



Policy Title: Student Code of Conduct

Objective: The objective of this policy is to establish and define CDA Technical Institutes policy regarding student conduct that is contrary to the orderly operation of the school, or inhibits another student's right to training. This type of conduct extends to disruptive behavior of any sort, misdemeanors and/or felonies.

CDA specifically prohibits conduct that can disrupt or prevent successful continuation of training. This applies particularly to actions conducted on CDA property, and includes items both disruptive and/or illegal. Activities that are conducted off CDA property are prohibited if they pose an obvious risk of disruption/continuation of training.

Any student found to have committed or to have attempted to commit misconduct is subject to the appropriate disciplinary action under this policy.

Examples include but are not limited to the following:

- Weapons - Students will not possess, or have in vehicles, firearms, ammunition, explosives, knives (excluding working dive/line workers tools of the trade) or weapons of any kind.
- Illegal or Unauthorized Possession or Use of Drugs, Controlled Substances, or Paraphernalia. – Students will not possess, consume, distribute, or be under the influence of illegal drugs while on school property or at any school sponsored event.
- Possession or consumption of alcohol – Students will not possess or consume alcohol while on campus (including dorms), or be under the influence of alcohol while attending classes.
- Theft, Property Damage, and Vandalism - Theft, possession of stolen property, unauthorized possession, wrongful sale/gift, or vandalism of property to include institution, housing, customer, staff or other students' property will not be tolerated.
- Threatening, Harassing, or Assaultive Conduct – Any unwelcome action whether physical, verbal, or nonverbal; that is intimidating, hostile or creates an offensive environment, the use of force or threat of force to engage a person in sexual activities without the person's willing consent, or involvement in hazing or threatening the physical safety and comfort of others or a display of violence that results in physical contact.
- Dishonesty – Any acts of dishonesty in any academic or related matter and any knowing or intentional help, attempt to help, or conspiracy to help, another student commit an act of academic dishonesty, including cheating, plagiarism, fabrication and misrepresentation.
- Disorderly Conduct – Exhibiting disruptive behavior that impairs interferes with or obstructs the orderly conduct, processes and functions of the school.

- Unsafe Conduct – Students will observe all safety regulations, including the use of appropriate PPE equipment, and adhere to the proper use of tools, equipment, and motorized vehicles.
- Refusal to Comply – Failure to act on verbal instructions of instructors or staff, including all safety procedures.
- Unauthorized Entry – Students will not enter or attempt to break and enter into any locked or unauthorized room, building, storage area, vehicle, computer, or data storage device. This includes using keys without authorization.
- Unauthorized Use of Institution Facilities and Services – Wrongfully using institution properties or facilities; misuse, alteration, or damage to fire-fighting equipment, safety devices or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services.
- Tobacco Use – Violating non-smoking and tobacco usage rules.
- Discrimination – Students will not use any verbal or non-verbal discrimination towards any individual or group.
- Attempts to Injure or Fraud – Making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the institution when done with intent to injure, defraud, or misinform.
- Computer, Internet, and Network Use – Use of school computers, internet and networks in a manner that constitutes a violation of the institution code or local, state, and federal law, endangers system integrity, or accessing sites containing inappropriate content.
- Hazing – Any act taken on the institutions’ property or in connection with any institution-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in admission to, affiliation with, or as a condition for continued membership in a group or organization.
- Violation of Institution Rules - Engaging in conduct that violates institution or departmental regulations that have been posted or publicized.
- Violation of Federal or State Laws – Engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct or arson.

Violations of any student code of conduct may result in any of the following actions:

- Warning – An oral or written warning or reprimand.
- Probation – A condition imposed for a defined period of time and includes the probability of more severe disciplinary action if the student is found to violate any institutional regulation during the probationary period.
- Required Compliance – Satisfying institutional requirements.
- Confiscation – Confiscation of goods used or possessed in violation of institution regulations or confiscation of falsified identification or identification wrongly used.

- Restitution – Making compensation for loss, injury, or damage.
- Restriction of Privileges – The denial or restriction of specified privileges.
- Suspension – Separation of the student from the institution for a defined period of time, after which the student is eligible to return to the institution.
- Expulsion – The permanent separation of the student from the institution.
- Withholding of Diploma or Degree – The withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned action.