

Policy Number:

1.5.003

Title:

Student Code of Conduct

Purpose

Thaddeus Stevens College of Technology (“the College”) is committed to fostering an educational environment built on respect, integrity, and inclusivity. The College expects all members of its community to conduct themselves in a manner that honors the legacy of Thaddeus Stevens, promotes mutual respect, and upholds the highest standards of civility.

All individuals are expected to refrain from behavior, language, or actions that demean, harass, or harm others. The College strives to create a welcoming atmosphere rooted in empathy, understanding, and an appreciation for people from all backgrounds.

To maintain a safe, respectful, and professional learning environment, the College enforces a Student Code of Conduct that governs student behavior, including attendance, dress, and the use of drugs and alcohol. These standards apply in all campus areas, including classrooms, student organizations, athletic programs, and any situation in which students represent the College, whether on or off campus.

Students are expected to use appropriate language, dress respectfully, and treat College property and facilities with care. The College is committed to nurturing a culture of compassion, professionalism, and mutual respect. All students and student groups are required to adhere to the Student Code of Conduct, which extends to interactions with faculty, staff, peers, industry partners, and the surrounding community.

Violations of this policy may result in disciplinary action. While this policy outlines general expectations and specifically prohibited conduct; it is not exhaustive. The College reserves the right to take appropriate action in response to behavior, that while not explicitly listed, violates the spirit of this policy or undermines the College’s core values. All disciplinary proceedings will be conducted fairly and in alignment with the standards outlined in this policy.

Scope

This policy applies to all students enrolled at the College, regardless of enrollment status, program type, or location. The standards outlined herein apply on campus, off campus, and in virtual environments where students represent the College or engage in College-affiliated activities.

Definitions

College Property: College property includes the main campus, and all affiliated locations operated, owned, leased, or otherwise controlled by the College. This encompasses classrooms, residence halls, dining facilities, laboratories, recreational areas, and any off-site locations where students participate in College-sponsored programs, training, or activities.

Preponderance of Evidence: The standard used to determine responsibility for a policy violation. A finding under the preponderance standard means the evidence demonstrates that it is more likely than not (i.e., more than 50% likelihood) that the alleged conduct occurred.

Policy Detail

I. Respect for the College's Mission

The College is dedicated to educating students for skilled employment in a dynamic workforce and effective participation as a citizen. As a trusted member of the Lancaster community, the College upholds high standards of conduct both on and off campus.

To support this mission, students are expected to avoid any behavior, whether on or off campus, which disrupts academic, learning, working, or related functions of the College, or that adversely affects its reputation. Such conduct is prohibited and may result in disciplinary action. The College holds students to the same behavioral expectations off campus as it does on campus.

II. Respect for Professional and Ethical Conduct

The College values professionalism and ethical behavior as essential components of a respectful and effective learning environment. These values promote academic excellence, civic responsibility, and personal development across the entire College community.

Professionalism includes integrity, accountability, respect, teamwork, life-long learning, and inclusive behavior. It also involves honesty; respectful interactions with faculty, staff, and peers; and conduct that reflects positively on the ideals and mission of the College. Respect for diversity of thought, perspective, and experience is an essential element of professional and ethical conduct.

All members of the College community are expected to model, support, and advocate for a culture of professionalism and ethics. Each individual shares responsibility for maintaining an environment where all people are valued, welcomed, and treated with dignity.

Accordingly, it is the policy and expectation of the College that all students conduct themselves in a professional and ethical manner in their interactions with faculty, staff, peers, external partners, and members of the public. Violations of this standard may result in disciplinary action under this policy.

Specific components of professional and ethical behavior include:

A. Professional Demeanor and Dress

Students are expected to demonstrate professionalism and respect in all interactions, whether with faculty, staff, peers, colleagues, or co-workers. Unprofessional behavior, including the use of offensive language, inappropriate gestures, or remarks (particularly those of a sexual nature or based on an individual's membership or perceived membership in a protected category); dishonesty; or a lack of engagement will not be tolerated.

Students should maintain a neat, clean appearance and follow the dress code expectations established by the College or by industry partners during internships, cooperative experiences, or external training. In laboratory or shop settings, students are required to follow specific dress and safety guidelines appropriate to the environment.

