

POLICY: 6Hx28:8-03



**VALENCIA
COLLEGE**

Responsible Executive:
Vice President, Student Affairs

Policy Contacts: ~~Dean~~Assistant Vice President, Holistic ~~Student~~ Support

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Student Code of Conduct

TABLE OF CONTENTS

POLICY

- I. [Purpose](#)
- II. [General Principles](#)
- III. [Rules of Conduct](#)
 - A. [Individual Student Rules of Conduct](#)
 1. [Academic Dishonesty](#)
 2. [Aiding, Attempting to Aid or Commit, Complicity, and Solicitation](#)
 3. [Alcoholic Beverages](#)
 4. [Dangerous Materials, Firearms, and Weapons](#)
 5. [Discrimination, Harassment and Related Misconduct](#)
 6. [Deception or Dishonesty](#)
 7. [Disruptive Behavior](#)
 8. [Harmful Behavior](#)
 9. [Hazing](#)
 10. [Illicit Drugs, Controlled Substances, and Smoking](#)
 11. [Misuse of Technology, Computing, Telecommunications, or Electronic Resources](#)
 12. [Obstruction of the Student Conduct Review Process](#)

13. [Policy Violation](#)
 14. [Theft or Destruction of Property](#)
 15. [Unauthorized Use of College Property](#)
 16. [Unauthorized or Disruptive Demonstrations](#)
 17. [Violation of “Safety in Private Spaces Act”](#)
 18. [Violation of Law](#)
 - B. [Standards of Classroom Behavior](#)
 - C. [Registered Student Organization Rules of Conduct](#)
 1. [Academic Dishonesty](#)
 2. [Advertising](#)
 3. [Aiding, Attempting to Aid or Commit, Complicity, and Solicitation](#)
 4. [Alcoholic Beverages](#)
 5. [Dangerous Materials, Firearms, and Weapons](#)
 6. [Discrimination, Harassment and Related Misconduct](#)
 7. [Deception or Dishonesty](#)
 8. [Disruptive Behavior](#)
 9. [Fundraising](#)
 10. [Gambling](#)
 11. [Harmful Behavior](#)
 12. [Hazing](#)
 13. [Illicit Drugs, Controlled Substances, and Smoking](#)
 14. [Misuse of Technology, Computing, Telecommunications, or Electronic Resources](#)
 15. [Obstruction of the Student Conduct Review Process](#)
 16. [Policy Violation](#)
 17. [Theft or Destruction of Property](#)
 18. [Unauthorized Use of College Property](#)
 19. [Unauthorized or Disruptive Demonstrations](#)
 20. [Violation of Law](#)
- IV. [Sanctions](#)
- A. [Student Sanctions](#)
 - B. [Registered Student Organization Sanctions](#)

PROCEDURES

- I. [Reporting Violations of the Rules of Conduct](#)
 - II. [Interim Actions and Conditions of Return](#)
 - III. [Student Conduct Review Processes](#)
 - IV. [Resolution to Violations of College Policy 6Hx28: 2-01 Discrimination, Harassment and Related Misconduct](#)
- ~~IV.V.~~ [Appeals](#)
- [Appendix A: Definitions](#)

Policy Statement:

I. Purpose:

Valencia College (“College”) provides opportunities for academic, technical, and life-long learning. The College is committed to fostering and maintaining a civil environment conducive to creating the right conditions for learning, inquiry, and excellence while promoting personal accountability, ethical development, and responsible social conduct. The following Student Code of Conduct (or “Rules of Conduct” or “Code”) provides the framework necessary to achieve and maintain its mission.

Any student who accepts the privilege extended by the laws of Florida of attendance at the College is deemed to have given their consent to the policies of the College, the State Board of Education, and the laws of Florida.

II. General Principles

A. Scope

1. The Rules of Conduct shall apply to all students and registered student organizations in accordance with this Policy. Compliance with this Policy shall be deemed a part of the conditions of admission and continued enrollment of all students. Upon admission to ~~Valencia-the~~ College, a student assumes the responsibility for becoming familiar with and abiding by the Rules of Conduct.

This Code may apply to acts conducted on or off College-owned or controlled property, based on any student conduct that may adversely affect the College community. This Code may also apply to instances of misconduct occurring online, including but not limited to online instruction or through the use of any electronic communication-including social media.

Any pending and/or incomplete conduct review process(es) and/or sanction(s) may result in a hold placed on the student’s account preventing registration or may result in a registered student organization’s status to become inactive. However, any pending and/or incomplete conduct review process for a student will still allow access to unofficial student records (e.g., transcripts, enrollment verification, etc.). All pending and/or incomplete conduct review process(es) and/or sanction(s) must be resolved prior to the student’s reenrollment or reactivation of the registered student organization.

a. Student ~~Responsibilities and~~

i. The Code shall apply to a student’s conduct even if the student withdraws from any or all enrolled courses while a

conduct matter is pending. The conduct review process can proceed in absentia even if the student chooses not to participate. Students can be held accountable as individuals under the Rules of Conduct for their conduct, whether the students are acting in an individual capacity, and/or the students are acting as a member of a registered student organization.

a.b. Registered Student Organization **Collective** Responsibilities:

i. Registered Student Organizations (RSOs) at the College are expected to uphold the highest standards of integrity, respect, and accountability in all activities. RSOs may be held collectively responsible for the actions of their members, officers, or guests when those actions are reasonably connected to the organization. [Misconduct on the part of an individual member(s) may not automatically be sufficient to initiate the RSO conduct review process.] This principle ensures that RSOs foster safe and ethical environments consistent with the College's mission.

ii. An RSO may be held responsible when:

a) the alleged conduct occurred at, or in connection with, an event or activity sponsored, financed, or otherwise coordinated by the RSO.

b) RSO resources (funds, property, communications, or venues) were used in connection with the alleged conduct.

c) officers or members acted within their organizational roles and failed to prevent, object to, or report misconduct.

d) the RSO, its officers, and/or members condoned, encouraged, and/or failed to take reasonable steps to address alleged misconduct.

e) a pattern of alleged violation(s) exists within the RSO without adequate corrective action or accountability measures.

f) the RSO interferes with or fails to cooperate in an investigation or conduct process.

g) the RSO fails to complete assigned sanction(s) or outcome(s).

iii. Factors considered include:

- a) the seriousness of the alleged conduct.
 - b) the number of member(s) involved.
 - c) whether the alleged conduct reflects organizational norms or practices.
 - d) Whether reasonable precaution(s) were taken to prevent the alleged misconduct.
- iv. The conduct review process may proceed in absentia even if the RSO chooses not to participate.
- ~~i. Any registered student organization can be held responsible for its actions or the actions of all or some its members acting together. Misconduct on the part of an individual member(s) may not automatically be sufficient to initiate the registered student organization conduct review process.~~
 - ~~ii. Students can be held accountable as individuals under the Rules of Conduct for their conduct, whether the students are acting in an individual capacity or the students are acting as a member of a registered student organization.~~
 - ~~iii. This Code may apply to acts conducted on or off Valencia-owned or controlled property, based on any student conduct that may adversely affect the college community. This Code may also apply to instances of misconduct occurring online, including but not limited to online instruction or through the use of any electronic communication including social media. The Dean of Holistic Student Support (referred to hereon as the Dean) or designee shall determine whether misconduct falls within the scope of this Code on a case-by-case basis.~~
 - ~~iv. The Code shall apply to a student's conduct even if the student withdraws from any or all enrolled courses while a conduct matter is pending. The conduct review process can proceed in absentia even if the student or registered student organization chooses not to participate. Any pending and/or incomplete conduct review processes and/or sanctions may result in a hold placed on the student's account preventing registration or may result in a registered student organization's status to become inactive. However, any pending and/or incomplete conduct review process for a student will still allow access to unofficial student records (e.g., transcripts, enrollment verification, etc.). All pending and/or incomplete conduct review processes and/or sanctions must be resolved prior to the student's reenrollment or~~

~~reactivation of the registered student organization.~~

B. Student Conduct Authority:

1. The authority to implement the Rules of Conduct as established by the District Board of Trustees ultimately rests with the College President, in accordance with policies established by the District Board of Trustees. The President delegates this authority to the Vice President for Student Affairs (VPSA), who delegates appropriate authority to the Assistant Vice President of Holistic Support (referred to hereon as the AVP, Holistic Support) Dean of Holistic Student Support (“Dean”). The AVP, Holistic Support Dean or designee is responsible for implementing the student conduct review process. The College President and VPSA always retain their respective authority.
2. The AVP, Holistic Support Dean or designee is responsible for recruiting, selecting, training, and providing administrative support to the Student Conduct Board.

C. Violations of Law and Rules of Conduct

1. A student or registered student organization may be held accountable to both external governmental authorities and to the College for acts which constitute violations of both civil and/or criminal law and of this Code. In addition to the student conduct review process, student conduct that might appear to constitute a felony or misdemeanor offense may be referred to appropriate law enforcement agencies.
2. Student conduct proceedings may occur concurrently and independently from law enforcement proceedings, and application of this Code will not subject to challenge on the ground(s) that criminal charges involving the same incident have been filed, prosecuted, dismissed, reduced, or otherwise resolved. In the event of a criminal proceeding, students or registered student organization shall not be forced to present self-incriminating evidence during the student conduct review process; however, the College reserves the right to proceed with the information available at the time of the student conduct review process. The College also reserves the right to postpone any conduct proceeding pending the outcome of any civil and/or criminal case but is not obligated to do so.

