

PALM BEACH STATE COLLEGE

Automotive and Diesel Technology Programs

STUDENT CODE OF CONDUCT

All items in this Code of Conduct either directly reflect, refer to, or are in addition to the course syllabi and current Palm State College Student Handbook:

www.palmbeachstate.edu/StudentHandbook

This Code of Conduct is a guideline for the student's behavior and is to be applied while in the classroom, lab, field work, or any other time the student is under the auspices of Palm Beach State College.

All students, while under the auspices of Palm Beach State College Automotive and Diesel Technology Programs, will behave in such a manner so that no persons shall be embarrassed, disturbed, or upset by the student's behavior.

Palm Beach State Section 1. Code of Conduct

"Prohibited student conduct includes but is not limited to the following list. Any student who is found guilty of committing these acts while on campus or on property controlled by the College or its affiliates (e.g. field work, volunteer sites, etc.) or in connection with any other off-campus College activities may be subject to the maximum penalty of expulsion or any other penalty authorized herein."

- 1. Assault, physical harm, threat or extortion**
- 2. Disruption/Breach of peace**
- 3. Failure to obey reasonable order of College Official(s)**
- 4. Falsification of records**
- 5. Damage or destruction of property**
- 6. Unauthorized presence of use of College facilities/property**
- 7. Gambling**
- 8. Possession of alcohol, narcotics and/or illegal drugs**
- 9. Smoking in unauthorized areas**
- 10. Misuse of emergency equipment**
- 11. Illegal possession of weapons**
- 12. Illegal use of campus computer**
- 13. Sexual harassment**
- 14. Violation of OSHA or Lab Safety Guidelines**
- 15. Violation of EPA rules including illegal tire, oil or chemical disposal**

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Program Code of Conduct

In addition to the Palm Beach State's Student Handbook, the Automotive and Diesel Technology Programs have expectations and industry-set standards that the students will abide by. Classroom behavior is expected to be professional and adult-like. Behavior that is disruptive or dishonest will not be tolerated.

Any of the following breaches of character or violations of professional behavior may result in **immediate removal from the program**:

1. Receive two (2) written reprimands.
2. Commit academic dishonesty with corroborative evidence.
3. Submit fraudulent documentation, e.g., forgery, plagiarism, falsified reports, etc.
4. Possess, or be under the influence of, any controlled substances or alcohol while in the classroom, lab, or field work experience, except for those substances prescribed by a physician.
5. Possess *any* guns, illegal knives, or other lethal weapons while in the classroom, lab, or field work experience.
6. Be dismissed from the classroom or lab setting without immediate notification to his Instructor or Program Manager.

If you are removed from the Automotive and Diesel programs, you have the right to an appeal process. This process is specific to the Trade & Industrial Programs.

Any of the following breaches of character or violations of professional behavior will result in a **documented verbal warning or written reprimand**:

1. Commit academic dishonesty without corroborative evidence.
2. Use of inappropriate language while functioning as a Palm Beach State, Automotive or Diesel Technology student.
3. Non-observance of the Automotive or Diesel Technology Program's Dress Code. Any debate over appropriateness of the student's attire shall be decided by the authorized instructor, not the student.
4. Leave assigned area (classroom, lab, fieldwork site) without notifying instructor.
5. Show disrespect or be abusive to any instructor, lecturer, field work supervisor, or Palm Beach State staff member. Any dispute between a student and field work supervisor will be settled by the Instructor/Coordinator or Program Manager, not by the student.
6. Use a cellular telephone while in the classroom, lab, or field work settings without the consent of an instructor. All mobile phones and pagers must be set in the "off" mode and *not answered* during lecture, lab, or field work without prior authorized notification of need.

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7. Behave with intent to detract from the education of another student.
8. Not attend designated lecture/lab, field work experience without immediate notification the Instructor or Program Manager.
9. Be removed from a field work site at the request of an affiliated field training site for any cause.
10. Misbehave in any manner deemed inappropriate by any Instructor or Program Manager.

Any Verbal Warnings, including inappropriate behaviors not expressly written, are to be acknowledged at the discretion of the instructor. **Documented Verbal Warnings** are to be considered as admonishment by the student and utilized as a record for the instructor. **Written Reprimands** are more serious in nature and will be documented by the Instructor or the Program Manager.

Section 2: Student Disciplinary Procedures

“While the procedure in disciplinary cases may vary in formality with the gravity of the offense and the sanctions that may be applied, certain minimal due process standards must prevail.” These supersede any departmental or program policies or procedures.”

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Signature Page

DATE: _____

STUDENT NAME: _____

STUDENT ID#: _____

- * I have received a copy of the Code of Conduct.
- * I have read and understand the Code of Conduct, and I agree to abide by its described behavior and conduct myself accordingly.
- * I acknowledge that my failure to abide by this Code of Conduct may result in my removal from the Automotive and Diesel Technology Programs at Palm State College.

Student Signature / Date

Instructor Signature / Date