

Student Code of Conduct

Code of Conduct

The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of Forsyth Tech. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self and the improvement of society. Each enrolled student is considered to be a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, students may be suspended or dismissed for behavior deemed incompatible with the mission, the regulation or the responsibility of Forsyth Tech or deemed to be in violation of any of the provisions of the code of conduct as set forth herein.

Forsyth Tech recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, Forsyth Tech recognizes, declares and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. Legal Rights

All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Student Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for legitimate educational purposes. Exceptions may also be made for parents who can verify that they claim the student as a dependent and for credentialing, auditing or accrediting organizations. The vice president of Student Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student or upon written authorization by a student to be released to a designated entity. Transcripts from high schools or other colleges will not be released.

D. Freedom of Association

Students are free to organize and join an association organized or existing to promote students' program or career interest. Student organizations must select a faculty advisor and submit a constitution to the Student Government Council.

E. Due Process

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this code of conduct shall have the right of appeal to the student appeals committee as hereinafter provided.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled or otherwise occupied by Forsyth Tech or any division thereof.

Rule 1. Disruption and Disorderly Conduct

A student shall not engage directly or aid and abet in disorderly conduct that is intended to provoke violent retaliation or cause a breach of peace that disrupts, disturbs or interferes with the normal routine, activities or teaching of students, or that disrupts, disturbs or interferes with the peace, order or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property or shall not steal, or attempt to steal, Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property

A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech

activity, function or event held off Forsyth Tech grounds.

Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees

A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, or harassment or communicate a threat to a Forsyth Tech employee.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees

A student shall not intentionally cause, or attempt to cause or threaten to cause physical injury, verbal abuse, or harassment or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest or visitor at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages and Controlled Substances

A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities

A student shall comply with all directions of Forsyth Tech faculty, administrators or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus police officer at all times upon reasonable request. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

Rule 9. Academic Dishonesty, Cheating, Forgery and Related Offenses

It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an

academic exercise.

4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards.

Rule 10. State and Federal Laws

A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function or event off Forsyth Tech grounds.

Rule 11. Student Attire Code

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function or event off Forsyth Tech grounds. Special technical or vocational credit programs, such as the health credit programs, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal

It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of

other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student or Forsyth Tech or both.

Rule 13. Children in Classrooms or Shop Areas

Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in Tiger's Grill, student lounge or on campus grounds.

Rule 14. Roller Skating, Roller Blading and Skateboarding

For the safety and well-being of all Forsyth Tech students, employees and visitors, no one is permitted to roller skate, roller blade, or skateboard on sidewalks, parking lots or any other college property.

Rule 15. Cell Phone and Electronic Devices

Forsyth Tech considers the use of cell phones to be disruptive to the classroom setting. Therefore, students are to turn off all cell phones and other electronic devices while attending class or participating in class-related activities (i.e., labs, clinicals, etc.). Students who do not comply will be considered in violation of the Student Code of Conduct, and appropriate disciplinary cation will be taken.

Violation of the Code of Conduct

The following are the degrees of disciplinary action that may be taken as a result of violation of the student code of conduct:

- A. Verbal Warning** - A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.
- B. Warning** - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.
- C. Disciplinary Probation** - A written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in

the notice.

- D. Restitution** - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
- E. Suspension** - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.
- F. Dismissal or Expulsion** - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the academic dean of the division for consideration for re-admission.
- G. Other** - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the student code of conduct a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.
3. The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.

Disciplinary Procedures

A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call Campus Police for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the vice president of Student Services of actions taken.

The burden of requesting re-entry to class, laboratory or clinical areas will be upon the student involved. Request for re-entry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-entry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from Forsyth Tech, the instructor will send a written report (approved by the division dean) to the student, the vice president of Instructional Services and the vice president of Student Services. The vice president of Instructional Services will make the decision on dismissal when applicable and dismiss the student. The student will be given a copy of the report and a written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the student appeals committee within five days after receiving the dismissal notice.

B. Non-Instructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech. The Campus Police may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff and/or the student body; a written complaint must then be filed. The complaint must be filed with the

vice president of Student Services, who will promptly investigate the complaint and make a decision regarding warning, suspension, dismissal or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the vice president of Student Services, the appeal must be made by writing the student appeals committee within five days after receiving the notice of the decision.

