

Student Code of Conduct Policy and Procedures

Portland Community College
Implementation Date: 1 March 2019

Introduction

Portland Community College (PCC) is committed to the educational success of its students and is dedicated to the advancement of learning, student retention, and the development of responsible personal and social conduct.

Each member of the PCC community must adhere to a code of responsible behavior. This document communicates the expectations that PCC has of students, and is intended to educate and guide students to understand their responsibilities. This Code is aligned with the College's Non-Discrimination Statement and shall not be administered in a discriminatory manner. Every effort will be made to balance the needs and rights of the individual with the welfare of the community as a whole.

This Code applies to all students, recognized student organizations, and groups of students. In addition, students who are enrolled in specific educational programs are expected to follow those related academic and professional standards.

Article I: Definitions

- A. **Adjudicate:** a method of resolving alleged student misconduct which employs a fact-finding, impartial adjudicator to render a binding decision in the matter.
- B. **Administrative Hearing:** a meeting held by a Student Conduct Officer to (a) investigate or (b) gather more information about a possible Code violation.
- C. **Appellate Officer:** the Vice President of Student Affairs, or a designee, has the authority to consider an appeal of a Student Conduct Officer's decision.
- D. **Code:** this Student Code of Conduct.
- E. **College:** Portland Community College; PCC; or any physical space or virtual environment being used by Portland Community College.

- F. **College Official:** any person employed, contracted, or assigned by the College, including, on some occasions, students performing assigned administrative or professional responsibilities.
- G. **College Premises:** includes all physical space (buildings, facilities, and other property, including adjacent streets and sidewalks) and the virtual environment in the possession of, owned, used, or controlled by the College.
- H. **Educational Record:** any record directly related to a student and maintained by the College or by a party acting for the College, as defined by the Family Educational Records and Privacy Act. This includes Academic Records and Disciplinary Records.
- I. **Faculty Member:** 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 or instructional staff.
- J. **Member of the College Community:** any person who is a student of, employee of, or who is contracted to perform services of any kind for the College.
- K. **Policy:** the written rule or regulations of the College as found in, but not limited to, the Code, as well as contracts, academic catalogs, professional standards, and any other documents that are deemed by the College to express College policy.
- L. **Preponderance of Evidence:** a decision whether the Responding Party more likely than not engaged in an alleged violation of this Code.
- M. **Reporting Party:** an individual or group who brings forward an allegation of a Code violation. The College may be the “Reporting Party.”
- N. **Responding Party:** any student or group charged with an alleged violation in this Code.
- O. **Student:** any person who is registered for one or more credit or non-credit hour(s), including online learning courses, or who has applied for admission, received financial aid, or received any other service or benefit provided by the College which requires student status. Any person who has withdrawn or who is not enrolled in any courses, but who has a continuing relationship with the College, may be considered a “student” for the purposes of this Code.
- P. **Student Conduct Officer:** an official authorized by the Vice President of Student Affairs or designee(s) to conduct an Administrative Hearing. This official is also authorized to impose sanctions when it has been determined that a violation has occurred.
- Q. **Student Conduct and Retention Coordinator:** the person designated by the Vice President of Student Affairs or designee(s) to be responsible for the administration of the Code.

- R. **Student Organization:** any student or group of students formally recognized by the College as a Student Organization, or any group with student membership that uses College spaces, funds, or materials.
- S. **Support Person:** any person that attends an Administrative Hearing or proceeding under this Code with a student, including, but not limited to, a parent, a friend, an Academic Advisor, a Disability Services practitioner, another College staff person, or an attorney.

