

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 the InfoZone homepage (<https://infozone.sjvc.edu>).

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 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 achieve the Course Learning Outcomes (CLOs) 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 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:

- Using another's statements or thoughts without giving that source proper credit (plagiarism).
- Submitting for credit one's own academic work (e.g. research paper, project) that was previously prepared for another course or purpose (self-plagiarism).
- Using a substantial portion of one's own previous academic work without significantly improving the previous submission and asking the instructor for permission.

- Valedictorian – Highest cumulative GPA
- Student Representative Award – Member of Student Council or Advisory Board
- Perfect Attendance Award
 - Ground Campuses = 100% Attendance (except jury duty and military service)
 - Online: Must earn attendance a minimum of four days per week in each course
- Academic Excellence Award – 4.0 GPA
- Dean’s List – 3.25 or higher per term

The **Founder’s Award** has been instituted to honor one graduate who most exemplifies the standards set forth by **SJVC’s** founders, Robert and Shirley Perry. One student per division of study may be nominated by faculty for consideration of the award. Students who are nominated for the award must meet the following criteria:

- Cumulative grade point average of no less than 3.6;
- Cumulative attendance of no less than 90%; and
- Outstanding community involvement from any type of college, civic, community or religious activities.*

**Students nominated for this award will be asked to write a short essay describing their involvement in their local community and the impact it has had on their lives.*

CAMPUS SAFETY

In order to ensure the safety of the entire college community, **SJVC** has implemented specific procedures to be used in the case of natural disasters, bomb threats, medical emergencies, and/or civil disturbances. In the event of an emergency, students are responsible to:

- Follow the direction of your instructor to the nearest exit;
- If not under the supervision of an instructor, relocate to the nearest exit and proceed to the designated gathering area;
- Remain quiet and with your class for an accurate head count; and
- Do NOT leave until authorized by college staff. Full descriptions of the College’s emergency procedures are provided in the Campus Safety Procedures Manual:

<https://infozone.sjvc.edu/docs/Yearly%20Publications/Campus%20Safety%20Procedures.pdf>.

ANIMALS ON CAMPUS

Animals are not allowed on campus with the exception of certified Seeing Eye dogs, certified assistant animals, or animals in the Veterinary Technician labs.

GUESTS ON CAMPUS

Students may invite guests to visit an **SJVC** campus. As a general rule, guests must be at least 18 years or older. Students who intend to invite a guest on campus must abide by the following:

- Inform the front office staff of any anticipated guests.
- Instruct their guests to report to the main office, sign-in, and obtain a visitor’s pass or temporary name badge which is to be worn for the duration of his/her visit.

Students are responsible for communicating this protocol to their guests.

Children on Campus

Children must be supervised by a responsible adult at all times while on campus. Children shall not be left unattended in college buildings, outdoor areas, or in private automobiles. Children are not allowed in the classroom during instruction.

SKATEBOARDS AND ROLLERBLADES

Skateboarding and rollerblading is strictly prohibited on campus. Students who violate this policy may be subject to disciplinary action.

PARKING

Students may park in any of the campus parking lot spaces except those designated for:

- Handicapped individuals;
- Instructors;
- Guests;
- Campus Personnel; and
- Other companies that may share the campus parking lot.