



## Student Code of Conduct

Students are expected to adhere to and practice the Student Code of Conduct while attending California Healing Arts College ("CHAC") and representing CHAC on and off campus. By virtue of membership in CHAC's academic community, students accept an obligation to abide by this Student Code of Conduct. Conduct, either on or off campus, that is determined to interfere, impair, or diminish the opportunities of fellow students to learn; or conduct that disrupts the mission, day-to-day function, or orderly processes of CHAC will be deemed misconduct and shall be subject to appropriate disciplinary action.

Misconduct leading to disciplinary action includes without limitation:

1. Falsification of any third party document used to apply for financial aid.
2. Actions, behavior, oral and/or written statements, that threaten or violate the personal safety of any CHAC student or member of CHAC faculty or staff.
3. Disruptive behavior or actions that hinder or interfere with the educational process.
4. Failure to comply with any reasonable directive from CHAC faculty or staff.
5. Violation of any applicable professional code of ethics or conduct.
6. Harassment, sexual or otherwise, that creates a hostile or offensive educational environment for any student, staff, or faculty member.
7. Hazing, defined as any action that recklessly or intentionally endangers the mental health or physical safety of a student for the purpose of initiation or admission into, or affiliation with any CHAC-sanctioned organization.
8. Stalking or persistently pursuing another student, staff, or faculty member, that has the effect of forcing unwelcome unwelcomed contact or communication.
9. Carrying of any concealed or non-concealed weapons on campus, at campus events, or while meeting with campus faculty or staff, except in the case where a student might be a law enforcement officer or other officer required by law to carry a firearm at all times.
10. Using, distributing, or being under the influence of alcohol or illegal drugs on the CHAC campus.
11. Failure to maintain confidentiality and respect for the privacy of personal or professional information communicated in regard to clients, fellow students, and CHAC faculty and staff.
12. Downloading electronic files on CHAC computers using peer-to-peer software in violation of CHAC's Copyright Policy.
13. Violation of state, federal, or local laws and/or regulations that negatively impact the educational environment at CHAC.
14. Failure to cooperate in a CHAC investigation.

15. Violation of Academic Integrity as described below.

**Honest and Respectful Representation.** Every CHAC student is expected to represent him or herself honestly and respectfully in all situations, whether orally or in writing. Honest and respectful representation includes, but is not limited to, providing only truthful information on all CHAC applications, financial aid forms, waivers, and other official documents. Students are also expected to behave respectfully when interacting with CHAC administrators, faculty, staff, students, and visitors; and to behave respectfully when representing CHAC at off-campus events. A CHAC student will not consciously misrepresent him or herself to any member of the CHAC community or to any other person while representing CHAC.

**Academic Integrity.** CHAC students are expected to maintain a high standard of academic integrity. Work that is not of the student's own creation will receive no credit. Most students understand the meaning and importance of these standards, but should consult his or her instructor for appropriate counsel if there is confusion regarding academic honesty. It is important to understand that a student's ignorance the CHAC Student Code of Conduct is no legitimate defense for academic dishonesty. Academic dishonesty includes lying, cheating, stealing, and using unauthorized materials on any assignment, quiz or exam. For clarity, "lying," "cheating," and "stealing," are further defined below.

- **Lying.** The act of lying is to intentionally provide false information or a false statement with the purpose of misleading; or with irresponsible regard for the truth. Lying in both academic and non-academic activities, is not permissible.
- **Cheating.** Cheating is acting dishonestly in order to gain an unfair advantage. Cheating includes giving or receiving unauthorized assistance from another source on any assignment, quiz, or exam. CHAC students must consult their instructors regarding materials considered acceptable for use on assignments, quizzes, or exams. Ignoring the instructor's restrictions on acceptable material will result in appropriate discipline, determined by the instructor. Cheating also includes re-use of the same material or work used for another course, unless the student has obtained permission from the instructor to re-use the material. Cheating also includes plagiarism, which is the use or theft of another's ideas when those ideas are then declared as your own creation. Students are required to properly cite the original source of ideas and information used in CHAC assignments and papers.
- **Stealing.** Stealing is the act of removing another's possessions without permission and with no intention to return the stolen possessions to the rightful owner. The prohibition to stealing includes physical and intellectual property including but not limited to academic work.

**Respect for CHAC Policies, Rules and Regulations.** CHAC students are expected to adhere to the policies, rules and regulations set forth by CHAC. In particular, school property is to be respected and maintained; illegal substances are not permitted upon the CHAC campus; and assault and harassment of others will not be tolerated. School property, illegal substances, and assault and harassment are discussed further below.

- **School Property.** Graffiti, defacement, and/or damage to school property is unacceptable and a violation of CHAC policy. Students observed deliberately damaging or defacing CHAC property shall be responsible for the costs of the damages resultant

from the unacceptable action or behavior. To ensure that CHAC campus facilities remain in good condition, students are encouraged to report instances of graffiti, defacement, or other damage to school property immediately to CHAC management.