Hygiene: Students are expected to maintain good personal hygiene as part of their responsibility for the health and well-being of the campus community. The College reserves the right to address hygiene-related concerns, including issues related to noticeable odor, and may require students to take corrective action.

B. Honesty

Students are expected to uphold honesty and integrity in all aspects of their education and interactions with administration, staff, faculty, and colleagues. They may not cheat, lie, steal, or assist others in the commission of these acts. Students must be willing to acknowledge mistakes and must not knowingly mislead others.

Students are also responsible for understanding, upholding, and preserving professional ethical standards. They have a duty to report any observed breaches of ethical conduct through the appropriate College channels.

C. Behavior Toward Colleagues

Students are expected to interact with faculty, staff, and peers in a respectful, cooperative, and professional manner. Relationships within the College and the broader trade and technology community should be grounded in civility and mutual respect. Each student should acknowledge and support the contributions of others to the learning environment.

It is considered unprofessional and inappropriate to make disparaging remarks about the competence, qualifications, or services of others without clear and valid evidence.

D. Off Campus and Online Conduct Policy

Students are expected to always uphold the College's Code of Conduct—whether on campus, off campus, or in online environments. The College reserves the right to hold students accountable for conduct violations that occur in any setting, including behavior involving the attempt, planning, conspiracy, or collaboration to violate College policy, regardless of whether the misconduct is completed.

Students must also comply with the policies and procedures of industry partners or other institutions they visit as part of College-sponsored activities.

The College recognizes a moral and social obligation to respond to student conduct off campus when such conduct negatively impacts the institution's reputation, violates community standards, or threatens the safety and well-being of others. Students may be subject to disciplinary action—up to and including removal from College housing or dismissal from the College—for serious off campus misconduct or unlawful behavior.

The College retains the authority to investigate and adjudicate alleged policy violations occurring off campus in online settings, particularly when the behavior

compromises the learning environment or endangers the health, safety, or welfare of students, employees, or the institution.

III. Respect for Others

The following actions, whether committed on or off campus, and directed toward any member of the College Community, are strictly prohibited:

- A. Assault - Conduct that threatens, attempts, or causes physical harm to another person.
- B. Abuse - Verbal comments or actions intended to demean, defame, or degrade another individual.
- C. Harassment - Unwelcome verbal, written, or physical conduct (including conduct using technology) that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive living, learning, or working environment. In cases where the alleged harassment is of a sexual nature or based on an individual's membership or perceived membership in a protected category, the Title IX Sexual Harassment Policy and/or Non-Discrimination Policy will govern the investigation and resolution process.
- D. Bullying/Hazing - The use of aggression, coercion, or intimidation intended to harm, humiliate, or control another individual. Bullying and hazing may involve a single severe act or a pattern of repeated behavior. Examples include, but are not limited to:
 - 1. Verbal abuse, including derogatory remarks, insults, or slurs
 - 2. Slandering, ridiculing, or maligning an individual or their family
 - 3. Threatening, intimidating, or humiliating verbal or physical conduct
 - 4. Sabotaging or undermining academic or professional performance
 - 5. Inappropriate physical contact (e.g., pushing, shoving, kicking, poking, or tripping), or threats or acts of violence or property damage
 - 6. Misuse of electronic communications (e.g., emails or text messages) in a threatening, intimidating, or humiliating manner

Petty slights, annoyances, or isolated incidents (unless severe or pervasive) do not typically constitute a policy violation. Allegations of bullying or hazing involving discrimination or sexual misconduct will be addressed under the Non-Discrimination Policy and/or Title IX Sexual Harassment Policy. All other bullying or hazing incidents will be addressed under the College's Anti-Hazing Policy.

E. Discrimination

In accordance with College policy, all forms of discrimination and harassment are strictly prohibited. This includes conduct based on race, color, ethnic or national origin, ancestry, religion, sex (including pregnancy), sexual orientation, disability, age, veteran status, genetic information, or other legally protected classification.

Acts of discrimination or bias-motivated misconduct undermine the environment of mutual respect that is essential to the College's mission. Allegations of discriminatory conduct will be addressed through the Non-Discrimination Policy and/or Title IX Sexual Harassment Policy, which governs the investigation and resolution process.

