

Patrick & Henry Community College

Student Code of Conduct

Responsible Department: Instruction & Student Services

Approval Date: 06/09/2025

## Introduction

The Student Code of Conduct outlines expectations for all students enrolled at Patrick & Henry Community College. By enrolling, students agree to uphold college policies and contribute to a respectful academic environment. The college may take disciplinary action when conduct interferes with educational objectives or community safety.

The Code applies to:

- Individual students and student organizations
- All college-sponsored activities, on or off campus
- All property owned, leased, or operated by the college, VCCS, or their foundations
- Student residences governed by college policy
- Off-campus conduct that threatens safety, disrupts college operations, or undermines the educational process

## Definitions

### Academic Dishonesty

Intentional deceptive conduct to gain unfair academic advantage.

### Accused Student

A student or student organization alleged to have violated the Code.

### Advisor

One person chosen by the accused student to support them during the conduct process.

### Appeal

A request to review a conduct decision for possible modification.

### Charge

The alleged violation listed in the Notice of Incident.

### College-Sponsored Activity

Any activity initiated, authorized, aided, or supervised by the college.

### Complainant

Any individual submitting a report alleging a violation.

### Conduct Hearing Committee

A trained group that adjudicates conduct charges and imposes sanctions.

### Dating Violence

Violence or threats within a romantic or intimate relationship.

### Decision Letter

A letter stating whether the student is responsible for a violation.

### Disposition of a Violation

The determination of responsibility and any sanctions imposed.

### Domestic Violence

Violence or threats committed against a family or household member.

### Evidence

Information used to determine responsibility and sanctions.

### Formal Conduct Hearing

A structured meeting where the Committee reviews evidence and determines responsibility.

### Incident Report

A formal complaint alleging a Code violation.

### Informal Hearing

A meeting with a staff member to discuss the alleged violation.

### Mitigating Circumstance

Contextual evidence that may lessen sanctions.

Notice of Incident

Official notice of alleged violations sent to the student.

Preponderance of the Evidence

The standard meaning “more likely than not.”

Sanction

Disciplinary measures imposed when a violation is found.

Sexual Assault / Sexual Violence

Non-consensual sexual acts or acts committed when a person cannot consent.

Student

Anyone enrolled in at least one credit or non-credit course during the current or upcoming semester.

Prohibited Conduct

The following behaviors violate the Student Code of Conduct and may result in disciplinary action.

1. Abuse

a. Physical Abuse

Use of physical force or threats that cause harm or restrict another’s freedom or safety.

b. Verbal Abuse

Comments, messages, images, or gestures that cause fear or intimidation.

2. Bomb Threat / Threats of Mass Violence

Making or encouraging threats of mass violence.

3. Cheating

Using unauthorized materials or submitting others’ work as one’s own.

4. College Misrepresentation

Unauthorized use of the college's name, logo, or graphics.

5. Copyright Infringement

Violating federal copyright laws.

6. Data Misrepresentation

Fabricating or falsifying data.

7. Destruction of Property

Damaging college or personal property without permission.

8. Dishonesty

Providing false information to college officials or others.

9. Disruptive Acts

Examples include blocking access, interfering with activities, or unmanageable behavior.

10. Emergency Safety Violations

Failure to comply with emergency procedures.

11. Encampment

Unauthorized tents or camping on college property.

12. Facilitating Academic Dishonesty

Helping another commit academic dishonesty.

13. Failure to Comply

Disobeying directions of authorized officials.

14. Falsifying Documentation

Altering or misusing college documents or identification.

15. Fire Setting

Unauthorized setting or attempting to set fires.

16. Gambling

Organizing gambling activities without approval.

17. Harassment

Severe, pervasive, objectively offensive conduct that denies equal access.

18. Hazing

Endangering or injuring students as part of group initiation.

19. Indecent Conduct

Lewd behavior, public sexual acts, or unauthorized recordings.

20. Interference with Safety Equipment

Tampering with fire or emergency equipment.

21. Littering

Improper disposal of trash.

22. Masking to Conceal Identity

Wearing face coverings to conceal identity when requested to identify oneself.

23. Minors on Campus

Bringing minors to campus in violation of policy.

24. Parking Violations

Failure to comply with parking regulations.

25. Plagiarism

Presenting others' ideas as one's own, including unauthorized AI use.

26. Alcohol and Marijuana Violations

Unauthorized possession, use, or intoxication.