Article II: Student Code Authority

- A. The Board of Directors delegates to the College President the authority to oversee the administration of conduct standards.
- B. The Educational Advisory Council's Student Development Committee is responsible for reviewing the Student Rights and Responsibilities Handbook as set forth in Article VI, below. All new and revised Student Rights and Responsibilities Handbook policies must be approved by the Student Development Committee, the Educational Advisory Council, the Vice President of Student Affairs, Vice President of Academic Affairs, and the College President.
- C. Administration of the Code is the responsibility of the Vice President of Student Affairs or designee(s), who shall develop procedures to carry out the Code.
- D. Student Conduct and Retention Coordinators shall serve as the principal investigators and administrators for alleged violations of the Code, and shall interpret and implement procedures to carry out the Code.
- E. Decisions made by a Student Conduct Officer shall be final, pending the appeal process set forth in this Code.

Article III: Jurisdiction

- A. The Code shall apply to student conduct on College premises; at or in connection with College-related or sponsored events and activities, regardless of location, including but not limited to international or domestic travel, activities funded by the Associated Students, athletic events, trainings, Online Learning, supervised academic/work experiences, or any other College-sanctioned social or club activities; and off-campus during non-College-related or sponsored events and activities, when the College, in its sole discretion, determines that the alleged off campus misconduct adversely affects the College community or the pursuit of the College's objectives.

- B. The Code shall apply to student conduct at all hours during each term, between terms, and during periods in which a student is not enrolled but has a continuing relationship with the College, from the time a student applies for admission to the College through the student's receipt of a degree, completion of program, or withdrawal from the College, except that proceedings under the Code may continue if a student withdraws while a disciplinary matter is pending, whether or not the student has a continuing relationship with the College.
- C. All persons, including persons who are not students, must comply with all applicable College policies and procedures when attending or participating in any activity connected with the College.
- D. At the discretion of the Student Conduct Officer(s), allegations of misconduct by students or student groups may be adjudicated prior to, concurrent with, or following any civil or criminal proceedings.

Article IV: Proscribed Conduct

The following constitutes conduct proscribed by the College for which a student or student organization is subject to disciplinary action:

A. Academic Misconduct

Actions constituting violations of academic integrity include, but are not limited to, the following:

1. **Cheating.** Includes but is not limited to use of any unauthorized assistance for academic work and use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
2. **Collusion.** Includes but is not limited to assisting another to commit an act of academic misconduct, such as paying or bribing someone to acquire a test or assignment, taking a test or doing an assignment for someone else, unauthorized group work, use of unauthorized electronic devices, or allowing someone to do these things for one's own benefit.
3. **Fabrication.** Includes but is not limited to falsifying data, information, or citations in completing an academic assignment or other institutional document, and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
4. **Plagiarism.** Includes but is not limited to use of someone else's language, ideas, or other original material (not common-knowledge) without attribution to the source. This definition applies to

all student work, not limited to print materials, online materials, manuscripts, oral discussion, and the work of other students. Examples include submitting someone else's language, ideas, or materials as one's own; inadequate paraphrasing, copying words and changing them a little, even if you give the source; carelessly or inadequately citing ideas and words borrowed from another source; self-plagiarism, including the unauthorized submission for credit of academic work that has been submitted for credit in another course.

B. Alcohol, Drug, and Tobacco Violations

1. **Alcohol.** The use, possession, delivery, sale, or being under the influence of any alcoholic beverage is prohibited on College premises and during College-related or sponsored events and activities, except as permitted by law and applicable College policies.
2. **Drugs.** The use, possession, delivery, sale, or being under the influence of any illegal drugs is prohibited at all times. This includes unauthorized use of prescription drugs.
3. **Marijuana.** The possession, consumption, being under the influence of, or furnishing marijuana, cannabis, or any of its derivatives is prohibited on College premises and during College-related or sponsored events and activities.
4. **Tobacco.** See the [College's Tobacco Free Policy](https://www.pcc.edu/about/policy/tobacco/rules-procedures.html).
(URL: <https://www.pcc.edu/about/policy/tobacco/rules-procedures.html>.)

