



Westchester
Community College

State University of New York

SANCTIONING GUIDE



A sanction is a requirement or status imposed because a student either accepts responsibility or is found responsible for violating the Student Code of Conduct.

This guide is designed to cover many, but not all, possible behaviors that would violate the Code. The sanctions outlined in this guide describe a student's disciplinary status (warnings, probations, suspension and dismissal) and are typically imposed for first-time offenses when the student is only found responsible for one specific violation. **However, as each conduct case is unique, the college's response and imposition of sanctions is NOT restricted to the sanctions listed in this guide.***

Sanctions are determined on a wide variety of factors, including but not limited to: (1) the severity and seriousness of the code violation; (2) the violation's impact on the college and local community; (3) the number of violations which occurred during an incident; and (4) a student's prior disciplinary history. The College reserves the right to impose a sanction on a student with no prior disciplinary record, commensurate with the violation, up to and including college suspension or expulsion as well as impose additional sanctions in addition to those mentioned in this guide (i.e. referrals, educational programs, reflection/research papers, etc.).

More information about the conduct process and sanctioning can be found in the Student Code of Conduct at www.sunywcc.edu/codeofconduct.

*In accordance with New York State Education Law 129-B, students found responsible for acts of sexual violence and/or sexual misconduct have specific sanctions listed that are available for Conduct Officers to require/impose.



Code Violation	Prohibited Behavior	Baseline Sanction
1. Abuse of the Student Conduct System	Failure to obey summons of a student conduct official	<ul style="list-style-type: none"> Warning or Probation
	Failure to complete or comply with sanction(s)	<ul style="list-style-type: none"> Probation or Suspension
	Knowingly alleging a violation of the Student Code of Conduct without cause.	<ul style="list-style-type: none"> Warning or Probation
	Attempting to discourage an individual's proper participation in, or use of, the conduct system.	<ul style="list-style-type: none"> Probation or Suspension
	Influencing or attempting to influence another person to commit an abuse of the conduct system.	<ul style="list-style-type: none"> Warning or Probation
2. Academic Dishonesty Note: Typically, first time, lower level violations of academic dishonesty are cataloged with no further action taken via the student conduct process. See Academic Honesty Policy in College Catalog	Acts of plagiarism or cheating with a previous history of academic dishonesty (1 previous violations)	<ul style="list-style-type: none"> Warning or Probation Plagiarism Workshop (if applicable to violation) with referral form completion
	Acts of plagiarism or cheating with a previous history of academic dishonesty (2+ previous violations)	<ul style="list-style-type: none"> Probation or Suspension Plagiarism Workshop (if applicable to violation) with referral form completion
	Acts of plagiarism or cheating deemed particularly egregious	<ul style="list-style-type: none"> Suspension or Expulsion
3. Aiding & Abetting in Code Violations.	Aiding & abetting in Code violations that results in damage to property.	***See #5. Destruction of Property
	Aiding & abetting in Code violations that results in physical harm to another.	***See #9 Threatening, Attempting, or Actual Physical Harm or Violence
	Aiding & abetting in Code violations that results in threat of harm or endangerment to others or oneself.	***See #9 Threatening, Attempting, or Actual Physical Harm or Violence
	Aiding & abetting in Code violations that results in disruption to the normal operations of the college or to others.	***See #8 Disruptive Conduct



