

9. Intentionally causing physical injury or behaving in such a way as to cause physical injury to other students or employees while on campus or while at a college-sponsored activity off campus;
10. Possessing, using, transmitting, or being under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or any other kind of intoxicant while on campus. Using a drug as prescribed and officially authorized by a physician will not be considered a violation of this regulation;
11. Intentionally and knowingly furnishing false information with intent to exploit or to commit an act of fraud;
12. Deliberately cheating or knowingly and intentionally engaging in acts of plagiarism;
13. Outright refusing to obey or follow the instructions of instructors or any other college officials in a manner which could jeopardize the education or the security of others;
14. Gambling while on campus or at a college-sponsored activity;
15. Intentionally and openly using profanity while on campus or at a college-sponsored activity in such a manner that listeners could be unnecessarily embarrassed, offended, or insulted;
16. Intentionally and openly engaging in obscene activities while on campus or at a college-sponsored event;
17. Using portable radios, cassettes, CDs, portable/cellular telephones, pagers, etc., inside any building on the campus of Martin Community College in a disruptive manner. If these devices disrupt class, instructors have the right to ask students not to bring them; and
18. Bringing food or drinks into classrooms where signage indicates “No Food or Drinks Allowed.”

### **Cheating Policy**

**Cheating is Unacceptable** - Cheating is defined by Merriam-Webster’s dictionary (2017) as: “to use unfair or dishonest methods to gain an advantage.” Cheating is a form of academic dishonesty that can be intentional or unintentional and includes, but is not limited to: plagiarism, copying from another student and/or paper or online sources, misrepresenting someone else’s work as your own, working with others if your instructor explicitly asks you not to, falsifying documents or other records, and/or submitting work under your name that was not done by you.

Students can avoid cheating by following the assignment instructions, clarifying with the instructor when they can and cannot collaborate with others, reviewing their work with a critical eye and honestly asking themselves if the information they are providing is their own work or if someone else should have been given credit by citing the work. Library resources are available to learn about cheating, plagiarism, and citations.

**What are the consequences of cheating/plagiarism?** Cheating and plagiarism are serious offenses and will result in the following sanctions:

**1st offense:** Failure of the assignment in which the action occurred

**2nd offense:** Failure of the course, with a grade of F (not WF) in which the action occurred

**3rd offense:** Expelled from Martin Community College (MCC) for one full-calendar year

Incidents of cheating and plagiarism will be reported to the Chief Academic Officer and the Registrar, and will be kept on file as part of the student’s academic record in the Registrar’s Office.

*(Note: Specific program policies may supersede this policy)*

### **Student Grievance Procedure**

The purpose of MCC’s Student Grievance Policy is to assure students that their grievances will be considered in a fair and rapid manner and in a non-threatening atmosphere. Students have the right to grieve when they have reason to believe that a condition, situation, or an action affecting them is unjust, inequitable, and/or a hindrance to effective performance.

A grievable action is an action that is in violation of written campus policies or procedures or constitutes arbitrary, capricious, or unequal application of written campus policies and procedures.

## **Procedures**

The procedure is not intended to initiate disciplinary action against a member of the faculty, staff, or administration, or to alter college policy. Students dissatisfied with a financial aid decision must see the Financial Aid Director.

The following outlines the grievance procedure to be followed:

1. Students with concerns should first discuss their problem with the faculty or staff member(s) who are involved. Both parties should attempt to resolve the issue in discussion.
2. If the complaint is not resolved, the student must talk with the faculty/staff member's immediate supervisor who will attempt to resolve the complaint.
3. In the event that the grievance cannot be resolved within the department, students should submit a signed grievance form to the Chief Academic Officer within five (5) school days after completion of step 2. (Forms are available in the Registrar's Office.) Copies of the complaint will be forwarded to the appropriate dean of the area involved. The complaint should fully specify the time, place, and nature of the incident which resulted in the complaint.
4. Within five (5) school days after receiving a signed grievance form, the Chief Academic Officer will schedule a meeting of the Hearing Committee to establish facts and recommend action. The student or staff member may have persons appear on his/her behalf provided a list of names is given to the Chief Academic Officer one (1) calendar day prior to the hearing. If the grievance is related to a clinical issue, a representative with clinical knowledge must serve on the Hearing Committee.
5. Within ten (10) school days, the Hearing Committee shall submit its findings of facts and recommendations to the Chief Academic Officer with copies going to each party of the grievance and to the college President. This shall serve as a final decision unless changed through the appeal process.
6. The accused, or the grievant, may request in writing an appeal to the President within three (3) school days of receipt of a decision. The President will render a decision within ten (10) school days and transmit it in writing to both concerned parties and to the Hearing Committee. In all cases, the President's decision shall serve as the final governing authority of the College.

