Hawai‘i Community College
EDvance
Summer Youth Programs 2018
Policies

- **Regular Attendance** - Students are expected to attend the summer session for the entire 60 hours in order to receive 3 college credits. (In a case of special circumstances the instructor and coordinator will determine whether the session can be completed for the credit.)

- **Punctuality** - Students are expected to be on time for school and classes.

- **Work Habits** - Students are expected to be prepared for and to participate in each class to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations.

- **Respect for Self & Others** - Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others. This includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally or physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected not to use or possess such substances.

- **Respect for Authority** - Students are expected to comply with all college rules and to obey all laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the college and while participating in college sponsored activities.

- **Respect for Property** - Students are expected to treat all property belonging to the college and to others with care.

- **Freedom from Fear** - Students are expected to contribute to a safe environment free from fear. Acts of violence, weapons and contraband are never acceptable.

Any violation of these or the University of Hawaii system regulations or policies may subject the affected student to be expelled from the summer program. The decision as to whether such action will be taken will be made by the Director of EDvance after an investigation and a determination as to whether probable cause exists to establish that there was a violation to the Summer Program policies and/or violation of University of Hawaii regulations or policies.
The following categories and examples of impermissible behavior are subject to disciplinary sanctions because such behaviors conflict with the fundamental purposes and interests of the University. While these impermissible behaviors are described as clearly as possible, it should be recognized that any determination as to whether a given act constitutes a violation of the University’s interests will necessarily involve the application, by the Dean of Students (with the advice of the Student Conduct Committee), of some degree of judgment of the facts and circumstances.

Category 1 - Interference with the Rights of Others - A student may not behave towards another member of the University community, even in the name of conviction or under a claim of academic freedom, in a manner that denies or interferes with that individual’s expression of conviction, academic freedom or performance of legitimate duties and functions.

A. Interference with Freedom of Speech and the Right to Peaceful Assembly - Freedom of speech and the right to peaceful assembly are possible only in an orderly environment in which individuals are not endangered by force or violence and are free from coercion and interference. Consequently, behavioral restrictions are considered necessary to preserve both the orderly functioning of the University and the right of freedom of speech.

1. Demonstrations which coerce individuals, present a hazard to the safety of any person, or threaten the destruction of property are not permitted. Similarly, authorized speakers and approved public demonstrations may not be disrupted by hostile participants or speakers.
2. Conduct which disrupts University classes, business, campus events and University-sponsored events, or any other normal functioning of the University, including the discharge of responsibility by any University officer, employee or student, is not permitted. Individuals may not obstruct access to University facilities physically nor may they engage in disruptive noise.
3. Persons exhibiting disruptive behavior or engaging in demonstrations which coerce individuals or advocate the use of force will be requested by University authorities to cease such actions.

Category 2 - Interference with University Processes - Impermissible behavior, as described in this category, includes that which directly or indirectly interferes with or disrupts the processes of teaching, learning, research, service, and/or the administration of those processes or conditions furthering or facilitating such University functions.

B. False Information - Examples of false information are the following:

1. Furnishing false information or academic credentials when applying for admission to the University or for any of its programs and services.
2. Forging, altering, misrepresenting or misusing any University document, written or electronically stored record, or identification.
3. Failing to provide required information to University officials.
4. Misrepresenting facts in connection with any request for University programs or services or for an exception to any official campus policy or regulation.