Student Appeals Committee

The student appeals committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the vice president of Student Services for non-instructional areas. The student appeals committee will hear the appeal of any student regarding the following:

1. discipline
2. dismissal, except for academic standing
3. admissions
4. discriminatory practices, including violations of the Americans with Disabilities Act (ADA)
5. sexual harassment

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the vice president of Student Services, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student or there is sound reason to reject the appeal.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the president that a current policy be examined for continued value to Forsyth Tech.

3. The committee will submit its recommendation to the president, who will make a final decision and who will notify the parties involved.
4. Records of the proceedings of the student appeals committee are available upon written request to the vice president of Student Services.
5. The student must obtain special permission from the vice president for Instructional Services to attend classes pending resolution of the case on appeal.

Appeal of Admission Decision

A student must submit a written request to appeal an admissions decision to the dean of enrollment services. If the student is not satisfied with the results of the decision, he/she can appeal to the vice president of Student Services. The vice president of Student Services will, in turn, give the appeal to the student appeals committee to hear and make recommendation(s). The committee will submit those recommendations to the president who will make a final decision.

Appeal of Residency Decision

Residency Appeal: In matters concerning residency classification, the vice president of Student Services will review prior decisions and all materials submitted. A decision will be rendered, and all parties will be notified in writing of the decision.

To appeal the vice president's decision:

The next step in the appeal process is to the state residency committee. Procedures on state appeal are available in the office of the vice president of Student Services.

Definition of Academic Dishonesty

The following are further explanations of violations of Rule 9.

A. Plagiarism:

Definition: The intentional presentation of the work of another as one's own without proper acknowledgement of the source.

The sole exception to the requirement of acknowledging sources is when the ideas or

information are common knowledge.

Plagiarism as the result of misunderstanding or misapplying the rules of documentation may be unintentional, but it is still plagiarism. Plagiarism includes but is not limited to:

1. Copying from a written source, another student or a database (whether professional or nonprofessional; whether published or nonpublished) without proper citation in either a document or a speech.
2. Rewording (paraphrasing) or summarizing someone else's material without proper citation in a document or a speech.
3. Failing to cite word-for-word passages in a document or a speech.
4. Using purchased pre-written materials (including computer programs and files, research designs, distinctive figures of speech, ideas and images, or generally any information belonging to another) as the student's own or having someone else do the student's work.

B. Cheating:

Definition: Intentional use or attempted use of unauthorized materials, information, notes, study aids, devices or other assistance in any academic exercise. This definition includes unauthorized communication of information during an academic exercise. Cheating includes but is not limited to:

1. Copying from another student's paper or receiving unauthorized assistance during a quiz, test or examination.
2. Procuring, without authorization, tests or examinations before the scheduled exercise (including discussion of the substance of examinations and tests when it is expected it will not be discussed).
3. Copying reports, lab work, computer programs or files and the like from other students.
4. Collaborating on laboratory or computer work without authorization and without any indication of the

nature and extent of the collaboration.

5. Sending a substitute to take an examination.
6. Receiving assistance in locating or using sources of information in an assignment where such assistance has been forbidden by the instructor.

C. Fabrication and Falsification:

Definition: Intentional alteration or invention of any information or citation in an academic exercise. Falsification refers to the alteration of information, such as altering research, clinical or practicum data. Fabrication refers to the invention or counterfeiting of information, such as inventing research or clinical data or records. It would also include altering grade reports or submitting false records for tardiness and absences for scheduled academic exercises. Altering a returned examination paper and seeking regrading also constitutes falsification.

D. Multiple Submissions:

Definition: The submission of substantial portions of the same academic work (including oral reports) for credit more than once without authorization, including submitting the same paper for credit in two courses without instructor permission.

E. Abuse of Academic Materials:

Definition: Intentional destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.

F. Complicity in Academic Dishonesty:

Definition: Intentionally helping or attempting to help another to commit an act of academic dishonesty, such as those acts noted above. Collaboration and sharing information are characteristics of academic communities. These become violations when they involve dishonesty. Students should seek clarification when in doubt.

