



STUDENT CODE OF CONDUCT (DISCIPLINE POLICY)

INTRODUCTION

Student behaviour is a major issue for everybody around the world and no one can deny the fact that how important it is to maintain the Center discipline.

It is expected that students will follow the Center's rules whilst they are registered as a student. These include both academic conduct in respect of exams, assessment and administrative processes, but also behaviour and conduct whether on campus or off campus where they are representing OXFORDIAN COLLEGE.

The student disciplinary policy applies to the on-campus conduct of all students and registered student organizations. In addition, the Center reserves the right to exercise jurisdiction for events or actions occurring off the campus in those instances in which the Center's community interest is affected. This policy also applies to the off-campus conduct of students and registered student organizations in direct connection with:

- A professional practice assignment;
- Academic course requirements, such as internships, field trips, or student teaching;
- Any activity supporting pursuit of a degree, such as research at another institution;
- Any activity sponsored, conducted, or authorized by the Center or by registered student organizations;
- Any activity that causes substantial destruction of property belonging to the Center or members of the Center community or causes disruption or serious harm to the health or safety of members of the Center community; or
- Any activity in which a police report has been filed, a summons or indictment has been issued, or an arrest has occurred for a crime of violence.

STANDARDS OF CONDUCT

Students assume an obligation to conduct themselves in a manner compatible with the Center's function as an educational institution and suitable to members of the Center community. The Center may at any time exclude a student or impose disciplinary sanctions on a student for violations of OXFORDIAN COLLEGE standards of conduct. The conduct for which students are subject to disciplinary action includes, but is not limited to, the following:

- **Academic dishonesty**
Any violation of the, "guidelines regarding academic integrity" which includes but is not limited to: giving or receiving unauthorized aid in any assignment or examination, plagiarism, tampering with grades, or other academic irregularities.
- **Violation of professional standards**
Any conduct which violates any commonly recognized or generally accepted professional standards (as defined by the student's college) including, but not limited to unacceptable conduct in clinical, practicum, or off-campus training.
 - Withholding information or giving false information
 - Withholding information or giving false, misleading, or inaccurate information during a Center process or proceeding or to any Center department, committee, or official for any reason.
- **Disruption of Center activities**
Conduct that prevents, limits, creates hazards for, or impairs the teaching, research, public service, community, professional, athletic, organizational, administrative, clinical, academic, and/or ordinary business of students, faculty, and staff. Disruptions include, but are not limited to: disruption of building services, noise disruptions, interference with or obstruction of Center activities or proceedings, prevention of access to classes and Center facilities, and all other Center or Center-approved events, including conduct in residence halls, hospitals, clinics, practicum or any off-campus activities, study, or training programs.
- **Failure to comply with requests from Center officials**
Failure to comply with the requests from Center officials, including but not limited to: refusal to show or surrender a Center identification card, or failure to respond to mail, email, and telephone messages regarding allegations of misconduct.
- **Rules, policies, procedures violations**
Violations of Center or campus housing rules, policies and/or procedures, including, but not limited to, the policies on discrimination, harassment, smoking, and parking.

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- **Misuse or unauthorized use of Center facilities, property, and grounds including, but not limited to the following:**
 Tampering with Center property or equipment; causing damage to personal or Center property; theft of personal or Center property; the sale, receipt, or possession of stolen goods; theft of services including telephone, internet, and cable services; unauthorized access to, presence in, or use of Center facilities and grounds; duplication, use, or unauthorized possession of a Center key card or key; arson; tampering with fire and/or safety equipment; failure to follow fire drill or other emergency procedures; and violation of Center and campus regulations on demonstrations, picketing, and distribution of printed materials.
- **Misuse or unauthorized use of Center documents. Including, but not limited to:**
 Alteration, mutilation, misuse or fraudulent use of an official Center document or granting permission for the use of a Center document by an unauthorized person. Official documents include, but are not limited to: OXFORDIAN COLLEGE id cards, course programs, charge slips, receipts, grade reports, transcripts, computer access/account numbers etc.
- **Misuse or unauthorized use of Center resources and information. Including, but not limited to:**
 Misuse, theft, or misappropriation of funds, library, research, and computer resources or information; misuse of email and internet services including (e.g. Harassment, fraudulent activities, unauthorized use of stored data, communication interfaces, computer software or hardware, and library and research materials; granting access to others to computer/library resources and/or giving information to a person or persons not authorized to have access to such resources or information; any conduct that impairs the proper access and/or usage of computer/library resources or facilities by members of the Center community; any conduct which violates the policies on acceptable use of ac and library services and facilities.
- **Offenses involving substances, products, and drugs.**
 Including, but not limited to the misuse or unauthorized possession of intoxicants (e.g.. Alcohol), controlled or illegal substances, drug 10 paraphernalia, or materials dangerous to public health and safety.
- **Offenses involving weapons possession, display, or use of firearms, weapons, fireworks, explosives, ammunition, or the abuse of flammable substances.**
- **Violation of the rights of any person.**
 Including, but not limited to actions which are considered hazing, unlawful harassment, sexual misconduct, stalking, or coercion; actions that may cause mental or bodily harm to another person(s) or oneself; conduct that threatens or endangers the safety of others or constitutes physical or psychological abuse or intimidation; or any other inappropriate or disruptive behavior that evidences poor adjustment to the Center community.

PROHIBITED ACTIVITIES

The Center prohibits alcohol intoxication (regardless of age); the unauthorized possession, use, consumption, manufacture, sale or distribution of alcohol; and driving while impaired due to alcohol consumption. Student Organizations: No student organization that hosts, organizes, conducts, or participates in an on campus function or event sponsored or sanctioned by the Center shall serve alcohol or permit the possession, use, consumption, manufacture, sale or distribution of alcohol except as provided here.