Code Violation	Prohibited Behavior	Baseline Sanction
4. Compliance	Failing to comply with the directions of an authorized local, state, federal official acting in the performance of his or her duties	<ul style="list-style-type: none"> Warning or Probation
	Failing to comply with the directions of an authorized College official acting in the performance of his or her duties	<ul style="list-style-type: none"> Probation or Suspension
	Failing to comply with the directions of any other person responsible for a facility or registered function acting in accordance with their duties	<ul style="list-style-type: none"> Probation or Suspension
5. Destruction of Property	Removing College Property	<ul style="list-style-type: none"> Warning or Probation
	Damaging College Property	<ul style="list-style-type: none"> Probation or Suspension Restitution to fix/repair/replace damaged item
	Destroying College Property	<ul style="list-style-type: none"> Probation or Suspension Restitution to replace destroyed item
	Attempted Property Removal/Damage/Destruction	<ul style="list-style-type: none"> Warning or Probation
6. Disruptive Conduct	Classroom Disruptions (see Classroom Conduct Policy in College Catalog)	<ul style="list-style-type: none"> Warning, Probation or Class Removal
	Leading or inciting others to disrupt scheduled and/or normal activities within any College owned or rented facility	<ul style="list-style-type: none"> Probation or Suspension
	Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus	<ul style="list-style-type: none"> Warning or Probation
	Participation in campus demonstrations which disrupt the normal operations of the College	<ul style="list-style-type: none"> Probation or Suspension
	Actions that infringe on the rights of other members of the College	<ul style="list-style-type: none"> Probation or Suspension



Code Violation	Prohibited Behavior	Baseline Sanction
7. Drugs & Alcohol	a) <u>Possession</u> : Possession of alcohol or marijuana (small quantity)	• Warning or Probation
	a) <u>Possession</u> : Possession of alcohol or marijuana (large quantity/common source)	• Probation or Suspension
	a) <u>Possession</u> : Possession of controlled substance or dangerous drugs	• Probation or Suspension
	a) <u>Possession</u> : Possession of medication not prescribed to you	• Warning or Probation
	b) <u>Use</u> : Unlawful use of alcohol	• Probation or Suspension
	b) <u>Use</u> : Unlawful use of controlled substance or dangerous drugs	• Probation or Suspension
	b) <u>Use</u> : Under the influence of alcohol, controlled substance or dangerous drugs in class or at college sponsored activities	• Probation or Suspension
	b) <u>Use</u> : Use of medication not prescribed to you	• Suspension or Expulsion
	c) <u>Distribution, Delivery or Sale</u> : Unlawful distribution or sale of alcohol	• Warning or Probation
	c) <u>Distribution, Delivery or Sale</u> : Unlawful distribution or sale of controlled substance or dangerous drugs	• Probation or Suspension
	d) <u>Paraphernalia</u> : Use of drug paraphernalia	• Warning or Probation
	d) <u>Paraphernalia</u> : Possession of drug paraphernalia	• Probation or Suspension



Code Violation	Prohibited Behavior	Baseline Sanction
8. Endangerment	Reckless or intentional acts, which endanger, or put at risk, the welfare of oneself	<ul style="list-style-type: none"> • Probation or Suspension
9. Fire & Safety	Reckless or intentional acts, which endanger, or put at risk, the welfare of others	<ul style="list-style-type: none"> • Suspension or Expulsion
	Tampering or damaging fire/safety equipment	<ul style="list-style-type: none"> • Probation or Suspension
	Intentionally Creating/Causing a fire	<ul style="list-style-type: none"> • Suspension or Expulsion
	Unintentionally Creating/Causing a fire	<ul style="list-style-type: none"> • Probation or Suspension
	False Pull of Fire Alarm	<ul style="list-style-type: none"> • Probation or Suspension
	False Discharge of Fire Extinguisher	<ul style="list-style-type: none"> • Probation or Suspension
10. Forgery, Falsification, Fraud & Dishonesty	Possession of altered or fraudulent identification, documents, or currency.	<ul style="list-style-type: none"> • Warning or Probation
	Purchasing, distribution and/or sale of altered or fraudulent identification, documents or currency.	<ul style="list-style-type: none"> • Probation or Suspension
	Providing false information	<ul style="list-style-type: none"> • Warning or Probation
	Altering official documents (transcripts, currency, records, etc.)	<ul style="list-style-type: none"> • Warning or Probation
11. Gambling	Participation in: games of chance, illegal lottery and/or games with an exchange of money or something of value	<ul style="list-style-type: none"> • Warning or Probation
	Promoting or advancing gambling	<ul style="list-style-type: none"> • Warning or Probation
	Gambling using College computing/network facilities;	<ul style="list-style-type: none"> • Probation or Suspension
	Possessing gambling devices or gambling records	<ul style="list-style-type: none"> • Warning or Probation