C. Assault, Endangerment, and Intimidation.

1. Unwelcome physical contact that obstructs or disrupts a person from engaging in individual activities; puts a person in reasonable fear for personal safety; or causes or creates a substantial risk of personal injury or property damage.
2. Non-physical contact, including but not limited to, bullying, intimidating, or threatening behavior, that obstructs a person from engaging in individual activities; puts a person in reasonable fear for personal safety; causes or creates a substantial risk of personal injury or property damage; or causes or is intended to cause emotional or physical distress. Non-physical contact includes all forms of direct or indirect contact with another person, including, but not limited to, written, electronic, or telephonic communication of any form.

D. Disruptive Behavior

1. Obstruction or disruption of teaching, learning, research, administration, disciplinary procedures, other College-related or sponsored activities, including the College's public service functions, or other authorized activities on College-owned or controlled property.
2. Obstruction or disruption interfering with the freedom of movement, including obstruction of the free flow of pedestrian or vehicular movement on College property or at a College activity.
3. Leading or participating in any activity that unreasonably infringes on the rights of another member of the College community or that is intended to or reasonably may incite another person to unreasonably infringe on the rights of another member of the College community.
4. Interfering with someone else's participation in a College activity, event, or process.

E. Failure to Comply

1. Failure to comply with reasonable directions of College officials, acting in the scope of their duties. In some cases "officials" may be students employed to act on behalf of the College.
2. Failure to comply with any disciplinary sanction imposed under the Code.

F. Falsification of Information

Includes, but is not limited to:

1. Knowingly furnishing false information, or failing to furnish correct information, in response to request or requirement of a College Official.
2. Forging, altering, or misusing PCC documents, records, or identification cards, including electronic documents and records.
3. Unauthorized use of another individual's identification or password, or sharing one's personal identification or password with an unauthorized user.
4. Knowingly reporting a false emergency.
5. Knowingly making a false accusation of misconduct.

G. Fire and Life Safety.

Includes, but is not limited to:

1. Tampering with fire safety equipment, generating a false alarm, or engaging in behavior that constitutes a fire or safety hazard.
2. Failure to evacuate a College building after an alarm has sounded.
3. Failure to follow the fire and/or life safety-related directives of a person authorized to give such directives.

H. Harassment

Unwelcome verbal, nonverbal, visual, or physical conduct that is so severe, persistent, or pervasive that it interferes with or limits the ability of a student, faculty, or staff member to participate in, or benefit from, the College's educational and/or employment opportunities, programs, or activities. A single, serious incident may also constitute harassment.

At the College's sole discretion, harassment may be addressed through the College's Nondiscrimination and Non-harassment Policy, instead of, or in addition to, this Code. At the College's sole discretion, harassment on the basis of actual or perceived sex, gender, gender identity, or gender expression may be addressed through the College's Gender-based and Sexual Misconduct Policy instead of, or in addition to, this Code.

I. Hazing

An act which endangers or jeopardizes the mental or physical health or safety of a student or other College community member, 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 in a group or organization. This includes, but is not limited to, all violations of applicable hazing laws. The express or implied consent of the person subject to the hazing does not relieve an individual or group from responsibility for violating the Code. Apathy or acquiescence in the presence of hazing are not neutral acts but are violations of this rule.

J. Property Theft and/or Damage

Attempted or actual theft of, unauthorized use or possession of, and/or damage to property of the College or of a member of the College community.

K. Recording

1. Using, obtaining, or attempting to obtain, electronic or other means to photograph or record the likeness of another without the individual's consent, in any situation in which there is a reasonable expectation of privacy, is prohibited. This includes, but is not limited to, recording another person in an intimate situation.
2. Recording in any College locker room or restroom is strictly prohibited.
3. Recordings of lectures and presentations may not be used for any reason other than personal educational purposes and may not be shared publicly.

L. Retaliation

Retaliating, or attempting to retaliate, against any individual for exercising one's rights or reporting, providing information, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or College policy, including, but not limited to, the provisions of this Code.

M. Sexual Misconduct

Relevant definitions and the procedures for addressing possible sexual misconduct are included in the [College's Gender-based and Sexual Misconduct Policy](https://www.pcc.edu/about/administration/board/policies/b216.html).