## **Grade Appeal Policy and Procedures**

The Grade Appeal Policy and Procedure is intended to provide an orderly and equitable process for resolving differences between students and faculty relating to final course grades. A course grade assigned in a manner consistent with Martin Community College policy can be changed only by the instructor. College administrators can direct a grade to be changed only when it is determined through the procedure established by this policy that the faculty member assigned the course grade impermissibly or arbitrarily as define below.

For purposes of this policy, a course grade is deemed to have been assigned arbitrarily or impermissibly if a student establishes that:

1. The course grade was assigned in a manner not consistent with the standards and procedures for evaluation established by the instructor, at the beginning of the course in the course syllabus but supplemented on occasion during the semester in other clearly documented communication directed to the class: or
2. The course grade was based upon the student's race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics, or for some other arbitrary or personal reason unrelated to the instructor's exercise of his or her professional academic judgment in the evaluation of the academic performance of the student; or
3. The course grade assigned by the instructor was the result of a clear and material mistake in calculating or recording grades. Individual elements (e.g., assignments, tests, activities, projects) which contribute to a course grade are generally NOT subject to appeal or subsequent review during a grade appeal procedure. However, individual elements may be appealed under these procedures providing all the following conditions are met:
  - a. The student presents evidence that one or more individual elements were graded on arbitrary or impermissible grounds (defined in 1-3 above in this section);
  - b. Grounds can be established for determining a professionally sound grade for the appealed

- element(s); and
- c. The ensuing grade for each appealed element would have resulted in a different course grade than that assigned by the faculty member.

### ***Faculty Responsibility***

It is a fundamental principle of higher education that faculty members are expected to exercise their professional judgment in evaluating student performance. At the first class meeting, regardless of delivery modality, faculty members have the responsibility to specify in each of their courses:

1. Course requirements and expectations for academic performance
2. Procedures for evaluating performance (method(s) of evaluation and grading scales).

Faculty members must clearly document to all students and subsequent additions to or changes in these requirements, standards, and procedures. Finally, faculty members have the responsibility to apply the specified grading criteria equitably to the academic performance of all students in the course regardless of their race, color, creed, national origin, sex, age, sexual orientation, disabling condition, or other personal characteristics.

### ***Student Responsibility***

Students have the responsibility to know and adhere to college policies and standards pertaining to them. As students willingly accept the benefits of membership in the Martin Community College academic community, they are obligated to uphold and observe the principles and standards articulated in the Martin Community College Catalog, Student Handbook and course syllabi.

## **Grade Appeal Procedure**

Within the first two (2) weeks of the following term, a student who believes his/her final grade in a course has been incorrectly assigned may seek corrective action through the following procedure.

### **Informal Grade Appeal Process**

Every reasonable effort should be made to resolve the matter at the informal level and through the following steps:

#### **Step 1 - Consultation with the faculty member:**

The student should first request a meeting with the instructor to explain why he/she considers the grade to be incorrect. If the instructor is not available, the student should contact the Division Chair to schedule an appointment with the instructor. This meeting must occur within the first two (2) weeks of the following semester. The instructor should document the result of the meeting and maintain this record in the event the appeal proceeds further.

#### **Step 2 - Consultation with the department chair:**

If the student and the instructor fail to reach a mutual agreement, the student may submit a written appeal to the Division Chair of the area with five(5) business days following the meeting with the instructor.

### **Formal Grade Appeal Process**

**Step 3** - If the dispute over the course grade cannot be resolved through the informal process outlined above, the student may submit a Grade Appeal Form, available from Student Services/Registrar's office or on MCC website (Student Help, Student Forms), to the Chief Academic Officer within five (5) business days of the consultation with the division chair.

#### **Step 4 - Appeal to the Chief Academic Officer:**

1. Once the formal grade appeal is received, the Chief Academic Officer will appoint a grade appeal committee to hear the appeal within ten (10) business days of the receipt of the appeal.
2. The grade appeal committee will be chaired by the Chief Academic Officer, or a designee, who will be a non-voting member except in the case of a tie. Voting members will consist of at least three(3) and no more than five(5) faculty members not associated with the appeal, one (1) member of the curriculum committee or off-site faculty (if student is from another site), a student representative with a minimum GPA of 2.5 or greater, if student

- requests such representation, and a Division Chair of another instructional area.
3. The grade appeal hearing will be conducted in closed session in accordance with the Open Meetings Law unless otherwise requested in writing by the student. Neither the college nor the student will be permitted to have legal representation during the grade appeal hearing.
  4. The committee will hear all parties involved and render a written decision within five (5) business days. The decision of the committee will be reviewed by the Chief Academic Officer, who will support the findings of the committee and/or make further recommendations.
  5. The student will receive a certified letter from the Chief Academic Officer regarding the grade appeal decision within ten (10) business days of the hearing.

