



Section: General Administration

Subsection: Rights, Freedoms, and Responsibilities

Policy II-412: Code of Conduct

I. Purpose

- (A) Lorain County Community College strives to provide faculty, staff, and visitors an environment conducive to academic pursuit and achievement, professional and personal growth and development, and community engagement and enlightenment. It is the purpose of this Code of Conduct to meet these goals through the protection of health, safety, welfare and property of the College and its students. To assist in this endeavor the College Board of Trustees seeks to regulate the use of the grounds, buildings, equipment and facilities of the College, as well as to provide for the appropriate and orderly conduct of students, staff, faculty and visitors for both campus and College-sponsored off-campus activities.
- (B) The College Board of Trustees provides for the administration and enforcement of its rules and may authorize the use of College law enforcement officers (as per Ohio Revised Code) and other College officials to assist in enforcing College policy and all civil law on the campus.
- (C) In accordance with College policy, the President will have the responsibility and, authority for the discipline of all students, faculty, and staff. The authority to impose the formal sanctions specified in this Code may be delegated to College officials or committees by the President. Disciplinary action under this Code may be taken against a person who has been admitted as a student to the College, whether or not the individual is registered for classes. Disciplinary action may also be taken against student organizations, staff, faculty, or visitors.
- (D) This Code is established to provide guidance for enforcing the policies of the College and all cases involving students which utilize this Code shall be heard by the designated College official of the Student Conduct Committee.

II. Honor Code

The College has adopted the following Honor Code to help students, faculty and staff to aspire to the highest standards:

Being a member of the Lorain County Community College community of students, faculty and staff, I pledge to honor the values of social responsibility, personal accountability and

solid citizenship. I pledge to uphold the highest standards of professional and academic ethics. I will preserve my personal integrity and self-respect by being honest and fair and treating all individuals with respect.

III. LCCC Expectations:

LCCC students are expected to:

- (A) Adhere to the rules, regulations, and policies set forth in this Code;
- (B) Be knowledgeable of and accountable for information contained in the College Catalog.
- (C) Adhere to the Academic standards of the College, Division/Program, and all individual course standards;
- (D) Be subject to city, state, and federal laws while at LCCC. Allegations, charges or violations of those laws may also be violations of the LCCC Code of Conduct. In such cases LCCC may sanction under the Code of Conduct independently of criminal proceedings concerning the same conduct. Such sanctions may be imposed even if a criminal proceeding is not yet resolved or is resolved in the favor of the student, staff, faculty or visitor;
- (E) Remain subject to the Code of Conduct even if a student withdraws from LCCC while a matter is pending;
- (F) Assume that an attempt to commit a violation of a prohibited behavior will be treated as if the attempted violation had been completed.
- (G) Be respectful of the rights of others, especially the right to teach and the right to learn.
- (H) Attend courses for which they are registered. Students should consult the course syllabus or program handbook for the specifics of attendance policy for each course.
- (I) Remain in the classroom at least 15 minutes after the class starting time (or according to program or divisional policy) unless notified otherwise in the event of instructor absence.
- (J) Understand only registered students or other authorized persons are permitted in classrooms, labs, or other instructional facilities. Children who are in any campus facility must be supervised by a responsible person at least 16 years of age or older.

LCCC Faculty and Staff are expected to:

- (A) Be knowledgeable of and demonstrate through their behavior the values set forth in LCCC's mission and vision.
- (B) Adhere to the rules, regulations and policies set forth in this Code.
- (C) Be knowledgeable of and accountable for information contained in the College's Policies and Procedures
- (D) Be subject to city, state and federal laws while employed with LCCC. Allegations, charges or violations of those laws may be violations of the LCCC Code of Conduct. In such cases LCCC will take each case under consideration and may impose sanctions deemed appropriate.
- (E) Assume that an attempt to commit a violation of a prohibited behavior will be treated as if the attempted violation had been completed.
- (F) Be respectful of the rights of others; be respectful to co-workers, supervisors, administrators, students, and visitors.

IV. LCCC Responsibilities

- (A) Protect the rights of all members of the College community;
- (B) Educate all members of the college community on issues of academic integrity, student conduct, employee conduct, and workplace integrity.
- (C) Provide fair and objective investigation of alleged violations of the LCCC Code of Conduct;
- (D) Impose meaningful sanctions that allow for a violation of the Code to result in a positive ethical and learning experience for the student, staff, faculty or visitor.