(URL: <https://www.pcc.edu/about/administration/board/policies/b216.html>.)

At its sole discretion, the College may address possible sexual misconduct through this Code or its Gender-based and Sexual Misconduct Policy instead of, or in addition to, this Code.

N. Stalking

Stalking is repeatedly contacting another person without a legitimate purpose when the contacting person knows or should reasonably know that the contact is unwanted, and it is reasonable for the other person to have been alarmed or coerced by the contact. As used in this subsection, "contacting" includes, but is not limited to, coming into the visual or physical presence of the other person; following another person; or sending written, electronic, or telephonic communication of any form to the other person, personally or through a third party.

Stalking on the basis of actual or perceived sex, gender, gender identity, or gender expression is addressed in the College's Gender-based and Sexual Misconduct Policy, and at the College's sole

discretion may be address through this Code or its Gender-based and Sexual Misconduct Policy instead of, or in addition to, this Code.

O. Unauthorized Access

Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to College Premises, or unauthorized entry onto or into College premises.

P. Violation of College Policy

Violation of any College policy, rule, or regulation that is posted by a College Official or available electronically on the College website.

Q. Violation of Law or Regulation

Engaging in conduct that is contrary to any federal, state, or local law when such violation interferes with, or poses a risk to, the College or interferes with other students' participation in College programs, activities, or events.

R. Weapons and Dangerous Materials

Possession of firearms, explosives, other weapons, or dangerous chemicals on College Premises or use of any item in a manner that harms, threatens, or causes disruption to the educational environment. Exceptions to this policy are permitted when the weapon and/or dangerous materials are used in conjunction with an approved College instructional program, is carried by a duly constituted law enforcement officer, or is otherwise permitted by law.

Article V: Procedures

A. Temporary Removal of Registered Students

If a student is engaging in disruptive behavior, a course instructor may temporarily restrict a student's participation in class or temporarily block access to the digital learning management system. Before allowing the student to return to class, the instructor, department chair, and/or division dean will clarify with the student the behavioral standards that must be met in order to continue in the class. This clarification will occur as expeditiously as possible, preferably before the next class session or equivalent.

During the period of restriction, the student must be provided the opportunity to maintain access to the educational/course content. Instructors must facilitate an alternate method for this to occur. A Student Conduct and Retention Coordinator can provide consultation and coordination throughout the classroom management process.

If the disruptive behavior is not resolved through the clarification process, the situation must be referred to the Student Conduct and Retention Coordinator. Any permanent removal from class must be in accordance with the procedures of this Code.

B. Removal of Unauthorized Individuals

Instructors may restrict persons who are not registered from attending class sessions. Exceptions on the basis of disability must be approved by the College's Disability Services. Other exceptions may be made by a College official.

C. Administrative Hearing Process

1. Report

Anyone may submit information about a possible Code violation by submitting a report to [PCC's Report an Incident web page](#). (URL: www.pcc.edu/resources/report-an-incident.)

2. Preliminary Review

The Student Conduct Officer may gather further information to determine whether the reported conduct, if substantiated, may constitute a possible Code violation. If the Student Conduct Officer determines that the reported conduct, even if substantiated, likely would not amount to a Code violation, the Student Conduct Officer may choose to close the report or address the report through another College retention/administrative process.

3. Interim Action

The Vice President for Student Affairs or Student Conduct Officer may impose one or more interim actions, including (a) immediate suspension, (b) restricting access to College premises, the virtual learning environment, and/or all other College activities or privileges, or (c) any other action determined by the Vice President for Student Affairs or Student Conduct Officer as reasonable to prevent the recurrence of the alleged Code violation or protect the integrity of the investigation. The interim action(s) does not replace the Administrative Hearing process as outlined in this Code.

