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LAKE-SUMTERSTATE COLLEGE  
ADMINISTRATIVE PROCEDURE

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III. RESPONSIBILITY

The College will follow the mandates of Public Law 90-575, which provides in part, that students at an institution of higher learning who, after



sponsored events, and may also apply to conduct or to behavior off-campus when the Vice President of Enrollment & Student Affairs determines that the off-campus conduct affects a substantial College interest as defined below:

- a. Any situation where it appears that the student's or student organization's conduct may present a danger or threat to the health or safety of themselves or others.
- b. Any situation that significantly impinges upon the rights, property or achievements of self or others.
- c. Any situation that significantly breaches the peace and/or causes social disorder.
- d. Any situation that is detrimental to the educational mission and/or interests of

IX. THE CODE OF CONDUCT

LSSC considers the behavior described in the following sub-sections as inappropriate for the College community and in opposition to the core values set forth in this document. These expectations and rules apply to all students and student organizations. Violations of the code of conduct must be filed within one academic year of the last day of the term for which the alleged code violation occurred. The College encourages community members to report all incidents involving the following actions via the [www.lssc.edu/safelssc](http://www.lssc.edu/safelssc) website. An extension or waiver of this ~~any of~~ to 0-3.3(po)-14.6(r)5 Tw 0.217 0 Td [12

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- u. Discrimination: Any act that is in conflict with LSSC's Non-discrimination Statement that limits or denies the ability to participate in or benefit from the College's educational programs or activities based upon an individual or group's actual or perceived status (race, color, sex, ethnicity, gender, national origin, age, disability, marital status, veteran's status, employment, religion, sexual orientation and political affiliation).
- v. Sexual misconduct: Sexual harassment, stalking, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, or intimate partner and domestic violence.
- w. Knowingly instituting a false charge against another.
- x. Use of indecent, or abusive language or figurative language.

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- date, time, and location of the disciplinary proceeding.
2. The written notice of disciplinary proceeding will be sent via the student's or student organization's LSSC email account at least seven business days before the disciplinary proceeding will take place.
  3. The Dean of Students, or their designee, will conduct a preliminary inquiry into the nature of the incident, the evidence available, and the parties involved to determine if there is enough evidence to show a violation of the Code of Student Conduct. When evidence shows that a violation of the Student Code of Conduct has occurred, the Dean of Students will proceed with the disciplinary proceeding.
- b. At least five business days before the disciplinary proceeding, the student or student organization will be provided with the following:
1. A listing of all known witnesses that have provided information to the College, or will provide information at the disciplinary proceeding.
  2. All known inculpatory (implying/tending to incriminate) and exculpatory (tending to clear from alleged fault or guilt) information.
- c. The student(s) or student organization(s) is presumed

- of the Advocate, advisor, or legal representative; Whether the individual is a licensed attorney or a non-attorney Advocate or advisor; Provide an address, telephone number, and email address where the Advocate, advisor, or legal representative can be reached.
- ii. FERPA Authorization – The involved student(s) must submit a written authorization that meets the requirements of a valid consent as specified by the Family Educational Rights and Privacy Act (FERPA). Even if the student(s) executes a valid FERPA consent authorizing the Advocate, advisor, or legal representative to receive information or documents regarding the student(s), it is the student's or Student Organization's responsibility to

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- m. Student(s) or student organization(s) have the right to an accurate and complete record of every disciplinary proceeding relating to the charged violation of the code, including record of any appeal, to be made, preserved, and available for copying upon request by the charged student(s) or student organization(s).

#### XI. STUDENT SANCTIONS

A student found in violation of the College's Code of Conduct shall be subject to one or more of the following sanctions listed below.

- a. Written Warning - a written warning is a document to the student addressing the conduct violation. A copy of the written warning is kept on file in the Dean of Student's Office as part of the student disciplinary file.
- b. Restrictions or Loss of Privileges - Limitations on campus usage



Process.

- b. When a student is convicted in a court of law for a criminal offense involving personal misconduct.
- c. When a student's behavior on or off-campus:
  1. Creates a situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others
  2. Creates a situation that significantly impinges upon the rights, property or achievements of self or others
  3. Creates a situation that significantly breaches the peace and/or causes social disorder
  4. Creates a situation that is detrimental to the educational mission and/or interests of LSSC.

When a student is placed on disciplinary suspension, they will receive a written disciplinary suspension notice that will set forth the specific suspension time period as well as any other imposed sanctions. During the period of disciplinary suspension, a student may not be enrolled in classes, be employed by the College, or participate in College-related activities, whether they occur on or off college property. A student on disciplinary suspension may not otherwise be present on College property unless authorized in writing, in advance, by the Director of Campus Safety.

All assigned educational sanctions must be completed prior to the conclusion of disciplinary suspension; otherwise the disciplinary suspension will remain in effect. In the case where the Dean of Students or their designee has imposed other conditions for readmission, it is the responsibility of the student to provide documentation of compliance with such conditions. The suspension period may vary based on the severity of the behavior, offense or repeated misconduct. The minimum suspension period is one semester and the maximum period suspension period is seven years. The duration of any suspension finding, and the restrictions imposed with this finding, will be determined by the Dean of Students on a case-by-case basis.

A student on disciplinary suspension will be administratively withdrawn from their current courses. The student will be ineligible to receive a tuition and fees refund. While on disciplinary suspension, a hold will be placed on the student's account which will prevent them from being readmitted or reenrolled at the College until the suspension period has passed. If the student wishes to reenroll after the suspension period has passed, the student must meet with the Vice President responsible for Student Affairs or their designee to determine if the student is ready to return to the College.

#### XIV. OVERVIEW OF THE EXPULSION PROCESS

Disciplinary Expulsion is a sanction which removes the student from the individual's academic or workforce training program and permanently separates and terminates a student from the College without opportunity to graduate or re-enroll in the future. A student who has been expelled from the College may not otherwise be present on College premises unless authorized in writing, in advance, by the Director of Campus Safety. A hold will be placed on the student's account which will prevent them from being readmitted or reenrolled at the College. This action will be permanently recorded

on the student's record.

A finding of Expulsion may be issued:

- a. When a student's behavior, offense or repeated misconduct, warrants the finding of expulsion per the LSSC Student Code of Conduct.
- b. When a student is convicted in a court of law for a criminal offense involving personal misconduct.
- c. When a student's behavior on or off-campus:
  1. Creates a situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others
  2. Creates a situation that significantly impinges upon the rights, property or achievements of self or others
  3. Creates a situation that significantly breaches the peace and/or causes social disorder
  4. Creates a situation that is detrimental to the educational mission and/or interests of LSSC.

A student with a finding of Expulsion will be administratively withdrawn from their current courses. This administrative withdrawal will be noted on their transcript, and the student will be ineligible to receive a tuition and fees refund.

#### XV. ACADEMIC INTEGRITY

Breaches of Academic Integrity are a violation of the LSSC Student Code of Conduct and will be adjudicated through LSSC's student conduct process.

Some examples of cheating and/or plagiarism include, but are not limited to, the following:

1. Asking for or giving another student information during a test.
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test.
3. Using materials prohibited by the instructor during a test or assignment.
4. Impersonating another student or having another person assume one's identity.
5. Changing answers on a