27. Illegal Drugs or Controlled Substances

Possession, use, or distribution of illegal drugs.

28. Retaliation

Adverse actions taken against someone participating in a conduct process.

29. Riot

Participating in or inciting violent disturbances.

30. Sexual Exploitation

Taking sexual advantage of another without consent.

31. Sexual Harassment

Quid pro quo, hostile environment, or Clery/VAWA offenses.

32. Sexual Misconduct

Sexual harassment outside Title IX jurisdiction.

33. Stalking

Repeated conduct causing fear or emotional distress.

34. Threatening or Intimidating Behavior

Words or actions implying threats to safety.

35. Theft

Stealing or possessing unauthorized property.

36. Tobacco/Smoking Violations

Using tobacco products outside designated areas.

37. Unapproved Animals

Bringing unauthorized animals into college facilities.

38. Unauthorized Use of Electronic Devices

Using devices in violation of classroom or college policy.

39. Unauthorized Use of Facilities

Unauthorized entry or use of college buildings.

40. Unprofessional Behavior in Program-Specific Settings

Violating professional or clinical standards.

41. IT Security Violations

Violating online security or acceptable use policies.

42. Violations of Laws or Regulations

Failure to report arrests or legal violations as required.

43. Weapons Violations

Possessing weapons on prohibited college property.

## Disciplinary Procedures

### 1. Incident Report Submission

- Any official, faculty member, student, or member of the public may file a report.
- Employee-related complaints follow HR procedures.
- Sexual harassment allegations are referred to the Title IX Coordinator.
- Immediate threats may be referred to the Threat Assessment Team.
- Academic dishonesty cases follow the Academic Integrity Policy.

### 2. Review of the Report

The Vice President of Instruction & Student Services may:

- Dismiss the complaint
- Proceed with conduct action
- Refer to Title IX
- Refer to the Threat Assessment Team

### 3. Notice of Incident

Students receive written notice of alleged violations and instructions for next steps.

### 4. Informal Hearing

A meeting to review allegations, discuss the student's perspective, and explore resolution.

### 5. Formal Conduct Hearing

A structured hearing where evidence is reviewed and responsibility is determined.

### 6. Interim Actions

Temporary measures to protect safety or operations.

### 7. Sanctions

May include warnings, probation, educational assignments, restitution, suspension, or expulsion.

## 8. Appeals

Students may appeal based on procedural error, new evidence, or disproportionate sanctions.

## 9. Records Retention

Conduct records are maintained according to FERPA and college policy.

## 10. Confidentiality

The college protects privacy as permitted by law.

## Student Rights and Responsibilities

### 11. Student Rights

Students have the right to notice, a fair process, an advisor, to present evidence, and to appeal.

### 12. Student Responsibilities

Students must respond to notices, participate honestly, comply with sanctions, and uphold community standards.

## Additional Provisions

### 13. Amnesty Provisions

Limited amnesty may apply when students seek help in emergencies.

### 14. No-Contact Directives

Issued to protect safety and prevent retaliation.

### 15. Interim Suspension

May be imposed when a student poses a threat.

### 16. Withdrawal During Proceedings

Withdrawing does not halt the conduct process.

### 17. Coordination with Law Enforcement

College processes are independent of criminal proceedings.



## 18. Retaliation Prohibited

Retaliation is a separate violation.

## 19. Interpretation of the Code

The Vice President of Instruction & Student Services interprets the Code.

## 20. Policy Review and Updates

The Code is reviewed regularly and updated as needed.

## Final Provisions

### 21. Relationship to Other Policies

The Code works alongside other college policies, including Title IX and Academic Integrity.

### 22. Jurisdiction

Applies to all students and student organizations on or off campus when conduct affects the college community.

### 23. Student Organizations

Organizations and members may be held responsible for violations.

### 24. Academic Integrity

Academic dishonesty is addressed through the Academic Integrity Policy.

### 25. Program-Specific Standards

Some programs have additional professional or accreditation requirements.

### 26. Record of Conduct Proceedings

Records are maintained according to legal and policy requirements.

### 27. Communication and Official Notice

Official communication is sent to student email accounts.

### 28. Modifications to the Code

The college may update the Code as needed.

### 29. Good Samaritan and Medical Assistance Policy

Encourages students to seek help in emergencies.

#### Closing Statement

Patrick & Henry Community College is committed to maintaining a safe, respectful, and inclusive learning environment. Students are encouraged to familiarize themselves with this Code and seek clarification from the Division of Student Success when needed.