The student will be notified in writing of any interim action and the rationale. As soon as practical following implementation of the interim action, in most cases within three (3) days, the Vice President for Student Affairs or the Student Conduct Officer shall provide the student an opportunity to address the action and supporting information in person, by phone, or through written communication. Based on that information, the Vice President for Student Affairs or the Student Conduct Officer may maintain, revoke, or modify the interim action.

4. Notice of Hearing

After the preliminary review by the Student Conduct Officer, a Hearing Notice may be sent to the Responding Party. The notice shall include: (a) a brief description of the reported allegation(s), (b) the section(s) of the Code the Responding Party is alleged to have violated, (c) the range of possible sanctions for the alleged violation(s), (d) a specific date to schedule a meeting by, (e) information about having a Support Person attend, (f) information on how to request accommodations for a disability, and (g) information on the Administrative Hearing procedures.

The Administrative Hearing typically occurs within ten (10) days from the date on the Hearing Notice. Requests for extensions by the Responding Party may be granted at the discretion of the Student Conduct Officer.

5. Administrative Hearing and Investigation

- a. The Responding Party may elect to participate in the Administrative Hearing in person, by telephone, by videoconference, and/or by submitting a written statement.
- b. The Responding Party may elect to not participate in this hearing. If the Responding Party elects not to participate in or fails to attend the hearing, the Student Conduct Officer may decide the matter in the party's absence. Failure to cooperate or appear will not delay the outcome of the matter.
- c. If the Responding Party elects to participate in the hearing, the Student Conduct Officer will review the alleged violation(s) with the Responding Party at the hearing. The Responding Party will be provided a reasonable opportunity to share the party's perspective, provide information to the Student Conduct Officer, and respond to the information presented.
- d. The College and/or the Responding Party may seek legal advice at the party's own expense. The Responding Party may consult the party's Support Person, including an attorney, during the Administrative Hearing, but the Support Person may not participate in the meeting in any other manner, including speaking on behalf of the student. The Responding Party must notify the

College within forty-eight (48) hours prior to the Administrative Hearing if the Support Person will be an attorney.

- e. The Student Conduct Officer may gather additional information after the meeting, such as by conducting interviews and reviewing documents. The Student Conduct Officer may need to meet with the Responding Party about information gathered after the initial Administrative Hearing. In general, this may take up to ten (10) days after the hearing, or longer as appropriate under the circumstances.
- f. The Student Conduct Officer will make reasonable efforts to communicate to all relevant parties any anticipated delays of more than ten (10) days.

6. Decision

- a. The Student Conduct Officer's decision will be based on a preponderance of the evidence.
- b. After the hearing and the conclusion of any investigation, a decision letter will be sent to the Responding Party's College email articulating (i) the decision of the Student Conduct Officer, (ii) the sanction(s) imposed, if any, and (iii) information about the appeal process, if a Code violation is found.
- c. In accordance with FERPA, the Reporting Party may be notified of the decision and if an appeal is filed.
- d. The decision of the Student Conduct Officer is final unless an appeal is filed in accordance with the appeal procedures set forth in this Code.

7. Sanctions

- a. Sanctions may be imposed upon any student, student organization, or student group found to be responsible for violating the Code.
- b. More than one sanction may be imposed for a single violation.
- c. Expulsion will become a part of the Responding Party's disciplinary record and permanent academic record. All other sanctions will become part of the Responding Party's disciplinary record but may not be a part of the party's permanent academic record.
- d. Sanctions, including, but not limited to, the following, are intended to be educational and developmental in nature:

