). Also, the email will set forth the date, time, and location for the student to attend a Procedure Interview. The student may request an online Procedure Interview if they will not be on campus. Students may also request an alternate date if extenuating circumstances (e.g., illness, family emergency, etc.) prevent them from attending the scheduled Procedure Interview.

The Hocking College email serves as the official communication of the college. It is the responsibility of the student to monitor their email account. If the student fails to check their email account, a “Missed Procedure Interview” notification letter (described below) will be delivered, either by email or by the Hocking College Police Department. The Hocking College Police Department’s Communication Officer may deliver the Missed Procedure Interview notification letter to the student’s residence hall or classroom.

All Procedure Interviews and Administrative Hearings will be closed to the public in order to protect the student’s right of confidentiality (see rights of accused). The exclusion of attorneys or law-trained professionals from the Procedure Interview and/or Administrative Hearing does not limit the student’s ability to pursue the matter through legal channels.

### *Missed Procedure Interview*

If the accused student received notification of the Procedure Interview (email or HCPD) and failed to attend, a determination will be issued in their absence. If a student has shown a pattern of missing

Procedure Interviews, certain privileges may be restricted until the student attends the Procedure Interview, and may be reinstated upon the student's having attended the Procedure Interview.

### *Administrative Hearing*

Cases in which students face suspension or expulsion will be heard in front of a Hocking College Hearing Board. An Administrative Hearing will likely occur if a student commits a violation while in the disciplinary period of "Suspension in Abeyance," or if the Vice President of Student Affairs and Campus Relations (or designee) has determined that the nature of the alleged violation or the student's behavior pattern warrants special attention.

#### Administrative Hearing Operating Guidelines:

1. Each Hearing Board must be comprised of members of the Hocking College Community.
2. In order to avoid bias, a student conduct officer who made a Procedure Interview determination regarding the alleged student is not permitted on the Hearing Board.
3. Because of the seriousness of the potential outcome, students will be notified of the Administrative Hearing through the Hocking College Police Department's Communication Officers.

#### During the Administrative Hearing:

1. The Board members will gather before the start of the Hearing to discuss procedures.
2. All people present are introduced and their roles are explained. The Hearing Chair explains the purpose of the Hearing and describes the order of events of the Hearing.
3. All reports leading to the Hearing are read aloud by the Chairperson. Then the current charge which is the subject of the Hearing is read and discussed.
4. The student is given the opportunity to provide commentary, corrections or question witnesses as they recall the event(s).
5. The Hearing Board is permitted to ask questions of the student pertaining to the current violation.
6. After questioning, corrections and commentary have concluded, all non-Board members are dismissed from the room while the Board deliberates the current charge.
7. The Board considers the evidence and testimony presented in the Hearing and makes, by a majority vote, a determination of either *found in violation* or *found not to be in violation*.



8. The student is asked back into the board room and the findings are shared along with any applicable sanctions.
9. The sanction of Suspension or Expulsion is applied immediately, in which case the student will have two hours to remove their belonging from their residence hall.

### *Appeals Process*

Respondent(s) have the right to appeal the outcome of a Procedure Interview determination or Administrative Hearing determination. Appeals are reviewed by the Vice President of Student Affairs and Campus Relations. Appeals may be reviewed only if one or more of the following are believed to have taken place:

1. *Substantial Procedural Error*: The specified error must have substantially altered the Interview or Hearing in such a way that the accused student was denied a fair Interview or Hearing, or prevented the Interview or Hearing officer from making a fair decision.
2. *Inequitable Sanctioning*: The evidence presented in the Interview or Hearing did not justify the resulting finding or sanction, in that the resulting sanction would be considered disproportionately severe relative to the level or nature of the violation, or based on the student's prior record.
3. *Presence of New Information*: New information has come to light that was not present or available at the time of the Interview or Hearing. This information must be substantial enough in nature to alter the resulting finding/sanction.

Appeals can be made by using the form located at [www.hocking.edu/student-conduct](http://www.hocking.edu/student-conduct)

Notification of the appellate review will be issued to the student within seven (7) calendar days of the submission of the appeal. The Vice President of Student Affairs and Campus Relations (or designee) will do one of the following:

- Affirm the previous finding(s) and sanction(s) issued by the Interview or Hearing officer/board
- Affirm the previous finding(s) and alter the sanction(s) issued by the previous Interview or Hearing officer/board
- Overturn the finding(s) of the previous Interview or Hearing officer/board and retract previous sanction(s). In considering the original evidence presented at the Procedure Interview or Administrative Hearing, in light of alleged new evidence, the Vice President of

Student Affairs and Campus Relations (or designee) will order a new Hearing only if the new evidence is of such a nature to change the outcome of the original Interview or Hearing. Students will be notified within ten (10) working days of the appeal decision.

