



Student Code of Conduct

Students attending Dixie Applied Technology College (DXATC) shall conduct themselves in a manner consistent with customary standards of employment. Faculty and staff of DXATC are committed to providing all students a positive learning environment where employment skills can be learned in a safe atmosphere. Consistent with this philosophy, is the general expectations that fellow students, faculty, and staff are to be treated in a polite, respectful manner.

The following are considered unacceptable and are not permitted for any students attending DXATC, while on College controlled property, while on an externship assignment, or while representing the College in the community:

Alcohol and Controlled Substances: Use of alcohol and drugs not prescribed to the holder. Use of, possession of, or trafficking of controlled substances or drug-related paraphernalia (illegal drugs) in class or on the premises.

Animals: Animals are not allowed in college facilities unless they are service animals.

Assault: Knowingly or recklessly causing or attempting to cause serious physical harm to another. This includes any threat or act of violence intended to harass, frighten, cause harm, or emotional duress.

Cheating: Cheating is a serious offense and will be punished by penalties that are deemed appropriate by administration. Repeat offenses are punishable by penalties including expulsion from the College. Plagiarism is considered a form of cheating.

Destruction of Property: Intentionally or recklessly damaging, destroying, defacing, or tampering with the property of the DXATC or the property of another person or entity.

Dishonesty and Misrepresentation: Knowingly or recklessly furnishing false information to College officials, faculty and/or staff. This includes forgery or alteration of College documents, records, or identification. This also includes presenting others' work as one's own.

Disturbing the Peace: Knowingly or recklessly disturbing the peace of the College including, but not limited to, disorderly conduct, failure to comply with an order to disperse, fighting, quarreling and/or being intoxicated.

Dress Code: Students should dress appropriately for the occupational environment for which they are training and to start acquiring wardrobes suitable for employment. Clothing should be appropriate for safety and effective performance of tasks in the area of training in which they are enrolled. Dress code may vary between training programs. Clothing must be clean and shall not be immodest, obscene, or create a hostile training or work environment for other individuals or themselves. While it is not our intention to tell students how to dress, there are a few guidelines that we expect DXATC students to follow:

- i. Shirts and shoes are to be worn at all times.
- ii. Clothing should not be revealing or offensive as to cause disruption of normal college and classroom activities.
- iii. Both the individual and his/her clothes should be clean so as not to offend others.

Harassment: Conduct that has the purpose or foreseeable effect of unreasonably interfering with an individual's educational performance or of creating an intimidating, hostile, or offensive work or learning environment for that individual. DXATC will abide by the following:

- i. The College is committed to providing students an environment that is free of discrimination and harassment. In compliance with federal laws, this policy defines sexual harassment and discrimination, explains proper procedures for investigation, and identifies sanctions for violations.
- ii. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a) Submission to such conduct is made either explicitly or implicitly a term or condition of the student's academic performance; or
 - b) Submission to or rejection of such conduct is used as the basis for academic decisions affecting the student; or
 - c) Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or by creating an intimidating, hostile, or offensive learning or work environment.
- iii. Sexual harassment can include unwelcome sexual remarks or compliments, sexual jokes, sexual innuendos or propositions, sexually-suggestive facial expressions, kissing, touching, and sexual contact.
- iv. Other unlawful harassment is verbal or physical conduct that denigrates or shows hostility towards an individual because of that individual's race, color, religion, gender, national origin, age, or disability, or the race, color, religion, gender, national origin, age, or disability of his/her friends, relatives, or associates when it has the purpose or effect of:
 - a) Creating an intimidating, hostile or offensive environment; or

- b) Unreasonably interfering with a student's academic performance; or
- c) Otherwise adversely affecting a student's academic opportunities
- v. Anyone who believes she or he has been the subject of harassment should feel free to object to the behavior and should immediately report the incident to an appropriate official. Appropriate officials are:
 - a) Department Head, Vice President, or the Campus President.
- vi. The College shall conduct a prompt and thorough investigation of the alleged incident, which shall include:
 - a) An interview with the complainant to establish the basic facts and identify witnesses and physical evidence, if any.
 - b) A detailed written complaint must be obtained.
 - c) An interview will be held with the alleged offender, to allow the alleged offender an opportunity to admit, deny, or explain each allegation in the complainant's statement and identify witnesses or physical evidence, if any. The alleged offender will be instructed not to discuss the incident or the complaint with the complainant.
 - d) Interview any witnesses. Witnesses will be informed that any matters that are discussed will be handled as discretely as possible.
- vii. When the appropriate College official has determined that harassment has occurred, action shall be taken as follows:
 - a) When the offender is a student, the discipline shall commensurate with the offense and may range from a verbal warning to suspension or expulsion from College.
- viii. Any conduct which could reasonably be perceived as retaliatory, such as accosting, calling, or writing to the complainant or encouraging third parties to harass the complainant because of her/his complaint is prohibited and shall be considered an independent violation of this policy.

Information Technology: Misuse of, theft, unauthorized access or abuse of the DXATC information technology including the violation of College internet access policies.

Insubordination: Failure to comply with reasonable requests from persons in authority.

Parking: Parking on DXATC grounds is a privilege. Students must comply with all parking and driving regulations on campus. Failure to comply may result in loss of parking privileges, towing or parking fines.