C. Personal Misconduct - Examples of inappropriate conduct are the following:

1. Harassing, physically threatening, or physically or verbally abusing any person at the University or at any University-sponsored function or event or conducting oneself in a manner endangering the health or safety of any person. Students are referred to Board of Regents policy and UHM campus guidelines for further information regarding sexual harassment.
2. Theft of any property of the University or of any person on campus.
3. Willful damage to any property of the University, including tampering with any computer hardware or software.
4. The unauthorized occupation of, use of, or entry into any University facility, including both indoor and outdoor facilities.
5. Possessing, producing, manufacturing, or having manufactured any key or unlocking device for use on University facilities or locks, without proper authorization.
6. Use or possession of bombs, explosives, incendiary devices, or fireworks on the campus or at University-sponsored events.
7. Setting a fire on any University property.
8. Initiating a false bomb alarm or fire alarm or misusing fire safety equipment.
9. Initiating a false emergency report or misusing the emergency telephone system.
10. Possessing or selling weapons (including but not limited to firearms, ammunition, and sawmills) on University-owned or controlled property or at University-sponsored events, except as expressly authorized in writing by a University official.
11. Intentionally obstructing or delaying a police officer, fire fighter, security officer, or University official in the performance of his/hers duty.
12. Being contemptuous or disorderly at any hearing of a campus judicial or review board.

D. Disruption - Creating noise or other disturbances that disrupt University activities or University-sponsored events.

E. Abuse of Controlled Substances - Students are referred to Board of Regents policy, Executive policies, and campus guidelines regulating alcoholic beverages and illegal drugs and substances.

1. Intoxicants: The purchase, possession, or consumption of alcoholic beverages is regulated by State law. Students are expected to know and abide by State law and by University rules and regulations governing the use and consumption of alcoholic beverages on campus.
2. Illegal Drugs and Substances: Students are not permitted to be under the influence of, possess, manufacture, distribute, or sell illicit drugs, as prohibited by State law, at University-sponsored or approved events, on University property or in buildings used by the University for its educational or recreational programs. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the student involved to investigation.

F. Violation of Residence Hall Regulations - Violation of residence hall regulations (as described in the Counseling Discipline Procedure and available in the Office of the Director of Student Housing or from each residence hall director), where the violation also involves some aspect of this Conduct Code, may subject the student to disciplinary procedures under this Conduct Code.

G. Off-Campus Behavior - A student’s off-campus behavior must comply with applicable civil laws. Off-campus behavior shall not be subject to the University’s disciplinary procedures unless such behavior indicates that the student represents a danger to the health or safety of members of the University community. Off-campus behavior that violates professional standards of conduct which are an integral part of a professional discipline may be subject to formal hearing procedures and sanctions. Academic or professional programs that require students to abide by such professional standards shall secure the endorsement of such standards by the Dean of Students and shall clearly set forth this requirement to all affected students. Off-campus behavior charged as violating such standards shall be adjudged pursuant to hearing procedures to be established by the program and approved by the Dean of Students. The hearing procedures afforded any student so charged must be consistent with the procedural requirements provided in this Conduct Code.

H. Academic Dishonesty - Note: This section applies to all UHM colleges and schools except the John A. Burns School of Medicine and the William S. Richardson School of Law which have promulgated separate policies and procedures.

Because UHM is an academic community with high professional standards, its teaching, research, and service purposes are seriously disrupted and subverted by academic dishonesty. Such dishonesty includes cheating and plagiarism as defined below. Ignorance of these definitions will not provide an excuse for acts of academic dishonesty.

1. Cheating includes but is not limited to giving or receiving unauthorized assistance during an examination; obtaining unauthorized information about an examination before it is given; submitting another’s work as one’s own; using prohibited sources of information during an examination; fabricating or falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying any official University record; or misrepresenting of facts in order to obtain exemptions from course requirements.
2. Plagiarism includes but is not limited to submitting, in fulfillment of an academic requirement, any work that has been copied in whole or in part from another individual’s work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another’s idea and particular phrasing that was not assimilated into the student’s language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral or artistic material in more than one course without obtaining authorization from the instructors involved; or “drylabbing,” which includes obtaining and using experimental data and laboratory results from other sections of a course or from previous terms.

I. Violation of Other Existing University Regulations - Violations of other existing University regulations or policies may subject the affected student to disciplinary actions. The decision as to whether such action will be initiated will be made by the Dean of Students after a preliminary investigation and after a determination as to whether evidence exists to establish that there was a violation of University regulations or policies.