### *Preponderance of the Evidence*

A preponderance of the evidence means that the information or evidence provided is more likely than not to be true. When evaluating the information and evidence, the Interview or Hearing officer(s) will first evaluate the quality of the evidence. The Interview or Hearing officer(s) will consider all of the information and evidence regardless of its origin. Any information or evidence the Interview or Hearing officer(s) find to be of high quality should be given more weight than any information or evidence the Interview or Hearing officer(s) find to be of low quality. Quality may or may not be identical with quantity, and sheer quantity alone should not be the basis for a finding of responsibility. The testimony of a single party or witness or a single piece of information or evidence may be sufficient to establish a fact.

Decisions that require the use of an evidentiary standard (e.g., determinations of responsibility, process appeals, challenges to Title IX dismissal, and findings of fact) will be made after the Interview or Hearing officer(s) assess the quality of the information or evidence and unanimously determine that the decision is justified. That is, the Interview or Hearing officer(s) should find that there is sufficient evidence that is relevant, probable, and persuasive to convince them that a particular assertion is more likely than not and that the evidence supporting such an assertion outweighs any evidence to the contrary.

### *Confidentiality and Handling of Student Conduct Records*

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), a student's disciplinary history is part of the student's education records. College officials may also access a student's educational record if they have legitimate educational interests in their contents. Student may authorize the release of their educational records to other parties. If a student grants access to their disciplinary history to other parties, the entire disciplinary history may be provided.

### *Record Keeping and Reporting of Student Disciplinary History*

Student disciplinary histories are recorded and reported as follows:

- Sanctions less severe than disciplinary probation are maintained in the student's disciplinary history until graduation or one year after a student withdraws from College. These records are not noted on the student's transcripts. These sanctions will not be

reported to parties outside the College unless, in subsequent incidents, the student is sanctioned to Probation, Suspension in Abeyance or Suspension.

- Sanctions of Disciplinary Probation and Suspension in Abeyance are maintained in the student's disciplinary history until one year following graduation or five years after a student withdraws from the College. These records are not noted on the student's transcript but may be reported to outside parties per FERPA guidelines.
- Sanctions of Suspension or Expulsion are permanently maintained on the student's transcript in the student's disciplinary history. These records may be reported to parties outside the College.
- Students who withdraw from College while the adjudication of an incident is pending, or have not completed their judicial sanctions, will be placed on a judicial hold with the registrar's office.

#### *Rights of the Accused Student*

Students engaged in the student conduct process retain the following rights:

- The right to an unbiased Interview / Hearing.
- The right to review all documents prior to the Procedure Interview / Admin. Hearing.
- The right to the scheduling of a Procedure Interview and/or Hearing without unreasonable delay following the notification, not to exceed 30 business days while college is in session.
- The right to notification regarding the alleged offense at least 24 hours before the Procedure Interview or Admin. Hearing.
- The right to a Procedure Interview to discuss the facts and circumstances that led to the referral and/or Incident Report.
- The right to present evidence and witnesses.
- The presumption that the student's actions are not in violation of the Student Code of Conduct. The burden of proof rests with the College such that the College must prove, by a preponderance of the evidence, that the student is in violation of the Student Code of Conduct.
- The right to rebut evidence and information, and to question witnesses and complainants.
- The right to timely notification of a decision in a case.
- The right to have an advisor who is a member of the college community. The role of the advisor is to assist the student in preparing for the case, not to "win" the case for the student. The advisor is not permitted to talk during the Procedure Interview and/or Hearing.

- The right to appeal without further sanctions or discipline.
- The right to receive a determination within seven (7) days of the Procedure Interview/Administrative Hearing.

#### PROHIBITED AND RESTRICTED CONDUCT

The behaviors identified below have the potential to disrupt the living and learning environment of the Hocking College Mission. The College values the need for a college experience that engages personal, academic and social growth. Members of the Hocking College community are expected to model mutual respect, personal responsibility and empathy. The behaviors listed below constitute actions that violate the community standards of Hocking College. Students who have been found to have committed or have attempted to commit these prohibited behaviors will be subject to disciplinary action.

