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## **STANDARDS OF CONDUCT FOR STUDENTS**

These Standards of Conduct have been formulated to provide a clear statement of the expectations of students in respect to academic matters and personal behavior.

### **Preamble. (ATSC-1)**

- (1) Africa's Tomorrow values the following:
  - High academic standards, intellectual rigor and high quality education;
  - Intellectual freedom and social responsibility worldwide;
  - Recognition of the importance of ideas and the pursuit of critical and open inquiry;
  - Recognition that all people are equal and deserve the opportunity to better themselves and others.
  - Tolerance, honesty and respect as the hallmarks of relationships; and
  - High standards of ethical behavior.As such, it is essential that recipients of Africa's Tomorrow's support exhibit appropriate and conscientious behavior.
- (2) Africa's Tomorrow expects all students to conduct themselves in a manner consistent with its high standards of scholarship and conduct. Student conduct which distracts from or interferes with the accomplishment of these purposes is not acceptable. Students are expected to comply with these Standards of Conduct both on and off campus and acknowledge Africa's Tomorrow's authority to take disciplinary action.
- (3) Admission to a college carries with it the presumption that students will conduct themselves as responsible members of the academic community. This includes an expectation that students will obey the law, comply with policies, procedures and rules of the district, the colleges and their departments, maintain a high standard of integrity and honesty and respect the rights, privileges and property of others.
- (4) It is assumed that students are and wish to be treated as adults. As such, students are responsible for their conduct. These standards of conduct for students promote Africa's Tomorrow's educational purposes and provide students a full understanding of their rights and responsibilities. Sanctions for violations of the Standards of Conduct for Students will be administered. When violations of laws of the state and/or the United States are also involved, Africa's Tomorrow may refer such matters to proper authorities and in the case of minors, this conduct may be referred to parents or legal guardians.

### **Interpretations. (ATSC-2)**

Any question of interpretation or application of the Standards of Conduct for Students shall be determined by the board of directors (the board).

### **Jurisdiction of the standards of conduct for students. (ATSC-3)**

The Standards of Conduct for Students apply to conduct that occurs on college premises, at college-sponsored activities, and to off-campus conduct that adversely affects Africa's Tomorrow and/or the pursuit of its objectives. Students are responsible for their conduct from the time of application for support through the actual termination of such support from Africa's Tomorrow, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending. Africa's Tomorrow has sole discretion to determine what conduct occurring off campus adversely impacts the organization and/or the pursuit of its objectives.

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**Misconduct— Violations of the Standards of Conduct for Students. (ATSC-10)**

A student found to have committed or to have attempted to commit misconduct specified in ATSC-11 through ATSC-25 is subject to the disciplinary process and to disciplinary sanctions.

**Academic dishonesty. (ATSC-11)**

Acts of academic dishonesty include the following:

- (1) Cheating.
- (2) Knowingly furnishing false information to any college official, faculty member, or office including submission of fraudulent transcripts from other institutions.
- (3) Forgery, alteration or misuse of any college document, record or instrument of identification.

**Abuse of self or others. (ATSC-12)**

Physical abuse, threats, intimidation and/or other conduct, which threatens or endangers the health or safety of any person, including one's self.

**Theft or damage to property. (ATSC-13)**

Theft of, and/or damage to, personal or public property, on or off campus.

**Violation of law. (ATSC-14)**

Violation of any federal, state, or local law as well as violation of policies, procedures, rules, or regulations of the school attended.

**Drugs and drug paraphernalia. (ATSC-15)**

Use, possession, manufacture, or distribution of marijuana, narcotics, or other controlled substances, and drug paraphernalia except as expressly permitted by federal, state, and local law.

**Alcohol. (ATSC-16)**

Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted), or public intoxication are prohibited. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one years of age.

**Firearms and dangerous weapons. (ATSC-17)**

No student may carry, possess, or use any firearm, explosive (including fireworks), dangerous chemical, or any dangerous weapon without prior approval.

**Disorderly conduct. (ATSC-18)**

Conduct that is disorderly, lewd, or indecent, disturbing the peace, or assisting or encouraging another person to disturb the peace.

**Unauthorized use of electronic or other devices. (ATSC-19)**

Making an audio or video record of any person without his/her prior knowledge, or without his/her effective consent, when such a recording is likely to cause injury or distress. This includes surreptitiously taking pictures of another person in a gym, locker room, or restroom.

**Discrimination. (ATSC-20)**

Discrimination on the basis of race, national or ethnic origin, creed, age, sex, marital status, veteran's status, sexual orientation, or disability is prohibited in conformity with federal and state laws. Discrimination includes sexual or racial harassment, which is defined as conduct that is:

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- (1) Sexually or racially motivated and has the purpose or effect of unreasonably interfering with a person's work or educational performance; and/or
- (2) Creating an intimidating, hostile, or offensive environment.

**Sexual misconduct. (ATSC-21)**

Sexual misconduct of any kind including rape, indecent liberties, assault of a sexual nature, voyeurism, or unwanted sexual contact is prohibited.

**Starting a family. (ATSC-22)**

Starting a family, which includes getting married and/or having one or more children.

**Harassment, stalking, or reckless endangerment. (ATSC-23)**

Conduct by any means that is sufficiently severe, pervasive, or persistent so as to threaten an individual or limit ability to work, study, or participate in normal activities.

Intentionally and repeatedly harassing or following a person and placing the person being followed or harassed in fear of physical harm to one's self or property or physical harm to another person or another's property.

Engaging in conduct that creates an unreasonable risk of harm to another person or property.

**Violation of Loan Agreement. (ATSC-24)**

Violation of any term or condition agreed to in the Loan Agreement.