- **Student Property.** Students are also expected to respect the property of others, including but not limited to CHAC students, staff, and faculty. Students observed deliberately damaging or defacing the property of others shall be responsible for the costs of the damages resultant from the unacceptable action or behavior. To ensure that the property of others is respected, students are encouraged to report instances of defacement or other damage to the property of others immediately to CHAC management.
- **Illegal Substances.** The use of illegal drugs and alcohol is not permitted on the CHAC campus, including the abuse or misuse of prescription drugs. The CHAC Drug and Alcohol Policy should be consulted for more information regarding the prohibition against illegal substances on the CHAC campus.
- **Sexual Assault and Harassment.** Students shall refrain from using language or acting in a manner that is disrespectful or inappropriate towards other students and members of the CHAC community. Sexual assault and harassment is inexcusable and shall result in disciplinary action in accordance with CHAC policy.

**Respect for the Open Exchange of Ideas.** CHAC students shall be guaranteed that their First Amendment right to Freedom of Speech will be observed by other CHAC students, and by CHAC faculty and staff. Students are encouraged to engage others in thoughtful and meaningful dialogue while refraining from the use of language or actions intended to cause harm to others.

**Classroom Conduct.** CHAC students shall behave respectfully toward their instructors and peers. Students will make a best effort not to interrupt their classmates or instructors during discussions; make fun of other students or the views expressed by other students, or otherwise disrupt the learning environment. It is in the interests of students and instructors to maintain the best possible environment for learning.

#### Disciplinary Action Procedure for Alleged Student Code of Conduct ("SCC") Violations

##### 1. Allegation of SCC Violations

- a. An alleged violation of the SCC shall be subject to a fair and impartial review process.
- b. An alleged violation of the SCC shall be forwarded in writing to the School Director for initial review. A summary of any initial evidence available that provides support for, or against the allegation, shall also be attached to the written allegation.
- c. Each alleged violation of the SCC shall be investigated in a prompt and reasonable manner.
- d. Upon initial review by the School Director, the alleged violation will be either:
  - i. Dismissed without warning
  - ii. Dismissed with warning

- iii. Subject to further investigation
- iv. Subject to criminal prosecution

## **2. Further Investigation**

- a. An allegation of SCC violation becomes subject to further investigation based upon the nature and severity of the allegation and nature and strength of the initial evidence that provides support for or against the allegation.
- b. All parties to an alleged SCC violation shall be interviewed by the School Director or by a committee of two or more CHAC employees designated by the School Director, in the discretion of the School Director.
- c. In the course of further investigation, evidence shall be gathered when possible, to include physical evidence (if any) and written affidavits from witnesses (if any).
- d. Interviews of the parties involved in an allegation of SCC violation shall be conducted one-on-one and separately initially, and then in a group as appropriate, in the discretion of the School Director.
- e. The interviewer shall remain impartial to the best of his or her ability, until all parties to the SCC allegation have been heard, and until all of the evidence for and against the SCC allegation has been reviewed and considered.
- f. Upon conclusion of the investigation, the School Director shall provide a summary in writing of the result of the investigation.
- g. While an alleged violation of the SCC is under further investigation, a student may be temporarily suspended from attending classes or from visiting the CHAC campus until conclusion of the investigation, in the discretion of the School Director.
- h. Investigation of an alleged violation of the SCC is fluid and may or may not require further notification or further action, depending upon the nature and severity of the allegation, definitive nature of the evidence (if any), affidavits from witnesses (if any), and other factors involved in the investigation.

## **3. Notification**

- a. When conclusion of further investigation warrants written notification, the student charged with an SCC violation shall be notified of the specific charge(s) in writing through a "Notice of Student Code of Conduct Violation" letter sent via certified mail (return receipt requested), or through other comparable means in the discretion of the School Director, and shall be provided ten (10) calendar days to provide a written response to the School Director.
- b. Failure by the student to respond to the "Notice of Student Code of Conduct Violation" letter may result in immediate suspension from CHAC, or immediate dismissal from CHAC, in the discretion of CHAC.
- c. Upon written request and in accordance with requirements under the Higher Education Opportunity Act ("HEOA"), CHAC will disclose to an alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by CHAC against the student who is the alleged perpetrator

of the crime or offense. If the alleged victim is deceased as a result of the alleged crime or offense, CHAC will provide results of the disciplinary hearing to the victim's next of kin, if requested.

- d. In accordance with requirements under the HEOA in cases of an alleged sex offense, both the accuser and the accused will be informed of the final determination by CHAC, including sanctions (if any) imposed by CHAC.

#### **4. Appeal**

- a. The investigation process conducted by CHAC is intended to be thorough and impartial, and is intended to consider all available evidence for and against the alleged SCC violation, prior to arriving at a determination of sanctions (if any) related to the SCC violation. The final determination by CHAC of results of the investigation may be appealed in writing by the student, within ten (10) calendar days of receipt of the "Notice of Student Conduct Violation" letter provided to the student by CHAC.
- b. Receipt of an appeal letter by CHAC in a timely manner, where new evidence is provided relating to the SCC violation, may result in further action or investigation by CHAC, in CHAC's sole discretion.
- c. In cases where the student's appeal is denied, CHAC's decision in the matter is final and is not available for further appeal.

#### **5. Sanctions**

- a. A student found guilty of an SCC violation may be subject to the following sanctions in order of severity, and in the sole discretion of CHAC:
  - i. Warning
  - ii. Temporary suspension from CHAC
  - iii. Expulsion from CHAC
  - iv. Criminal investigation
- b. No action shall be taken against a student found not guilty of an SCC violation.