D. Student Conduct Review Process:

1. The student conduct review process shall be conducted in an informal, fair, and timely manner. The College also has the authority and discretion to conduct this process in any modality (e.g., in person, via telephone, or virtually) as necessary or appropriate while still maintaining the integrity of the process.

2. Minor deviations from the procedures in this Code shall not invalidate a proceeding or decision, except where such deviation has clearly resulted in material prejudice to a student, to a registered student organization participating in the process, or to the College.
3. Procedures governing criminal or civil courts, including formal rules of evidence, are not applicable to any of the proceedings described herein. The standard of proof for a student or registered student organization to be found responsible for violating the Rules of Conduct is a preponderance of evidence.

III. Rules of Conduct

The expectations of behavior listed in the Rules of Conduct are not a criminal code; they should be read broadly and are not designed to define misconduct in exhaustive terms. The College may hold students and registered student organizations accountable for violations of, or taking active steps to attempt to violate, any College policies, procedures, or regulations applicable to students and registered student organizations.

A. Individual Student Rules of Conduct: The following Rules of Conduct is a list of prohibited student activities and behavior that include, but are not limited to:

1. **Academic Dishonesty:** For more information, see [College Policy 6Hx28: 8-11 Academic Integrity](#).

2. **Aiding, Attempting to Aid or Commit, Complicity, and Solicitation**

- a. Intentionally aiding or abetting another person, facilitating, or otherwise being involved in the commission of any violation(s) mentioned in this Code.
- b. Requesting, hiring, active encouragement, or otherwise soliciting another person to commit any offense mentioned in this Code, either intending that the other person commit the offense or with the knowledge that the other person intends to commit the offense.
- c. Attempting to commit any violation as outlined in the Student Code of Conduct.

3. **Alcoholic Beverages:**

- a. The use of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, College policy or campus regulations (to include students of legal drinking age consuming alcohol on College properties when not attending or participating in College-sponsored or other College-approved events). Alcoholic beverages include, but are not limited to the:
 - i. Manufacturing or attempted act of manufacturing alcoholic

beverages;

- ii. Distribution, dispensing, or sale of alcoholic beverages;
 - iii. Use or possession of alcoholic beverages, except as expressly permitted by law and the Student Code of Conduct;
 - iv. Consumption of alcoholic beverages; and/or
- b. Misconduct due to being under the influence of alcohol while on College property or participating in a College-sponsored event.

For more information, see [College Policies 6Hx28: 2-01 Discrimination, Harassment, and Related Misconduct \(Procedure III. G. Alcohol & Drug Violation Amnesty\)](#); and [6Hx28: 10-08 Drug-Free Campuses and Workplace](#).

4. Dangerous Materials, Firearms, and Weapons

- a. Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices on College property or at a College-sponsored event.
- b. Except as may otherwise be allowed by law, possession, use, or storage of firearms, other weapons, or dangerous articles including, but not limited to knives, conducted electrical weapon (e.g., Taser), switchblades, or possession of nonlethal weapons on College property or at a College-sponsored event.

This rule does not prohibit legitimate tools required to complete official work (academic or otherwise) on campus. For more information, along with academic and work-related exceptions, see [College Policy 6Hx28: 10-04 Firearms and Weapons on College Property and at College Events](#).

5. Discrimination, Harassment, and Related Misconduct: For more information, see [College Policy 6Hx28: 2-01 Discrimination, Harassment and Related Misconduct](#).

6. Deception or Dishonesty

- a. Fabricating, withholding, and/or knowingly furnishing false information to a College official acting in the performance of their duties.
- b. Forgery, alteration, or misuse of any College document, record, key, electronic device, or identification.
- c. Impersonating another student or a College employee by using another person's College ID or other credentials. This includes, but is not limited to, accessing services and completing academic course work.

- d. Reporting a false emergency to the College, other official authorities, College officials, or other emergency responders acting in the performance of their duties.
- e. Any other act of deceit or misrepresentation for purposes of financial or personal gain.

7. Disruptive Behavior

- a. An act, whether intended or not, that has the effect of substantially impairing, interfering with, obstructing, or disrupting the normal processes, activities, and/or functions of the College community, learning environment, and/or impinges on the right of a person to be secure or left alone.
- b. Failure to accurately identify oneself upon request by a College official (i.e., faculty, staff, administration) or other community official acting within the scope of their duties.
- c. Any act that deliberately interferes with the free flow of pedestrian or vehicular traffic on College premises.
- d. Failure to comply with the directions of a College official (i.e., faculty, staff, administration) or other public official acting within the scope of their job while on College premises.
- e. Bringing an unauthorized person(s) to class.
- f. Leaving a child(ren) unattended on College property. For more information, see [College Policies 6Hx28: 5-04 Student, Faculty, and Staff Child Care Services](#) and [6Hx28: 10-09 Child Abuse Reporting](#).
- g. Behavior(s) that any reasonable person would consider crude and offensive in a sexual way. Such behavior(s) need not rise to the level of a violation in accordance with [College Policy 6Hx28: 2-01 Discrimination, Harassment, and Related Misconduct](#).

8. Harmful Behavior

- a. Physical harm or threat of physical harm to any ~~individual, member of the College community~~ whether in person or online.
- b. Verbal or written abuse, threats, intimidation, coercion, and/or other conduct that endangers the physical and/or mental health or safety of others or could place one in fear of injury or death whether in person or online.

- c. Retaliation against or harassment/intimidation of complainant(s), or other person(s) alleging misconduct.

9. Hazing: For more information, see [College Policy 6Hx28: 8-12 Anti-Hazing Policy](#).

10. Illicit Drugs, Controlled Substances, and Smoking

- a. The unlawful use of illicit drugs and/or controlled substances, identified in Federal, State, or local law or regulations, on College property or at a College-sponsored event that includes, but is not limited to:
 - i. Manufacturing or attempted manufacturing of illicit drugs of controlled substances;
 - ii. Distribution or attempted act of distribution of illicit drugs or controlled substances;
 - iii. Possession or attempted act of possession of illicit drugs or controlled substances; and/or
 - iv. Misconduct due to being under the influence of illicit drugs and/or controlled substances on College property or at a College-sponsored event.
- b. Possessing or attempting to possess any drug-related paraphernalia.
- c. Burning of tobacco or any other type of material in any type of smoking media or equipment, and any object or device intended to simulate such use, including without limitation cigarettes, cigars, pipes, vapor devices, and electronic cigarettes, and using or carrying the same, while emitting smoke/vapor.

For more information, see [College Policies 6Hx28: 2-01 Discrimination, Harassment, and Related Misconduct \(Procedure III. G. Alcohol & Drug Violation Amnesty\)](#); [6Hx28: 10-05 Smoking Regulations](#); and [6Hx28: 10-08 Drug-Free Campuses and Workplace](#).

11. Misuse of Technology, Computing, Telecommunication, or Electronic Resources

- a. Theft or other abuse of College-owned or operated computing facilities or computer time.
- b. Unauthorized use of another person's credentials to log onto any technology system, to access a College network, and/or to access a College database.

- c. Unauthorized entry into a file or document to use, read, or change the contents for any other purpose; or transfer of such file or document.
- d. Use of computing facilities, telecommunications, or electronic resources in a way that interferes with the work of another student, faculty member, staff, or College official.
- e. Use of computing facilities, telecommunications, or electronic resources in a way that interferes with a College computing system.
- f. Use of computing facilities, telecommunications, or electronic resources to send messages that impinges upon an individual's right to privacy and/or freedom from intimidation and harassment.
- g. Use of College technology, including but not limited to computers, network, and wireless internet to access materials disruptive to the learning environment, including but not limited to sexually explicit or violent content.
- h. Any other violations of College Information Technology Policies not otherwise outlined above.

For more information, see [College Policies 6Hx28: 7A-01 Information Technology Resources Policies Security Program](#) and [6Hx28: 7A-02 Acceptable Use of Information Technology Resources](#).

12. Obstruction of the Student Conduct Review Process

- a. Failure to obey a notice to appear for a meeting or hearing as part of the student conduct review process.
- b. Falsification, distortion, or misrepresentation of information before the [AVP, Holistic Support Dean](#), their designee, or Student Conduct Board/[Administrative Officer, as applicable](#).
- c. Disrupting or interfering with the student conduct review process.
- d. Interfering or attempting to interfere with any individual's participation in the student conduct review process.
- e. Intimidation (whether physical, verbal, and/or through electronic resources) of anyone involved in the student conduct review process.
- f. Violation of the terms of any interim action imposed in accordance with this policy and/or procedure.
- g. Violation of the terms of any sanction imposed in accordance with this policy and/or procedure.

13. Policy Violation

- a. Violation of any policy or procedure found in the [Valencia College Policies and Procedures Manual](#) related to or applicable to student conduct.
- b. Violation of policies, regulations, or rules governing College owned or operated facilities or leased facilities.

Note: Violations already determined under other College policies need not be proven again as part of the student conduct review process, and those determinations may be relied upon as evidence for a violation under this Code.

14. Theft or Destruction of Property

- a. Theft or attempted theft of any property of the College or property of others; or possession of any stolen property of the College or others.
- b. Conversion of, damage to, or attempted destruction of any property of the College or property of others. This includes, but is not limited to, failure to return electronics or other materials of value borrowed from the College.
- c. Tampering with or damage to fire equipment, life safety equipment, or security equipment on College premises.

