

CCV Student Code of Conduct

CCV is committed to providing a healthy, safe and respectful teaching and learning environment. All members of CCV are responsible for conducting themselves in a manner that contributes positively to the shared College community.

Participating in Class

CCV students participate respectfully in class by being open to experiences, values and opinions that are different from their own. In addition, they:

- Attend class regularly and arrive on time.
- Are prepared for class and ready to learn (bring assignments, books, etc).
- Turn off their cell phones and refrain from texting, surfing the internet, checking Facebook, or other activities that disrupt others and act as a distraction to learning.
- Use computers and other resources in an appropriate, responsible, and ethical manner.
- Exercise safety and caution with classroom or lab equipment and/or materials.
- Present their own work—and not anyone else’s—in activities and assignments.
- Follow the guidelines and/or directions given by faculty regarding the way work is to be completed and under what conditions they may consult or assist others.
- Give appropriate credit whenever they are using others’ ideas, words, or work of some sort.

Interacting with Students, Faculty, and Staff

CCV students act with honesty, fairness, and personal integrity in their interactions with others. To do

- Listen and read empathetically, seeking to understand other perspectives, while acknowledging that understanding does not imply agreement.
- Ask for clarification and feedback to check their understanding of a situation or assignment.
- Focus on the ideas or actions, not the person writing or speaking them, when expressing disagreement or uncertainty.
- Resolve conflicts in a respectful manner, and seek assistance from faculty or staff when this becomes difficult.
- Are courteous of others and their needs when using College services or resources, such as the computer lab and Learning Center.

- Comply with the directions of faculty and staff, particularly with regard to incidents involving safety or security.
- Ask and obtain permission before recording or photographing other students, faculty, and staff, both inside and outside the classroom setting.

Taking Responsibility for their Education

CCV students take responsibility for their education by staying informed about the issues or procedures that matter to them and raising questions when they occur. In addition, they:

- Are thoughtful in scheduling and preparing for their registration or other related appointments.
- Complete College forms accurately, providing truthful information, and accept responsibility for all signed agreements.
- Read their course feedback and/or evaluations and provide feedback to others.
- Consider the role they play in contributing to or detracting from the College community.
- Read, understand, and follow the policies, procedures, and guidelines established by the College.
- Respect the buildings, grounds, and physical and virtual property of the College.
- Conduct themselves professionally and responsibly, particularly when acting as student representatives in the community, statehouse, or other setting.

For more detailed information about CCV's expectations for student conduct and the consequences that can result from acts of misconduct, see the College policies and procedures that are available on the public website at <http://ccv.edu>.