**HONOR CODE AND CONDUCT REGULATIONS**

Enrollment at South College constitutes full acceptance of the South College Honor Code and the Student Conduct Standards and Regulations. All students have access to the Student Handbook that contains this information, the disciplinary procedures, and the appeals process. Instructors are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior could adversely affect the class. Inappropriate behavior includes but is not limited to cheating, disruptive behavior, plagiarism, and any other actions which are not considered proper conduct for a college student. The Student Conduct Standards and Regulations also cover inappropriate actions of students on campus while not in the classroom or while participating in college-sponsored activities off campus. Alleged violations will be reported to the Dean of Student Services (Knoxville), Dean of Academic and Student Services (Asheville), or Director of Student Services (Nashville) and, when appropriate, to the Vice Chancellor of Student Services and Academic Operations or the Vice Chancellor for Institutional Advancement and Effectiveness who have the authority to temporarily dismiss a student. See the Disciplinary Procedures section of the Student Handbook for specific details.

South College reserves the right to dismiss at any time a student who in the administration’s judgement is undesirable and whose continued enrollment is detrimental to fellow students or whose presence is disruptive to the learning environment or the orderly operation of the college.

A dress code, describing appropriate attire for South College students, is a part of the Conduct Standards and Regulations. Students may be asked to leave class because of inappropriate attire. They will not be permitted to return unless they return properly dressed.

**COPYRIGHT COMPLIANCE POLICY**

No member of the South College community shall share files with peers without authorization, and/or illegally download and/or distribute copyrighted materials using the institution’s technology systems without authorization. Under certain circumstances, applicable laws allow the use of copyright materials, such as for the purpose of private study, scholarship, teaching, or research, without permission. However, there is no blanket exception from liability for students or faculty/staff of educational institution. If reproduction of copyrighted material is used for purposes in excess of what constitutes “fair use,” that user may be liable for copyright infringement. Infringement of another individual’s copyright is a violation of federal law (U.S. Copyright Act, Title 17, U.S. Code) and may include fines and other penalties, such as civil and criminal liabilities. Most text, music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display, and public performance. Therefore, it is generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies. If a violation of this policy is observed or reported, South College will respond by investigating pursuant to procedures outlined in the *Student Handbook* or *Employee Handbook*, whichever is appropriate. During such an investigation, the user’s privileges may or may not be suspended. Once the investigation is complete, if the user is determined to have violated this policy, appropriate discipline and/or corrective action will be taken. Users may be held responsible for any liability damages or expenses resulting from misuse of South College computing resources.

**GRIEVANCE PROCEDURES**

Several avenues exist within the framework of the college by which students may express grievances. Student grievances regarding final course grades will be handled in the manner described in the Academic Information/Challenging of Grades section of the catalog.

Student concerns regarding other academic issues should be brought to the attention of the appropriate faculty 36

member, dean or department chairperson, Dean of Academic and Student Services (Asheville and Nashville), Dean of Student Services (Knoxville), Vice Chancellor of Student Services and Academic Operations, and/or the Vice Chancellor of Institutional Advancement and Effectiveness.

Concerns regarding non-academic issues should be brought to the attention of the appropriate program/department head, the Dean of Academic and Student Services and/or the Campus President (Asheville or Nashville), Dean of Student Services (Knoxville), Vice Chancellor of Student Services and Academic Operations, and/or the Vice Chancellor of Institutional Advancement and Effectiveness.

Students with concerns regarding disability issues should refer to the Grievance Procedures within the Disability Services section of the catalog for appropriate contact for filing a formal complaint.

Concerns from members of the public should be directed to the Administrative Assistant for Administration.

Those wishing to make a formal, written complaint should do so utilizing the South College Complaint Form. This form is available to students under the Student Services Tab in the Student Portal. Members of the public wishing to make a formal, written complaint should contact the South College main number to request a Complaint Form.

Every attempt will be made to resolve concerns at the lowest level possible in the chain of command. However, in instances where this is not possible and the concern cannot be satisfactorily resolved through the normal procedures, the grievant may appeal in writing to the Chancellor of the college. The appeal should be communicated within five days after the action associated with the complaint, or unsatisfactory resolution was reached at the lower level. The Chancellor’s decision is final so far as institutional grievance procedures are concerned.

Tennessee Students - Should there be a grievance that cannot be satisfactorily resolved at the institutional level, a student may contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Suite 1900, Nashville, TN 37243-3605, (615) 741-3605.

North Carolina Students - Should there be a grievance that cannot be satisfactorily resolved at the institutional level, a student may file a North Carolina Post-Secondary Education Complaint to the University of North Carolina General Administration c/o Student Complaints, 910 Raleigh Road, Chapel Hill, NC 27515-2688,(919) 962-4550, email:studesntcomplaint@northcarolina.edu, website: <http://www.northcarolina.edu/compliants>.