F. Disruptive and Disorderly Conduct

Students are prohibited from intentionally or recklessly causing disruptions that interfere with academic activities or infringe upon the rights, privacy, or privileges of others within the College community.

Disruptive conduct includes, but is not limited to: excessive noise, public intoxication, disorderly behavior, or other actions that disturb the peace on campus or in surrounding neighborhoods. This also includes behavior in classrooms, instructional programs, workshops, or labs that significantly interferes with teaching or impedes the learning experience of others.

Disorderly conduct may also involve behavior that consumes excessive College resources or staff time and detracts from the educational mission of the institution.

G. Harm, Threats of Harm, and Dangerous Behavior

The College is committed to providing a safe, supportive environment where all members of the College community can learn, work, and grow without fear of harm or disruption.

Examples of harm, threats of harm, and dangerous behavior prohibited by this policy include, but are not limited to:

1. Causing or threatening to cause physical harm or injury to any member of the College community.
2. Engaging in, or threatening to engage in, behavior that poses an immediate danger to the life, health, welfare, safety, or property of others.
3. Interfering with College operations, including instruction, administration, and emergency services such as campus security, fire, police, or medical personnel.

Safety is not only a policy — it is a shared responsibility. These standards exist to protect the well-being of every individual on campus and to uphold the College as a secure place for education, collaboration, and personal development. Dangerous or threatening behavior will not be tolerated.

H. Inappropriate Conduct

Students are expected to maintain standards of conduct that reflect respect for themselves and others. Any act of indecent exposure or behavior that is obscene, lewd, or indecent in nature is strictly prohibited. Such actions violate community standards and undermine the learning environment.

I. Sexual Harassment

Sexual harassment, which includes sexual and intimate partner violence, is prohibited behavior that violates College policy and federal law, including Title IX, which protects individuals from sex-based discrimination in educational programs and activities.

All allegations of sexual harassment will be addressed in accordance with the Title IX Sexual Harassment Policy, which governs the investigation and resolution process. Students are expected to uphold these standards and contribute to a campus environment that is safe, respectful, and free from sexual harassment.

IV. Respect for College Officials and Resources

A. Failure to Comply

Students must not interfere with the teaching, administration, disciplinary procedures, or other official activities of the College. Students must comply with the reasonable and lawful instructions issued by College officials. Students must not obstruct or hinder any individual in the performance of their assigned responsibilities. Additionally, students are required to follow all conduct-related procedures and comply with official College instructions, whether communicated via email, website, mail, bulletin, or verbally.

B. Misleading the College or its Representatives

Students must not intentionally mislead or defraud the College or its representatives. This includes but is not limited to, providing false or misleading information related to the College, its partner organizations, or agencies, refusing to provide identification, or using a false identity.

C. Respect for Facilities

Littering on College property is prohibited. The destruction, damage, or vandalism of College property or the property of any member of the College community or College guests is also prohibited. This includes all property owned, managed, or controlled by the College, whether on or off campus. The use of College facilities, including addresses, mailboxes, phone lines, the College network, or other College property, for illegal, immoral, unethical, or unauthorized purposes, including non-approved business activities, is strictly prohibited.

D. Respect for the Property of Others

Theft, embezzlement, misappropriation, possession without permission, or attempted acts of the same involving the property of another person or the College is prohibited.

E. Unauthorized Entry or Use

Unauthorized entry into, access to, presence in, or use of College or industry partner facilities or grounds - without verbal or written permission from an authorized official - is prohibited.

F. Unacceptable Use of College IT Resources

Use of the College's information and communication technology resources is a privilege extended by the College to its enrolled students, faculty, staff, and authorized users. Any unacceptable use of these resources is prohibited. Refer to the IT Resources Acceptable Use Policy for details.

G. Identification (ID Badge) Non-possession and Misuse

To protect the safety of the College community and the surrounding neighborhood, all registered students are required to always carry the Thaddeus Stevens College of Technology identification card (“student ID” or “ID badge”) while on campus or at industry partner sites. Student IDs are issued to individual students and are non-transferable. Failure to present a student ID upon request by College staff is a violation of this policy. Allowing another person to use one’s student ID is also prohibited and may constitute a separate violation if used fraudulently.

