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General Sanctioning Guidelines

The following guidelines are based on incidents that involve a single violation of the Student Code of Conduct with no aggravating or mitigating factors. The recommendations may be adjusted reasonably based on the facts and circumstances of the case, the relative harm created, and the student’s demonstrated insight and readiness to change behavior. Conduct administrators should follow the sanctioning guidelines unless compelling extraordinary factors are present.

Federal, State, and Local Law Violations

Violations of federal, state, or local law or College District policies, procedures, or rules, shall be prohibited				
Violation	Examples	1 st Offense	2 nd Offense	3 rd Offense
Minor infractions that violates institutional policies but do not break federal, state, or local laws	Minor infractions that violate institutional policies but do not break federal, state, or local laws	Written warning, Educational workshop, if applicable, Restitution	Probation, Community service, Suspension from college activities	Suspension, Expulsion, Referral to legal authorities
Moderate infractions that may involve violations of local laws or repeated offenses.	Moderate infractions that may involve violations of local laws or repeated offenses.	Probation, Community service, Suspension from college activities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities
Serious infractions that involve violations of state or federal laws or pose a significant risk to the college community.	Serious infractions that involve violations of state or federal laws or pose a significant risk to the college community.	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities

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Prohibited Weapons and Devices Violations

Possession, distribution, sale, or use of firearms, location-restricted knives, clubs, knuckles, firearm silencers, or other prohibited weapons or devices in violation of law or College District policies and procedures shall be prohibited. [See CHF]				
Violation	Examples	1st Offense	2nd Offense	3rd Offense
Possession of items that are prohibited on campus but may not be illegal under state or federal laws.	Pocket knives, Pepper spray (in some jurisdictions), Fireworks	Confiscation of item, Written warning, Educational workshop, if applicable	Probation, Community service, Suspension from campus housing, if applicable	Suspension, Expulsion, Referral to legal authorities
Possession or use of devices that are illegal under local laws or can cause harm but are not lethal.	Stun guns, Airsoft guns without orange tip, Replica weapons	Probation, Community service, Suspension from campus housing, if applicable	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities
Possession or use of weapons that are illegal under state or federal laws or can cause serious harm or death.	Firearms, Explosives, Other lethal weapons	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities

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Drugs and Alcohol Violations

Behaviors regarding drugs and alcohol and associated paraphernalia shall be prohibited as described in policy FLBE				
Violation	Examples	1st Offense	2nd Offense	3rd Offense
Minor infractions involving possession or use of alcohol or paraphernalia not prohibited by law.	Possession of alcohol under the legal age, Possession of drug paraphernalia without illegal substances	Written warning, Alcohol education program	Probation, Substance abuse assessment, Suspension from college housing, if applicable	Suspension, Expulsion, Referral to legal authorities
Moderate infractions including possession or use of illegal drugs or paraphernalia.	Possession of controlled substances, Use of alcohol in prohibited areas, Possession of paraphernalia with drug residue	Probation, Substance abuse assessment, Suspension from college housing, if applicable	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities
Major infractions involving distribution or manufacturing of illegal drugs or paraphernalia.	Sale of controlled substances, Manufacturing of drugs or paraphernalia, Distribution of alcohol to minors	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities

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Debts

Owing a monetary debt to the College District that is considered delinquent or writing an "insufficient funds" check to the College District shall be prohibited.				
Violation	Examples	1st Offense	2nd Offense	3rd Offense
Writing an "insufficient funds" check to the College District	Bouncing a check for tuition payment or Insufficient funds for any other purchases made through the College District	Written Warning notice of unacceptable behavior.	Probation with the expectation of improved behavior	Suspension, Expulsion, Referral to legal authorities

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Disruptions Violation

Behavior regarding disorderly conduct or disruptive behavior occurring on premises owned or controlled by the College District shall be prohibited.				
Violation	Examples	1st Offense	2nd Offense	3rd Offense
Minor disruptions that are a nuisance but do not pose a significant threat or harm.	Loud conversation in quiet areas, Minor interference with college activities	Verbal warning, Written reprimand, Reflection essay	Probation, Community service, counseling	Suspension, Expulsion, Referral to legal authorities
Moderate disruptions that interfere with the orderly conduct of college activities and may provoke disturbances.	Disrupting a speaker at an assembly, Blocking passageways, Boisterous behavior causing alarm	Probation, Community service, Mandatory Case Management	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities
Major disruptions that involve violent, forceful, or abusive behavior posing a clear danger to others.	Assault or personal abuse, Violent behavior impairing others’ movement, Malicious obstruction of college functions	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities

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Behavior Targeting Others Violation

