



**Code of Student Conduct Report
Dean of Students/Student Conduct Administrator**

For further information, contact the Dean of Students at 541-440-7749. Return this form via email – Marjan.Coester@umpqua.edu or via campus mail to the LaVerne Murphy Student Center.

Date:						
Name of Student:				SID#:		
Address (if known):				Phone:		
Your Name:			Staff		Faculty	
			Administrator		Student	
Office/Division:			Ext:		Email:	
Witnesses:						
Reason(s) for Referral:						

What action are you seeking?

- | | |
|---|---|
| <input type="checkbox"/> Information and Consultation | <input type="checkbox"/> Referral for Counseling or Mediation |
| <input type="checkbox"/> Disciplinary Action | <input type="checkbox"/> Documentation |

STUDENT MISCONDUCT - Administrative Procedure 5502

The following are examples of conduct that will constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student as the College deems appropriate. These prohibitions are not designed to define misconduct in all-inclusive terms and in no way should this be considered an exhaustive list.

1. Acts which are dishonest, disrespectful, or disruptive

- Committing acts of dishonesty including but not limited to:
 - Engaging or participating in forms of academic dishonesty including cheating and plagiarism (including plagiarism in a student publication). Academic integrity is covered in more detail in UCC administrative procedure # 5506.
 - Knowingly furnishing false information to any staff or faculty member of the College community or College office.
 - Forging, altering, or misusing a College document, record, or instrument of identification, including information related to a cooperative work experience placement, supervised field experience placement, or clinical placement.
 - Unauthorized preparation, transfer, distribution, or publication, or any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent side of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any board policy or administration procedure.
 - Tampering with the election of any College-recognized student organization.
 - Attempting to represent or act on behalf of the College, any College-recognized student organization, or any official College group without the explicit prior consent of the officials of that group.
- Disruptive behavior, including willful disobedience, repeated profanity or vulgarity, defiance of authority, or abuse of, College personnel.
- Lewd, indecent, or obscene conduct or expression on Umpqua Community College premises
- Libel or slander of another member of the college community.
- Invasion of another person’s reasonable right to privacy by any means, including the unauthorized use of surveillance or recording devices on College premises.
- Participating in a demonstration or gathering which disrupts the normal operation of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, intentional

obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.

- Engaging in or inciting others to engage in dangerous or unlawful acts on College premises, to violate lawful Umpqua Community College administrative procedures, or to disrupt the orderly operation of Umpqua Community College operations or functions.
- Disrupting or obstructing teaching, research, administration, disciplinary proceedings, other College activities, including its public service function on or off campus, or other authorized non-College activities, when the act occurs on College premises.
- Failure to disperse when an unauthorized assembly (as defined by the campus free speech policy) is ordered to disperse by College officials on College premises.
- Unauthorized obstruction of the free flow of pedestrian or vehicular traffic on College premises.
- Aiding, abetting or procuring another person to engage in disruptive conduct on College premises.

2. Acts which are violent, threatening, or harassing

- Committing acts of physical abuse, verbal abuse, and/or engaging in conduct which intimidates, harasses, threatens, coerces or otherwise endangers the mental or physical health or safety of any member of the College community.
- Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from an Umpqua Community College employee, which is concurred with by the Provost and/or President.
- Unwanted contact or communication of any nature with another student or other member of the College community after being instructed by that person or a College official that such contact or communication is unwelcome or disruptive to the educational process of UCC, as determined by a College official.
- Sexual assault or sexual exploitation, regardless of whether the victim is affiliated with Umpqua
- Committing sexual discrimination (including sexual harassment) as defined by law or by Umpqua Community College's policies and procedures.
- Engaging in harassing or discriminatory behavior based on age, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status or activity protected by law.
- Engaging in intimidating conduct or bullying against another student or employee through words or actions, including direct physical contact; verbal assaults; repeated teasing or name-calling; social isolation or manipulation; and cyberbullying.
- Planning, directing or committing acts of hazing, as defined by ORS 163.197.
- Interference by force or by violence (or by threat of force or violence) with any member of the College community in carrying out his/her duties or studies.
- Willful conduct which results in injury or death to a student or employee or which results in damaging or defacing any real or personal property owned or controlled by Umpqua Community College, or personal property of another student or employee.

3. Acts involving unapproved use of cigarettes, drugs, alcohol, or other illicit intoxicants

- Unlawful possession, use, sale, offer to sell, or furnishing, any controlled substance, alcoholic beverages, cigarettes and tobacco products, or an intoxicant of any kind; or unlawful possession of, or offering, arranging, or negotiating the sale of any drug paraphernalia. Possession of controlled substances with a valid prescription is not prohibited. You must be 21 to legally possess cigarettes and tobacco products in Oregon.
- Appearing or being under the influence of alcohol or illicit substances on College premises.

- Smoking in any area where smoking has been prohibited by the law or by regulation of the College or Umpqua Community College.