V. Respect for Self & Safety

A. Alcohol & Drug Policy: Dry Campus

The College is a dry campus. The use, possession, or distribution of alcohol or drugs is strictly prohibited on all College-owned, controlled, or affiliated property—**regardless of a student’s age**. This includes residence halls, campus events, and any activity representing the College. Alcohol-related items such as empty alcohol bottles or other containers (even as decorations) and non-alcoholic beer are also prohibited and may not be kept on College property. No student may purchase or provide alcohol for others, regardless of age.

The unlawful use, possession, sale, or distribution of drugs—including misuse of prescription medications and any related paraphernalia—is also prohibited under federal, state, and local law. Violations may result in disciplinary action, including dismissal and loss of financial aid eligibility.

For more information, see the Alcohol and Controlled Substances Policy.

B. Weapons

To maintain a safe campus environment, the College prohibits the possession, use, or creation of weapons on any College property or at college-sponsored activities—**regardless of location**. Prohibited items includes, but are not limited to:

- Firearms of any kind (including BB guns, pellet guns, paintball guns, toy guns, and replicas)
- Ammunition, explosives, fireworks, and incendiary devices
- Projectile weapons, hunting bows and arrows
- Knives with blades over 3 inches
- Martial arts weapons, ceremonial or decorative swords
- Tools or equipment modified into a weapon or weapons parts

Violations of this policy may result in disciplinary action, including dismissal from the College and possible legal consequences.

C. Safety and Emergency Systems

- To provide a safe and secure environment for all members of the College community, tampering with or vandalizing safety and emergency systems is strictly prohibited. This policy applies to all College property and any off-site

locations where students are participating in College-sponsored activities or representing the College.

- Prohibited actions include, but are not limited to:
 - Tampering with security cameras
 - Disrupting fire alarms or emergency notification systems
 - Interfering with fire extinguishers or fire suppression systems
 - Manipulating electrical panels or breakers
 - Damaging any equipment intended to protect life, health, or property

These rules are in place to protect the safety and well-being of the entire College community. Violations may result in disciplinary action, up to and including dismissal from the College and/or legal consequences.

VI. Respect for Policy and Procedures

- A. Any abuse of, or interference with, the conduct process outlined in this policy, including assisting another person to abuse or interfere with the process, is a violation of the Student Code of Conduct.
- B. Other Applicable Policies
Any violation or non-compliance with other published College policies or procedures, or violation of the policies and procedures of industry partners and placement sites, is prohibited.
- C. Violation of Federal, State, or Local Law
Violations of federal, state, or local law are prohibited. Any such violations will be reported to the appropriate law enforcement agency, which will handle the investigation and determine any legal action.

The College reserves the right to move forward with its own disciplinary process, including hearings or conflict resolution procedures, regardless of ongoing civil or criminal proceedings. In certain cases, the College may also refer to incidents directly for criminal investigation.

VII. Social Media Use and Responsibility

Social media and networking platforms are powerful communication tools that allow individuals to connect, share, and engage with a broad audience. The College supports students to participate in online communities as a means of communication, learning, and professional networking. However, students may be subject to disciplinary action if their personal use of social media violates College policies, including the Student Code of Conduct.

Students should be aware that the content they post on social media may impact future opportunities. Employers increasingly review social media activities during the hiring process.

Because social media is constantly evolving, the expectations set forth below are intended to help students use social media responsibly while protecting both their personal and professional reputations.

A. General Use

1. Students should accurately represent their identity online.
2. Communication should remain respectful, professional, and courteous.
3. The privacy and confidentiality of others must be respected.
4. Proprietary, sensitive, or confidential information must never be shared, even if identifying details are removed.

B. Personal Sites

1. On personal social media accounts, students should clearly state that views expressed regarding the College or College-related topics are their own and do not represent the College or any College-affiliated organization.
2. The use of the College's name, logos, or images on personal accounts is prohibited without prior authorization.
3. Students are personally and legally responsible for the content they post whether on their own or others accounts.
4. Posts that are defamatory, libelous, obscene, violate copyright laws, or otherwise unlawful may result in legal consequences.
5. Students should use discretion when posting photos or media and must obtain consent before sharing images of others.