Code Violation	Prohibited Behavior	Baseline Sanction
12. Harassment or Abuse of Another	Behaviors intended to bully, intimidate, insult, or create a hostile environment for another individual.	<ul style="list-style-type: none"> • Probation or Suspension
	Posting or distributing disparaging or compromising images of another, altered or otherwise or post denigrating text on, but not limited to, the following modes: internet websites or newspapers, without the express consent/authorization of the individual	<ul style="list-style-type: none"> • Suspension or Expulsion
13. Hate or Bias-Related Crime	When an individual intentionally selects a person against whom an offense/violation is committed or intended to be committed because of a belief or perception regarding the race, color, national origin, ancestry, ethnicity, gender, gender identity or expression, sexual orientation, religion, religious practice, age, physical or mental disabilities, including learning disabilities, and past/present history of a mental disorder, regardless of whether the belief or perception is correct.	<ul style="list-style-type: none"> • Suspension or Expulsion
14. Hazing	Any reckless or intentional conduct in connection with the initiation into, or affiliation with, any organization, which degrades or humiliates any person, regardless of the person's willingness to participate.	<ul style="list-style-type: none"> • Suspension or Expulsion
	Any reckless or intentional conduct in connection with the initiation into, or affiliation with, any organization which endangers the mental or physical health of any person, regardless of the person's willingness to participate.	<ul style="list-style-type: none"> • Suspension or Expulsion



Code Violation	Prohibited Behavior	Baseline Sanction
15. Misuse of College Property	Unauthorized possession of College property or other personal or public property,	<ul style="list-style-type: none"> • Probation or Suspension
	Unauthorized duplication of College property or other personal or public property,	<ul style="list-style-type: none"> • Warning or Probation
	Misuse of College property or other personal or public property,	<ul style="list-style-type: none"> • Probation or Suspension
	Public posting, selling of, or in any other way, distribution of notes of class lectures, course handouts and outlines, and/or any other College supplied materials without the express written permission of the instructor.	<ul style="list-style-type: none"> • Probation or Suspension
16. Parking and Motor Vehicle Violations	Use of an unauthorized vehicle on campus	<ul style="list-style-type: none"> • Warning or Probation
	Failure to adhere to traffic regulations	<ul style="list-style-type: none"> • Warning or Probation
	Driving under the influence of alcohol or other drugs	<ul style="list-style-type: none"> • Suspension or Expulsion
	Causing damage to College property or personal property while operating a motor vehicle.	<ul style="list-style-type: none"> • Probation or Suspension



Code Violation	Prohibited Behavior	Baseline Sanction
17. Physical Harm or Violence	Threatening Physical Harm	<ul style="list-style-type: none"> • Probation or Suspension
	Attempted Physical Harm	<ul style="list-style-type: none"> • Suspension or Expulsion
	Actual Physical Harm	<ul style="list-style-type: none"> • Suspension or Expulsion
18. Prohibited Recreational Activities	Use of a skateboard, roller blades, bicycle, etc on college property with a previous history of prohibited recreational activity (1 previous violations)	<ul style="list-style-type: none"> • Warning or Probation
	Use of a skateboard, roller blades, bicycle, etc on college property with a previous history of prohibited recreational activity (2+ previous violations)	<ul style="list-style-type: none"> • Probation or Suspension
19. Retaliation	Engaging indirectly in any action to harass, intimidate, retaliate against, or improperly influence any individual involved with the Student Conduct System.	<ul style="list-style-type: none"> • Probation or Suspension
	Engaging directly in any action to harass, intimidate, retaliate against, or improperly influence any individual involved with the Student Conduct System.	<ul style="list-style-type: none"> • Suspension or Expulsion
	Attempting to harass, intimidate, retaliate against, or improperly influence any individual involved with the Student Conduct System.	<ul style="list-style-type: none"> • Suspension or Expulsion
	An intentional act taken against an individual who initiates any sexual misconduct complaint, including stalking of intimate partner violence, pursues legal recourse for such a complaint, or participants in any manner in the investigation of such a report.	<ul style="list-style-type: none"> • Suspension or Expulsion
20. Solicitation	Disbursement of promotional/informational material on College property or on items or personal property on campus (i.e. motor vehicles), without prior written consent from the appropriate College official	<ul style="list-style-type: none"> • Warning or Probation
	Taking requests for donations without prior written consent from the appropriate College official	<ul style="list-style-type: none"> • Warning or Probation
	Selling or vending of any merchandise or services without prior written consent from the appropriate College official	<ul style="list-style-type: none"> • Warning or Probation