Behavior targeting others shall be prohibited including other behaviors included in policies [See DIA series, FFD series, and FFE as appropriate] and [See FLBC]				
Violation	Example	1 st Offense	2 nd Offense	3 rd Offense
Behavior that targets others in a non-physical and non-threatening manner.	Intimidation, Minor harassment, Bullying without physical harm	Written warning, Mandatory Case Management, Educational workshop, if applicable	Probation, No-contact order, Suspension from college activities	Suspension, Expulsion, Referral to legal authorities
Behavior that involves threats, stalking, or hazing without physical harm.	Threatening another person, Stalking, Non-physical hazing	Probation, No-contact order, Suspension from college activities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities
Behavior that causes physical harm, sexual misconduct, or endangers health and safety.	Physical assault, Sexual assault, Endangering someone’s safety	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities

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Property Violation

Behavior regarding property shall be prohibited				
Violation	Example	1 st Offense	2 nd Offense	3 rd Offense
Minor infractions involving misuse or minor damage to property.	Graffiti, Misuse of college equipment, Negligent damage to property	Restitution, Written warning, Educational workshop, if applicable	Probation, Community service, Suspension from college activities	Suspension, Expulsion, Referral to legal authorities
Moderate infractions including theft or significant damage to property.	Stealing from the college or others, Vandalism causing notable damage, Unauthorized use of intellectual property	Probation, Community service, Suspension from college activities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities
Major infractions involving severe damage, theft, or misuse of property.	Sabotage of college property, Destruction of property, Theft of intellectual property	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities

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Directives

Failure to comply with directives given by College District personnel and failure to provide identification when requested to do so by College District personnel shall be prohibited.				
Violation	Examples	1st Offense	2nd Offense	3rd Offense
Failure to comply with directives given by College District personnel	Disregarding instructions from professors or administrative staff, Ignoring safety protocols during course lab sessions	Verbal Warning - Informal reminder of expected behavior Written Warning - Formal notice of the violation, Educational Workshop, if applicable	Probation, Community Service, if applicable, Volunteering hours within the College District, Loss of Privileges - Restricted access to certain facilities or services	Suspension, Restitution: Repayment for any damages caused due to non-compliance
Failure to provide identification when requested by College District personnel, Repeated failure to comply with directives or provide identification	Refusing to show student ID to Campus Police or College staff, Consistent refusal to follow instructions from faculty or staff	Probation, Community Service, if applicable, Volunteering hours within the College District, Loss of Privileges - Restricted access to certain facilities or services	Suspension, Restitution: Repayment for any damages caused due to non-compliance, Referral to legal authorities	Expulsion, Referral to legal authorities

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Willful and deliberate defiance of College District personnel	Physically resisting Campus Police during an incident, Intentionally providing false identification	Suspension, Restitution: Repayment for any damages caused due to non-compliance, Referral to legal authorities	Suspension, Restitution: Repayment for any damages caused due to non-compliance, Referral to legal authorities	Expulsion, Referral to legal authorities
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Tobacco and E-cigarettes Violation

Possession or use of tobacco products or e-cigarettes on College District property shall be prohibited. [See FLBD]				
Violation	Examples	1st Offense	2nd Offense	3rd Offense
First-time offense or minor infraction involving possession or use of tobacco products or e-cigarettes.	Smoking a cigarette on campus grounds, Using an e-cigarette in a non-smoking area	Written warning, Tobacco cessation workshop	Probation, Mandatory tobacco cessation program	Suspension, Expulsion, Referral to legal authorities
Repeated offenses or refusal to comply with initial sanctions.	Multiple instances of smoking on campus, Repeated use of e-cigarettes in prohibited areas	Probation, Mandatory tobacco cessation program	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities
Major infractions involving the sale or distribution of tobacco products or e-cigarettes on campus.	Selling cigarettes or e-cigarettes on campus, Distributing tobacco products to minors	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities

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Misuse of Technology Violation

Behavior regarding misuse of technology shall be prohibited				
Violation	Examples	1st Offense	2nd Offense	3rd Offense
Minor infractions involving violation of technology use policies.	Violating computer lab rules, Sharing passwords with peers	Written warning, Revocation of technology privileges, Mandatory technology use workshop, if applicable	Probation, Loss of technology privileges for an extended period, Restitution for damages	Suspension, Expulsion, Referral to legal authorities
Moderate infractions including unauthorized access or minor security breaches.	Circumventing passwords, Attempting to disable software or hardware, Sending harassing emails	Probation, Loss of technology privileges for an extended period, Restitution for damages	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities
Major infractions involving significant security violations or illegal activities.	Creating or uploading viruses, Hacking into College District systems, Engaging in cyber threats or illegal online behavior	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities

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Dishonesty Violation

Behavior regarding dishonestly shall be prohibited				
Violation	Examples	1st Offense	2nd Offense	3rd Offense
Minor dishonest acts that do not significantly impact the College District or individuals.	Providing false information on minor forms, Falsifying a signature for class attendance	Written warning, Reflection essay, Educational workshop on ethics, if applicable	Probation, Restitution for any damages, Suspension from college activities	Suspension, Expulsion, Referral to legal authorities
Moderate dishonest acts that impact the operations of the College District or harm individuals.	Making false accusations, Falsifying records or documents, Perpetrating hoaxes affecting safety	Probation, Restitution for any damages, Suspension from college activities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities
Major dishonest acts that cause significant harm to the College District or pose a safety risk.	Falsifying official documents, Intentionally providing false information in serious matters, Hoaxes causing widespread panic or harm	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities

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Gambling and Other Conduct Violation

Gambling or engaging in any other conduct that College District officials might reasonably believe will substantially disrupt the College District program or incite violence shall be prohibited.				
Violation	Examples	1st Offense	2nd Offense	3rd Offense
Minor infractions involving gambling activities that do not disrupt the College District program.	Participating in small-stakes card games, Engaging in informal sports betting pools	Written warning, Educational workshop on gambling risks, if applicable, Fine	Probation, Community service, Suspension from college activities	Suspension, Expulsion, Referral to legal authorities
Moderate infractions that may incite disruption but do not involve violence.	Organizing gambling events on campus, Promoting gambling activities, Using College District technology for gambling	Probation, Community service, Suspension from college activities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities
Major infractions that substantially disrupt the College District program or incite violence.	Operating a bookmaking operation on campus, Engaging in conduct that leads to a gambling-related altercation, Gambling activities that lead to substantial financial loss or debt	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities	Suspension, Expulsion, Referral to legal authorities

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Use of Electronic Devices Violation

The use of an electronic device shall not interfere with instructional, administrative, student, public service, and other authorized activities on College District premises. Certain violations of this policy may be excused in the case of emergencies or other extenuating circumstances provided that prior approval is obtained from the instructor or respective College District official.

Violation	Examples	1st Offense	2nd Offense	3rd Offense
Minor infractions - use of an electronic device causes a minor or temporary disruption or distraction to the learning environment or the College District activities.	Using a cell phone or other device to send or receive messages, browse the internet, play games, etc. during class or lab time. Using headphones or earbuds to listen to music or other audio during class or lab time. Using a laptop or tablet for purposes unrelated to the class or lab activity.	Verbal or written warning from the instructor or College District official, Confiscation of the device until the end of the class or activity, Loss of participation points or grade deduction for the class or activity.	Referral to the Student Discipline Office for further investigation and possible sanctions, Failing grade or zero credit for the test, quiz, assignment, or other academic work, Suspension or expulsion from the class, program, or College District.	Referral to the Student Discipline Office for further investigation and possible sanctions, Referral to the law enforcement authorities for possible criminal charges, Suspension or expulsion from the class, program, or College District
Moderate Infractions - use of an electronic device violates the academic integrity or privacy of others, or interferes with the academic	Using a cell phone or other device to cheat on a test, quiz, assignment, or other academic work.	Referral to the Student Discipline Office for further investigation and possible sanctions, Failing grade or zero	Referral to the Student Discipline Office for further investigation and possible sanctions, Referral to the law	Referral to the Student Discipline Office for further investigation and possible sanctions,

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<p>performance or evaluation of oneself or others.</p>	<p>Using a cell phone or other device to record, photograph, or share the work or personal information of another student or instructor without their consent. Using a cell phone or other device to disrupt or sabotage the work or equipment of another student or instructor. Using an electronic device capable of capturing still or moving images in any location where individuals may reasonably expect a right to privacy, such as restrooms, locker rooms, changing rooms, etc.</p>	<p>credit for the test, quiz, assignment, or other academic work, Suspension or expulsion from the class, program, or College District.</p>	<p>enforcement authorities for possible criminal charges, Suspension or expulsion from the class, program, or College District</p>	<p>Referral to the law enforcement authorities for possible criminal charges, Suspension or expulsion from the class, program, or College District</p>
<p>Major Infraction - use of an electronic device poses a serious threat or harm to the health, safety, or well-being of oneself or others, or</p>	<p>Using a cell phone or other device to make or receive threatening, harassing, or abusive calls, messages, or images.</p>	<p>Referral to the Student Discipline Office for further investigation and possible sanctions, Referral to the law enforcement</p>	<p>Referral to the Student Discipline Office for further investigation and possible sanctions, Referral to the law enforcement</p>	<p>Referral to the Student Discipline Office for further investigation and possible sanctions, Referral to the law</p>

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<p>violates the law or College District policy.</p>	<p>Using a cell phone or other device to access, create, or distribute illegal, obscene, or harmful content. Using a cell phone or other device to hack, damage, or compromise the College District network, system, or data. Using an electronic device capable of capturing still or moving images in any location where individuals may reasonably expect a right to privacy, and using or sharing those images for malicious, exploitative, or illegal purposes.</p>	<p>authorities for possible criminal charges, Suspension or expulsion from the class, program, or College District</p>	<p>authorities for possible criminal charges, Suspension or expulsion from the class, program, or College District</p>	<p>enforcement authorities for possible criminal charges, Suspension or expulsion from the class, program, or College District</p>
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