



Adoption:	4/15/98
Revised:	9/12/18
Last Reviewed:	9/12/18 (AASC)
President Approved:	1/7/19
Authority:	Minnesota State Board Policy 3.6
Custodian of Policy:	Dean of Students

POLICY STATEMENT

Section I.

Hennepin Technical College (HTC) recognizes that all students have responsibilities as citizens and as members of the college community, and that all students attending the college are entitled to gain full benefit from their education. The college has a responsibility to its students and employees to maintain an environment conducive to furthering its educational mission and to take corrective action when necessary. HTC believes that each student is accountable for their individual behavior especially in relation to the freedom, rights and safety of others. Student responsibilities include regular attendance, punctuality, positive relationships with other students and employees, appropriate behavior and attitude, and acceptable academic progress, all of which are necessary to assure success as a college student.

Disciplinary action against a student or a group of students is administered in accordance with established college regulations and processes to ensure fair, equitable and legal outcomes. This code of student conduct incorporates appropriate due process for students accused of violating the student code of conduct.

A summary of this code is available on the college website and other documents as deemed appropriate. The college may revise the code as needed.

Section II. Definitions

- A. **College** is Hennepin Technical College.
- B. **College Property** includes all land, buildings, facilities, and other property, real and personal, possessed, owned, leased, used, or controlled by the college including adjacent streets and sidewalks.
- C. **Complainant** is any person who alleges a violation of the Code of Student Conduct.
- D. **Conduct Officer** is the person(s) designated by the president of the College to be responsible for administering the Student Code of Conduct.
- E. **Member of the College Community** includes any person who is a student, faculty member, administrator, or any other person employed by or affiliated with the college.
- F. **Preponderance of Evidence** means a standard of responsibility that it is more likely than not that the Student Code of Conduct has been violated.



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- G. **Student** includes all persons who:
- are enrolled in one or more courses, either credit or non-credit
 - withdraw, transfer, or graduate after an alleged violation of the Student Code of Conduct
 - are not officially enrolled for a particular term but who have a continuing relationship with the college; and/or
 - have been notified of his or her acceptance for admission or have initiated the process of application for admission or financial aid
- H. **Student Conduct Panel** includes individuals trained and authorized by the Conduct Officer to participate in formal hearings for the Student Code of Conduct.
- I. **Student Organization** is a group of students who have met the formal club or organization recognition requirements as outlined by Student Life.
- J. **Summary Suspension** is a suspension imposed without a formal hearing to ensure the safety and well-being of members of the College community.
- K. **Suspension** means denial of enrollment privileges for a specified period of time after which the student is eligible to return to the College.

Section III. College Jurisdiction

College jurisdiction is asserted for violations of the Student Code of Conduct that occur on college property. College jurisdiction shall also extend to violations of the code that are not committed on college property when:

- A. The violation is committed while participating in a college sanctioned or sponsored activity; or
- B. The victim of the violation is a member of the college community; or
- C. The violation is a felony under federal or state law; or
- D. The violation adversely affects the educational, research, or service functions of the College.

The Conduct Officer shall decide whether the Code shall be applied to conduct occurring off campus.

Allegations of discrimination, harassment, and sexual violence shall be resolved pursuant to Minnesota State Policy 1B.1, Nondiscrimination in Employment and Education Opportunity, Procedure 1B.1.1, Report/Complaint of Discrimination/Harassment Investigation and Resolution, Policy 1B.3, Sexual Violence Policy, Procedure 1B.3.1, Sexual Violence Procedure. Allegations of fraud or dishonest acts shall be resolved pursuant to Minnesota State Policy 1C.2, Fraudulent or Other Dishonest Act.



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Section III. Student Conduct - Behavioral Proscriptions

- A. All students have the responsibility to:
1. Comply with all local, state, and federal laws.
 2. Comply with all published College and Minnesota State rules, regulations, policies, and procedures.
 3. Recognize and respect the rights of others.
 4. Assist the college staff with maintaining a safe college environment.
 5. Respect and maintain college property.
 6. Dress in a manner that meets standards of safety and health and is appropriate for the occupation for which the student is preparing.
 7. Provide complete and accurate information relative to college matters.
- B. Examples of conduct which violate the Student Code of Conduct and are subject to disciplinary sanctions outlined in Article VIII, but are not limited to:
1. Violation of local, state, or federal laws.
 2. Violation of published policies, rules, procedures, or regulations of Minnesota State or of the College.
 3. Acts of dishonesty including, but not limited to cheating and plagiarism, and forging, altering, or misusing college documents or records. Refer to HTC policy and procedure 3.9 for academic integrity violations.
 4. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
 5. Knowingly furnishing false information, oral or written, to the College.
 6. Failure to comply with directions of, or to present identification to College officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so
 7. Failure to comply with conditions of sanctions imposed by the College as a result of previous conduct code action.
 8. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a



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manner that harms, threatens or causes fear to others. (For further information please refer to Policy 5.21).

9. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law.
10. Use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by College or Minnesota State regulations), public intoxication, or violation of Minnesota State Policy and Procedure 5.18 and 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
11. Attending college classes or activities while under the influence of alcohol, narcotics, or other controlled substances.
12. Violating smoking and/or tobacco use regulations.
13. Physical or psychological abuse or harassment of a person, including stalking; abuse or harassment through other persons, or by use of electronic or other communication devices such as audio/video recorders, computers, and telephones. This includes the online environment including all online printed communication.
14. Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which endangers or threatens to endanger the health or safety of any person.
15. Sexual violence offenses are processed under Policy 1B.3 Sexual Violence Policy and Procedure.
16. Conduct which results in injury or death to a member of the college community or to a visitor to the college.
17. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
18. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
19. Engaging in fighting; engaging in assault or battery upon a member of the college community or a visitor to the college; engaging in obscene, abusive, lewd, or profane language; engaging in boisterous or noisy conduct reasonably intended to arouse alarm, resentment, or anger in others; disrupting classes, meetings, or other college activities.
20. Unauthorized entry into College property.



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21. Theft of, damage to, or unauthorized use of college property or the property of any member of the college community or of a visitor to the college.
22. Any violation of the Minnesota State Policy and Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources.
23. Hazing - an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into affiliation with, or as a condition for continued membership in a group or organization.

C. Violation of Law and College Discipline

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of administrator. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of College rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.