



Operating Protocol & Procedure

Details:

Number: 305

Title: Administration of Student Discipline (student conduct)

Category: Students

Office of Primary Responsibility: Dean of Students and campus/site designee for branch campuses and sites

Approval Date: 3/30/15

Effective Date: 3/30/15

Revised: 10/9/17, 5/6/24

Reviewed: May 2024

Purpose:

To state how the administration of student discipline (student conduct) at Pueblo Community College (PCC) is regulated.

Applicability:

Employees
Students

Definitions:

Career and Technical Education (CTE) program: A College program that has as its goal employment after the completion of a program certificate or degree.

Code of Student Behavioral Expectations and Responsibilities (Code): the official College set of rules outlining the social norms, rules, and responsibilities of, or proper practices for, an individual student, student group, or student organization.

Concurrent Enrollment Student: A student who is simultaneously enrolled in both a local education provider (LEP) and in one or more postsecondary classes at PCC pursuant to Colorado House Bill 09-1319 Concurrent Enrollment Programs Act.

Consortium Student: A student who is attending both PCC and another college under a consortium agreement. The "home college" is the degree-granting institution and the institution through which financial aid is awarded; the "host college" is the institution at which the student is temporarily taking courses for credit to be transferred back to the home institution. Students neither receive financial aid from nor are considered degree- or certificate-seeking at the host college.

Continuing Student: A registered student who has completed a course at PCC in a prior term and is registered for a subsequent term.

CTE program behavioral expectations: the rules that are established for students enrolled in CTE programs that exceed the rules that are stated in the College Code of Student Behavioral Expectations and Responsibilities (Code); these CTE expectations are rules that are located in the specific CTE Program Handbook.

Guest Student: A student who is attending a college other than PCC after high school, but who registers for classes at PCC for a single term with the intent to transfer the classes back to the home college.

Home campus is defined as the campus where the student or employee regularly work or attends.

Inactive Student – Any student who was active but has not completed a class in the three prior terms of record. Inactive students become active students through the submission of a new Application for Admission.

International Student: A student who is enrolled for credit at PCC and is present in the United States on a temporary visa (primarily F1, M1, M3, J1, J2, and H3 visa types) and who is not an immigrant (permanent resident with an I-51 or Green Card), an undocumented immigrant, or a refugee

New or First Time Student: For the PCC admittance term of record, a student whose first attendance at an institution of higher learning after high school occurs at PCC. Students who enter PCC as new students in the Summer term are also classified as new in the subsequent Fall term for cohort reporting requirements.

Non-credit student: A student who is registered in a non-credit course through a pre-college program or Pueblo Corporate College.

Readmit Student: For the PCC admittance term of record, a previous PCC registered student who became inactive in the student information system and has become an active student again.

Registered student: Any student who is actively registered in at least one credit-bearing course for a specified term.

Student: Active Student (or “Student”): A person is considered a student once he/she has registered in either a credit or non-credit course. Anyone who has been admitted to a credit-bearing program, non-credit training program, or Pre-College program and is not inactive in the student information system is deemed an active student. Active students are eligible to register for classes in the absence of holds, unmet requirements, or academic standing restrictions.

Transfer Student: For the PCC admittance term of record, a student identified as having attended an institution of higher learning other than PCC after high school.

References:

[PCC Student Handbook](https://pueblocc.edu/Student_Handbook) (https://pueblocc.edu/Student_Handbook)

State Board for Community Colleges and Occupational Education Board Policy (BP) 4-30 [Student Behavioral Expectations and Responsibilities](https://cccs.edu/policies-and-procedures/board-policies/bp-4-30-student-behavior/) (<https://cccs.edu/policies-and-procedures/board-policies/bp-4-30-student-behavior/>)

Colorado Community College System Procedure (SP) 4-30a [Student Behavioral Expectations and Responsibilities Resolution Procedure](https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-30a-student-behavior-procedure/) (<https://cccs.edu/policies-and-procedures/system-presidents-procedures/sp-4-30a-student-behavior-procedure/>)

Attachments:

None

Operating Protocol:

The administration of student discipline (student conduct) is regulated by the PCC Code of Student Behavioral Expectations and Responsibilities (Code), which is published and released on an annual basis in the PCC Student Handbook. Administration of alleged violations of the PCC Code of Student Behavioral Expectations and Responsibilities (Code) is also included in the PCC Student Handbook, and follows State Board for Community Colleges and Occupational Education BP 4-30 ([Student Behavioral Expectations and Responsibilities](#)) and Colorado Community College System Procedure SP 4-30a ([Student Behavioral Expectations and Responsibilities Resolution Procedure](#)).

The Code of Student Behavioral Expectations and Responsibilities (Code) is approved by the PCC Cabinet. The Student Handbook is available on the bottom of any PCC webpage; the link is named “Student Handbook” and found at this link: https://pueblocc.edu/Student_Handbook.

PCC Career and Technical Education (CTE) programs also define behavioral expectations that may exceed those defined in the college Code of Student Behavioral Expectations and Responsibilities (Code). Program behavioral expectations are defined in program handbooks. The administration of alleged violations of program behavioral expectations is also included in the CTE program handbooks.

Procedure:

The Dean of Students working in conjunction with the Program Assistant of Student Success, Vice President of Student Success, review and edit the Student Handbook. The Student Handbook is reviewed on an annual basis for updates and revisions. The Code of Student Behavioral Expectations and Responsibilities (Code) is reviewed at least once every three (3) years; any changes to the Code are presented to Cabinet for approval before they are included in the following year’s Student Handbook.

CTE program chairs review their program handbooks on an annual basis for updates and revisions. The academic division dean reviews CTE program handbooks at least once every three (3) years.

The CTE student behavior expectations and procedure for administration are approved by the academic division dean and the PCC Vice President of Student Suc