

## STUDENT CONDUCT STANDARDS

Students are expected to conduct themselves in a professional, ethical and civil manner at all times while on campus or at any time when they are representing the College. *SJVC* has established specific rules governing student behavior along with applicable disciplinary actions that may be taken against any student found in violation of these rules. The **Student Code of Conduct**, published in the **Student Handbook**, sets forth the behavioral standards students are expected to meet along with the College's discipline policy. By enrolling in *SJVC*, students agree to abide by the terms of the **Student Code of Conduct**.

Students are responsible for familiarizing themselves with the **Student Code of Conduct**.

The **Student Handbook** is available at every *SJVC* Campus Administrative Office and may be accessed on InfoZone (<https://infozone.sjvc.edu>) through the following pathway: Document Center/*SJVC* Publications/Student Handbook.

## ACADEMIC FREEDOM

Academic freedom is the right of faculty and students to express their ideas verbally or in writing, free from political, religious or institutional restrictions, even if these ideas are unpopular. In recognition of this right, *SJVC* strives to foster and maintain a climate of academic freedom as set forth below.

- Instructors and students have the right to express their ideas in the classroom, verbally and in writing, within the boundaries of good taste and socially established standards. *SJVC* will promptly conduct an investigation upon learning of an instructor or student who has allegedly expressed his/her personal opinions without the balance of introducing other sources of instructional integrity or critical thinking practices.
- *SJVC* extends the definition of academic freedom to include the methods used by instructors to facilitate

learning of the approved course curriculum. Instructional methods used to present the course SLOs (student learning outcomes) and deliver the learning materials may vary by individual instructor to include a wide range of choices, including but not limited to:

- Lectures
- Audio Visual Presentations
- Class Discussion
- Guest Speakers
- Role Playing
- Simulations
- Skill Demonstrations
- Case Studies and Research

## CAMPUS DISTURBANCE

*SJVC* is dedicated to the maintenance of academic freedom in the classroom and in co-curricular activities. While freedom of expression is encouraged, forms of protest that disrupt the normal activities of the College and interfere with the rights of other students will not be tolerated. *SJVC* will take strict disciplinary action, as set forth in the **Student Code of Conduct**, against any student who violates this policy.

## COOPERATION WITH COLLEGE STAFF

Students are required to cooperate with College staff at all times. Failure to comply, resisting, or obstructing College staff in the performance of their duties will not be tolerated. Examples of such misconduct include but are not limited to: failure to show proper identification upon request or failure to leave a classroom or office when asked to do so by an instructor, a security officer, or any *SJVC* staff member. *SJVC* will take strict disciplinary action, as set forth in the **Student Code of Conduct**, against any student who violates this policy.

## ACADEMIC HONESTY

The entire *SJVC* community is expected to uphold the highest standards of academic honesty. For students, this requires that they do their own work honestly, without cheating or plagiarizing. Students who engage in honest academic behavior(s) will have the satisfaction of knowing that they have received the best education available to them and that they will be thoroughly

prepared to enter their chosen career field upon graduation. Administrators and faculty are required to promote an environment where true learning is embraced and, ultimately, to support the standards of academic honesty in all aspects of the educational process. This joint effort will result in a sense of mutual respect, trust, and integrity.

*SJVC* does not and will not tolerate intentional involvement in dishonest academic behavior(s). Students who violate this policy will be subject to formal discipline, which may include the assignment of a failing grade, or in some cases, termination from the College.

If intentional acts of dishonest behavior occur, the College has established clear-cut procedures designed to address these types of situations along with appropriate penalties to censure such activities, both of which are set forth below. This section is limited to those areas of campus life that are directly related to academic conduct and ethics.

### Violations

Three basic categories of dishonest behavior are noted below, along with several examples of each.

1. **Misrepresentation of academic work:**
  - a. Using another's statements or thoughts without giving that source proper credit (plagiarism).
  - b. Submitting for credit, a purchased paper.
  - c. Unauthorized submission of an assignment prepared by another person (or persons).
2. **Interference with academic pursuits requiring independent effort:**
  - a. Giving, receiving, or using unauthorized assistance on examinations.
  - b. Collaboration with others when independent work is required.
  - c. Deliberately defacing or removing course materials, thereby making them unavailable to others.
3. **Buying, selling, or bribing:**
  - a. Offering to buy or sell unauthorized assistance on examinations, papers, or grades.

- b. Offering or accepting bribes related to academic work.

### Penalties

1. First offense will result in the following:
  - a. If any of the above behaviors is suspected, the instructor will speak with the student immediately to state the observation and concern.
  - b. Investigation of the incident will ensue and the Dean of Student Services will make a determination as to the seriousness of the charge.
  - c. If an investigation reveals that a student has engaged in dishonest behavior, the student will receive a written warning to be kept in his/her file and a grade of "F" for the assignment or examination.
2. Second offense will result in immediate and permanent dismissal from *SJVC*.

## ACCESS TO STUDENT RECORDS AND PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) of 1974, 20 U.S.C. §1232g, guarantees certain rights and protections to students concerning their school records and the information they provide to the College. The Act protects students from having their education records or identifying information (i.e., any information that would allow a reasonable person in the school community to identify the student with reasonable certainty) released to outside parties without their written permission. Specifically, the provisions of the Act guarantee students the rights to:

1. The right to inspect and review their education records within 45 days of the day the College receives a request for access<sup>3</sup>.

A student should submit to the Registrar or other appropriate college official, a written request that identifies the record(s) the student wishes to inspect. The Registrar or the other college official will make arrangements for access and notify the student of the time and place where the records may

be inspected. If the records are not maintained by the college official to whom the request was submitted, the official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request that the College correct education records which the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to request that the College correct an education record should submit a written request to the Registrar or other college official clearly identifying the part of the record the student wants changed and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College discloses personally identifiable information from the student's education record, except to the extent that FERPA authorizes disclosure without consent.

Under the FERPA exception, the College discloses education records without a student's prior written consent to the following parties or under the following conditions:

- School officials with legitimate educational interest<sup>4</sup>;

<sup>4</sup> A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted as its agent to provide a service instead of using college employees or officials; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to a specific state law.

In addition to the above, certain information may be made available by the College without the student's written permission. This information is known as "directory information," and includes the following: name, address, telephone number, photograph, date and place of birth, level of education, major, degrees and awards received. If a student does not want this information released, he/she must notify the Registrar in writing at the time of enrollment.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The office that administers FERPA is:

### FAMILY POLICY COMPLIANCE OFFICE

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4805

### Social Security Confidentiality Act

The Social Security Number Confidentiality Act (42 U.S.C. §405(c)(2)(C)(viii)(I)), protects students from identify theft by prohibiting the College from disclosing social security account numbers or related records. Any publicly displayed document will exclude students' social security numbers.

Additional information regarding the maintenance of student records can be obtained from the Registrar's Office.

<sup>3</sup> Education records are defined as records, files, documents, and other materials which contain information directly related to the student and which are maintained by the College.