15. Unauthorized Use of College Property

- a. Unauthorized possession, receipt, duplication, or use of the College's name, insignia, seal, or other graphic identity symbols.
- b. Unauthorized entry to, possession of, receipt of, or use of any College properties, equipment, resources, or services.

16. Unauthorized or Disruptive Demonstrations

- a. Leading or provoking others to and/or participating in a disturbance of the peace or unlawful assembly which invades the rights of others, interferes with the educational function of the College, and/or which jeopardizes the public order and safety.
- b. Leading or provoking others to and/or participating in the disruption of the normal processes, activities, and functions of the College.
- c. Disruptive activities as defined and prohibited in accordance with the criminal provisions Florida Statute Sections [877.13](#), [871.01](#), or [1006.61](#).

Note: Nothing in this section is intended to abridge the rights of students to engage in protected speech to the extent permitted by College policy and applicable laws. For more information, see [College Policy 6Hx28: 5-02 Speech, Expression, and Commercial Activity on College Property](#).

17. Violation of Florida Statute § 553.865 “Safety in Privacy Spaces Act”

- a. As provided by [Section 553.865, F.S.](#), willfully entering a restroom or changing facility designated for the opposite sex on the premises of the College and refusing to depart when asked to do so by any College administrative personnel, faculty member, security personnel, or law enforcement personnel, except when entering for these purposes:
 - i. To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, F.S., or a person with a disability as defined in s. 760.22, F.S., or a developmental disability as defined in s. 393.063, F.S.;
 - ii. For law enforcement or governmental regulatory purposes;
 - iii. For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
 - iv. For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
 - v. If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

18. Violation of Law

- a. A charge involving a violation of any criminal law that may result in a felony or misdemeanor conviction.
- B. Standards of Classroom Behavior: Faculty are authorized to define, communicate, and enforce appropriate expectations of behavior for students in the classrooms, online learning platforms, instructional environments (e.g., labs, tutoring centers, etc.), and offices under their supervision. Students who engage in disruptive behavior and/or distract from the educational environment may be instructed by the faculty member to leave the class for the remainder of the class period. Longer periods of removal from the education environment must be preceded by the student conduct review process as set forth in this Code. This Code does not cover academic violation(s) of a faculty syllabus [or program handbook, as applicable](#).

C. Registered Student Organization Rules of Conduct: The following Organizational Rules of Conduct is a list of registered student organization prohibited activities and behavior that fall within the Collective Responsibility for Registered Student Organizations, including, but ~~are~~ not limited to:

1. **Academic Dishonesty:** For more information, see [College Policy 6Hx28: 8-11 Academic Integrity](#).

2. **Advertising**

- a. Any advertising media originated or circulated by a student or registered student organization that contains false or misleading information.
- b. Any advertising media originated or circulated by a student or registered student organization that violates federal, state, and/or local laws.

3. **Aiding, Attempting to Aid or Commit, Complicity, and Solicitation**

- a. Intentionally aiding or abetting another person, facilitating, or otherwise being involved in the commission of any violation(s) mentioned in this Code.
- b. Requesting, hiring, active encouragement, or otherwise soliciting another person to commit any offense mentioned in this Code, either intending that the other person commit the offense or with the knowledge that the other person intends to commit the offense.
- c. Attempting to commit any violation as outlined in the Student Code of Conduct.

4. **Alcoholic Beverages:**

- a. The use of alcohol that is unlawful or otherwise prohibited by, or not in compliance with, College policy or campus regulations (to include students of legal drinking age consuming alcohol on College properties outside of College-sponsored or other College-approved events). This includes, but is not limited to the:
 - i. Manufacturing or attempted act of manufacturing alcoholic beverages;
 - ii. Distribution, dispensing, or sale of alcoholic beverages to any person under the legal drinking age;
 - iii. Use or possession of alcoholic beverages, except as expressly permitted by law and the Student Code of Conduct;
 - iv. Consumption of alcoholic beverages;

- v. Furnishing or causing to be furnished any alcoholic beverage to any person in state of noticeable intoxication; and/or
 - vi. Failure of a registered student organization to take all necessary steps to see that no person under the legal drinking age possesses alcoholic beverages on College properties, properties outside of College-sponsored, and/or other approved College events.
- b. Misconduct due to being under the influence of alcohol while on College property or participating in a College-sponsored event.

For more information, see [College Policies 6Hx28: 2-01 Discrimination, Harassment, and Related Misconduct \(Procedure III. G. Alcohol & Drug Violation Amnesty\)](#); and [6Hx28: 10-08 Drug-Free Campuses and Workplace](#).

5. **Dangerous Materials, Firearms, and Weapons**

- a. Possession, use, storage, or manufacture of explosives, firebombs, or other destructive devices on College property or at a College-sponsored event.
- b. Except as may otherwise be allowed by law, possession, use, or storage of firearms, other weapons, or dangerous articles including, but not limited to knives, conducted electrical weapon (e.g., Taser™), switchblades, or possession of nonlethal weapons on College property or at a College-sponsored event.

This rule does not prohibit legitimate work tools required to complete official work (academic or otherwise) on campus. For more information, along with academic and work-related exceptions, see [College Policy 6Hx28: 10-04 Firearms and Weapons on College Property and at College Events](#).

6. **Discrimination, Harassment, and Related Misconduct:** For more information, see [College Policy 6Hx28: 2-01 Discrimination, Harassment and Related Misconduct](#).

7. **Deception or Dishonesty**

- a. Fabricating, withholding, and/or knowingly furnishing false information to a College official acting in the performance of their duties.
- b. Forgery, alteration, or misuse of any College document, record, key, electronic device, or identification.
- c. Impersonating another student, registered student organization, College employee, or other individual by using another person's College ID or other College credentials. This includes, but is not limited to, accessing services, completing event forms, or completing academic course work.

- d. Reporting a false emergency to the College, other official authorities, College officials, and/or other emergency responders acting in the performance of their duties.
- e. Any act of deceit or misrepresentation for purposes of financial or personal gain.

8. **Disruptive Behavior**

- a. An act, whether intended or not, that has the effect of substantially impairing, interfering with, obstructing, or disrupting the normal processes, activities, and/or functions of the College community, learning environment, and/or impinges on the right of a person to be secure or left alone.
- b. Any act that deliberately interferes with the free flow of pedestrian or vehicular traffic on College premises.
- c. Failure to accurately identify oneself upon request by a College official or other community official acting within the scope of their duties.
- d. Failure to comply with the directions of a College official (i.e., faculty, staff, and administration) or other public official acting within the scope of their job while on College premises.
- e. Bringing an unauthorized person(s) to class.
- f. Leaving a child(ren) unattended on College property. For more information, see [College Policies 6Hx28: 5-04 Student, Faculty, and Staff Child Care Services](#) and [6Hx28: 10-09 Child Abuse Reporting](#).
- g. Engaging in obscene and/or indecent behavior. Such behavior(s) need not rise to the level of a violation in accordance with [College Policy 6Hx28: 2-01 Discrimination, Harassment, and Related Misconduct](#).

9. **Fundraising**

- a. Failure to comply with applicable laws and College policies and procedures for soliciting and fundraising activities on College property and/or at College-sponsored events.

10. **Gambling**

- a. Playing or sponsoring of an unlawful game of chance for money or for anything of value on College premises or at any activity sponsored by a registered student organization.

- b. Unlawful sale, barter, or disposition of a voucher or any item for participation in a game of chance by whatever name on College premises or at any activity sponsored by a registered student organization.
- c. Wagering on a College team or organization in a competition, with or without the intent to have a direct influence in the success of the competition.

11. Harmful Behavior

- a. Physical harm or threat of physical harm to any individual, member of the College community whether in person or online.
- b. Verbal or written abuse, threats, intimidation, coercion, and/or other conduct that endangers the physical and/or mental health or safety of others or could place one in fear of injury or death whether in person or online.
- c. Retaliation against or harassment/intimidation of complainant(s), or other person(s) alleging misconduct.

12. **Hazing:** For more information, see [College Policy 6Hx28: 8-12 Anti-Hazing Policy](#).

13. Illicit Drugs, Controlled Substances, and Smoking

- a. The unlawful use of illicit drugs and/or controlled substances, identified in Federal, State, or local law or regulations, on College property or at a College-sponsored event that includes, but is not limited to:
 - i. Manufacturing or attempted manufacturing of illicit drugs of controlled substances;
 - ii. Distribution or attempted act of distribution of illicit drugs or controlled substances;
 - iii. Possession or attempted act of possession of illicit drugs or controlled substances; and/or
 - iv. Misconduct due to being under the influence of illicit drugs and/or controlled substances on College property or at a College-sponsored event.
- b. Possessing or attempting to possess any drug-related paraphernalia.
- c. Burning of tobacco or any other type of material in any type of smoking media or equipment, and any object or device intended to simulate such use, including without limitation cigarettes, cigars, pipes, vapor devices,

and electronic cigarettes, and using or carrying the same, while emitting smoke/vapor.

For more information, see [College Policies 6Hx28: 2-01 Discrimination, Harassment, and Related Misconduct \(Procedure III. G. Alcohol & Drug Violation Amnesty\)](#); [6Hx28: 10-05 Smoking Regulations](#); and [6Hx28: 10-08 Drug-Free Campuses and Workplace](#).

