

The Center for Continuing Studies (CCS) Code of Conduct

All student behavior should support and encourage – not hinder or disrupt – the learning process.

The following expectations are examples of appropriate student conduct:

- Students must follow all directions from instructors and CCS staff.
- Students should arrive to class and return from break on time.
- Cell phones should be off or on silent mode; no texting or Instant Messaging during classroom time.
- Students who need to leave a class in session should do so quietly. The Instructor should be advised in advance of situations requiring known departures from the room.
- Classroom instruction time is for all participants:
 - All conversations should be relevant to the course content.
 - Students should refrain from distracting behaviors such as walking around or having conversations with other students.
 - Students should be respectful and attentive during discussions or presentations.
- Students are expected to honor the MCCC Student Code of Conduct, (available on line at <http://www.mccc.edu/pdf/handbook.pdf> on page 68 of the PDF.)

Disciplinary Process for Center for Continuing Studies

Students who do not comply with CCS Conduct Expectations: The Instructor will give a verbal warning to the student. Instructor will document the incident in writing and leave the documentation at the Registration Desk for the Operations Coordinator.

Students who continue non-compliance with CCS Conduct Expectations: The Instructor will notify student that she/he must schedule a meeting with CCS Operations Coordinator prior to the next class meeting date. Instructor will document the incident in writing at the conclusion of the class and leave the documentation at the Registration Desk for the Operations Coordinator.

After discussion and counseling, if student agrees to respect all expectations, CCS Operations Coordinator will allow return to the course and will notify in writing both the CCS Director and the course Instructor.

If student is unwilling to comply with the expectations, CCS Operations Coordinator will notify CCS Director and Instructor. The student will be dismissed from the course with no refund. CCS Director will determine if there is to be a restriction on future registrations. CCS Operations Coordinator will send formal documentation to

- a. Student
- b. Sponsoring agency, if appropriate
- c. Director of Continuing Studies
- d. Dean, ODCP

Violations of the MCCC Student Code of Conduct will be reported to MCCC Security. Confirmed violations will result in dismissal from the course without refund.

Appeal Process:

- Violation of CCS Student Code of Conduct – Student may file a written appeal with the Director of The Center for Continuing Studies. The Director will review and has option to hold a meeting with all parties prior to rendering a decision. Decision will be made within 5 business days of the appeal.
- Violation of the MCCC Student Code of Conduct/Threat to Safety - Student may file a written appeal with the Dean, ODCP. The Dean will review and has option to hold a meeting with all parties prior to rendering a decision. Decision will be made within 5 business days of the appeal.