4. Acts that threaten campus integrity, safety, and security

- Violating any notice against trespass on College premises or unauthorized entry upon Umpqua Community College facilities.
- Unauthorized use of Umpqua Community College facilities and/or unauthorized use of College equipment.
- Unauthorized possession, sharing, duplication or use of keys or entry codes to any College building, facility or equipment.
- Failure to identify oneself to College personnel when requested to do so.
- Failure to leave a building or specified work area when directed to do so by College personnel.
- Posting, affixing, or otherwise attaching, written or printed messages or materials, without proper approval, and/or on or in unauthorized places. Removing written or printed messages or materials approved by the College for posting without specific authorization to do so.
- Engaging in unauthorized canvassing, sales or solicitation on College premises.
- Making false reports of fire, bomb threat, or other dangerous conditions; failing to report a fire or other known dangerous condition; or interfering with the response of the College or emergency response teams to emergency calls.
- Unauthorized use of College computers (hardware or software), internet or electronic communications equipment or systems, including but not limited to:
 - Unauthorized entry into a file, to use, read, or change its contents.
 - Unauthorized transfer or copying of a file or files or software.
 - Unauthorized use of another person's identification and password.
 - Use of computing facilities to interfere with the work of another member of the College community.
 - Use of computing facilities to send obscene, defamatory or harassing messages or use of College computing facilities for activities not within the scope of the College's instructional objectives.
 - Use of computing facilities to interfere with the normal operation of the College computing system.
 - Unauthorized installation of software on College equipment.
 - Tampering with College computer hardware.
 - Any attempt to gain access to College computers or network, on campus or off campus, without authorization (i.e., hacking).
 - Use of computing facilities to conduct personal business activities or illegal activities.
 - Noncompliance with any of the provisions of the Information Technology Acceptable Use Policy. (#3720)
- Violation of electronic devices guidelines for personal devices.
- Bringing animals into classrooms and college buildings except for "assist" animals, "assist" animals in training, or other animals defined in ORS 346.680, or animals used for instructional purpose.
- Engaging in gambling activities on College premises, except as expressly permitted by law and with written approval from the President or President's designee.

5. Acts that violate local, state, or federal laws or UCC Board Policies & Administrative Procedures

- Committing or attempting to commit robbery or extortion.
- Stealing or attempting to steal Umpqua Community College property or private property on campus, or knowingly receiving stolen Umpqua Community College property or private property on campus.

- ❑ Committing acts of arson, creating a fire hazard, or possessing or using without proper authorization, flammable materials or hazardous substances on College premises, at College-sponsored or supervised functions or at functions sponsored or participated in by the College.
- ❑ Abusing or obstructing the Standards of Student Conduct procedures, including but not limited to:
 - ❑ Falsifying or misrepresenting information before the Dean of Student Services, hearing panel, or President.
 - ❑ Disrupting or interfering with the orderly conduct of the hearings panel.
 - ❑ Instituting a College grievance knowingly without cause.
 - ❑ Attempting to discourage an individual's proper participation, or use of, the College hearings.
 - ❑ Attempting to influence the impartiality of the Dean of Student Services or members of a hearing panel, prior to, during, and/or after a hearing panel.
 - ❑ Harassing (verbal or physical) and/or intimidating the Dean of Student Services, member of a hearings panel, or other College employee prior to, during, and/or after a College hearings panel.
 - ❑ Failing to comply with the sanction(s) imposed under the Standards of Student Conduct
 - ❑ Influencing or attempting to influence or aiding another person to commit any of the prohibited acts above.
- ❑ Violating published Board of Education or College policies, regulations, and/or procedures including, but not limited to, the policies on discrimination, harassment, campus disruption, and drug and alcohol abuse.
- ❑ Violating federal, state or local laws on College premises or while in attendance at College-sponsored or supervised events or committing off-campus violations of federal, state or local law that adversely affect the College and/or the pursuit of its objectives.

ACADEMIC INTEGRITY - *Administrative Procedure 5506*

The following actions and/or behaviors are types of academic dishonesty for which students will be subject to sanction. These actions/behaviors are not designed to define academic dishonesty in all-inclusive terms and in no way should this be considered an exhaustive list.

- ❑ Cheating on any graded assignment; cheating is defined as any of the following:
 - ❑ Use of any unauthorized assistance, including notes, crib sheets or other academic material, in taking quizzes, tests, or exams;
 - ❑ Relying on the aid of services beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments;
 - ❑ Acquiring or viewing, without permission of the instructor, a test, or examination questions or answers, or other academic material.
- ❑ Copying another student's or a tutor's answers or strategies on a test, quiz, professional or practical assignment; or allowing another to do so.
- ❑ Collaborating with others on assignments or assessments unless expressly authorized by the instructor.
- ❑ Submitting one's own previously graded work as a new assignment without the instructor's permission.
- ❑ Plagiarism or the presenting as one's own work the work of another writer without acknowledgement of the source. Plagiarism includes failure to acknowledge the source of words, phrases, ideas, information, data, evidence, or organizing principals; failure to acknowledge the source of a quotation or paraphrase; submitting as one's own work that which was borrowed, stolen, purchased, or otherwise obtained from someone else or another source such as the Internet.
- ❑ Fabrication or falsification of any information, research, data, references or clinical records.

- Assisting another student to engage in any form of academic dishonesty.
- Turning in work which was completed, all or in part, by an individual other than the student.
- Tampering with evaluation devices or documents.
- Impersonating another student during a quiz, test, cooperative work experience placement, supervised field experience placement or clinical placement or other student assessment/assignment or participation in being impersonated by another student.
- Use of electronic devices, including cell phones, smart watches, or other similar wireless devices to convey information relevant to the test, quiz, or other student assessment, during any test, quiz, or other student assessment.

Nature of complaint/problem: Describe the behavior or action of the student. Attach further documentation as necessary.

Prior action you have taken: In some cases, prior action may have been taken by a faculty or staff member. Please check if any of the following points have been addressed with the student. If statements have been delivered to the student in writing, please attach to a copy this report.

- A specific description of the behavior
- A statement that the behavior is disrupting the campus or classroom environment
- A statement that the behavior must stop
- A statement that further occurrences of the behavior will result in removal by the instructor from the class section

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