Policies

Policy on Compliance with the Americans with Disabilities Act

A policy on compliance with the American with Disabilities Act (ADA) is in effect at Forsyth Technical Community College and published in the *Employee Handbook*. The board of trustees of Forsyth Tech intends to comply with the requirements of the Americans with Disabilities Act and provide access to education for persons with disabilities as part of the mission of the institution. The coordinator of Disability Services/ADA for Forsyth Tech should be contacted with questions or concerns regarding the ADA.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CFR 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease that may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to

protect themselves and others. Accordingly, employees should report this information to the Human Resources director, and students should report to the vice president of Student Services. All information will be kept confidential except to those persons determined by the Human Resources director and vice president of Student Services, as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become major concerns in our society. These problems are extremely complex with no easy solutions. Drug use may impair the well-being of all students and the educational environment and may lead to damage of Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.
2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP and "crack." They also include legal drugs that are not prescribed by a licensed physician.

3. The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in Counseling, Career and Disability Services at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness and sources for assistance.
5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. The counseling staff will biennially assess the institutional environment by reviewing data from Campus Police, Counseling, Career and Disability Services, instructors and other community resources to guide educational program development for students.

Crime Awareness and Campus Security Act

Staff, faculty and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Campus Police, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty and students may dial extension **7325** from any campus telephone (excluding pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the college has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the **7325** emergency number. Upon receipt of a call, a Campus Police officer is assigned to respond. The call is documented if necessary, investigated and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department maybe contacted for assistance. Other staff of the college,

such as the vice president of Student Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Campus Police. Further review and action may occur up through the chain of command, including the president and board of trustees.

A sworn Campus Police officer is on duty at all times regular classes are in session.

Student Computer Use Policy

Acceptable Uses

1. Activities intended to facilitate the exchange of information in furtherance of education and research consistent with the mission of Forsyth Technical Community College and the North Carolina Community College System.
2. Activities for the purposes of obtaining and in support of classroom and online instruction.
3. Activities that enhance and promote educational and other school activities.

Prohibited Activities

The following are intended as guidelines and are not to be considered an inclusive or complete list of all prohibited activities:

1. Providing any unauthorized user access to the Forsyth Technical Community College academic network.
2. Intentionally performing any activity that would cause network congestion, disrupt network operation, or interfere with the work of other network users on the Forsyth Technical Community college network or any other network.
3. Disguising one's identity in any way, including the sending of falsified messages, removing data from system files, and the masking of a process name.
4. Accessing any network computer, files, or directories, on any network computer that the user has not been authorized to use at Forsyth Technical Community College or any other network.
5. Using the Forsyth Technical Community College network or Internet connection to

view or transmit any communication where the content, transmission or distribution would violate any applicable local, state, federal or international law or regulation, or Forsyth Technical Community College policy.

6. Accessing any material which would be considered highly offensive or inappropriate to the Forsyth Technical Community College community, such as pornography or other inappropriate material.
7. Violating the Virus Eradication Act by knowingly propagating or introducing a computer virus, worm or Trojan horse or any program designed to cause disruption to a computer or network.
8. Performing any action that would violate copyright laws and software license agreements.
9. Using Forsyth Technical Community College computers and/or network in any criminal activities including but not limited to illegally accessing secured computer systems.
10. Using the Forsyth Technical Community college campus network or Internet connection for commercial purposes such as advertising or selling commercial offerings.
11. Using the Forsyth Tech network to access unauthorized personal information or other activities that violate the Privacy Act.
12. Any other computer related activity deemed by the State or Federal law, regulation, or Forsyth Technical Community College school policy to be prohibited.

Computer Abuse Notification

In the event of a violation, Forsyth Technical Community College will take action according to college policy. In the event of violation(s) of local, state, federal or international laws and regulations, Forsyth Technical Community College will cooperate with the appropriate investigative agencies.

Privacy Notification

You DO NOT have a reasonable expectation of privacy with regard to your computer use at Forsyth Technical Community College, including,

but not limited to, your e-mail, files, and all other account activity.

Computer Software Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The college does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to \$100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires or uses unauthorized copies of computer software shall be subject to disciplinary action.

Forgery and Related Offenses

It shall be a violation of Forsyth Tech's code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgement of the source.
3. Fabrication and falsification or the internal misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft or concealment of library or other resource material or of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another

student to commit an act of academic dishonesty.

7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification or fraudulent misuse of any documents, records or identification cards.

Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures.

Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.
3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the vice president of Student Services or the director of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate

action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's

body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.