**Step 5 - Appeal to the President:**

6. If the student is not satisfied with the decision of the committee and the recommendations (if any) from the Chief Academic Officer, he/she may appeal in writing within five (5) business days from receiving the committee response, to the President (or designee) who will review all documents and renderings to make a final decision

### **Drug and Alcohol Policy**

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. Illicit drug use and the abuse of alcohol are dangerous to one's health and may result in serious illness or death. From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol use may also lead to damage of College property.

Each MCC employee shall, as a condition of employment, (\* see definitions - pp 55-56)

- a. Abide by the terms of this Drug and Alcohol Policy, and
- b. Notify the College of any criminal drug statute conviction for a violation occurring within the College workplace, on College premises, or as part of any College sponsored activity no later than five (5) days after such conviction.

Each MCC student shall abide by the terms of this Drug and Alcohol Policy as a condition of enrollment.

#### **Lawful Conduct**

Therefore, it is the policy of Martin Community College (MCC) that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance\* or alcoholic beverage\* is prohibited in the College workplace, on College premises, or while participating in or attending any College sponsored activities. MCC does not differentiate between those who manufacture, distribute, dispense, sell, possess, or use controlled substances or alcohol. Furthermore, it is the policy of MCC that any MCC current employee or currently enrolled student who is convicted of violating any criminal drug statute or alcoholic beverage control statute be subject to the MCC disciplinary action policy, up to and including termination/expulsion.

#### **Timely Notice**

Each employee or student is required to notify the College within five (5) calendar days after he/she is convicted for a violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while in the workplace, on College premises, or as part of any College-sponsored activity. The College shall take appropriate disciplinary action within thirty (30) calendar days from receipt of such notice.

Counseling services are available on a limited basis by the counselor in Student Services. Additional counseling, treatment, and rehabilitative services will be referred by the counselor in Student Services.

#### **Federal Grants**

Convictions\* of employees working under federal grants for violating any federal, state, or local criminal drug statute

where such violation occurred while in the workplace, on College premises, or as part of any College sponsored activity shall be reported to the appropriate federal agency. Each employee engaged in the performance of such a grant shall be given a copy of the policy statements regarding lawful conduct, timely notice, the requirement to abide by the terms of these statements, and actions that might be taken against employees for violating such policies.

The President of MCC shall ensure that the federal agency with which the grant was made is notified within ten (10) days after receiving notice of a conviction for a violation occurring in the College workplace, on College premises, or as part of any College-sponsored activity from an employee or otherwise receiving actual notice of such conviction. The College shall, within thirty (30) calendar days from receipt of such notice, take appropriate disciplinary action.

NOTE: As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

### **Disciplinary Action**

Any College employee or student violating these policies will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

Alternatively, the College may require the MCC employee or student to satisfactorily participate in a drug abuse assistance or rehabilitation program or alcohol rehabilitation program approved for such purpose by a federal, state, or local health agencies, law enforcement, or other appropriate agency.

## **Drug-Free Awareness Program**

### **Dangers of Drug Abuse**

Drug abuse occurs when a person begins a consistent pattern of use of a substance beyond what is recommended if the substance is prescribed. If the substance is not prescribed, abuse occurs when the quantity of the substance used is increased to achieve a high that was once achieved at a lower quantity. There are many dangers to abuse of drugs including physical and psychological addiction, change in brain chemistry and functioning, and death.

### **Danger of Addiction**

When a drug is abused, the potential for addiction is increased due to physical need that the body develops once the drug's effects are achieved. Abuse turns into addiction through chemical changes that the drug supplies to the body when used regularly. Additionally, an emotional and mental attachment develops, causing preoccupation with gaining the pleasurable effects that the drug brings. The body misses the drug when it is not present, causing the person to seek that feeling through ongoing drug abuse. Addiction has the unfortunate side effects of mental and physical withdrawal, depending on the drug abused. This can lead to need for medical and psychological intervention in order to break free from the addiction that develops.

### **Danger of Brain Change**

The brain is a natural messenger system with chemicals being created to provide the rest of the body with the tools needed to feel, think, function and thrive. Drugs provide additional or an overload of chemicals to the brain causing interference with the natural process. This occurs due to the drug imitating an already-occurring chemical provided by the brain and through over-stimulation of the pleasure circuits of the brain. Ultimately a process called flooding the circuits happens during drug abuse, which creates an imbalance in the normal body process. Initially the over-stimulation feels good, causing euphoria during early drug abuse. With time the body and the brain come to rely on the drug for feeling pleasure and stop creating the natural flow of chemicals that were once present. The danger of brain changes leads to depression, anxiety, disrupted communication patterns, memory impairment, poor appetite, reduced or increased sleeping, and isolation from once pleasurable people and activities.

