



Opportunity Lives Here

## Southern Virginia Higher Education Center Policy

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### Policy # 5101

### Policy Title: STUDENT CODE of CONDUCT and GRIEVANCE POLICY

**Responsible Oversight Director: Director, Student Services and Partner Relations**

**Date of Current Revision or Creation: August 23, 2013**

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#### A. PURPOSE

The Southern Virginia Higher Education Center (SVHEC) is committed to maintaining a safe, civil, and respectful environment for SVHEC staff, partners, and guests. To that end, the following Code of Conduct, policy and information is provided as a guide. The SVHEC considers students enrolled with our educational partners as guests and hereafter refers to them as such. As lessee of the property, the SVHEC has the authority to bar individuals found in non-compliance of the Code of conduct and SVHEC policies

#### B. AUTHORITY

[Virginia Code Section 23-231.24-29](#), as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

## **C. DEFINITIONS**

## **D. SCOPE**

Guests of the SVHEC are to follow the SVHEC Code of Conduct, in addition to policies governing conduct of the partner institution at which the student is enrolled. SVHEC students will follow the SVHEC Code of Conduct. The website <http://www.svhec.org/svhec-policies> is the official location of SVHEC policies.

## **E. POLICY STATEMENT**

### **Unacceptable behaviors:**

1. Violation of or failure to comply with any SVHEC policy, rule or regulation.
2. Failure to comply with the directive of a SVHEC official, partner, employee, or representative issued in the performance of his/her duties.
3. Use or possession of ammunition, firearms, other weapons, alcohol, or illegal or illegally obtained drugs, on the premises, including the parking lot.
4. Conducting oneself in a manner that endangers the health or safety of other persons.
5. Stealing, destroying, defacing, damaging, or misuse of SVHEC property or property belonging to another person.
6. Harassment of any student, employee, partner, or guest of the SVHEC.
7. Use of profanity.
8. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other authorized activities of the SVHEC and its partners.
9. Violation of the SVHEC Computer Acceptable Use Policy

### **If you are found in violation of the Code of Conduct or any policy of the SVHEC you will be:**

1. Asked to vacate the premises immediately or turned over to the official partner representative or law enforcement official, depending on the nature of the offense.
2. Given a written explanation of the offense and the consequences to be copied to the partner institution and/or the proper law enforcement official, depending on the offense.

**Grievance:**

1. If a student wishes to file a grievance in response to a disciplinary action, an appointment will be made for him/her to appear before the Grievance Board within a two-week timeframe.
2. A decision will be made on action required by the end of a two-week timeframe, if the decision is grieved; otherwise the offender will not be allowed on the grounds, parking lot or inside the facilities of the SVHEC for a one year time period from the date of the offense.
3. The decision of the Grievance Board will be final.

**F. RELATED INFORMATION**

N/A

<sup>1</sup>Procedures are not a part of the policy document. They are maintained separately.

**POLICY HISTORY**

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**Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:**

Patricia M. Nelson  
Responsible Oversight Director's Signature

08/23/2013  
Date

**Executive Director – Provisional Approval of Policy:**

Betty H. Cole  
Executive Director's Signature

08/23/2013  
Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

**Board of Trustee – Approval of Policy:**

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Chairman's or Designee's Signature

\_\_\_\_\_  
Date

**Policy Revision Dates: August 23, 2013**

**Scheduled Review Date: August 2018**