Failure to follow these expectations may result in disciplinary action. The College also reserves the right to address other forms of inappropriate online behavior not explicitly listed in these guidelines, especially when such conduct violates the spirit of the College's values or policies.

VIII. Process and Procedures for Non-Academic Violations

The disciplinary process is used to address alleged violations of non-academic College policies committed by students. Allegations involving discrimination or sexual harassment are handled separately, in accordance with the College's Non-Discrimination Policy and Title IX Sexual Harassment Policy.

The Vice President of Student Services is responsible for overseeing student conduct matters, ensuring compliance with College policies, and maintaining official student conduct records. A Conduct Administrator, designated by the Vice President of Student Services, facilitates the student conduct and disciplinary process.

IX. Confidentiality in the Disciplinary Process

The College considers all aspects of the Student Conduct process to be confidential for the parties involved. All participants in a Student Conduct investigation or proceeding will be informed that confidentiality is essential to maintaining the integrity of the process, protecting the privacy of the parties, and prohibiting retaliatory or defamatory statements.

At the beginning of the investigation, all parties will be asked to keep information related to the case confidential, to the extent permitted by applicable law. Witnesses and advisors will also be instructed to maintain confidentiality, in accordance with applicable law.

X. Description of Process

A. Report on Alleged Misconduct

Student or student group violations of the Student Code of Conduct Policy, except allegations of sexual harassment, should be reported to the Vice President of Student Services. Reports of sexual harassment should be submitted to the Title IX Coordinator. Any College Community member may submit a report of alleged violation through the Code of Conduct Reporting Form.

B. Notice & Initial Inquiry

Once a report has been received, the Vice President of Student Services will assign the case to a designee (herein referred to as the Conduct Administrator). The Conduct Administrator will gather information about the alleged incident to determine the parties involved.

The Conduct Administrator will notify the responding party (i.e., the individual or student group alleged to have committed the violation) and schedule a meeting. The responding party may provide a written statement and submit any additional information regarding the incident. After meeting with the responding party and reviewing the submitted materials, the Conduct Administrator will determine whether a policy violation has occurred.

If a student fails to meet with the Conduct Administrator and/or fails to provide a written statement or any evidence, the matter will be decided based on the information available to the Conduct Administrator.

C. Interim Action

When urgent circumstances are present, the Conduct Administrator may take immediate and interim action to protect the welfare and safety of the College community while the conduct process is pending. Before taking interim action, the Conduct Administrator will notify the responding party in writing (i.e., to the student's College email account) of the potential interim action and offer the responding party an opportunity to present information that the responding party does not pose a threat to persons or property. The President will be informed before any student is suspended pursuant to this section. When appropriate, the student's parent or guardian may also be notified.

The interim action shall not preclude, render irrelevant, or predetermine the outcome of the conduct process, nor shall the interim action create a presumption that the responding party violated College policy.

D. Standard of Evidence

When determining whether a policy violation has occurred, the College uses a standard called "preponderance of the evidence." This means the College will decide if it is "more likely than not" that the violation happened, based on the available information and how a reasonable person would view the situation.

E. Resolution

The Conduct Administrator will reach a determination about whether the responding party has violated the Student Code of Conduct after evaluating all information gathered during the conduct process. Once a determination is made, one of the following steps will occur:

1. Responsible/In Violation

If a responding party is found responsible for violating the Student Code of Conduct (i.e., the preponderance of evidence standard has been met), the responding party will receive a resolution letter explaining the violation(s) and the necessary accountability measures to resolve the case.

2. Not Responsible/Not In-Violation

If a responding party is found not responsible for violating the Student Code of Conduct (i.e. the preponderance of evidence standard was not met), the responding party will receive a resolution letter explaining the policies in question and stating that there was insufficient evidence to conclude the responding party's conduct violated the relevant policies.

