



College of the Mainland®

# The *Pocket Code* of Student Conduct



Education *for* Everyone

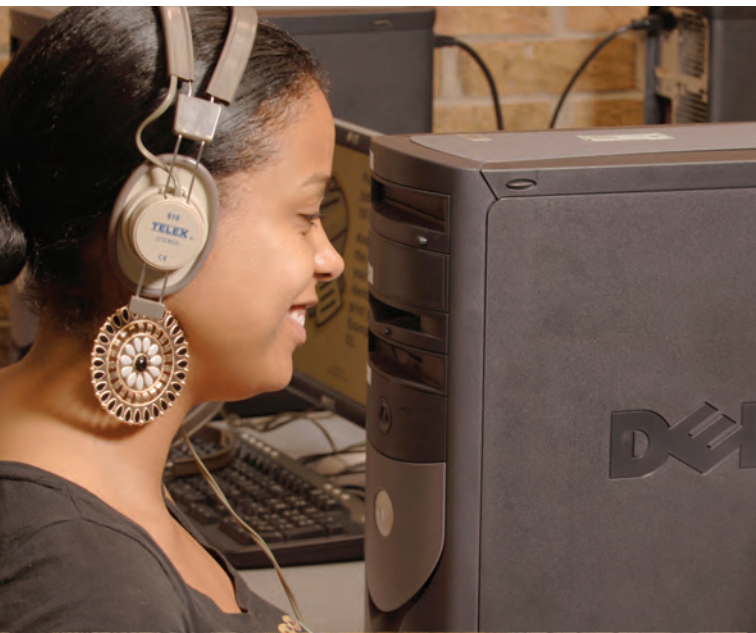
# FERPA

## The Family Education Rights and Privacy Act of 1974 and the Buckley Amendment

FERPA is a law that ensures that Texas State protects the confidentiality of student educational records. Basically, FERPA says that access to confidential information, besides what someone doing normal college business might need, is only given to the student. The only information that may be publicly given out is directory information like name, class, college, major, and telephone number. Non-directory information, like grades or disciplinary records, will not be given to another person without written permission from the student. The exception to this rule is for parents of dependent students.

Students have the right to review their own records and to check for accuracy. If a student believes the record has information that is wrong or misleading, the student may ask for the record to be corrected.

Full description of FERPA can be found in the student handbook.





## The Code

The code of Student Conduct is a set of rules that applies to every student enrolled at the college, including students who are:

- Part time
- Full time
- On campus
- Off campus
- Taking online courses

This is not an official copy of the College of the Mainland's Student Conduct policy. This is a shortened version of the Code of Student Conduct and should not be used as an official reference. The official Code of Student Conduct can be found at <http://www.com.edu/student-services/student-handbook.php> or in the Student Handbook.

Each student is responsible for abiding by the Code. Violating College policy or any section of the Code of Conduct while participating in an off-campus College-sponsored event may be considered the same as an on-campus violation. Any student who violates a local, state or federal law, on or off campus, may also be subject to College discipline. Each student is expected to be familiar with all published College policies.

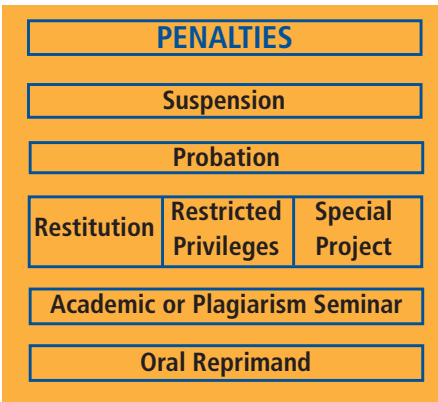
## What Will Get You In *Trouble*

- Breaking laws
- Violating College policy
- Not following the request of a College official
- Not being truthful to College officials
- Writing a hot check
- Tampering with safety equipment on College property
- Disrupting official College activities
- Putting others in danger
- Hazing
- Violating College alcohol policies
- Gambling on College property
- Having, using or selling illegal drugs
- Having or using a weapon on College property
- Theft, destruction, damage or abuse of others' property
- Forgery
- Instructing others to break laws
- Using College buildings, facilities or equipment without permission
- Knowingly reporting a false bomb/fire/emergency
- Threatening, harassing or degrading someone
- Scholastic dishonesty, including cheating on tests, plagiarism and collusion
- Disruptive actions on College property, including vulgar language, loud noises, offensive gestures and fighting
- Misusing College computers or network

# Penalties

There are a variety of penalties that the AVP of Student Conduct can administer. These include:

- Warning - Notice to you that a rule has been broken, and that you will be disciplined if you repeat it;
- Disciplinary Probation - You can remain in school, but if you violate the policy again, you may be suspended;
- Restricted Privileges - Denial or restriction of privileges over a specific period of time;
- Special Project - Completion of a special project assigned by the AVP;
- Academic or Plagiarism Seminar;
- Restitution; and
- Suspension



This is a shortened version of the student conduct and should not be used as an official reference. The official code violations can be found in A Student's Guide to COM.

## What the College *Expects of You*

To act in a way that respects the educational mission of the College.



# Education *for* Everyone

## Students' *Rights*

It is your right...

- to expect an educational program of the highest quality;
- to have the opportunity to develop one's potential to the best of that person's ability;
- to inquire about and recommend improvements in policies, regulations and procedures affecting the welfare of students. This right is best exercised through SGA and other campus organizations; and
- to counsel, a fair hearing and an appeal when disciplinary action (that a person feels is unfair or excessive) is applied to that individual or as a group member.



# Student *Conduct* Procedure

Office of Student Conduct receives referral of alleged violation

AVP of Student Conduct meets with student

Investigation by AVP

Decision made

Student does not accept decision and requests a formal hearing

Hearing takes place

Determination letter sent to student

Student requests appeal to VP of Student Success within five days of decision

VP of Student Success reviews case files

Determination letter sent to student

Student may request discretionary review by President

President issues determination

Student accepts decision and waives the right to a hearing

AVP assesses penalty

Student accepts determination and penalty

Student accepts determination and penalty

President declines to review case and student accepts VP of Student Success determination



# College of *the Mainland*

Education for Everyone

**Mission:** College of the Mainland is a learning-centered, comprehensive community college dedicated to student success and the intellectual and economic prosperity of the diverse communities we serve.

**Vision:** College of the Mainland will be a valued and vital community partner by striving to enrich our expanding community and preparing our students to learn, work, and live in a diverse, dynamic, and global environment.

College of the Mainland is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of the Mainland. The Commission is to be contacted only if there is evidence that appears to support the institution's significant non-compliance with a requirement or standard.

College of the Mainland does not discriminate in its education programs and activities on the basis of sex. Inquiries concerning the application of Title IX of the Education Amendments of 1972, as amended, may be referred to the College's Title IX Coordinator or the U.S. Department of Education's Office of Civil Rights. The College District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments: Lonica Bush, Executive Director of Diversity and Equity, lbush@com.edu, 1200 Amburn Road, Texas City, Texas 77591, 409-933-8413.

## *Contact Information*

For more information,  
call 409-933-8131 or visit [www.com.edu](http://www.com.edu).

