

North Florida Community College has established designated smoking areas on campus which include:

1. Anywhere in an open-air area at least 20 feet from any side walk or building and away from classroom entrances and shelters where students must assemble to enter classrooms
2. In the small gazebo located just west of the Student Center. The large gazebo will be reserved for smoke-free recreation or relaxation

Any student seen smoking in restricted areas will be asked to move to a designated smoking area.

Students should dispose of cigarette butts and smokeless tobacco products properly by using the ashtrays (genie bottles) conveniently placed around campus. Failure to do so will be considered littering.

Any student who refuses to comply with requests of College personnel regarding this policy will be subject to discipline as explained under Code of Conduct in the Student Handbook.

## **STUDENT CODE OF CONDUCT**

Enrollment at North Florida Community College entails an obligation on the part of the student to be a responsible member of the College community. It is the responsibility of the College to inform students of their rights and responsibilities,

to define reasonable standards of behavior, and to assure students of substantive and procedural due process. It is the student's responsibility to be aware of this published and readily available code.

All members of the College community are expected to contribute to a positive campus environment conducive to the pursuit of educational goals and objectives. To accomplish this, all members of the College community must adhere to the following:

1. Cooperate with College employees in the performance of duties and authorized activities.
2. Refrain from obstructing educational activities.
3. Meet all financial obligations to the College.
4. Obey all local, state and federal laws and regulations and all North Florida Community College policies.
5. Give accurate and complete information for all official records required by the College.
6. Wear student identification at all times while on College property.

A student enrolled at North Florida Community College assumes responsibility for conduct compatible with the functions and processes of the College as an educational institution. While the College is dedicated to the rights and freedoms afforded to individuals, some actions are considered

inappropriate in an institution of higher education. These include:

1. Obstruction or disruption of teaching, administration of the College, disciplinary proceedings or other College activities on or off College properties.
2. Failure to comply with directives of College officials acting in the performance of duties. This includes requests to desist from specified activities or behaviors and requests to leave the campus.
3. Forgery, alteration, misuse of and/or theft of College documents, records, means of identification, e-mail and other electronic information.
4. Use of College records with intent to defraud.
5. Physical abuse of any person on College-owned or controlled property or at College-sponsored or supervised functions that threatens or endangers the health or safety of any such person.
6. Psychological abuse of any person on College-owned or controlled property or supervised functions. This includes threats, harassment, stalking and use of telephone or e-mail to intimidate, harass, terrify, annoy or offend.
7. Theft or damage to property of the College or to the property of a member of the College community or visitor of the College while said personal property is on College property.
8. Unauthorized use by any student or student organization of the College name. Included is speaking or acting on behalf of the College without due authorization.
9. Unauthorized use of College supplies and equipment.
10. Violation of copyright laws associated with print, audio/video and computer software materials.
11. Disorderly, lewd, indecent or obscene conduct, language or other forms of expression on campus or at any College-sponsored or College-supervised activity. This includes the sending of offensive, harassing, lewd or defamatory messages. College computers and network systems are not to be used for the viewing, downloading, transmitting or printing of obscene, pornographic, libelous or defamatory materials. "Chat Room" participation associated with obscene, pornographic, libelous and defamatory subject matter is prohibited.
12. Possession or use of firearms, explosives, dangerous chemicals, substances, instruments or other weapons with intent to inflict bodily harm on any individual or damage to a building or grounds of College property.
13. Use, possession or distribution of illegal drugs, alcohol and other substances

on campus or at any College-sponsored activity.

14. Unauthorized use of computers for the purpose of compromising computer systems or network security.
15. Plagiarism or behavior involving academic dishonesty.

All instances of academic dishonesty will be reported to the Vice President of Academic Affairs. Any student suspected of violating the academic honor code will first be contacted by the instructor to set up a meeting to discuss the violation and the associated penalties.

If the student fails to meet with the instructor, a written report of the alleged violation of the Student Code of Conduct will be submitted to the Director of Student Services. The report constitutes a formal charge and the student is subject to additional penalties.

The types of academic dishonesty and the penalties imposed upon a student who violates the academic honor code can be found in the College Catalog and the Student Handbook.

16. Unauthorized entry into or occupancy of College facilities including buildings or grounds.
17. Participation in hazing. Action or situation that recklessly or

intentionally endangers the mental or physical health or safety of a student for the purpose in initiation or admission into or affiliation with any organization operating under the sanction of a post secondary institution.

While the above list includes the types of behaviors and activities deemed to be violations of the Code of Conduct, the list is not intended to be all-inclusive.

In addition to the NFCC Student Code of Conduct, students enrolled in limited access programs are also obligated to accept the rules and regulations of that program.

### **Non-students on Campus**

Any and all persons with no legitimate reason for presence on College property are subject to relevant local, state and Federal laws. In particular, said persons are subject to laws associated with loitering.

### **Complaint Procedures**

Informal discussion with the Director of Student Services and persons involved in possible violations of the Student Code of Conduct is encouraged as a beginning step. Every effort to reach an acceptable solution to the problem, including the involvement of appropriate department chairpersons, should be exercised before the persons directly involved in the violation pursue official action.