### **Danger of Death**

According to the National Center for Health Statistics, over 19,000 people died of accidental poisoning or drug overdose in the United States in 2004 and by 2005, the Centers for Disease Control and Prevention reported over 22,000 people los-

ing their lives to death by overdose. It is unknown how many of those deaths were suicide and how many were accidental, but this is an attestation to the severe danger of abusing drugs no matter if prescribed or illegal.

### **Government Policy**

The Drug-Free Workplace Act of 1988 (“Act”) is a U.S. federal legislation that tries to reduce drug use within organizations that have contracts with the federal government. The Workplace Act directly affects federal contractors as well as organizations that receive grants from the federal government. The Act requires organizations and companies to agree to run a drug-free workplace before entering into a contract or grant program with the U.S. government.

The Act established formal guidelines for federal contractors and those who receive federal grants. The Act requires organizations to post antidrug-use policies within the workplace and provide employee awareness training on drug use policies.

All covered contractors and grantees must maintain a drug-free workplace. However, the specific components necessary to meet the requirements of the Act vary based on the type of organization.

(Drug-Free Workplace Act of 1988, n.d.)

### **Drug or Alcohol Abuse Counseling, Rehab, Assistance**

Port Human Services - **252-752-2431**

Alcoholics Anonymous - **252-975-6113**

Walter B. Jones Alcohol and Drug Abuse Treatment Center - **252-830-3426**

### **Penalties for Violating Drug Alcohol Policies**

Any College employee or student violating these policies will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

Alternatively, the College may require the MCC employee or student to satisfactorily participate in a drug abuse assistance or rehabilitation program or alcohol rehabilitation program approved for such purposes by a federal, State, or local health, law enforcement, or other appropriate agency.

### **Works Cited**

*Drug-Free Workplace Act of 1988*. (n.d.) Retrieved from USLegal:

<https://definitions.uslegal.com/d/drug-free-workplace-act-of-1988/>

John, A. (2014, August 14). *Dangers of Drug Abuse*. Retrieved from Livestrong:

<https://www.livestrong.com/article/93006-dangers-drug-abuse/>

## **Campus Security and Crime Awareness**

Martin Community College (MCC or College) shall comply with the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Title II of Public Law 101-542, amended 1998), also known as the *Clery Act*. It is available online at <http://www.martincc.edu/securityreport> or a hard copy is located at the front desk in Building 1.

The following statements of MCC Policy and associated practices shall be provided to the campus community and the public.

### **Reporting Crimes**

It is the policy of Martin Community College to require all persons to report all known and suspected criminal activities and other emergencies that occur on campus to the Associate Vice President of Operations. The MCC switchboard operator shall be available during normal business hours so that reports of an urgent nature may be reported.

The Associate Vice President of Operations, having been notified of an incident, shall notify appropriate personnel, including law enforcement personnel, and investigate and document the incident.

Martin Community College encourages anyone who is the victim of or witness to criminal incidents that occur at MCC sponsored off-campus activities to report them to the appropriate law enforcement agency having jurisdiction. If a victim or witness does not wish to pursue action under the MCC system or the criminal justice system, he/she may file a report on the details of the incident with the Associate Vice President of Operations without revealing his/her identity. The purpose of a confidential report is to comply with one's wish to keep the matter confidential, while taking steps to ensure the future safety of the campus community. Reports filed in this manner shall be included in the Annual Crime Report.

All criminal activities that occur on any MCC campus or at MCC-sponsored activities, including off-campus activities, shall be reported by the College President, or his/her designee, to the appropriate law enforcement agency.

### **Security of and Access to Campus Facilities**

Access to MCC facilities (e.g., buildings) shall be provided to the public on weekdays from 7:00 a.m. until 9:00 p.m., except for scheduled holidays or announced periods of closure. Access at other times shall be controlled by the assignment of keys and alarm system access codes.

Access to private offices shall be controlled by the assignment of keys to individuals.

Access to classrooms or sensitive areas (e.g., Maintenance facilities, network server rooms, etc.) shall be controlled by assignment of keys to responsible faculty and/or staff members.

### **Lockdown**

If there is a campus intruder who is armed, the campus will go on lockdown. Students who are on campus should seek cover in a classroom and follow the instructor's directions while the campus is on lockdown. If students are outside, they should seek concealment behind cars, dumpsters, or other large objects, using extreme caution to prevent being a visible target. Cell phones should be put on vibrate immediately. Students who are off campus will be notified by email to remain off campus until the emergency is resolved.

### **Campus Law Enforcement**

The College receives support from local and State agencies having jurisdiction. These security personnel have complete police authority to apprehend and arrest anyone involved in illegal acts, either on or off campus.

### **Alcohol and Illegal Drugs**

See MCC Policy, Illegal Drugs and Alcohol.

### **Title IX Policy: Discrimination on the Basis of Sex & Sexual Misconduct**

Martin Community College is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. Martin Community College considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. See the complete MCC Title IX Policy and procedures on the MCC website.