Safety Equipment: Misuse of, unauthorized use, or alteration of fire fighting equipment, safety devices, fire alarms, fire extinguishers, or other emergency devices.

Sexual Misconduct: Engaging in sexual activities on school premises or during school activities, on or off the college campus.

Theft: Theft of the property or services of the College or any person or entity.

Tobacco Use: In keeping with DXATC's intent to provide a safe and healthful work environment, tobacco use is prohibited throughout the workplace and on school property. This policy applies equally to all employees, students, and visitors.

Trespass or Forcible Entry: Trespass, or forcible entry into any College building, structure, or facility, or onto College property.

Unauthorized Visitors: The presence, in classrooms, labs or assessment areas, of visitors, including children, without proper authorization. Children must be attended at all times.

Unsafe Practices: Physical harm to others or self, threat of physical harm to others or self, and dangerous or abusive usage of tools and materials. This also includes unsafe operation of private vehicles on school property and any other unsafe practice.

Weapons: Unauthorized possession or use of a firearm, or explosive device of any description and/or anything used to threaten or harm including, but not limited to firecrackers, compressed air-guns, pellet guns, BB guns, paint guns, or water guns.

Drug-Free Environment: Dixie Applied Technology College has a policy of maintaining a drug-free environment. All students are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in this institution's facilities. The institution's facilities are defined as all classrooms, restrooms, administrative and faculty offices, student lounge, parking, and common areas.

Sanctions for Misconduct

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct. The level of sanction imposed upon the student will be commensurate with the severity of the violation.

A student's record of conduct may be considered when determining the appropriate sanction to be imposed. Minor infractions occurring within programs will normally be handled by the program instructor or department head. The Director of Student Services or his/her designee is in charge of applying college wide sanctions for student misconduct. More than one sanction may be imposed from the list for any single violation.

Warning: A warning is a verbal or written reprimand for violating a College regulation or policy. The warning advises a student that any further violations may result in more stringent disciplinary action.

Probation: Probation involves the imposition of specified restrictions which deprive the student of various privileges for a stated period of time. The extent of the restrictions and the length of the period of time are to be determined by the magnitude of the offense. Probation is considered a serious matter and further infractions of College rules and regulations subject a student to possible suspension or expulsion.

Suspension: A student who receives a suspension will be excluded from the College facilities and all College-related activities for a stated period of time. To be considered for re-admission, the student must present an application for re-admission to the Director of Student Services and may be required to meet additional criteria for continued enrollment.

Expulsion: Any student who receives expulsion will be permanently excluded from DXATC. Once a student has been expelled, he or she is not eligible for re-admission.

Interim Suspension: In certain circumstances the Director of Student Services may impose an interim suspension prior to the hearing. Interim suspension may be imposed only:

- i. To ensure the safety and well-being of members of the College community or preservation of College property;
- ii. To ensure the student's own physical or emotional well-being; or
- iii. If the student poses a definite threat or interference with the normal operations of the College.

Student Grievance Procedure

Dixie Applied Technology College strives to maintain a positive and professional learning environment for its students. This standard of excellence is monitored on an ongoing basis. Open communication is essential in resolving issues of contention. Students are therefore strongly encouraged to discuss and to work out any difficulty or misunderstanding with the particular instructor or staff member with whom that situation exists.

Should you have cause for concern in this area, you are encouraged to follow the procedure listed below in a timely manner:

- i. An attempt should be made to resolve the disagreement at an informal level among the parties involved.
- ii. If you cannot resolve the issue at an informal level, you have the right to submit a grievance to the Vice President of Instruction for resolution. Formal grievances must be submitted in writing by the student to the Vice President of Instruction within ten days of the incident. The complaint, including a list of witnesses with first-hand knowledge and/or understanding of the issues involved, must be signed, dated and submitted at this time. Other parties to the grievance may also submit a statement responding to the grievance with witnesses listed.
- iii. The Vice President of Instruction or his/her designee will meet with the parties involved to resolve the issue. The Vice President of Instruction or his/her designee will provide a written statement of resolution to the parties involved within ten days of the meeting.
- iv. If this decision is disputed by either party, they may appeal the decision in writing to the Director of Student Services within ten days stating their reasons for the appeal. All relevant information will then be forwarded within one working day to the Director of Student Services.

- v. An appeal shall be limited to a review of the records of the initial hearing, supporting documents from which the decision was made, and any additional new evidence. The Director of Student Services or his/her designee will review:
 - a) Whether the original hearing was conducted fairly in light of charges and evidence presented, and in conformity with prescribed grievance procedures.
 - b) Whether the decision reached was based on substantiated evidence.
 - c) Whether any sanction imposed was appropriate.

*New evidence must be sufficient to alter a decision, or it will not be considered during the appeal.

- vi. The Director of Student Services or his/her designee will review the complaint and render a recommendation within ten days of hearing the complaint to the Campus President. The student will receive a written response from the Campus President. The decision of the Campus President is final.

A copy of all written grievances and appeals will be placed on file at the College.

DXATC is accredited by:

Council on Occupational Education
 7840 Roswell Road, Building 300, Suite 325
 Atlanta, GA 30350
 (800) 971-2081 or (770) 396-3898

Student
 Name: _____
 (Please Print)

Program: _____

I have read the Student Code of Conduct and agree to conduct myself accordingly while enrolled in or representing the institution.

Student Signature: _____
 Date: _____