F. Appeal

1. Grounds for Appeal

After receiving notice of the outcome, the responding party may appeal the final decision on one or more of the following grounds:

- a. New Information: Relevant new information, not available during the investigation, which could materially affect the outcome.
- b. Procedural Error: A procedural error occurred during the investigation or resolution process that may have affected the fairness of the outcome.
- c. Clearly Unreasonable Outcome: The findings or sanctions are manifestly contrary to the weight of the information presented (i.e., clearly unreasonable, and not supported by most of the evidence).

These are the only accepted grounds for appeals. Appeals are not a reconsideration of the entire case.

2. Submitting an Appeal

- When a decision is appealed, the original decision, including any sanctions—may remain in effect until the appeal decision is issued.
- All appeals must be submitted in writing (by email or letter) to the Vice President of Student Services within two (2) business days of receiving notice of the final decision.
- If the appeal is deemed eligible, it will be forwarded to the Vice President of Academic Affairs, who will review the evidence and determine whether to uphold or overturn the decision.
- If the decision is upheld, a further appeal may be submitted to the President. The President's decision is final.
- The College will take appropriate steps to address any impact resulting from a decision that is overturned on appeal.

XI. Sanctions

A sanction is an educational, developmental, restorative, or deterrent measure assigned to a student or student group who has been found responsible for violating College policy. Sanctions are mandatory, and failure to complete them may result in additional disciplinary action.

The Conduct Administrator will determine sanctions based on the totality of the circumstances, including the nature and severity of the misconduct, any prior conduct history, and whether the behavior was motivated by bias. Mitigating and aggravating factors will be considered. A prior history of misconduct or a finding that the misconduct was bias-motivated may result in more severe sanctions.

Sanctions may include, but are not limited to, the following:

1. **Warning:** The student or student group is formally notified in writing of the violation of the Code of Conduct. Further misconduct may result in additional disciplinary action.
2. **Educational Development:** The student or student group must complete a task or project designed to enhance their understanding of College policies, the impact of their behavior, or strategies for making better decisions.
3. **Referral:** The student is required to seek an evaluation from a qualified professional (on or off campus), such as a counselor. The student must comply with all recommendations and is responsible for any associated costs.
4. **Community Service:** The student or student group must complete a specified number of hours of service to a College department or approved community organization, based on the nature of the violation.
5. **Restitution:** The student or student group is required to pay for loss, damage, or other costs resulting from their actions. This may include medical expenses, repair fees or clean-up costs.
6. **Loss of Privilege:** The student or student group is restricted from access to certain College facilities, services, or events for a designated period. Loss of privilege may also include the termination of Stevens Grant or scholarships.
7. **Probation:** The student is placed on formal disciplinary probation and is required to demonstrate improved behavior over a designated period. Any further violation of College policy during the probationary period may result in more serious sanctions, including loss of privileges, suspension, or recommendations for expulsion. Additional conditions or restrictions may be imposed during this time to support the student's accountability and development.
8. **Residence Hall**
 - a. **Suspension:** The student is temporarily removed from the residence hall but may continue attending classes. The student must leave campus by 6:00 pm (or 20

minutes after their last class) each day and may not return to the residence hall until the suspension period ends.

b. Contract Termination: Residence hall contracts may be terminated for violations of the Student Code of Conduct or housing policies. Serious or repeated violations may result in immediate removal, with housing charges applied per the College's refund policy.

9. **Suspension:** The student or student group is temporarily removed from the College for a designated period. When a student is suspended from the College, they are not allowed on campus or in any College activities, whether on or off campus (such as sports events or club meetings).

10. **Expulsion:** Expulsion is the permanent removal of a student or student group from the College. This sanction is used for the most serious violations.

References

[Non-Discrimination Policy](#)

[Title IX Sex Harassment Policy](#)

Anti-Hazing Policy

[Alcohol and Controlled Substances Policy](#)

Code of Conduct Reporting Form

<i>Audience</i>	<i>Students</i>
<i>Effective Date</i>	<i>7/18/2025</i>
<i>Date Revised</i>	<i>7/18/2025</i>
<i>Date Reviewed</i>	<i>7/18/2025</i>
<i>Owner</i>	<i>Vice President of Student Services</i>

*Prior to 2025, this policy was reviewed as part of the annual Student Handbook Review.