- i. **Administrative Removal from a Class.** The Responding Party will be removed from a specific class but be allowed to continue in all other courses, unless otherwise restricted. The Responding Party is responsible for any tuition and fees associated with the administrative withdrawal process.
- ii. **Community Service.** The Responding Party must provide a designated number of hours of service to a designated entity.
- iii. **Educational Sanctions.** The Responding Party must complete tasks such as assignments, interviews, reflection papers, educational meetings, or other educational activities.
- iv. **Expulsion.** The permanent separation of the Responding Party from the College. This means that the Responding Party may not, at any time in the future: enroll in the College; be a member of any student club or organization; or register for, or participate in, any program, activity, or event sponsored or organized, in whole or in part, by the College. The Responding Party is trespassed from College Premises, which means the party may never again be present on College owned or controlled property, or access the virtual learning environment. The Responding Party's rights and privileges as an enrolled student at the College are immediately revoked. The Responding Party will be responsible for any tuition and fees associated with the administrative withdrawal process, including any financial aid status implications.
- v. **Loss of Privileges.** The Responding Party is denied specified privileges of being a student for a designated period of time.
- vi. **No Contact Directive.** The Responding Party is prohibited from contacting a specified person(s) related to the Code violation. This includes contact initiated through any means (including personal, electronic, and telephonic) as well as contact initiated by any third parties on the Responding Party's behalf or request. This restriction applies both on and off campus. Failure to abide by the terms of this sanction will result in further disciplinary action.
- vii. **Notation on Transcript.** A notation may be placed on the Responding Party's academic transcript related to the party's disciplinary standing for the duration of the sanction. This may be used when the student is suspended or expelled.
- viii. **Probation.** For a specified period of time, any additional Code violations by the Responding Party will result in progressive disciplinary action. During the period of probation, the Responding Party is not considered in good disciplinary standing. Upon expiration of the probation period and fulfillment of other sanctions imposed (if any), the disciplinary probation will be lifted.

- ix. **Restitution.** For violations involving damage to, destruction of, or theft of property, the Responding Party may be required to make monetary restitution and/or return any stolen or misappropriated property in an amount not to exceed the actual expenses, damages, or losses incurred.
- x. **Suspension.** The temporary separation of the Responding Party from the College for a specific period of time. During the suspension period, the Responding Party is not eligible for the privileges and services provided to enrolled students, including but not limited to registering, attending class, or accessing the virtual learning environment. The Responding Party is trespassed from the College, including from all College owned or controlled property, services, and facilities. The Responding Party will be responsible for any tuition and fees associated with the administrative withdrawal process including any financial aid status implications. Upon expiration of the suspension period, the Responding Party must submit in writing a request for reinstatement to the Student Conduct and Retention Coordinator or designee. The Responding Party may be asked to provide a statement demonstrating readiness to return and successfully re-engage with the College community. If the Student Conduct and Retention Coordinator confirms that all terms of the suspension have been met and the suspension is lifted, the Responding Party may be reinstated with or without additional conditions, at the discretion of the Student Conduct and Retention Coordinator.
- xi. **Warning.** Written notice that the Responding Party has been found responsible for violating the Code. Additional Code violations may result in progressive disciplinary action. A warning does not affect the Responding Party's disciplinary standing.
- xii. **Registration Hold.** Students who do not complete assigned sanctions within the time provided may be prevented from registering for classes until completion of those sanctions.

8. Appeals

- a. Appeals must be submitted electronically through the link provided in the Responding Party's decision letter and received within five (5) days of issuance of the decision letter.
- b. The request for an appeal must state the specific grounds for the appeal. Dissatisfaction with a decision is not grounds for an appeal. Grounds for an appeal are limited to:
 - i. Demonstrating that the Administrative Hearing deviated from the procedures outlined in the Code; however, deviation from these procedures shall not invalidate a decision or

result in any other remedy unless it materially affected the Student Conduct Officer's decision.