#### ACADEMIC RELATED OFFENSE

- a. Academic Misconduct
  - i. Any action which gains, attempts to gain, or assists others in gaining or attempting to gain unfair academic advantage.
  - ii. Includes plagiarism, collusion, contract cheating, and fabrication of data, as well as the possession of unauthorized materials during an examination.
- b. Disruption/Obstruction
  - i. The disruption/obstruction of teaching, administration, disciplinary proceeding, or any other activities on or off campus.

#### MISUSE OF DRUGS AND ALCOHOL \*

- a. Alcohol – The use or possession of alcohol at Hocking College, regardless of the owner's age or intention to consume it elsewhere, is prohibited on campus, including residence halls.
  - i. Use or possession of alcoholic beverages.
  - ii. Repeated violations involving alcohol, showing a pattern of alcohol abuse
  - iii. Being severely intoxicated.
  - iv. Operating a motor vehicle under the influence of alcohol.
- b. Drugs – The use or possession of any illegal drugs, including marijuana, are prohibited on campus, including residence halls.
  - i. Use or possession of marijuana or any illegal substance.
  - ii. Distribution, sale, or trafficking of any illegal drug.

- iii. The misuse or sale of legal substances such as prescription drugs or over the counter drugs.
- iv. Repeated violations involving illegal substances.
- v. Operating a motor vehicle under the influence of drugs.

\* The Family Educational Rights and Privacy Act (FERPA) allows the Office of Student Affairs and Community Relations to notify parents of students under the age of 21 in the event of alcohol and drug violations.

#### VIOLENT, ENDANGERING AND DISCRIMINATORY BEHAVIOR

- a. Conduct that recklessly or intentionally threatens to endanger the physical or mental health of any person.
- b. Any action that results in or has the potential of physical, mental and/or emotional harm.
- c. Knowing of a violent, endangering or discriminatory action and failing to report it.
- d. Hazing, as defined by Ohio Revised Code section 2903.31. (E.g., doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization, or any act to continue or reinstate membership in or affiliation with any student or other organization, that causes or creates a substantial risk of causing mental or physical harm to any person). See also, Hocking College policy and procedures regarding hazing located on the Hocking College Website.

#### SEXUAL MISCONDUCT – TITLE IX

1. **Quid Pro Quo.** Conduct on the basis of sex where a College employee conditions the provision of a College aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or,
2. **Unwelcome Conduct.** Unwelcome conduct on the basis of sex that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or,
3. **Sexual Assault.** Sexual assault is engaging or attempting to engage in one of the following activities with another individual without consent or where the individual cannot consent because of age or temporary or permanent mental incapacity:
  - Sexual intercourse (anal, oral, or vaginal), including penetration with a body part (e.g. penis, finger, hand, or tongue) or an object, however slight;

- Intentional touching of the intimate body parts of another for the purpose of sexual gratification. Intimate body parts include the breasts, buttocks, groin, and genitals.
- Sexual intercourse (anal, oral, or vaginal) between individuals who are not permitted to marry. In Ohio, this means that individuals closer in kin than second cousins may not have sexual intercourse.
- Sexual intercourse (anal, oral, or vaginal) with a person who is under the statutory age of consent. In Ohio, state law prohibits sex with any individual under the age of 13; additionally, individuals over the age of 18 may not have sex with individuals under the age of 16.

4. **Dating violence.** Conduct on the basis of sex that consists of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

5. **Domestic violence.** A felony or misdemeanor crime of violence constituting conduct on the basis of sex committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or,
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

6. **Stalking.** Conduct on the basis of sex that consists of engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the respondent directly, indirectly, or through third parties, by any

action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;

- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the complainant; or,
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

The complete procedure is located at [hocking.edu/title-ix](https://hocking.edu/title-ix)

#### FAILURE TO COMPLY

- a. Failure to comply with directions from any college official.

#### CONDUCT UNBECOMING

- a. Any behavior that a reasonable person would find affects another student's ability to fully participate in the benefits of Hocking College, or which negatively impacts the Hocking College Community including, but not limited to:
  - i. Failure to show respect
  - ii. Excessive noise
  - iii. Obscene behavior
  - iv. Disorderly Conduct
  - v. Public Indecency
  - vi. Disturbing the peace

#### DISHONESTY

- a. Engaging in a fraudulent or deceitful act.

#### RESIDENCE HALL HANDBOOK VIOLATIONS

- a. Members of, and/or visiting members of the residential campus community, who fail to abide by the rules and regulations set forth by the Residence Hall Handbook. These violations include but are not limited to:
  - i. Health and Safety/Clean Room – Students are expected to maintain a reasonably clean and sanitary living area.

