



**STUDENT CODE OF CONDUCT AND  
ACADEMIC MISCONDUCT COMPLAINT FORM**

Any administrative official, faculty member, student, or security officer may file a complaint with the Student Disciplinary Officer or designee, against any student for a violation of the Student Code of Conduct. The individual(s) initiating the action must complete a Student Code of Conduct Complaint Form, and forward it directly to the respective Dean.

Date \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email \_\_\_\_\_

Program \_\_\_\_\_ Department \_\_\_\_\_

- Non-Academic Misconduct:** Behavior, Student Dress, Facility Usage, Drugs Alcohol etc.; Use of Technology, Weapons, Gambling, Parking, OFTC Policy, Aiding and Abetting, Violation of Law, Abuse of Judicial Process, Telephone Usage, Visitors in class, Public Affection, Loitering, and Program Policies.

Code Violation(s): \_\_\_\_\_

- Academic Misconduct:** Aiding and Abetting, Cheating, Fabrication, and Plagiarism

Code Violation(s): \_\_\_\_\_

Explanation of Complaint: \_\_\_\_\_  
(Use second page if needed)

Witness(es) : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you discussed the specific behaviors that are said to be in violation of the Student Code of Conduct?  
 Yes  No

Have you attempted to resolve the issue in good faith?  Yes  No.

Please describe the remedy requested.  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_

Send Original to the Appropriate Dean for Academic or Student Affairs ; copy to the OFTC Director of Safety & Security



**OCONEE FALL LINE TECHNICAL COLLEGE REGULATIONS  
BASIC SUMMARY OF THE STUDENT CODE OF CONDUCT CODES**

<p>ARTICLE II: Proscribed Conduct A. ACADEMIC- Academic Misconduct includes, but is not limited to , the following:</p>	<p>ARTICLE II: Proscribed Conduct B. NON-ACADEMIC</p>
<p>1) Aiding and Abetting Academic Misconduct a) Knowingly helping, procuring or encouraging another person to engage in academic misconduct.</p>	<p>1) Jurisdiction of OFTC extends to on campus, off-campus, classes, activities or functions sponsored by OFTC regarding inappropriate conduct</p>
<p>2) Cheating a) Use of unauthorized material or technology during an exam b) Obtaining answers to an exam from others with their knowledge c) Furnishing answers to an exam to another person d) Possessing unauthorized copies of an exam or computer program and submitted for a grade</p>	<p>2) Conduct Rules and Regulations</p> <ul style="list-style-type: none"> <li>a) Behavior <ul style="list-style-type: none"> <li>i) Indecent Conduct</li> <li>ii) Violence</li> <li>iii) Harassment</li> <li>iv) Disruption</li> <li>v) Failure to comply w/directions of OFTC</li> </ul> </li> <li>b) Professionalism <ul style="list-style-type: none"> <li>i) Student Dress Code/Personal Appearance</li> </ul> </li> <li>c) Use of OFTC Property Facility Usage <ul style="list-style-type: none"> <li>i) Occupation or Seizure</li> <li>ii) Presence on Premises</li> <li>iii) Assembly</li> <li>iv) Fire Alarms</li> <li>v) Obstruction</li> </ul> </li> <li>d) Drugs, Alcohol &amp; Other Substances <ul style="list-style-type: none"> <li>i) Illegal drugs, alcohol, prescriptions</li> <li>ii) Alcohol</li> <li>iii) Controlled substances</li> <li>iv) Food &amp; Beverages</li> <li>v) Tobacco products</li> </ul> </li> <li>e) Use of Technology <ul style="list-style-type: none"> <li>i) Damage &amp; Destruction</li> <li>ii) Electronic Devices</li> <li>iii) Harassment</li> <li>iv) Unacceptable Use</li> <li>v) Violation of TCSG/OFTC Internet use</li> </ul> </li> <li>f) Weapons</li> <li>g) Gambling</li> <li>h) Parking</li> <li>i) Financial Irresponsibility</li> <li>j) Violation of OFTC Policy</li> <li>k) Aiding and Abetting</li> <li>l) Violation of Law</li> <li>m) Abuse of Student Judicial Process</li> <li>n) Telephone Usage</li> <li>o) Visitors in Classes</li> <li>p) Public Affection</li> <li>q) Loitering</li> <li>r) Department/Program Policies</li> </ul>
<p>3) Fabrication a) falsification of information or documents</p>	
<p>4) Plagiarism a) submitting another published or unpublished work</p>	

Please see the OFTC Catalog and Handbook for a complete listing regarding OFTC college regulations.

### Reporting Tier for Student Disciplinary Review

Tier one: Campus Location	Student Disciplinary Officer	Area of Misconduct	Tier Two: Appeal	Final Appeal
North Campus-Sandersville	Program Specific Dean for Academic Affairs	Academic	VP for Academic & Student Affairs	N/A
North Campus-Sandersville	North Campus Dean for Student Affairs	Non-Academic	VP for Academic & Student Affairs	President
North Campus-Hancock center	Program Specific Dean for Academic Affairs	Academic	VP for Academic & Student Affairs	N/A
North Campus Hancock center	North Campus Dean for Student Affairs	Non-Academic	VP for Academic & Student Affairs	President
North Campus-Jefferson	Program Specific Dean for Academic Affairs	Academic	VP for Academic & Student Affairs	N/A
North Campus Jefferson	North Campus Dean for Student Affairs	Non-Academic	VP for Academic & Student Affairs	President
South Campus-Dublin	Program Specific Dean for Academic Affairs	Academic	VP for Academic & Student Affairs	N/A
South Campus-Dublin	South Campus Dean for Student Affairs	Non-Academic	VP for Academic & Student Affairs	President
South Campus-LOIC	Program Specific Dean for Academic Affairs	Academic	VP for Academic & Student Affairs	N/A
South Campus-LOIC	South Campus Dean for Student Affairs	Non-Academic	VP for Academic & Student Affairs	President
South Campus Dodge Co Center	Program Specific Dean for Student Affairs	Academic	VP for Academic & Student Affairs	N/A
South Campus Dodge Co Center	South Campus Dean for Student Affairs	Non-Academic	VP for Academic & Student Affairs	President