V. Jurisdiction

The Lorain County Community College Code of Conduct applies to conduct that occurs on the LCCC campus, at any LCCC Outreach Center, or at any college sponsored or affiliated event. If an individual is suspected of being in violation of a local, state or federal law LCCC may report the incident to the appropriate law enforcement agency. Student organizations may be sanctioned for violating behaviors listed in the Code of Conduct. LCCC has the right to notify parents/guardians of students if alcohol, and/or narcotic substance abuse are suspected. LCCC also reserves the right to contact parents regarding situations where there is an imminent health or safety risk. LCCC reserves the right to determine whether other LCCC officials have a need to know about specific conduct allegations pursuant to FERPA. (Family

Educational Rights & Privacy Act) Concerns involving allegations of violations of students' civil rights by employees will be referred to the LCCC Human Resources Office for investigation. These violations may include discrimination, sexual misconduct, sexual harassment or any type of harassment. Allegations of violation by faculty and/or staff should be referred to the employee's supervisor or to the Human Resources Office. Code of Conduct matters are kept strictly confidential to the extent required by law.

VI. Academic Misconduct:

(A) Cheating

- (1) Copying from another student's material.
- (2) Knowingly obtaining, copying, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test, quiz, exam, project or assignment without specific authorization of the appropriate official.
- (3) Bribing or the attempt to bribe any person to obtain any test, grade(s), any grade changes(s), or any related information.
- (4) Buying or selling unauthorized information about any test, quiz, exam, project or assignment.
- (5) Using electronic devices during the administration of a quiz or exam.
- (6) Collaborating with others on any academic assignment or exam intended by the instructor to be completed by an individual student.
- (7) Substituting for another student or permitting any other person to substitute for oneself to take an exam.
- (8) Using notes, open textbooks or any other type assistance aid during an exam when not authorized by the instructor.
- (9) Recording any lectures on audio or video tape without instructor's permission.
- (10) Failure to comply with posted college laboratory and facility policies as well as posted programmatic policies.

(B) Plagiarism

- (1) The act of presenting the words, ideas or work of another person as one's own.
- (2) Presenting as one's own the ideas, words, images, or any other supporting material for an academic assignment without appropriate citation of sources.
- (3) Copying, pasting, downloading or importing any electronic material into work submitted for an academic assignment without appropriate citation of sources.
- (4) Utilizing copyrighted material in violation of U.S. Copyright Law.
- (5) Allowing one's own work to be utilized by another student as if it were that student's own work.

VII Prohibited Behaviors

At all times, civility is expected from everyone on campus. Additionally, LCCC students, faculty and staff are expected to act in a respectful and professional manner while on campus,

at campus sponsored events and in communicating with students, visitors and co-workers at all times. The following list contains examples of behavior subject to disciplinary action and/or other action by college authorities. Appropriate disciplinary action may include ejection from college property, suspension, expulsion, or dismissal so that collegiality, law and order can be maintained and the college may pursue its educational objectives and programs in an orderly manner. The list is not meant to be exhaustive or exclusive.

- (1) Any act of academic dishonesty as described in the above Section VI Academic Misconduct.
- (2) Obstructing or disrupting teaching, administration, disciplinary procedures, general work flow or other college activities including the college's public service functions or other authorized activities on college owned or controlled property.
- (3) Verbal, physical, mental or sexual harassment or intimidation of a student, visitor, faculty or staff member including any abuse, stalking, signs or signals intended to mock or ridicule race, religion, age, sex, color, disability, sexual orientation, or national or ethnic origin while on college property or participating in a college-sponsored activity.
- (4) Physical or mental abuse, both verbal and/or written including electronically, detention, or conduct, which intentionally or recklessly endangers the health – mentally or physically, or safety of any person on property owned or controlled by the college, or at any college sponsored or supervised function.
- (5) Consensual Romantic and/or Sexual Relationships
No one involved in a consensual romantic and/or sexual relationship shall have direct responsibility for evaluating the employment or academic performance, or for making decisions about promotion, tenure, or compensation of the other party in the relationship. Consensual relationships between a supervisor and an employee or an employee/faculty and a student are prohibited. Such relationships present concerns about consent, conflicts of interest, and unfair treatment of other students or employees. Such relationships can interfere with trust necessary for the educational process and the employment relationship to thrive.
- (6) Exhibiting bullying behavior including yelling and/or screaming, being physical with a person or objects with the intent or result of intimidation, threatening or disrespectful behavior towards a student, faculty or staff member or visitor.
- (7) Continued willful and disruptive behavior, profanity or vulgarity.
- (8) Unauthorized use, changing, deleting of any information or data contained in the LCCC student record computers, or the unauthorized use, changing, deleting of any information and data contained on any LCCC database.
- (9) Any use of electronic or other devices to make an audio, video or photograph record of any person while on college premises without their consent or authorization.
- (10) Making telephone calls to or from the college with the purpose to abuse, threaten, annoy, intimidate or harass another person.
- (11) Using the Internet, e-mail, mobile phones or other digital technologies to threaten, harass or humiliate others.
- (12) Creating, sending, receiving or viewing obscene, harassing, or grossly inappropriate material.
- (13) Theft of or damage or intent of theft or damage to any college property or the property of others, and/or unauthorized possession of such property on college