**Appeal Process**

Should the respondent or complainant wish to appeal the decision, an appeal must be submitted within (7) business days of delivery of the decision. The appeal must be in writing and submitted to the appropriate Title IX Coordinator. The appeal may be filed only to determine whether the hearing was conducted fairly and in conformity of the procedures or to determine whether the sanction(s) imposed were appropriate. An appeal received that does not address one of these areas will be dismissed without further consideration. A complete review of the appeal will be made by the President within (14) business days after receipt of the appeal and additional information. In the event an extension is needed for this review, the individual making the appeal will be notified. A written decision will be issued to the respondent, complainant, and the Chair of the Title IX Conduct Committee.

**SATISFACTORY PROGRESS SUSPENSION**

Students not achieving the minimum standards (either CGPA or CCCR) at the end of a warning term will be placed on satisfactory progress suspension. Students reaching 100% of maximum program length with additional required courses will be placed on satisfactory progress suspension. In both cases, the student is not eligible for Title IV funds at the time of suspension. Students may appeal a satisfactory progress suspension. Please see the following section. 47

**APPEAL PROCEDURES/SAP PROBATION**

Students who wish to appeal a satisfactory progress suspension must contact the Dean of Academic and Student Services (Learning Sites) or the Dean of Student Services (Knoxville) who will provide the student with the appropriate forms to complete for the appeal. Appeals must be requested in writing per the deadline communicated in the suspension letter received for the upcoming quarter, or at least two weeks prior to any other quarter.

In addition to the required institutional forms for the appeal, the student must describe in writing the mitigating circumstances that had an adverse impact on satisfactory progress in the academic program. The following is an example list of mitigating circumstances.

• Death of an immediate family member

• Student illness requiring hospitalization (this include mental health issues)

• Illness of an immediate family member where the student is the primary caregiver

• Illness of an immediate family member where the family member is the primary financial support

• Abusive relationships

• Divorce proceedings

• Previously undocumented disability

• Work-related transfer prior to the evaluation point

• Change in work schedule prior to the evaluation point

• Natural disaster

• Financial hardship such as foreclosure or eviction

• Loss of transportation where there are no alternative means of transportation

• Documentation from the Academic Advisor, Institutional Counselor, and/or a Professional Counselor

The student must also provide information as to changes made that will allow the student to meet minimum requirements. Appropriate documentation of all circumstances should accompany the appeal.

Once a written request and associated materials for appeal are received, a hearing will be scheduled with the Satisfactory Progress Committee at the designated campus.

The Satisfactory Progress Committee will determine if the appeal is granted or not. If the appeal is granted, an acceptable academic plan will be established if needed to facilitate program completion. When only one quarter of satisfactory performance is needed to regain Satisfactory Academic Progress, and academic plan will not be established. If an acceptable academic plan is approved, the student must agree with and sign the plan to evidence understanding of all requirements. Students with approved academic plans will be placed in probationary status for the duration of this plan. Students in this status are eligible to receive financial aid if otherwise eligible. Failure to meet the stipulations of an academic plan will result in dismissal and ineligibility to receive financial aid.

If a student appeals and is denied the appeal, or if a student fails to meet stipulations of an academic plan, he/she must remain out of school for at least two quarters. The student can then request an additional appeal for reinstatement, but will be required to demonstrate changes that have occurred that promote an increased possibility of success. If the appeal is granted, an acceptable academic plan will be established to facilitate program completion. If an acceptable academic plan is approved, the student must agree with and sign the plan to evidence understanding of all requirements. Students with approved academic plans will be placed in probationary status for the duration of this plan. Students in this status are eligible to receive financial aid if otherwise eligible. Failure to meet the stipulations of an academic plan will result in dismissal and ineligibility to receive financial aid. A student who subsequently fails to meet an approved academic plan may appeal a second time after six months.

If the appeal is denied a second time or the student fails to meet the stipulations of an academic plan for the second time, the student will be permanently dismissed. Exceptions must be approved by the Vice Chancellor of Institutional Advancement and Effectiveness.

Decisions of the Committee are communicated to the student both verbally following the hearing and via letter, with a copy retained in the student academic file. These decisions are normally considered final, however a student disagreeing with 48

the action of the Committee may appeal the decision to the Vice Chancellor of Institutional advancement and Effectiveness. The request for review and the associated reasons must be submitted in writing to the Dean of Academic and Student Services (Learning Sites) or the Dean of Student Services (Knoxville) within three (3) work days of the SAP Committee Hearing. The decision of the Dean of Academic and Student Services or the Vice Chancellor is final.