



Pima County Community College District Administrative Procedure

<i>AP Title:</i>	Student Codes
<i>AP Number:</i>	AP 3.31.02
<i>Adoption Date:</i>	1/9/19
<i>Schedule for Review & Update:</i>	Every three years
<i>Review Date(s):</i>	
<i>Revision Date(s):</i>	
<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title(s) & No(s).</i>	Student Conduct, Ethics and Complaint Resolution, BP 3.31
<i>Legal Reference:</i>	A.R.S. §13-2911(D); A.R.S. 15-1866
<i>Cross Reference:</i>	Public Access and Free Expression on College Property, BP 1.17; Public Access and Expression on College Property, AP 1.17.01; Drug Free College, BP 2.20; Drug and Alcohol Free Environment, AP 2.20.01; Smoke-Free and Tobacco-Free Pima, BP 8.07; Prohibition of Smoking and Tobacco Use, AP 8.07.01

PURPOSE

The purpose of the College's Student Code of Conduct and Academic Integrity Code (collectively, "Codes") shall be to advance the College's fundamental educational mission by promoting an academic environment that is welcoming, safe, and well-ordered and that encourages civil discourse, intellectual honesty, and mutual respect while protecting Students' rights as members of the College Community.

SECTION 1: Development

Pursuant to this AP, the Provost or the Provost's designee shall develop Codes applicable to all Students that articulate clearly the College's expectations for their conduct and academic integrity as they pursue their education at the College and engage in College Sponsored Activities.

SECTION 2: Publication and Distribution

The Codes shall be published by the Provost's Office pursuant to this AP and distributed to all new Students. The Codes shall also be posted clearly and prominently on the College's website in one or more locations easily identifiable by and accessible to all Students.

SECTION 3: Review and Update

Each Code shall be reviewed and, if necessary, updated by the Provost or the Provost's designee at least every three (3) years, at the same time as and in conjunction with the review and updating processes for this AP.

SECTION 4: Student Rights and Responsibilities

- A. Students have the right to know what is expected of them as members of the College Community. Accordingly, the Codes shall specify the acts and omissions considered by the College to constitute academic and non-academic misconduct.
- B. Students alleged to have engaged in such misconduct have the right to receive adequate notice of the allegations against them and to have a meaningful opportunity to respond to those allegations before any Sanctions are imposed. Accordingly, each Code shall specify the processes by which misconduct Complaints and decisions are made, as well as how Students receive notice of and respond to the allegations in those Complaints.

SECTION 5: Appeals Processes

Each Code shall specify which misconduct decisions and Sanctions Students may appeal. Not all misconduct decisions and Sanctions must be appealable. At a minimum, each Code shall include an appeals process for Students determined to have violated a Code and who have received one or more disciplinary Sanctions. Sanctions that are not disciplinary in nature need not be subject to appeal.

SECTION 6: Additional Codes of Conduct for Specific Programs and Activities

Specific academic disciplines, programs of study, Selective Extracurricular Activities, or other College Sponsored Activities may adopt additional codes of conduct and/or academic codes tailored to each particular program's distinct needs, provided the additional codes are consistent with the rights, responsibilities, and processes of the College's generally applicable Codes, in writing and approved by the Provost or the Provost's designee, and distributed or easily accessible to the Students to whom they apply.

SECTION 7: Definitions

“AP” means Administrative Procedure.

“College” means Pima Community College.

“College Community” means, collectively, all persons employed by, volunteering for, enrolled in classes at, or visiting the College or attending any College Sponsored Activity.

“College Sponsored Activity” means any event, activity, or endeavor officially sanctioned by the College, on or off College property, that is organized, initiated, aided, or supervised by the College's administration or official organizations.

“Sanction” means any reprimand, additional requirement, penalty, or change in enrollment status imposed as a result of a Student accepting responsibility or being found responsible for a Code violation.

“Selective Extracurricular Activity” means a College Sponsored Activity for which Students do not receive grades or academic credit that limits participation to Students who are invited individually to participate or who are permitted or chosen to participate through competitive or restrictive processes, such as class-standing or minimum-GPA requirements, try-outs, auditions, or elections.

“Student” means any person who applies for admission to or is currently registered for or enrolled in courses at the College on either a full-time, part-time, or clock-hour basis, as well as any person currently registered for or participating in continuing education, workforce development, adult basic education, or developmental education classes through the College.