Code Violation	Prohibited Behavior	Baseline Sanction
21. Student Computer & Communications Technology	Using college systems to create an intimidating, hostile, discriminatory or derogatory environment for others	<ul style="list-style-type: none"> • Probation or Suspension
	Downloading of copyrighted material	<ul style="list-style-type: none"> • Warning or Probation
	Using college systems in any outside business activity	<ul style="list-style-type: none"> • Warning or Probation
	Using college systems for gambling	<ul style="list-style-type: none"> • Warning or Probation
	Any test or attempt to compromise computer or communication system security	<ul style="list-style-type: none"> • Probation or Suspension
	Knowingly or recklessly disrupting the normal operation of computers, peripherals, or networks. "Disruption" includes, but is not limited to, network sniffing, ping floods, packet spoofing, denial of service and forged routing information for malicious purposes	<ul style="list-style-type: none"> • Suspension or Expulsion
	Connecting unauthorized equipment to the network for any purpose	<ul style="list-style-type: none"> • Warning or Probation
	Running or installing games or any other unauthorized software on College computers, including personal Web servers	<ul style="list-style-type: none"> • Warning or Probation
	Copying of any software from College computers	<ul style="list-style-type: none"> • Probation or Suspension
	Using the College network to gain unauthorized access to any computer system	<ul style="list-style-type: none"> • Probation or Suspension
	Using College systems to access, transmit, store, display, or request obscene, pornographic, erotic, profane, racist, sexist, violent, drug-related or other offensive material (including messages, images, video, or sound) unless expressly required for educational purposes	<ul style="list-style-type: none"> • Probation or Suspension
	Using College systems to solicit for personal gain or for the advancement of a political or religious belief	<ul style="list-style-type: none"> • Warning or Probation
Modifying College-issued computer software, especially anti-virus / security software.	<ul style="list-style-type: none"> • Probation or Suspension 	



Code Violation	Prohibited Behavior	Baseline Sanction
22. Student Group Violations	Failure to adhere to the policies & procedures of the Club/Organization Manual	<ul style="list-style-type: none"> • Probation or Loss of Recognition
23. Theft	Stealing Property/Services	<ul style="list-style-type: none"> • Probation or Suspension
	Possessing Stolen Property	<ul style="list-style-type: none"> • Probation or Suspension
24. Tobacco Use	Use of tobacco products, vaping devices, electronic cigarettes, and other nicotine delivery devices in any College facility or outdoor area WITH a previous history of smoking/tobacco use violations (1 – 2 previous violations)	<ul style="list-style-type: none"> • Warning or Probation
	Use of tobacco products, vaping devices, electronic cigarettes, and other nicotine delivery devices in any College facility or outdoor area WITH a previous history of smoking/tobacco use violations (3+ previous violations)	<ul style="list-style-type: none"> • Probation or Suspension
25. Unauthorized Entry or Use	Entering facilities/property without proper authorization	<ul style="list-style-type: none"> • Probation
	Using facilities/property without proper authorization	<ul style="list-style-type: none"> • Warning or Probation
26. Violations committed by guests, friends, or family members.	Any violation committed by a guest, friend or family member of a student.	***See associated violation