14. Misuse of Technology, Computing, Telecommunication, or Electronic Resources

- a. Theft or other abuse of College owned or operated computing facilities or computer time.
- b. Unauthorized use of another person's credentials to log onto any technology system, to access a College network, or to access a College database.
- c. Unauthorized entry into a file or document to use, read, or change the contents for any other purpose; or transfer of such file or document.
- d. Use of computing facilities, telecommunications, or electronic resources in a way that interferes with the work of another student, faculty member, staff, or College official.
- e. Use of computing facilities, telecommunications, or electronic resources in a way that interferes with a College computing system.
- f. Use of computing facilities, telecommunications, or electronic resources to send messages that impinges upon an individual's right to privacy and/or freedom from intimidation and harassment.
- g. Use of College technology, including but not limited to computers, network, and wireless internet to access materials disruptive to the learning environment, including and without limitation sexually explicit or violent content.
- h. Any other violations of College Information Technology Policies not otherwise outlined above.

For more information, see [College Policies 6Hx28: 7A-01 Information Technology Resources Policies Security Program](#) and [6Hx28: 7A-02 Acceptable Use of Information Technology Resources](#).

15. Obstruction of the Student Conduct Review Process

- a. Failure to obey a notice to appear for a meeting or hearing as part of the student conduct review process.

- b. Falsification, distortion, or misrepresentation of information before the [AVP, Holistic Support Dean](#), their designee, or Student Conduct Board/[Administrative Officer, as applicable](#).
- c. Disrupting or interfering with the student conduct review process.
- d. Interfering or attempting to interfere with any individual's participation in the student conduct review process.
- e. Intimidation (whether physical, verbal, and/or through electronic resources) of anyone involved in the student conduct review process.
- f. Violation of the terms of any interim action imposed in accordance with this policy and/or procedure.
- g. Violation of the terms of any sanction imposed in accordance with this policy and/or procedure.

16. Policy Violation

- a. Violation of any policy or procedure found in the [Valencia College Policies and Procedures Manual](#) related to or applicable to student and/or registered student organization conduct.
- b. Violation of departmental and/or academic internal policies, procedures, guidelines, rules, and/or regulations not otherwise outlined in this Code. This rule does not cover academic violation(s) of a faculty syllabus [or program handbook, as applicable](#).
- c. Violation of policies, regulations, or rules governing College owned or operated facilities or leased facilities. Those individuals acting on behalf of a registered student organization that reserves facilities should check with the College department or office responsible for the facility to confirm that all procedures have been followed.

Note: Violations already determined under other College policies need not be proven again as part of the student conduct review process, and those determinations may be relied upon as evidence for a violation under this Code.

17. Theft or Destruction of Property

- a. Theft or attempted theft of any property of the College or property of others; or possession of any stolen property of the College or others.
- b. Conversion of, damage to, or attempted destruction of any property of the College or property of others. This includes, but is not limited to, failure to

return electronics or other materials of value borrowed from the College.

- c. Tampering with or damage to fire equipment, life safety equipment, or security equipment on College premises.

18. Unauthorized Use of College Property

- a. Unauthorized possession, receipt, duplication, or use of the College's name, insignia, seal, or other graphic identity symbols.
- b. Unauthorized entry to, possession of, receipt of, or use of any College properties, equipment, resources, or services.

19. Unauthorized or Disruptive Demonstrations

- a. Leading or provoking others to and/or participating in a disturbance of the peace or unlawful assembly, which invades the rights of others, interferes with the educational function of the College, and/or which jeopardizes the public order and safety.
- b. Leading and/or participating in the disruption of the normal processes, activities, and functions of the College, or provoking others to do so.
- c. Disruptive activities as defined and prohibited in accordance with the criminal provisions of Florida Statute Sections [877.13](#), [871.01](#), or [1006.61](#).

Note: Nothing in this section is intended to abridge the rights of students or registered student organizations to engage in protected speech to the extent permitted by College policy and applicable law. For more information, see [College Policy 6Hx28: 5-02 Speech, Expression, and Commercial Activity on College Property](#).

20. Violation of Law

- a. A charge involving a violation of any criminal law that may result in a felony or misdemeanor conviction.

IV. Sanctions

Students and registered student organizations found responsible for violating this Code through the student conduct review process are subject to administrative and/or educational sanctions. Significant mitigating or aggravating factors will be considered when assigning sanctions, including, but not limited to a student's academic record, past conduct of the responding student or registered student organization, the nature of the offense, and the severity of any damage, injury, harm, or greater community impact resulting from the incident.

While suspension, expulsion, and charter revocation (as applicable) are generally reserved for the most severe circumstances, repeated violations of any part of this Code may result in suspension, expulsion, and/or charter revocation (as applicable). Sanctions may be combined in certain cases such that more than one sanction results from a single incident. (This is separate and apart from academic suspension, as applicable and as defined in College Policy 6Hx28: 4-07 Academic Progress, Course Attendance and Grades, and Withdrawals).

Sanctions for students and registered student organizations that may be imposed in accordance with this Code are as follows:

A. Student Sanctions

1. **Warning:** Written notice that prohibited behavior may be cause for additional action if repeated in the future.
2. **Probation:** Status assigned for a designated period of time, during which any other violation of this Code may result in additional conduct action, including, but not limited to, deferred suspension, suspension, dismissal, or expulsion from the College. Students on probation may not hold or run for any College elected or appointed positions. Additional conditions appropriate to the violation may be imposed, including, but not limited to, indefinite extension of conduct probation status, campus building restrictions, registered student organization participation, or academic course modality restrictions.
3. **Deferred Suspension:** A potential sanction used when the Rules of Conduct violation is severe enough or, considering the student's conduct history, would warrant a suspension; however, at the discretion of the AVP, Holistic Support Dean or designee and based on the circumstances, the student may have one last opportunity to demonstrate the ability to abide by the College's expectations of behavior articulated in the Rules of Conduct. This means that the student's conduct suspension is deferred on the contingency that A) no future violations of the Code of Conduct occur and B) the student completes all educational sanctions on time as established by the AVP, Holistic Support Dean or designee. If the student is found responsible for any subsequent violation(s) of the Rules of Conduct while on deferred suspension, an automatic minimum of one (1) semester suspension will be imposed in addition to existing sanctions. While on deferred suspension, students may not hold/run for any elected or appointed positions.
4. **Suspension** A student is prohibited from accessing ~~The exclusion from~~ College property as defined in this policy and procedure and all services regardless of modality (e.g., in-person, virtually, or by telephone) for any purpose. This includes, but is not limited to, academic activities and other privileges for a specified period of time. All assigned sanctions must be completed prior to the conclusion of the suspension status; otherwise, the

suspension status will remain in effect.

5. **Dismissal:** ~~A student is prohibited from accessing~~~~The exclusion from~~ College property as defined in this policy and all services regardless of modality (e.g., in-person, virtually, or by telephone) for any purpose for at least ~~two (2)~~~~one (1)~~ years. A dismissed student has none of the rights or privileges of a student at the College.

Following a dismissal, the individual must apply for readmission to the College. Readmission is possible but not guaranteed and will only be considered after the dismissal has concluded, based on meeting all readmission criteria and obtaining clearance from the Vice President for Student Affairs or designee. All assigned sanctions must be completed prior to the conclusion of the dismissal status; otherwise, the dismissal status will remain in effect.

6. **Expulsion:** Permanent termination of student status and ~~exclusion-~~~~from~~~~the student is prohibited from accessing~~ College property, academic activities, and all other privileges regardless of modality.
7. **Restitution:** Repayment to the College or others affected for damages resulting from a violation of this Code.
8. **College/Community Referral:** This referral is to a College or community resource, which can serve as a support and/or an educational experience and/or resource.
9. **Educational Sanction:** In addition to the sanctions listed above, a student found responsible for violating the Rules of Conduct will be assigned educational requirements such as, but not limited to, community service, research projects/paper, personal reflections/action plans, presentations, etc. Educational sanctions are intended to provide a student with developmental opportunities that will help the student in avoiding future violations of the Code.
10. **Other Sanctions:** The College may take other administrative action(s) to remedy acts of misconduct committed by students and/or to ensure that misconduct does not reoccur. Such actions may include but are not limited to restrictions on the use of, or removal from class and/or campus facilities, denial of future registration, or withdrawal/revocation of degree/certificate/credential.

B. Registered Student Organization Sanctions

1. **Organizational Warning:** Written notice that prohibited organizational behavior may be cause for additional student conduct action if repeated in the future.

2. **Organizational Probation:** Organizational status assigned for a designated period of time, during which any other violation of this Code may result in additional conduct action, including, but not limited to, organizational deferred suspension, organizational suspension, revocation of Valencia College registration, or recommendation for Charter Revocation.
3. **Organizational Deferred Suspension:** A potential sanction used when the Rules of Conduct violation is severe enough, or considering the registered student organization's conduct history, would warrant a suspension; however, at the discretion of the AVP, Holistic Support Dean or designee and based on the circumstances, the registered student organization should have one last opportunity to demonstrate the ability to abide by the College's expectations of organizational behavior articulated in the Rules of Conduct. This means that the registered student organization's suspension is deferred on the contingency that 1) no future violations of the Code occur and 2) the registered student organization completes all other sanctions on time as established by the AVP, Holistic Support Dean or designee.

If the registered student organization is found responsible for any subsequent violation(s) of the Rules of Conduct while on provisional suspension, an automatic minimum of one (1) semester organizational suspension will be imposed in addition to existing sanctions. While on organizational deferred suspension, the registered student organization may continue to operate with sanction-specific restrictions; however, may be limited to in their abilities to represent the College in events, extracurricular activities, or official functions.