**Violation of a disciplinary sanction. (ATSC-25)**

Violation of any term or condition of any disciplinary sanction constitutes a new violation and may subject the student to additional sanctions.

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**Violations. (ATSC-101)**

The board of directors determines if any violation has merit. If the violation has merit the board meets to discuss the violation and an agreed upon resolution. If an agreed upon resolution cannot be reached the board may:

- (1) Dismiss the violation.
- (2) Determine the appropriate sanctions to be imposed on the student.

**Notice to the accused student of violation. (ATSC-102)**

- (1) All violations deemed by the board to have merit are presented to the accused student in written form, in person, by regular mail or by electronic mail. Notice by mail is sent to the student's last known local address.
- (2) The written notice may include:
  - (a) The specific violation, including the policy, procedure, rule or standard of conduct allegedly violated;
  - (b) The approximate time and place of the alleged act;
  - (c) The time and place for a meeting with the board of directors.

**Student conduct board hearings. (ATSC-103)**

Student conduct board hearings are conducted as follows:

- (1) Hearings are conducted in private.
- (2) The student may be asked to attend the portion of the hearing at which information is received, but may not attend the board's deliberations. Admission of any other person to the hearing is at the discretion of the board.
- (3) The student has the right to be assisted by an advisor they choose, at their own expense. The student is responsible for presenting his/her own information. Advisors are not permitted to address the board or participate directly in the hearing. An advisor may communicate only with the person they are advising. The board may call recesses to facilitate this communication.
- (4) The student and the board may arrange for witnesses to present pertinent information. Witnesses may provide written statements in lieu of their attendance at the hearing. The accused student is responsible for informing his/her witnesses of the time and place of the hearing. Witnesses provide information to, and answer questions from, the board.
- (5) Formal rules of process, procedure and technical rules of evidence, such as are applied in criminal or civil court, are not used in board proceedings.
- (6) If an accused student, with notice, does not appear before a board hearing, the information in support of the violation is presented and considered in the absence of the accused student.
- (7) The board chair may accommodate concerns for the personal safety, well being, or fears of confrontation during the hearing by providing separate facilities, or by permitting participation by telephone, audiotape, written statement, or other means.
- (8) There may be a single verbatim record, such as a tape recording or transcript, of the information-gathering portion of student conduct board hearings. Board deliberations are not recorded. The record is the property of Africa's Tomorrow.

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**Board decision and notification. (ATSC-104)**

- (1) At the conclusion of the hearing and deliberations the board determines by majority vote whether the accused student has violated the standards of conduct for students (ATSC-11 through ATSC-25). If so, the board determines and imposes the appropriate sanctions from ATSC-1000.
- (2) The burden of proof that guides the board's decision is the preponderance of evidence; whether it is more likely than not that the accused student violated the standards of conduct for students.
- (3) The board notifies the student in writing, in person, by mail or by electronic mail of the board's decision. The board includes in the written notice of the decision the reasons for the decision, the sanctions, and information about the appeal process. The board may notify the student prior to receipt of the formal written notice. The notice, if sent by mail, is sent to the student's last known address.
- (4) The written decision is the initial order. Appeals are governed by ATSC-500
- (5) If the student does not appeal the board's decision within twenty-one calendar days from the date of the decision, it becomes the final order.

**Appeals — Review of decision. (ATSC-500)**

- (1) A decision reached by the board or a sanction imposed by the board may be appealed by the accused students in writing to the board within twenty-one calendar days of the date of the decision.
- (2) Appeals are reviewed by the board. Except as required to explain the basis of new information, an appeal is limited to a review of the verbatim record of the board hearing and supporting documents for one or more of the following purposes:
  - (a) Determine whether the board hearing was conducted fairly in light of the charges, and whether information was presented in conformity with prescribed procedures giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures are not a basis for sustaining an appeal unless significant prejudice is evident.
  - (b) Determine whether the decision is supported by the evidence.
  - (c) Determine whether the sanctions imposed are appropriate for the violation which the student was found to have committed.
  - (d) Consider new information, sufficient to alter a decision, or other relevant facts not disclosed in the original hearing, because such information and/or facts were not known to the student appealing at the time of the board hearing.
- (3) The board shall review the record and make one of the following determinations:
  - (a) Affirm the decision and uphold sanctions; or
  - (b) Reverse the decision; or
  - (c) Affirm the decision and modify the sanctions imposed.
- (4) The student is notified in writing of the board's decision. The board's decision is the final order and may not be appealed.

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**Disciplinary sanctions. (ATSC-1000)**

- (1) The following sanctions may be imposed by the board on a student found to have violated the Standards of Conduct for Students.
  - (a) Warning. A notice in writing to the student that the student is violating or has violated Standards of Conduct for Students.
  - (b) Loss of privileges. Denial of specified privileges for a designated period of time.
  - (c) Restitution or compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - (d) Education. The board may require the student to complete an educational project or attend sessions, at the student's expense, which address the student's behavior such as anger management or counseling.
  - (e) Suspension of funds. Funds may be suspended temporarily or indefinitely. Conditions for re-acquiring funding may be specified.
  - (f) Loan repayment. Repayment of funds may begin immediately or at a time specified by the board.
  
- (2) More than one of the sanctions listed in subsection (1) of this section may be imposed for any single violation.

(After reviewing this document and initialing each page, please sign below, with a witness, and return the completed form to Africa's Tomorrow. Before mailing, you should make a photocopy for your own records).

I understand and agree to act in accordance with the Standards of Conduct for Students as presented above.

\_\_\_\_\_  
signature of accepting student

\_\_\_\_\_  
date

\_\_\_\_\_  
signature of witness

\_\_\_\_\_  
date

\_\_\_\_\_  
written name of accepting student

\_\_\_\_\_  
written name of witness