- owned or leased premises including all computer programs, data and access to them.
- (14) Failing to comply with directives of college officials or law enforcement officers acting within the scope of their duties, or failing to identify oneself when requested to do so by Campus Security officers or law enforcement officers while on any leased or owned college property.
 - (15) Making false reports or claims to law enforcement officers or college officials acting within the scope of their duties.
 - (16) Falsifying documents/records and/ or misrepresenting of self or other information to a college office or official, either verbally or written.
 - (17) Forging, altering, and/or using college and other documents, records, or instruments, with intent to harass, intimidate, defraud or furnish false information, or gain unauthorized access or attempted access of college records including all computer data, programs and related files.
 - (18) Unauthorized entry to or use of any leased or owned college facilities.
 - (19) Unauthorized possession, duplication, or use of keys, access codes or other modes of entry to any leased or owned campus facility.
 - (20) Disorderly conduct, public intoxication, or lewd, indecent or grossly inappropriate conduct or expression while on any leased or owned college property.
 - (21) Participating in any campus event and/or working on campus as an employee or student worker and being physically and/or mentally impaired due to the use of alcohol or any controlled substance.
 - (22) Rioting or inciting others to riot. Participating in and/or initiating any type of physical altercations on any college owned property or at any college sponsored event.
 - (23) Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operation of the college and its outreach centers and/or infringes on the rights of other members of the campus community.
 - (24) Unauthorized use or alteration of fire alarm or firefighting equipment or other emergency safety devices while on any leased or owned college property.
 - (25) Unauthorized possession or use of firearms or other potentially dangerous weapons, explosives, combustibles or dangerous chemicals; or the possession of any other objects with the intent to intimidate people, damage, injure or disrupt college activities on any leased or owned college property or at an off-campus college sponsored activity.
 - (26) Using, possessing, selling or distributing illegal drugs, and drug paraphernalia on any leased or owned college property; selling or distributing narcotics or prescription medication on college leased or owned property.
 - (27) Being under the influence of illegal drugs or narcotics while on college owned or controlled property or at college sponsored events.
 - (28) Consuming, possessing or selling alcoholic beverages on college owned or controlled property except during college approved activities.
 - (29) Operating a motor vehicle while under the influence of alcohol and/or drugs or in a reckless or dangerous manner while on any leased or owned college property or off campus while representing the College in an official capacity.
 - (30) Smoking in any college building or enclosed walkway.
 - (31) Knowingly presenting a worthless check in payment to the College or failure to make satisfactory arrangement for the settling of a debt or account with the College.
 - (32) Using LCCC equipment, network connection or Internet access to copy and/or share images, music, movies, television programs, publications, software, video or other copyrighted materials without the permission of the copyright

- owner.
- (33) Using LCCC equipment, network connections or Internet access excessively for personal use, prohibiting/interfering with the regular production of work or academic activities or use of LCCC equipment, network connections, internet access and/or property to conduct personal business agendas, political activities or illegal activities.
 - (34) Selling or promoting the sale of goods or services owned by or in the possession of the college or selling or promoting the sale of goods and services on college owned or controlled property. Exceptions include recognized organizations with permission from an appropriate college official.
 - (35) Interfering with or disregarding emergency evacuation procedures such as willful disregard of a fire alarm.
 - (36) Violating the college's parking and traffic rules and regulations.
 - (37) Obstructing or impeding pedestrian and/or vehicular traffic on college property.
 - (38) Gambling while on college property.
 - (39) Damage to or littering on College premises or properties owned or leased by the College.
 - (40) Bringing in or harboring an animal and/or pet in college facilities without authorization.

VIII. Enforcement Authority

Authority has been delegated to the President and designated as appropriate to the Director of Campus Security, Campus Security Officers and others acting within the scope of their employment, to lawfully order violators of rules promulgated in Section VII, Prohibited Behaviors, to do one or more of the following:

- (1) Request the person(s) to cease and desist such activity;
- (2) Order the person(s) to immediately leave campus property and, upon failure of the person(s) to do so, to request assistance from appropriate law enforcement authorities.
- (3) Issue a Notice of Criminal Trespass to violators of rules promulgated in Section VII Prohibited Behaviors.

The authority to order persons to leave may be exercised when, in the judgment of the Director of Campus Security or Campus Security Officers, it is reasonable to maintain order to do so.

See [Procedure II-412](#): Code of Conduct for all remaining steps.

IX. Related Policies and Procedures:

[Policy III-731](#): Complaints, Problems, Grievances and Appeals by Non-Faculty
[Procedure III-731](#): Complaints, Problems, Grievances and Appeals by Non-Faculty
[Policy II-320](#): Sexual Harassment
[Procedure II-320](#): Sexual Harassment

[Procedure II-412: Code of Conduct](#)

- X. Approved and effective September 21, 2000; revised and approved September 22, 2011.