4. **Organizational Suspension:** Registered student organization loses its College recognition and/or registration for a temporary period of time. While on organizational suspension status, a registered student organization may not use College resources or participate as an organization in any eCollege activities or events unless authorized in writing in advance under conditions approved by the AVP, Holistic Support Dean or designee. Additional provisions may be assigned that further outline the College's expectations while on organizational suspension status.
5. **Recommendation of Revocation of Valencia College Registration:** A recommendation to Student Development of permanent severance of the registered student organization's relationship with the College.
6. **Recommendation for Charter Revocation:** A recommendation to Student Development to submit an official request to a national office that the local chapter's charter be revoked.
7. **Educational Sanctions:** In addition to the organizational sanctions listed

above, a registered student organization found responsible for violating the Rules of Conduct will be assigned educational requirements such as, but not limited to, community service, research projects/paper, personal reflections/action plans, presentations, etc. Educational sanctions are intended to provide a registered student organization with developmental opportunities that will help the registered student organization in avoiding future violations of the Code. If a registered student organization has any outstanding educational sanction(s) at the conclusion of the organizational probation, organizational deferred suspension, or organizational suspension status, the registered student organization's status will remain in effect pending completion and approval of all educational sanctions.

- C. **Other Sanctions:** The College may take other administrative actions to remedy acts of misconduct committed by registered student organizations and/or to ensure that misconduct does not reoccur. Such actions may include but are not limited to restrictions on the use of, or removal from class and/or campus facilities, or denial of future social or business operations.
- V. The President, or designee(s), shall administer this policy by developing and implementing procedures as deemed necessary and appropriate.

Policy History:

Adopted 12-11-74; Amended 9-16-81; Amended 8-25-82; Amended 1-19-83; Amended 11-18-92; Amended 5-15-07; Amended 12-02-21; Amended 12-07-2023; Amended 03-12-2026; Formerly 6Hx28:10-04; Formerly 6Hx28:10-03

Related Documents/Policies:

[College Policy 6Hx28: 02-01 Discrimination, Harassment, and Related Misconduct](#)

[College Policy 6Hx28: 4-07 Academic Progress, Course Attendance and Grades, and Withdrawals](#)

[College Policy 6Hx28: 5-02 Speech, Expression, & Commercial Activity on College Property](#)

[College Policy 6Hx28: 5-04 Student, Faculty, and Staff Child Care Services](#)

[College Policy 6Hx28: 7A-01 Information Technology Resources Policies Security Program](#)

[College Policy 6Hx28: 7A-02 Acceptable Use of Information Technology Resources](#)

[College Policy 6Hx28: 7B-02 Student Records](#)

[College Policy 6Hx28: 8-11 Academic Integrity](#)

[College Policy 6Hx28: 8-12 Anti-Hazing Policy](#)

[College Policy 6Hx28: 10-04 Firearms and Weapons on College Property and at College Events](#)

[College Policy 6Hx28: 10-05 Smoking Regulations](#)

[College Policy 6Hx28: 10-08 Drug-Free Campuses and Workplace](#)

[College Policy 6Hx28: 10-09 Child Abuse Reporting](#)

Procedures:

The student conduct review process (“the process”) supports the educational mission of the College. Allegations that students or registered student organizations may have violated this Code should be reported to the [AVP, Holistic Support Dean](#) or designee for review. [The AVP, Holistic Support or designee shall determine whether misconduct falls within the scope of this Code on a case-by-case basis.](#)

For a full list of relevant definitions, see Appendix A: Definitions

I. Reporting violations of the Rules of Conduct

[A.](#) Any College student, faculty, or staff member may report to the [AVP, Holistic Support Dean](#) or designee, student(s) or registered student organization(s) suspected of violating the Rules of Conduct. Normally, a written report to the [AVP, Holistic Support Dean](#) or designee will be requested promptly after the occurrence or discovery of the alleged violation(s). However, the [AVP, Holistic Support Dean](#) or designee may initiate the student conduct review process without a written report.

[1.](#) [Alcohol and Drug Alleged Violation Amnesty: The College prioritizes student health and safety. Student\(s\) or registered student organizations who seek emergency medical assistance for themselves or others during an alcohol- or drug-related emergency may generally not face disciplinary sanction\(s\) for personal use or possession discovered because they sought help. If student\(s\) or registered student organization qualifies for Alcohol and Drug Amnesty, the case may still include educational requirement\(s\) designed to support student well-being. If other Rules of Conduct were allegedly violated during the reported incident, the College reserves the right to proceed with those specific charge\(s\). Alcohol and Drug Amnesty apply to personal use or possession only. It does not apply to the distribution or sale of substances, or other serious violation\(s\) \(e.g., violence or property damage\), or repeated misuse of the policy. Amnesty impacts College disciplinary processes only and does not limit action\(s\) by law enforcement. To qualify for alcohol and/or drug amnesty, the student\(s\) or registered student organization must:](#)

- [a.](#) [contact emergency services or Camps Safety and Security;](#)
- [b.](#) [stay with the individual\(s\) until help arrives;](#)
- [c.](#) [cooperate with responders; and](#)
- [d.](#) [complete any educational requirements, as applicable.](#)

A-B. Those reporting incidents are normally expected to participate in the proceedings and provide information relevant to the matter in the conduct review process. If the report of an alleged violation is received more than one semester after the incident occurred, the AVP, Holistic Support Dean or designee will evaluate whether the circumstances merit an initiation of the student conduct review process based on the nature of the alleged violations. The AVP, Holistic Support Dean or designee has two (2) semesters upon receiving the report to administer a Rule of Conduct charge to a student or registered student organization.

1. If the complaint is received for an allegation that occurred prior to effective date of this policy:

a. the rules and responsibilities of conduct in place at the time of the alleged incident shall apply; and

b. the student conduct review process and sanctions under this current policy and procedure shall be followed.

C. If the complaint is received and the responding party no longer meets this Code's definition of a Student, the AVP, Holistic Support Dean or designee will evaluate whether the circumstances merit action based on the nature of the alleged charges.

D. Under Policy Statement III (Rules of Conduct), violations of other College policies, such as 6Hx28:2-01, Discrimination, Harassment and Related Misconduct, may be violations of the Code. Students or registered student organizations who allegedly behave in prohibited conduct as described in College Policy 6Hx28: 2-01, including Title IX Sexual Misconduct, are subject to the procedures outlined in that policy. Additionally, the AVP, Holistic Support Dean or designee may accept a finding of responsibility under College Policy 6Hx28: 2-01 as a reported violation of the Code for other types of discrimination or harassment under College Policy 6Hx28: 2-01. In these circumstances, once accepted, and following the conclusion of the procedures outlined under College Policy 6Hx28: 2-01, the AVP, Holistic Support Dean or designee shall assign an appropriate sanction(s) in accordance with this Policy.

B-E. When a report to the AVP, Holistic Support Dean or designee contains an allegation of misconduct that is potentially a violation College Policy 6Hx28:2-01 Discrimination, Harassment and Related Misconduct, including violations relating to sexual harassment, sexual assault, and stalking, the report will be referred to the Equal Opportunity Office for assessment and investigation, as appropriate under that College Policy.

II. Interim Actions and Conditions of Return

The Vice President for Student Affairs, AVP, Holistic Support Dean, or designee may impose any of the below interim actions immediately if needed to protect the welfare of the student(s) referred for the student conduct review process, registered student organization review process, others involved in the alleged violation(s), or the College community. The interim action will be effective immediately without prior notice whenever there is evidence that the continued presence of the student or registered student organization at the College poses a substantial and immediate threat to themselves, others, or the stability and continuance of normal College functions. A student or registered student organization who receives an interim action may be offered a prompt opportunity to discuss the reasoning and terms of the interim action and preceding incident with the AVP, Holistic Support Dean or designee prior to the Preliminary Meeting as part of the student conduct review process. Interim actions may remain in effect until the resolution of the student conduct review process and are as follows:

- A. **Interim Suspension:** A student or registered student organization who receives an interim suspension will be afforded a prompt opportunity to meet with the AVP, Holistic Support Dean or designee to determine the status of the interim suspension. The outcome of the interim suspension meeting shall remain in effect until the final determination of any formal charges resulting from the circumstances of the case unless the Vice President for Student Affairs or designee decides otherwise. Interim suspension is not a sanction.
- B. **Removal from Class(es):** In case of possible disruption to the educational environment, students may be temporarily removed from class. This removal shall not affect a student's academic progress in the class.
- C. **Student Assessment:** In cases of a possible threat to the College community, students may be required to meet with a licensed medical and/or mental health professional of their choice in conjunction with the College's approval in order to address concerns the College may have in regards to the student's continued participation ensuring the safety of the College community. Meeting with licensed professionals will remain confidential between the student and provider, but the College will may require documentation for the following reason(s): -of the meeting in order to assure completion of the sanction.
 - 1. The College may require documentation from the licensed medical and/or mental health professional that the student is able to participate in the College community.
 - 2. The College may request the licensed medical and/or mental health professional to provide recommendations for the student to complete in order to participate in/with the College community. The College will then require documentation from the medical and/or mental health licensed professional showing a record of completion.
- D. **Registered Student Organization Interim Action(s):** The Presidents, leaders, advisors, and/or any official spokesperson for the registered student organization may be instructed by the AVP, Holistic Support Dean or designee to take appropriate action designed to prevent or end violations of this Code by the group or organization using interim measures. Failure to make reasonable efforts to

comply with the AVP, Holistic Support Dean or designee's instruction shall be considered a violation of this Code, both by the officers, leaders, advisors, and/or spokespersons for the organization and by the organization itself.

