

**GUILFORD TECHNICAL COMMUNITY COLLEGE - ADULT EDUCATION PROGRAM**  
**CODE OF CONDUCT** (Revised April 2019)

GTCC is an institution for adult learning. The GTCC learning environment reflects a partnership between instructors with the desire to teach and students with the desire to learn. To create an appropriate environment for teaching and learning, there must be **mutual respect** among students, instructors, and staff. **Students must be actively engaged in classroom activities and follow directions from instructors and staff.** Listed below are guidelines for behavior that will provide a positive learning environment for all. **Students who fail to adhere to the guidelines could be subject to disciplinary action (such as suspension or expulsion) and/or legal action. All college personnel have the authority and responsibility to ensure that these guidelines are followed:**

1. **Identification.** To promote a safe learning environment, all persons who are consistently present on a GTCC campus are required to have in their possession a GTCC issued ID and present it upon request by college personnel.
2. **Tobacco Free.** Students violating the "Tobacco/Vaping Free Campus Policy" (no tobacco or vaping products allowed including cigarettes, cigars, pipes, chewing tobacco, snuff, etc.) will be subject to probation for the first offense and suspension for one semester for the second offense.
3. **Profanity (and Disruptive Behavior).** Students are expected to conduct themselves in a professional manner appropriate for their course of study. Physically or verbally lewd or indecent behavior, profanity, threatening or sexually explicit language and obscene acts are strictly prohibited. Students may **not** display excessively noisy, abusive, or intoxicated behavior. Students may not possess or conceal any weapon or illegal drugs.
4. **Dress.** In keeping with the mission to prepare students for success in the workforce, students are expected to dress appropriately within the generally accepted bounds of good taste. The college respects individual style and creativity as long as students dress in a manner which is not disruptive or distracting to the educational environment and conforms to the expectations and standards of the professional community.

**Inappropriate clothing:**

- **Clothing that displays nudity or implied nudity, profanity, or violence** - **Deeply low cut shirts/blouses**
  - **Sagging or low cut pants (no skin and undergarments exposed)** - **Shirts/blouses with visible midriffs**
  - **Wearing hoods or hats in the classroom**
5. **Respect.** All individuals are expected to maintain mutual respect in the learning environment. Instructors are responsible for their classrooms. Students are to adhere to instructors' classroom guidelines.

**Respectful learning environments DO NOT include:**

- Inappropriate or offensive commentary or body language regarding the course, the instructor, assignments, or fellow students.
  - The use of cell phones, beepers, and other personal communication devices upon entering class. Individuals may not receive or send telephone calls, text messages, or pages during class.
  - Side conversations as they are disruptive.
  - Working on outside activities while in class including homework for other courses or personal activities.
  - Transaction of personal business with the instructor other than before or after class.
  - Wearing strong scents (perfume, aftershave, etc.) of any kind as others may be allergic to them.
  - Using internet access for other than valid, academic purposes that are related to the course.
  - Food or drink near computers.
6. **Absences/Attendance.** Students are expected to attend all classes unless officially excused. Students should inform the instructor in advance if they know they are going to miss a class. Students must adhere to the attendance policy and should be on time for all classes. Repeated absences, tardiness, and leaving classes early may lead to dismissal from the classes or suspension from the program.
  7. **Guests.** In the interest of safety, children should not be left unattended in public areas. Only persons registered for a course and listed on the attendance roster may attend class in any learning environment. **No children are allowed in the classrooms. Persons who need to contact students must report to the reception area to make contact.**

**I have read, understand, and am willing to comply with the rules listed above.**

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent signature (if student is a minor): \_\_\_\_\_ Date: \_\_\_\_\_

Print signature: \_\_\_\_\_ Date: \_\_\_\_\_