- ii. Noise Violations - Activity in the residence halls that results in unnecessary disturbance including loud music during courtesy and quiet hours.
- iii. Occupancy Violation – unauthorized guest of a residential room.
- iv. Prohibited Item - Possession of any prohibited item listed in the Residence Hall Handbook.
- v. Improper Checkout - When a resident leaves their room in a manner that requires additional cleaning and repairs.

#### PANDEMIC OR DECLARED EMERGENCY SAFETY PROTOCOL

- a. During a pandemic or declared emergency, the following safety measures are in place:
  - i. Dorm students must get a wristband when checking in every day in their assigned location from 7am-10am.
  - ii. All students must check in and get a wristband before entering campus at their assigned location.
  - iii. No visitors are allowed in dorm rooms.
  - iv. Students must report any unusual symptoms before coming to campus.
  - v. Students must abide by all published curfew hours and policies.

#### THEFT

- a. Possessing property without permission from the owner.
- b. Failing to return the property of another individual or college entity.

#### MISUSE OF PROPERTY

- a. Computers, Email and Social Media
  - i. Unauthorized entry / transfer into a file for personal purpose.
  - ii. Use of another's identification account or password to access information of another individual.
  - iii. Sending inappropriate comments, images, or videos.
  - iv. Violations of the Computer Network Usage Policy.
- b. Unauthorized Access
  - i. Unauthorized entry into Hocking College buildings or areas, including but not limited to offices, dorm rooms, athletic facilities, and construction sites even when unlocked.
  - ii. Tampering with locks to Hocking College buildings.
  - iii. Unauthorized possession or use of Hocking College ID Cards.



- iv. Entering into Hocking College residences other than one's assigned building or private residential space without being granted access by an authorized resident.
- c. Safety / Security Equipment
  - i. Altering, covering or disabling smoke alarm detectors, safety devices, security cameras or other emergency/safety equipment.

#### BREACH OF ANY LOCAL, STATE OR FEDERAL LAW

- a. Breach, infraction, violation or transgressions of any law on or off campus will be recorded in the student's conduct record.

#### VIOLATION OF THE STUDENT CONDUCT PROCESS

- a. Intentional falsification, distortion, misrepresentation of information before the officer(s) of a Procedural Interview, Administrative Hearing or other decision-making body of the student conduct process.
- b. Disruption or interference with the orderly progress of the student conduct process.
- c. Verbal or physical harassment and / or intimidation of officer(s) of a Procedure Interview, Administrative Hearing or other decision-making body of the student conduct process, either prior to or during the student conduct process.
- d. Initiation of the student conduct process in bad faith.
- e. Attempting to influence the impartiality of officer(s) of a Procedure Interview, Administrative Hearing Board or other decision-making body of the student conduct process prior to and/or during the student conduct process.
- f. Failure to comply with sanctions imposed through the student conduct process.

#### POSSESSION OF WEAPONS, FIREWORKS, EXPLOSIVES OR DANGEROUS ITEMS

- a. Possession or use of guns, BB guns, air rifles, ammunitions, knives, swords, paint guns and any other dangerous items.
- b. Possession of any commercial firework.
- c. Possession of any item if held in a manner that harms, threatens or causes fear.
- d. Motorcycles / Hover-boards / Skateboards / Motorized Transportation Devices
  - i. For health and safety reasons, motorcycles, including any motorized vehicle, are allowed only on the streets and designated areas for parking of vehicles.

- ii. Motorcycles should be parked in designated parking spaces. Individuals choosing to park their motorcycles in undesignated spaces may receive tickets from Campus Police and/or have their motorcycle towed.
- iii. No motorized transportation devices, such as hover-boards, skateboards, scooters, bicycles, segways, etc., are allowed in any Hocking College Building.
- iv. Hover-boards are not allowed on any Hocking College campus or in any Hocking College Building.
- v. Skateboards must be carried while in any Hocking College Building.

#### RETALIATION

- a. Intimidating, threatening, coercing, or discriminating against any individual because the individual has made an Incident Report or complaint.
- b. Refusing to participate in any manner in an investigation, proceeding, or hearing.

#### HOCKING COLLEGE SANCTIONS

The sanctions listed below are actions that may be taken, individually or in combination, by the Vice President for Student Affairs and Campus Relations, or designees:

- **Formal Warning** – A warning is notification that a student has committed certain violations/behaviors and that continuance of that action will result in more severe disciplinary action. Another violation will likely result in Probation.
- **Therapy Assistance Online (TAO)** – Online therapy modules to guide students through certain life scenarios they may be dealing with in their lives.
- **Reflection Paper** – A one or two-page paper in which the student will reflect on how they should have handled the incident properly, including research into and analysis of subjects relevant to the circumstances surrounding the incident.
- **Education Sanctions** – These include but are not limited to alcohol/drug education, mandatory counseling, assessment, and adherence to professional counseling recommendations, and research papers or projects.
- **Coaching Session** – A Coaching Session is a one-on-one conversation with a member of the Hocking College Community. A two-page essay will be assigned and completed before the meeting to discuss with the coach.