III. Student Conduct Review Processes

Note: The following resolution processes do not apply to violation(s) of College Policy 6Hx28: 2-01 Discrimination, Harassment and Related Misconduct. Refer to Procedures Section IV. (Resolutions to Violations of College Policy 6Hx28: 2-01 Discrimination, Harassment or and Related Misconduct) within this policy and procedure for that process.

A. *Written Communication of Allegations*

The first step in the student conduct review process is a written communication between the referred student(s) or registered student organization(s) and the AVP, Holistic Support Dean or designee. In this written communication, the AVP, Holistic Support Dean or designee will inform the responding student(s) or president of the registered student organization of the alleged violation(s) and the next steps in the student conduct review process. The president or designee of the registered student organization shall serve as the registered student organization's representative in the student conduct review process.

B. *Preliminary Meeting*

The Preliminary Meeting is the next step of the student conduct review process for allegations of misconduct that may or may not rise to the level of an alleged violation of the Rules of Conduct. During the Preliminary Meeting, the AVP, Holistic Support Dean or designee will meet with the responding student or president of the responding registered student organization to review their rights and responsibilities as a student or registered student organization participating in the student conduct review process. During the Preliminary Meeting, the responding student or president of the responding registered student organization will have an opportunity to:

1. inspect and review the information of the alleged conduct violation(s);
2. share information regarding the reported incident(s) from their perspective, and
3. can accept or deny responsibility for the alleged violation(s).

At the Conclusion of the preliminary meeting, the AVP, Holistic Support Dean or designee will provide the responding student or president of the registered student organization with their appropriate resolution option(s).

C. *Types of Resolution for Alleged Violations*

Following the Preliminary Meeting, the AVP, Holistic Support Dean or designee will administer an appropriate resolution option to address allegations of conduct violation(s).

1. Failure to Attend or Non-Participation in Preliminary Meeting

a. Decision of Responsibility Where Potential Sanction Does Not Include Suspension, Dismissal, or Expulsion: Should a student or registered student organization that is alleged to have violated the Rules of Conduct fail to attend the Preliminary Meeting without notice and/or choose not to participate, the AVP, Holistic Support Dean or Designee may render a decision of responsibility and appropriate sanction(s) when the potential sanction does not include suspension, dismissal, or expulsion. ~~If/when the alleged student or registered student organization misses the Preliminary Meeting, the responding student or responding registered student organization will have seven (7) College business days' notice to reschedule within reason. If there was no attempt to reschedule the Preliminary Meeting, then the Dean or designee will render a decision of responsibility and administer the appropriate sanction(s).~~ The student or registered student organization will then have seven (7) College business days to reply and challenge the decision by requesting a hearing. If there is no challenge, then the decision will stand without an opportunity for appeal.

b. Decision of Responsibility Where Potential Sanction May Include Suspension, Dismissal, or Expulsion: When the sanction potentially includes suspension, dismissal, or expulsion and the student or registered student organization misses the Preliminary Meeting, the responding student or responding registered student organization will have seven (7) College business days' notice to reschedule within reason. If there was no attempt to reschedule the Preliminary Meeting or the student or registered student organization chooses not to participate, then the AVP, Holistic Support Dean or designee will move forward with scheduling a Student Conduct Board Hearing in accordance with written procedures. If the responding student or responding registered student organization misses the Student Conduct Board Hearing, the process can be resolved in absentia.

2. Conduct Case Dismissal

The AVP, Holistic Support Dean or designee has the discretion to dismiss a case, including but not limited to, the following reasons:

- a. There are not sufficient facts or information to proceed with the student conduct review process;
- b. The accused person is not a student; and/or
- c. The action claimed as misconduct is not considered a violation of the

Code.

A case dismissal administered by the AVP, Holistic Support Dean or designee is considered a final action by the College on the matters presented.

3. Conflict Resolution

The conflict resolution process is designed to address allegations of student or registered student organizational misconduct that, at the AVP, Holistic Support Dean or designee's discretion, does not rise to the level of an alleged violation. This process exists in order to meet the educational goals of the College by providing opportunities for accountability and restorative practices and no disciplinary record exists for the student or student organization. As part of the conflict resolution process, if the student or registered student organization fails to comply with any directive(s) as a condition of the behavioral meeting, conciliation, or mediation (as applicable); or if additional information is learned that suggests a potential violation of the Rules of Conduct, the student or registered student organization may have charges of the alleged conduct violation(s) brought forth and those charges will go through the appropriate resolution option of the student conduct review process (Procedures Section III.C.).

- a. Behavioral Meeting: This form of resolution allows the student or registered student organization to learn from their decision-making and the AVP, Holistic Support Dean or designee has the ability to ~~recommend or require~~ administer an educational ~~requirement(s) opportunities~~ that assist with the student or registered student organization's learning.
- b. Conciliation: Conciliation is an informal process where the AVP, Holistic Support Dean or designee is involved in the discussions between two or more parties to assist in reaching a mutually agreeable resolution of their differences. While the AVP, Holistic Support Dean or designee are invested in the resolution of the situation, they will not advocate for or represent any participant.
- c. Mediation: Mediation is an informal process whereby two (2) or more parties voluntarily meet with an impartial mediator to communicate their concerns and needs to each other and to reach their own agreement on the resolution of the case. The participants in mediation are responsible for keeping their agreement or renegotiating it, if necessary.

4. Informal Resolution

- a. If the responding student or president of the responding registered student organization accepts responsibility, the responding student or responding president of the registered student organization waives

their right to a Formal Hearing and the process proceeds directly to informal resolution and the assigning of sanctions. A student or president of the registered student organization may admit responsibility at any point in the process, in which instance, the process will proceed directly to resolution, unless suspension, dismissal, or expulsion is a potential sanction.

- b. The AVP, Holistic Support Dean or designee has fifteen (15) College business days to render a determination of responsibility based upon the information available.

5. Formal Hearing

A formal hearing may consist of either an Administrative Hearing or a Board Hearing. The responding student or registered student organization will select the preferred formal hearing.

- a. The AVP, Holistic Support Dean or designee is responsible for final decisions on all procedural issues and may modify established hearing procedures, as necessary.
- b. Formal Hearing Recordings:
 - i. An audio recording will be maintained for Administrative Hearings and Student Conduct Board Hearings in accordance with records retention practices.

6. All parties will be excluded during deliberations of Administrative Hearings and Student Conduct Board Hearings. Deliberations will not be recorded or transcribed.

D. *Formal Hearing Types*

1. Administrative Hearing

- a. In an Administrative Hearing, the responding student or president of the responding registered student organization will meet with the AVP, Holistic Support Dean or designee in a one-on-one setting to discuss the alleged conduct violation(s). During an Administrative Hearing, a staff or faculty member of the Student Conduct Board will serve as the Administrative Hearing Officer who will analyze and consider all details of the incident including, but not limited to, incident reports, emails, witness statements, and responding student or responding registered student organization statements to determine a recommendation of responsibility for the violation(s) based on a preponderance of evidence.

- i. If the finding(s) is that the responding student or responding registered student organization violated the Rules of Conduct, the Administrative Hearing Officer will recommend a sanction(s) appropriate to the violation(s) and consider any past violations of the Rules of Conduct. The finding of responsibility and recommended sanction(s), if applicable, as determined by the Administrative Hearing Officer are communicated in writing to the AVP, Holistic Support Dean or designee.
 - ii. Once the AVP, Holistic Support Dean or designee receives the recommendation from the Administrative Hearing Officer and if the recommendation includes a sanction(s), the AVP, Holistic Support Dean or designee will consider procedural integrity and compatibility with the sanctions of prior responding student or registered student organizational conduct cases (subject to the unique circumstances of each case) and will render a final approval and/or recommendation of changes.
- b. The AVP, Holistic Support Dean or designee will convey in writing the finding of the Administrative Hearing Officer and appropriate sanction(s), if applicable, to the responding student or president of the responding registered student organization within fifteen (15) College business days following the hearing.
 - i. If a finding of “not in violation” occurs, a student or registered student organization’s case (as applicable) is officially closed and no disciplinary record exists for the student or registered student organization (as applicable).
 - ii. If the final decision includes a sanction(s), the responding student or registered student organization has the right to appeal in accordance with Procedures Section V. (Appeals). If the student or registered student organization, as applicable, does not appeal, the decision is considered the final action by the College on the matters presented and a disciplinary record will exist for the student or registered student organization, as applicable.

2. Student Conduct Board Hearing

- a. The Student Conduct Board will consist of the AVP, Holistic Support Dean or designee who chairs the Student Conduct Board and three (3) or more members selected at the discretion of the AVP,

Holistic Support Dean or designee based on the specifics of the student conduct case. Student Conduct Board members are trained on an annual basis to ensure a fair and compliant process.