- ii. Demonstrating that the imposed sanction(s) was inappropriate for the Code violation.
 - iii. Considering directly relevant information that was not known to the Student Conduct Officer and was not known, and that could not reasonably have been known, to the Responding Party at the time of the Administrative Hearing.
- c. The Appellate Officer will review the appeal request, together with any other information the Appellate Officer deems relevant, which may include reviewing the Administrative Hearing record and consulting with the Student Conduct Officer, to determine whether an appeal hearing would assist the Appellate Officer in deciding the appeal. The Appellate Officer may grant a hearing, or not, in the officer's best judgment.
- d. If an appeal hearing is granted, the Appellate Officer may limit the subject of the hearing to matters that will assist the officer in deciding the appeal, which may include a request to the Responding Party for additional information. The Appellate Officer may ask questions of the Responding Party at the hearing. The Responding Party's failure to cooperate or appear at the appeal hearing will not delay the outcome of the appeal. The Appellate Officer may dismiss the appeal if the Respondent fails to appear at the hearing.
- e. The College and/or the Responding Party may seek legal advice at the party's own expense. The Responding Party may consult the party's Support Person, including an attorney, during the appeal hearing, but the Support Person may not participate in the hearing in any other manner, including speaking on behalf of the student.
- f. The Appellate Officer will make one of the following decisions on the appeal:
- i. Refer the case to the original Student Conduct Officer for reconsideration or additional proceeding if the Appellate Officer determines that new information provided by the Responding Party, as set forth above, is directly relevant and may alter the findings of the Student Conduct Officer.
 - ii. Deny the appeal. In this case, the decision of the Administrative Hearing, including any sanctions imposed, is affirmed.
 - iii. Grant the appeal. In this case, the Appellate Officer may render a new decision, including amending the findings and/or sanctions of the original decision.
- g. The decision to grant or deny the appeal will be based on the preponderance of the evidence.

- h. The Appellate Officer's decision will be issued in writing to the Responding Party, and is final. The decision shall be issued within five (5) days after receipt of the appeal.

D. Procedures for Academic Misconduct

1. Report

Anyone may submit information about a possible Code violation by submitting a report to [PCC's Report an Incident web page](http://www.pcc.edu/resources/report-an-incident). (URL: www.pcc.edu/resources/report-an-incident.) Course instructors are encouraged to notify their Department Chair and/or Division Dean of the possible academic misconduct.

2. Report Review

The Student Conduct and Retention Coordinator reviews the report submitted and contacts the Reporting Party to follow up on the report and next steps.

- a. The course instructor may:
 - i. Meet with the student.
 - ii. Issue no credit or partial credit for the assignment or allow the student to redo the assignment. The course instructor's decision shall be communicated in writing to the student.
 - iii. Wait to assign a grade to that assignment until the conduct process has concluded. If the student's grade on that assignment will affect the student's final grade in the course, the instructor shall leave the grade blank.
- b. The Student Conduct and Retention Coordinator determines whether (a) the case will proceed to an Administrative Hearing, or (b) the case will be closed.

3. Result of an Administrative Hearing

As a result of an Administrative Hearing, the Student Conduct Officer may need to coordinate with the Dean of Instruction to make necessary changes to the student's transcript in accordance with the outcome of the Administrative Hearing process. This may include adjustments to grades from previous terms.

The student may appeal the decision of the Student Conduct Officer by following the steps outlined in this document. The student may appeal the instructor's decision by following the College's Complaint Process.

E. Concurrent Proceedings

Nothing in this Code shall preclude or in any way restrict additional actions in any College department, educational program, or activity related to academic, professional, or similar standards specific to the department, program, or activity.

Article VI: Revision Schedule

- A. The Student Code of Conduct shall be reviewed at least every three (3) years or as determined by the Student Development Committee.
- B. In situations where a timely revision is necessary due to changes in federal or state laws, the Student Development Committee will create an interim revision to a specific aspect within this code for the Vice President of Student Affairs' immediate approval. This temporary/ interim statement will be put into effect until a permanent revision is able to move through the formal approval process.

Article VII: Record Retention

All files and records of procedures under this Code are maintained by the Office of the Vice President of Student Affairs in accordance with Oregon state regulations.

This document was created based on the best practices supported by regional and national organizations such as the Association for Student Conduct Administrators (ASCA), Oregon Student Conduct Administrators (OSCA), American Association of College Registrars and Admission Officers (AACRAO), National Center for Higher Education Risk Management (NCHERM), and NASPA-Student Affairs Administrators in Higher Education.