- **Hocking College President Coaching** – Students who have multiple judicial violations will meet with the President. It is the student’s responsibility to attend.
- **Behavioral Contract** – The purpose of the contract (aka “Student Success Agreement”) is to allow a student to successfully manage their behavior while remaining an active member of the Hocking College Community. Failure to complete the agreed upon provisions of the contract could result in Suspension from the college.
- **Community Service** – Service hours are organized by the college on Wednesday’s in two separate time blocks, 8am-12pm and 1pm-5pm. Students are able to complete hours with an approved non-profit, or with a member of the campus community.
- **Parental Notification** – Parent will be notified of the student’s code of conduct violation and code of conduct disciplinary standing with the college.
- **Fine/Restitution** – A monetary penalty for violations such as vandalism or damage to College property or property of others. Fines will be added to the student’s account.
- **College Restriction** – Restriction from certain buildings, events and activities.
- **No Contact Order** – Student is precluded from having any contact or communication with a member(s) of the Hocking College Community.
- **Probation** – This probation means that for a specified period of time (ordinarily no less than the equivalent of one semester) a student is not in good disciplinary standing with the College. During the probation period, students should demonstrate a willingness and ability to respect and comply with the standards of the Student Code of Conduct. Additional violations while on probation may result in the status of Suspension in Abeyance pursuant to the Student Code of Conduct.
- **Suspension in Abeyance** – This involves students who have been held responsible for behavior that warrants Suspension, but where mitigating circumstances and additional sanctions may allow a student to remain in the community while these sanctions are completed. Failure to complete any of the additional expectations by the stated deadline will lead to Suspension. In addition, if a student is found responsible for any further Hocking College policy violations, the student will automatically be recommended for suspension for one full semester.
- **Opportunity House** – This is an alternative to Suspension. This opportunity is for students who have committed another violation while on Suspension in Abeyance. The student has shown enough improvement to remain enrolled at Hocking College under more supervision. It is a six to eight-week program for students struggling with behavior and conduct violations.

- **Suspension** – The denial of the opportunity to continue at Hocking College for a specific amount of time (ordinarily no less than one semester). While suspended, a student is not allowed to be on campus or to attend any College event.
- **Expulsion** – The denial of the opportunity to continue as a student at Hocking College. A student who has been Expelled is not eligible to apply for readmission. A student who has been Expelled is not allowed to be on campus at any official Hocking College event at any time.

### **Drug and Alcohol Sanctions**

First time offenders, including consumption or possession of drugs and/or alcohol, may result in the following sanctions:

1. 6 – 9 months of disciplinary probation.
2. University sponsored drug or alcohol intervention class.
3. Therapy Assistance Online (TAO) Module “Evaluating Alcohol and Drug Use.”
4. Minimum of 8-hours community service.
5. Coaching

A subsequent alcohol or drug violation while on probation may result in the following sanctions:

1. Suspension in Abeyance for 9 – 12 months.
2. Minimum of 12 additional hours of community service.
3. Coaching and/or additional drug or alcohol counseling.
4. An alcohol and/or drug assessment and compliance with any resulting recommendations.

A subsequent alcohol/drug violation during Suspension in Abeyance may result in a hearing to determine the following sanctions:

1. Suspension or Opportunity House.
2. Minimum of 16 additional hours of community service. If suspended, students must complete community service hours when they return to school.
3. An alcohol and drug assessment and compliance with any resulting recommendations.

**STUDENT GRIEVANCE PROCEDURE**

The purpose of the Hocking College Student Grievance Procedure is to provide a fair and equitable resolution of issues. The Student Grievance Procedure is designed for students who believe they have been:

- Treated unfairly regarding any college issue(s)
- Denied due process rights
- Discriminated against/received discriminatory treatment, or
- Any action which has had an unfair and adverse impact on a student's learning experience

Throughout this process, the position of all parties will be evaluated in a fair and impartial manner. The procedure consists of two stages – the informal stage and formal stage. Please see the complete Student Grievance procedure, located on Page 42 – 45 of the [Hocking College Catalog](#).

