

Student Code of Conduct and Accountability

Frequently Asked Questions

What is a student code of conduct violation?

A student conduct violation occurs when a documentable incident occurs within the bounds of one of the College's campuses, during a college-sponsored event, on social media, or while engaging in activities (educational or otherwise) as a result of a student's academic pursuits with the College.

What if a student was not aware of a violation occurred?

Lack of knowledge of a violation is not an excuse for misconduct. Every student is responsible for knowing the policies and procedures of the College; you must read your Student Guidebook, Student Code of Conduct and Grievances Handbook, and the College Catalog. If you are unsure about any policies, ask for clarification.

A student received an email from a Student Conduct Investigator requesting to meet about an alleged violation. How should a student prepare for the meeting?

Students are expected to be sincere and to tell the truth. An organized and sequential telling of the story and presenting evidence or information is most helpful. The Student Conduct Investigator will share the incident report, alleged violation(s), student rights and responsibility as described in the Student Code of Conduct and Grievances Handbook. The student will either accept or deny responsibility. If the student accepts responsibility, the Student Conduct Officer will send a letter to the student based on the evidence, incident report, and investigative meeting. If the student denies responsibility, the student can choose an Administrative Meeting or Student Conduct Hearing Panel as the next step but not both.

What is the difference between an Administrative Meeting and Student Conduct Hearing Panel?

If a student does not accept responsibility for the allegations during the meeting with the Student Conduct Officer, he/she can choose to have an administrative meeting with the Student Conduct Officer or meet with the Student Conduct Hearing Panel, which will consist of faculty, staff, and one student.

A student elected to have an Administrative Meeting with the Student Conduct Officer rather than go before a Student Conduct Hearing Panel. What will happen at that meeting?

During the Administrative Meeting, the student will have the opportunity to discuss the incident in a one-on-one setting. The Student Conduct Officer will ask the student questions related to the evidence that was presented. If the student has additional evidence, he/she can present it during this meeting.

What if a student decides not to attend a meeting or hearing?

The meeting and/or hearing will proceed without the input of the student. The Student Conduct Officer and/or Hearing Panel will review the incident report and evidence to determine whether a violation occurred and issue sanction(s), if appropriate. The student will be notified via their CTC student email account.

What are the rights and responsibilities as a student?

Refer to the Student Code of Conduct

Can a parent or guardian be given any information about their student(s)?

According to federal regulations, the student must complete a FERPA form before it is legal to share information about the case in question with a parent or guardian. Only individuals listed on the form may receive information. Most often, it is the student who shares this information with their parents. This is a position that we actively encourage. Parental support is a critical ingredient in a student's long-term success, no matter the disciplinary outcome.

Is it acceptable for a student to bring an advisor to the administrative meeting or panel hearing?

You may have an advisor with you at an administrative meeting or panel hearing to provide support. An advisor may be any individual you choose, including, but not limited to, a friend, student, CTC faculty or staff, family member, or attorney. Your advisor may consult and interact privately with you during the student conduct proceedings. The advisor is not permitted to represent you. If the advisor does not act within the limitations outlined, the hearing officer will request that s/he comply or remove herself/himself from the administrative meeting or panel hearing. Only one advisor is permitted per student. The Student Conduct Officer must be notified 72 hours before an administrative meeting or panel hearing if an advisor will be accompanying any student. Please refer to the Student Code of Conduct.

Will this violation be listed on my transcript?

No notation of the violation and/or sanctions will be listed on the academic transcript.

Who can I talk to if I have questions about the Student Code of Conduct?

For procedural information and general advice, contact the Student Conduct Officer at grievances@chattahoocheetech.edu