- Outside functions or events involving the use of alcohol are not permitted on campus.
- Any verbal, written or physical conduct toward another that is based on a person's race, color, national origin, disability, religion, age, veteran status, other characteristic protected by law or any other characteristic specific to the person being harassed, that:
- Unreasonably creates an intimidating, hostile or offensive learning, living or working environment; or Unreasonably interferes with an individual's academic or work performance.
- Discriminatory harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious that it unreasonably limits an individual's ability to participate in or benefit from the activities of the Center.
- Behavior of a discriminatory nature that does not necessarily rise to the level of discriminatory harassment may nonetheless be inappropriate in the Center community, disruptive in the classroom, or violate other Center policies and could warrant remedial actions and/or discipline.
- The alleged conduct will be evaluated from the perspective of a reasonable person in the alleged victim's position taking into account all of the circumstances involved in a particular matter.

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- **Drugs Policy:**

The illegal possession, use, consumption, manufacture, sale or distribution of drugs and drug paraphernalia is prohibited. Any violations of this drug policy may be subject to sanctions by the Student Conduct System and may be reported to all appropriate law enforcement authorities.

- **Endangering the Safety of Others:**

A student shall not endanger the lives or safety of oneself or others. Creating an unsafe condition or environment which could cause harm to the student or others;

- Acting in a manner that endangers or reasonably could endanger the health, safety or welfare of the student or anyone else; or
It is a violation to ignore, disobey, disregard or otherwise violate any provision of this Code of Conduct or any applicable rule.
- Failing to comply with the directive of any Center official or faculty member, including any sanction imposed by the Office of Student Conduct;
- A student shall not provide false or misleading information.
Making a false or misleading oral or written statement to any Center official or faculty member.
- Possessing or displaying any form of false identification or any identification not one's own; Assuming or attempting to assume the identity of another person; or
- A student shall not engage in any behavior that creates a fire hazard nor shall a student inhibit or impede another person who is responding to a fire hazard.
- Students are responsible for the behavior of their guests and must ensure that guests comply with Center regulations, including the standards in this Code of Conduct.
- A student shall not misuse any material, service or property. Destroying, damaging or misusing any property belonging to another; Destroying, damaging, misusing, reproducing, altering or defacing any student identification card, Center-provided key or access card, residence hall key or access card, laboratory equipment, emergency phone, athletic equipment or any material issued or owned by the Center; Littering on or in any Center property, facility or building; or Engaging in conduct that may result in damage or destruction of any Center building, facility or property, including, but not limited to, skateboarding or rollerblading on steps, railings, banisters or curbing.
- A student shall not damage, destroy, misuse, or otherwise endanger the Center's computing and information resources. Specific violations of this standard include, but are not limited to: Using any Center computer, facility, equipment, software, network or other resource, including e-mail for any activity other than that for which access or use was assigned or authorized; for commercial use; without authorization; to commit or attempt to commit any other violation of this Code of Conduct; or to commit or attempt to commit any act prohibited under applicable federal, state or local laws.
- Disrupting, hindering or damaging the service, use or ability of others to access or use any Center computer, facility, equipment, software, network or other resource, including e-mail; or Damaging, destroying, misusing, or otherwise harming any Center computer, facility, equipment, software, network or other resource, including e-mail.

DISCIPLINARY COMMITTEE

Staff involved in dealing with alleged misconduct cases are Conduct Investigators, Student Discipline Officers and Student Discipline Committee. Student Discipline Officers are not eligible for membership of the Student Discipline Committee.

INVESTIGATING STUDENT MISCONDUCT

The Conduct Investigator will investigate the alleged misconduct, in accordance with this Code. As soon as practicable the student will be informed in writing and will be provided with details of the alleged misconduct and, if appropriate, of the requirement to attend for interview. The student is given the opportunity to respond and is invited to admit or deny responsibility. Investigation may also include interviews with the person who reported the alleged misconduct, members of staff and students of the Center and, if necessary, members of the public. People may provide evidence to the Conduct Investigator in writing in addition to, or instead of, attending an interview.

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DISCIPLINARY ACTION

Student Discipline Officers may impose penalties. In deciding what penalties will apply, the Student Discipline Officer will consider the relevant student's disciplinary record. The penalties are some or all of:

- a.** a fine;
- b.** a reprimand;
- c.** suspension of specified privileges for a specified period that does not exceed one semester (this may include suspension from the Center Library, computing facilities, particular premises, placements);
- d.** require the student to make good in whole or in part, the cost of any damage caused;
- e.** rescind the result of an assessment or examination diet, for academic misconduct offences; f. impose an academic penalty in the case of an academic offence;

APPEALS

A. student may submit an appeal on the decision of the Student Discipline Officer or the Student Discipline Committee within ten working days of the decision being issued. Appeals are submitted to the Secretary of the Center's Appeal Committee. The grounds for appeal must be one or both of: a. substantial information directly relevant to the investigation of a student discipline case which for good reason was not available to the Student Discipline Officer or Student Discipline Committee when their decision was taken;

b. alleged irregular procedure or improper conduct of an investigation and disciplinary action. This includes conduct of a meeting of the Student Discipline Committee. The appeal is handled under the Center's appeal procedures. In addition to the appeal submitted by the student, information may be requested from the Conduct Investigator, Student Discipline Officer, the Secretary of the Student Discipline Committee and/or others relevant to the appeal.

The decision of the Appeal Committee is final and there is no further opportunity for appeal against that decision within the Center.



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