- b. If the responding student or responding registered student organization selects a Board Hearing during their Preliminary Meeting or if the potential sanction, based upon the alleged violation, may result in suspension, dismissal, or expulsion, the AVP, Holistic Support Dean or designee will convene and conduct the Board Hearing with the Student Conduct Board. During a Board Hearing, the Student Conduct Board will analyze and consider all details of the incident including, but not limited to, incident reports, emails, witness statements, and responding student or responding registered student organization statements to determine a recommendation of responsibility for the violation(s) based on a preponderance of the evidence standard.
 - i. If the finding is that the responding student or responding registered student organization violated the Rules of Conduct, the Student Conduct Board will recommend a sanction(s) appropriate to the violation(s) and consider any past violations of the Rules of Conduct. Recommendations of the Student Conduct Board are determined through consensus. The finding(s) of responsibility and recommended sanction(s), if applicable, as determined by the Student Conduct Board are communicated in writing to the AVP, Holistic Support Dean or designee.
 - ii. Once the AVP, Holistic Support Dean or designee receives the recommendation from the Student Conduct Board and if the recommendation includes a sanction(s), the AVP, Holistic Support Dean or designee will consider procedural integrity and compatibility with the sanctions of prior student or registered student organizational conduct cases (subject to the unique circumstances of each case) and will render a final approval and/or recommendation of changes.
- c. The AVP, Holistic Support Dean or designee will convey in writing the finding of the Board Hearing and appropriate sanction(s), as applicable, to the responding student or president of the responding registered student organization within fifteen (15) College business days following the hearing.

- i. If finding of “not in violation” occurs, a student or registered student organization’s case (as applicable) is officially closed and no disciplinary record exists for the student or registered student organization (as applicable).
- ii. If the final decision includes a sanction(s), the responding student or registered student organization has the right to appeal in accordance with Procedures Section V (Appeals). If the student or registered student organization (as applicable) does not appeal, the decision is considered the final action by the College on the matters presented and a disciplinary record will exist for the student or registered student organization, as applicable.

E. *Formal Hearing Rights & Responsibilities for Administrative Hearings and Board Hearings*

The following procedural provisions are established to provide rights and responsibilities to all students and registered student organizations involved in the student conduct review process and to ensure integrity and fairness during Formal Administrative Hearings and Board Hearings (“Formal Hearings”).

1. A written notice of the specific charges, along with the date, time, and location of the Formal Hearing, will be administered at least seven (7) College business days prior to the scheduled Formal Hearing with additional time at the AVP, Holistic Support Dean or designee’s discretion.
2. If the alleged incident is an emergency and/or poses danger to health, safety, and welfare of the College community, the AVP, Holistic Support Dean or designee may schedule a Formal Hearing no less than 24 hours in advance.
3. Reasonable access to the case file seven (7) College business days prior to and during the Formal Hearing. The Case file will include, and is not limited to:
 - a. A listing of all known witnesses that have provided, or will provide, information against the student or registered student organization.
 - b. All known information relating to the allegation, including inculpatory and exculpatory information.
4. The right to a presumption of not responsible until determined

otherwise based upon the preponderance of the evidence.

5. The right to an impartial Administrative Hearing Officer or Student Conduct Board (as applicable), including members and the Chair (~~AVP, Holistic Support Dean~~ or designee). An impartial participant is one without a Conflict of Interest as defined in Appendix A. Administrative Hearing Officers, Board members, and Chairs are expected to notify the ~~AVP, Holistic Support Dean~~ or designee prior to a Formal Hearing should a conflict of interest be perceived. If a responding student or responding registered student organization perceives or identifies substantive conflict of interest, it is their responsibility to notify the ~~AVP, Holistic Support Dean~~ or designee, who will make the final determination about the existence of a conflict, prior to the scheduled Formal Hearing. This notice must be received in writing no less than five (5) College business days prior to the scheduled Formal Hearing and does not modify the original seven (7) College business days' notice.

6. An opportunity to respond to the evidence.

7. Once a Formal Hearing has been called to order, the proceeding shall continue as scheduled unless the hearing body determines that a legitimate and extraordinary circumstance requires postponement. A responding student or registered student organization that arrives after the hearing has begun may join the proceeding upon arrival; however, the hearing will not be restarted, repeated, or otherwise delayed.

When a responding student or registered student organization joins after the hearing has commenced, the hearing body will provide a summary of the information presented prior to their arrival. The responding party will be provided the opportunity to respond to the allegations addressed in the summary and may present information to the hearing body.

Failure of the responding student or registered student organization to be present at the start of the Formal Hearing, except in circumstances deemed extraordinary by the hearing body, does not constitute grounds for appeal, rehearing, or procedural challenge. If appropriate notice of the Formal Hearing was provided pursuant to Procedures Section III.E.1. of this policy, the College will consider the hearing to have been conducted in accordance with established procedures, regardless of the responding party's late arrival or absence.

6.8. Silence during the Formal Hearing will be considered participation for purposes of the procedural steps set forth in this policy. The right against self-incrimination and the right to remain silent, meaning no evidence, presumption, or determinations of credibility will be

inferred from or imputed to any participant as a result of mere silence. Nothing in this section prohibits the consideration of a student's or registered student organization's affirmative conduct or behavior during a process in determining responsibility or sanctions.

~~7.9.~~ Formal Hearings may proceed even if the responding student or responding registered student organization fails to attend after receiving proper notice and the Administrative Hearing Officer or Student Conduct Board (as applicable) will only consider the information provided. A failure to appear is not silent participation, and inferences may be made about a lack of exculpatory evidence and/or the student's or registered student organization's intent.

~~8.10.~~ A responding student or registered student organization has the right to have an advisor (as defined in Appendix A), who may be an attorney, present at any Formal Hearing, which shall be at the responding student's or registered student organization's own expense. If an advisor is an attorney, the ~~AVP, Holistic Support Dean~~ or designee may be accompanied by an advisor who may be an attorney. If the student or registered student organization wishes to have an attorney serve as their advisor at a hearing, they must provide the ~~AVP, Holistic Support Dean~~ or designee with the name of the attorney at least five (5) College business days prior to the hearing. Should the student or registered student organization fail to notify the ~~AVP, Holistic Support Dean~~ or designee of the name of the attorney within five (5) College business days, the hearing may be rescheduled at a mutually agreed upon day and time. The presence of an attorney shall not modify the scope of the proceeding; no procedural objections to evidence or challenges to the applicability of this policy and procedure will be considered, and no disruptions to the process will be allowed.

~~9.11.~~ The ~~AVP, Holistic Support Dean~~ or designee will exercise control over the proceedings to avoid needless consumption of time and to achieve orderly completion of the hearing.

~~10.12.~~ Any person, including the student's or registered student organization's witnesses, advisors, advocates, and/or legal representatives, who disrupt a Formal Hearing may be excluded by the ~~AVP, Holistic Support Dean~~ or designee conducting the Formal Hearing.

~~11.13.~~ Persons who participate in providing information at the Formal Hearing will be asked to affirm that their testimony is truthful and may be subject to charges of violating the Rules of Conduct or applicable College policy(ies) by intentionally providing false information to the Administrative Hearing Officer or Student Conduct Board (as applicable).

~~12.~~14. Persons who participate in providing information at the Formal Hearing will be excluded from the hearing except when providing information to the Administrative Hearing Officer or Student Conduct Board (as applicable). The responding student or responding registered student organization may attend the entire hearing except for the deliberation by the Administrative Hearing Officer or Student Conduct Board (as applicable). All parties will be excluded during Student Conduct Board deliberations, which will not be recorded or transcribed.

~~13.~~15. Formal rules of evidence will not be applicable in student conduct proceedings conducted pursuant to the Student Code of Conduct. The AVP, Holistic Support Dean or designee will abide by the rules of confidentiality and privilege but will admit all other matters which are relevant. Irrelevant or unduly repetitious evidence may be excluded by the AVP, Holistic Support Dean or designee.

~~14.~~16. The Administrative Hearing Officer or Student Conduct Board (as applicable) will make a recommendation of findings and proposed sanction(s), if applicable to the AVP, Holistic Support Dean or designee conducting the hearing.

~~15.~~17. The AVP, Holistic Support Dean or designee conducting the hearing will receive the recommendation of the Administrative Hearing Officer or Student Conduct Board (as applicable), consider procedural integrity and consistency with the outcomes of prior disciplinary cases, and make a final approval and/or recommendation of changes to the outcome and sanctions.

~~16.~~18. The AVP, Holistic Support Dean or designee will convey in writing the outcome of the disciplinary hearing to the responding student or president of the registered student organization.

~~17.~~19. Administrative and Student Conduct Board Hearings are not public meetings. The conduct of the hearings will be kept private to the extent permissible by law and as necessary and appropriate to protect the rights of the parties.

F. *Documentation & Reporting*

The student conduct review process is committed to integrity and fairness, as such the AVP, Holistic Support Dean or designee will maintain records of all conduct violations and outcomes consistent with College Policy 6Hx28: 7B-02 Student Records.

Related Misconduct

In accordance with College Policy 6Hx28:2-01, in cases where a student is found responsible for misconduct, including discrimination, harassment, retaliation or conduct that is not Title IX Sexual Misconduct as defined in the above policy, the AVP, Holistic Support Dean or designee will assign appropriate sanction(s) as described ~~below~~ in Policy Statement IV. (Sanctions).

Given the nature and severity of the above referenced conduct, and at the discretion of the AVP, Holistic Support Dean or designee, the responding student may be subject to sanctions, including but not limited to the ones listed in Policy Statement IV. (Sanctions), that promotes a College community free from discrimination and harassment.

