



Student Code of Conduct Policy

Introduction

The Institution expects all students to maintain a professional and respectful learning environment, refraining from behaviors, language, appearance, or actions that disrupt classroom instruction, campus operations, or the overall educational process. Violations of the Student Code of Conduct are classified into two main levels based on severity, with each level corresponding to appropriate disciplinary action within a fair and progressive framework. Repeated or uncorrected behavior may result in more serious consequences, including suspension or expulsion.

Level I – Major Violations (Require Investigation and May Lead to Suspension or Expulsion)

Level I violations involve serious or unsafe behavior that threatens the safety, well-being, or integrity of the campus community. Examples include discrimination or harassment (including sexual misconduct), physical or verbal abuse, threats, bullying, hazing, theft, vandalism, possession or use of illegal substances or weapons, leading or inciting campus demonstrations, academic dishonesty, falsifying records, unauthorized use of campus property, serious safety violations, or failure to comply with lawful directives. Conduct that endangers others or significantly disrupts campus operations will be investigated and may result in suspension or expulsion. Multiple Level II violations or repeated misconduct may also escalate to a Level I violation.

Level II – General Violations (May Result in Warning, Conduct Probation, or Other Corrective Action)

Level II violations include behavior that disrupts classroom instruction, campus operations, or the overall educational process. Examples include inappropriate dress or language, use of tobacco in non-designated areas, minor classroom disruptions, disrespectful behavior toward fellow students, faculty or staff, parking violations, pranks, or failure to follow campus or classroom procedures. When minor issues occur, students may receive a verbal or written warning and a review of policy expectations. Repeated or uncorrected behavior may result in a formal investigation and progressive disciplinary action, up to and including suspension or expulsion.

Disciplinary Process

The Institution follows a structured, progressive disciplinary process to address violations. This process may include an inquiry, informal resolution, or formal investigation with an opportunity for appeal.

In Level I cases, students may be temporarily removed from campus while a formal investigation is conducted. These violations, which include discrimination-based or gender-based misconduct, require specialized handling and may result in sanctions up to and including suspension or expulsion.

Level II violations are generally addressed through informal resolution, and substantiated cases may result in written warnings, sanctions, or temporary suspension, depending on the severity and nature of the violation. This approach ensures fair, consistent, and transparent handling of all conduct matters.

Academic Dishonesty Defined

As a Higher Education Institution, the Institution places special emphasis on academic integrity. Academic dishonesty includes, but is not limited to, cheating, plagiarism, facilitating dishonesty, and unauthorized collaboration. **Cheating** involves using or attempting to use unauthorized materials during an academic exercise, such as notes, test banks, or electronic devices. **Plagiarism** includes copying or paraphrasing without citation, submitting another's work, or reusing one's own work without permission. **Facilitating dishonesty**

means helping another student cheat or share unauthorized work. **Unauthorized collaboration** occurs when students work together without instructor approval. Academic dishonesty is a serious offense and may result in Level I disciplinary action.

Campus Dress Code Defined:

- Do wear appropriate attire as designated for classrooms, laboratories, shop areas, internships, clinical courses according to the requirements of the work/career for which the student is studying.
- Do not wear emblems, insignia, badges, or other symbols or lewd or vulgar words where the effect thereof is offensive to a reasonable person or otherwise causes disruption or interference with the orderly operations of the Institution.
- Maintain appropriate personal hygiene and professional appearance, including proper attire and respectful displays of visible body piercings and body art (e.g., tattoos).

Notice of Non-Discrimination:

The Institution does not discriminate based on race, color, national origin, gender, sex, age, or disability in any of its programs or activities. The Institution provides policies and procedures that are compliant with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990. Any individual who believes that she or he has been discriminated against has the right to seek relief and to be free from retaliation by members of the learning community. The following person has been designated by the Institution to handle all inquiries regarding its non-discrimination policies: Corporate Director of Student Services, 4455 South Blvd., Suite 250, Virginia Beach, VA 23452. Toll free (877) 604-2121. OR a person may contact the Federal Department of Education, Office for Civil Rights at <https://www2.ed.gov/about/offices/list/ocr/index.html>.