

Allegany College of Maryland
STUDENT & LEGAL AFFAIRS

EXECUTIVE SUMMARY
CODE OF STUDENT CONDUCT

POLICY SUMMARY:

Students enrolling at the College assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution and community partner. Conduct shall be consistent with the College's Core Values: *Respect, Integrity, Opportunity, Wellness, and Quality*. Each student is presumed to have fundamental knowledge of proper conduct, and each student shall be presumed to have read the Code of Student Conduct; ignorance of its provisions shall not be a defense to violating them. The actions/behaviors prohibited the Code of Student Conduct are not exhaustive, since every possible action/behavior cannot be foreseen by College officials, and the College reserves the right to supplement the standards of conduct at any time with notice to the students.

KEY PRINCIPLES:





- 1) The Code of Student Conduct applies to all students upon enrollment to a credit course.
- 2) Students are required to follow the Code of Student Conduct and College policies as well as all federal, state, and local laws. The Code of Student Conduct prohibits offenses against persons, property, health/safety, peace/order, hate-bias, housing regulations, and laws.
- 3) The Code of Student Conduct applies on and off-campus.
- 4) Acts of misconduct should be reported. Acts of misconduct that are also crimes should be reported to law enforcement. ACM's Campus Safety/Special Police is available to take reports from any person.
- 5) Upon receiving a report of alleged misconduct, the Dean of Student & Legal Affairs will determine if disciplinary action shall be initiated. A Hearing Officer shall be assigned. If the accused student presents a danger to any person or the campus, the student may be suspended pending resolution of the case.
- 6) Students are entitled to written notice of the allegation(s), the Conduct violation(s) they are alleged to have committed, a hearing to tell their side of the story, and written notice of the findings. Findings include whether the student has been found responsible for any violation(s) and, if so, what the consequence (or sanction) will be. No student shall be presumed responsible unless/until proven responsible; the standard of proof is preponderance of the evidence. If responsible, the student will be sanctioned appropriately. Possible sanctions include Censure, Probation, Suspension, Dismissal, Expulsion (Willowbrook Woods residents only).
- 7) Appeals are limited and are reviewed by an Appeal Officer who shall be the Hearing Officer's immediate supervisor.
- 8) Notices are provided via student email; students are responsible for monitoring their email and following directions.
- 9) The Code of Student Conduct is an administrative process; proceedings non-legal in nature and are, therefore, not subject to the same rules, procedures, and standards of proof as legal proceedings

WHAT YOU NEED TO DO:

Do not commit any acts of misconduct. Period. If you are unsure what is permitted and what is not permitted, review the entire Code of Student Conduct (See below.) ACM is an educational institution that is learner centered, so we urge you to LEARN. Report any acts misconduct. (See below). Participate in any disciplinary matter for which you receive a notice (as victim, accused, or witness). Tell the truth. Do not retaliate against any person who reports and/or cooperates with an investigation.

INSTITUTIONAL OBLIGATIONS:

Upon receiving a report of an alleged violation, the College will provide a prompt, equitable, reliable, and impartial investigation. The College will -

-  Take immediate and appropriate action to stop the behavior; to prevent a recurrence, and to remedy the effects of any misconduct that has occurred.
-  Treat all persons with respect, dignity, and fairness.
-  Follow all appropriate procedures as detailed in the Code of Student Conduct
-  Encourage and support a report to local law enforcement for any criminal act; cooperate with any criminal investigation/prosecution.

QUESTIONS / CONTACT

The complete Code of Student Conduct may be found at <https://www.allegany.edu/student-handbook/StudentHandbook201920.pdf> . If you have any questions or concerns or if you need to make a complaint, contact ACM's Dean of Student & Legal Affairs, Dr. Renee Conner in CC-152, by email at rconner@allegany.edu , or by phone at (301) 784-5206. In an emergency, call **911**. Misconduct/Crimes may be reported to **Campus Safety/Special Police** at (301) 784-5555 or 5252