V. Appeals

Any final determination of responsibility under this Code that results in a removal from a course(s), suspension, dismissal, and/or expulsion, may be appealed by the responding student or responding registered student organization. Appeals for violations of College Policy 6Hx28: 8-11 Academic Integrity are reviewed by the VP, Academic Affairs, Institutional Effectiveness & Planning or appropriate Provost (“Appellate Officer”) and all other violations under this Code are reviewed by ~~to~~ the Vice President for Student Affairs or designee (“Appellate Officer”) in keeping with the following provisions:

- A. The appeal must be in writing to the appropriate Provost, Vice President for Student Affairs, or designee within ~~(7)~~ seven (7) College business days after the responding student or responding registered student organization has been notified in writing of the final decision by the AVP, Holistic Support Dean or designee. The Appellate Officer may approve appeals submitted after seven (7) College business days solely based on extenuating circumstances at the Appellate Officer’s discretion.
- B. Appeals will be reviewed by the Appellate Officer ~~or designee~~ on the following grounds for appeal:
 1. Whether there is new information that was otherwise unavailable at the time of the student conduct proceeding that may significantly alter the determination of responsibility;
 2. Whether there is evidence that the procedures stated herein were not followed and that such errors affected the determination or sanction(s); and/or
 3. Whether the sanction(s) imposed are disproportionate to the conduct.
- C. Mere dissatisfaction with the determination or sanction is insufficient grounds for appeal. Appeals will be decided based on the information considered in the hearing, the responding student’s or responding registered student organization’s written statement, and any written response or memo prepared by the AVP,

Holistic Support Dean or designee as part of the student conduct review process.

D. The Appellate Officer or designee has the authority to:

1. Accept the determination and sanction(s) fully or in part.
2. Schedule a new Formal Hearing only if specified procedural errors are identified that were so substantial as to affect the sanction, or if new information becomes available that was otherwise unavailable at the time of the proceedings that may significantly alter the determination.
3. Dismiss the case or schedule new proceedings, as deemed necessary and appropriate, if a conflict of interest was identified and considered so substantial as to have significantly affected the determination and/or sanction(s).
4. Overturn and/or issue a new sanction(s) if the determination of the sanction(s) is(are) deemed to be disproportionate to the violation.
5. Defer all or an individual sanction until the resolution of the appeals process if the sanction(s) create an undue burden on the student's academic progress during the appeals process.

Procedure History:

Adopted 9-16-81; Amended 8-25-82; Amended 1-19-83; Amended 11-18-92; Amended 5-15-07; Amended 5-20-20; Amended 8-14-20; Amended 12-02-21; Amended 12-07-2023; Amended XX-XX-2026; Formerly 6Hx28:10-03

Related Documents: Appendix A: Definitions

Related Procedures:

Appendix A: Definitions

Term	Definition
Advisor	<p>An Advisor is any person accompanying or assisting a student or registered student organization throughout the review process. The Advisor may be any person, including an advocate, attorney, friend, or parent, who is not otherwise a party or witness involved in the review process. A student or registered student organization may be accompanied by one Advisor as part of the review process.</p> <p>In a Formal Hearing, an Advisor may directly participate in all aspects of the proceeding, including the presentation of relevant information</p>

	<p>and questioning of witnesses. If an Advisor is an attorney, the <u>AVP, Holistic Support Dean</u> or designee may also be accompanied by a College attorney. The participation of an Advisor does not remove the requirement that a student or registered student organization speak on their own behalf when the proceeding requires it.</p> <p>Advisors may be dismissed from any part of the review process, including a Formal Hearing, if they disrupt or impede the process in any way. Disruption or impeding includes and is not limited to, needless consumption of time, steering the conversation away from the incident and/or introducing irrelevant topics and/or questions, arguing (not questioning) with students, witnesses, and others participating in the process, or otherwise failing to comply with College policy or directives.</p>
Appellate Officer	The Vice President of Student Affairs or designee appointed to hear an appeal case. The College employee appointed to hear the appeal may not have directly participated in any other proceeding related to the charged violation
Classroom	A learning environment that uses any instructional modality (e.g., face to face, online, mixed-mode) or other virtual or physical location that the syllabus or instructor designates as a learning space. This includes and is not limited to multimedia platforms.
College	The term “College” means Valencia College.
College Business Day	For the purpose of this Code and the timeframes included herein, a <u>College business day</u> in which <u>is when</u> normal Student Conduct business operations are conducted. Typically, Monday-Thursday (8:00 a.m. – 5:00 p.m.) and Friday (9:00 a.m. – 5:00 p.m.) and excluding College closures.
College Community	The term “College community” includes any individual who is a faculty, staff, administrator, student, registered student organization, student employee, volunteer, and visitor.
College Official	The term “College official” includes any individual employed by the College performing assigned administrative or professional responsibilities (e.g., faculty, staff, administrator)
College President	The College p President is the highest-ranking academic and administrative officer and is appointed by the Valencia College District Board of Trustees.
College Property	The term “ <u>e</u> College property” includes all land, buildings, facilities, and other property, including adjacent streets and sidewalks in the possession of or owned, used, or controlled by the College or in partnership with other institutions, businesses, and/or companies.
Community Official	The term “community official” refers to community individuals acting in the scope of their work while on College premises
Conflict of Interest	A Conflict of Interest is an interest that actually affects the outcome of the process. A possible or potential conflict, without evidence of how that conflict would actually affect the outcome of the process, is insufficient.

	<p>A conflict of interest exists when the <u>AVP, Holistic Support</u>Dean, designee, Administrative Hearing Officer, or Student Conduct Board member has a familial relationship with a party or participant whether by blood, adoption, or marriage. The <u>AVP, Holistic Support</u>Dean, designee, Administrative Hearing Officer, or Student Conduct Board member’s personal or business interest involving any party or participant in the process may also be evidence of a Conflict of Interest, including and not limited to an interest in a party or participant’s private business; the receipt of gifts or financial assistance from a party; or providing financial assistance to a party.</p> <p>A conflict of interest may exist when the <u>AVP, Holistic Support</u>Dean, designee, Administrative Hearing Officer, or Student Conduct Board member is currently or previously enrolled in a course with the responding student or a member of the same registered student organization, group, or committee.</p> <p>The <u>AVP, Holistic Support</u>Dean, designee, or Student Conduct Board member merely being employed by or compensated by the College for service as the <u>AVP, Holistic Support</u>Dean, designee, Administrative Hearing Officer, or Student Conduct Board member, having knowledge of a party or participant prior to the hearing, or being a certain sex or gender shall, by themselves, be insufficient to constitute a Conflict of Interest.</p>
Dean of Holistic Student Support (the Dean or designee)	Student Affairs leader who is responsible for directing and coordinating student services, including the administration of the Student Code of Conduct.
Designee	The term “designee” refers to any individual appointed by the appropriate authority (i.e., Vice President, <u>Provost</u> , or Dean of AVP , Holistic <u>Student Support</u>) to act on their behalf.
Developmental Disability	A disorder or syndrome that is attributable to intellectual disability, cerebral palsy, autism, spina bifida, Down syndrome, Phelan-McDermid syndrome, or Prader-Willi syndrome; that manifests before the age of 18; and that constitutes a substantial handicap that can reasonably be expected to continue indefinitely.
Disability	(a) A person that has a physical or mental impairment which substantially limits one or more major life activities, or a record of having, or is regarded as having, such physical or mental impairment; or (b) A person that has a developmental disability as defined in <u>Section 393.063, F.S.</u>
Elderly Person	A person 60 years of age or older who is suffering from the infirmities of aging as manifested by advanced age or organic brain damage, or other physical, mental, or emotional dysfunctioning, to the extent that the ability of

	the person to provide adequately for the person's own care or protection is impaired.
Faculty	The term "faculty" means faculty and instructors.
Impartial Mediator	The term "impartial mediator" refers to an appointed representative from the College's "Student Rights and Responsibilities" department to lead the College's student mediation process.
Preponderance of Evidence	The term "preponderance of evidence" is the standard of proof necessary for a student or registered student organization to be found responsible for violating the Code. From the information presented during the student conduct review process, the AVP, Holistic Support Dean or designee (includes Student Conduct Board) concludes that is more likely than not that a violation of the Code has occurred.
Registered Student Organization (RSO)	The term registered student organization refers to an inactive or active student led organization that is officially recognized by the College. They are generally campus-based or college-wide and might share affiliations with state, regional, national, or international agencies.
Rules of Conduct	The term "Rules of Conduct" refers to the behavioral expectations that Valencia College students and registered student organizations must abide.
Student	Any person admitted, enrolled, or registered for any College program, regardless of the medium of the program, or degree-seeking status, or when not enrolled or registered for a particular term, who is eligible to enroll in future terms without seeking readmission.
Student Conduct Administrator	The term "student conduct administrator" refers to the AVP, Holistic Support Dean or designee assigned to the administration and management of an individual student's conduct case.
Student Conduct Board	The term "student conduct board" means any person or persons authorized by the AVP, Holistic Support Dean or designee to determine whether or not a student or registered student organization has violated the Rules of Conduct and recommend sanctions, if applicable.
Vice President for Student Affairs (VPSA)	Senior leader responsible for the development, implementation, assessment, and oversight of student services at the College, including student conduct. The Vice President for Student Affairs is also the responsible executive for the code itself.
Visitor	An unaffiliated person on eCollege property, this includes but is not limited to guests, vendors, parents and/or family members of students, and persons invited by the College community.

Date of Last Procedure Review: ~~12-07-2023~~03-12-2026