Code Violation	Prohibited Behavior	Baseline Sanction
27. Weapons, Firearms, Explosives, & Other Dangerous Objects	Possession of a Knife	• Probation or Suspension
	Possession or Use of Fireworks	• Probation or Suspension
	Possession of BB, Paintball, or Airsoft Gun	• Suspension or Expulsion
	Possession of a handgun or long gun	• Suspension or Expulsion
	Use of any type of weapon	• Suspension or Expulsion
	Use of any object as a weapon	• Suspension or Expulsion
28. Other Violations	See definition in <i>Student Code of Conduct</i> .	• N/A

Sex Based Offenses:

Code Violation	Prohibited Behavior	Baseline Sanction
29. Intimate Partner Violence	Domestic Violence See definition of <i>Student Code of Conduct</i> .	When an individual is found responsible for (28) Intimate Partner Violence: Domestic Violence or Dating Violence, the following sanctions are available: a. Expulsion b. Suspension for 8, 7, 6, 5, 4, 3, 2, or 1 semesters c. If suspended and readmitted, loss of privileges and/or campus restriction upon return d. If suspended and re-admitted and applicable, extension of restriction of contact with the reporting individual e. Mandated counseling assessment while suspended
	Dating Violence See definition of <i>Student Code of Conduct</i> .	



Code Violation	Prohibited Behavior	Baseline Sanction
30. Sexual Assault, Rape	<p>Sexual Assault I</p> <p>See definition of <i>Student Code of Conduct</i>.</p>	<p>When an individual is found responsible for (29) Sexual Assault I and/or (29) Sexual Assault II, the following sanctions are available:</p> <ul style="list-style-type: none"> a. Expulsion b. Suspension for 8, 7, 6, 5, 4, 3, 2, or 1 semesters c. If suspended and readmitted, loss of privileges and/or campus restriction upon return d. If suspended and re-admitted and applicable, extension of restriction of contact with the reporting individual e. Mandated counseling assessment while suspended
	<p>Sexual Assault II</p> <p>See definition of <i>Student Code of Conduct</i>.</p>	
31. Sexual Exploitation	See definition of <i>Student Code of Conduct</i> .	<p>When an individual is found responsible for (29) Sexual Exploitation, the following sanctions are available:</p> <ul style="list-style-type: none"> a. Expulsion b. Suspension for 8, 7, 6, 5, 4, 3, 2, or 1 semesters c. If suspended and readmitted, loss of privileges and/or campus restriction upon return d. If suspended and re-admitted and applicable, extension of restriction of contact with the reporting individual e. Mandated counseling assessment while suspended i. College Probation j. Loss of privileges and/or campus restrictions



Code Violation	Prohibited Behavior	Baseline Sanction
32. Sexual Harassment	See definition of <i>Student Code of Conduct</i> .	When an individual is found responsible for (27) Sexual Harassment, the following sanctions are available: a. Expulsion b. Suspension for 8, 7, 6, 5, 4, 3, 2, or 1 semesters c. If suspended and readmitted, loss of privileges and/or campus restriction upon return d. If suspended and re-admitted and applicable, extension of restriction of contact with the reporting individual e. Mandated counseling assessment while suspended f. College Probation g. Loss of privileges and/or campus restrictions h. Educational Programming
33. Stalking	See definition of <i>Student Code of Conduct</i> .	When an individual is found responsible for (27) Stalking, the following sanctions are available: a. Expulsion b. Suspension for 8, 7, 6, 5, 4, 3, 2, or 1 semesters c. If suspended and readmitted, loss of privileges and/or campus restriction upon return d. If suspended and re-admitted and applicable, extension of restriction of contact with the reporting individual e. Mandated counseling assessment while suspended f. College Probation g. Loss of privileges and/or campus restrictions h. Educational Programming