



STUDENT VIOLATION OF CLASSROOM STANDARDS (SVCS) - Instructions

Purpose of the SVCS form:

- Support the expectations as specified in the course syllabus
- Provide the faculty member and student with a record of the alleged violation
- Serve as notice to the student of his/her behavior before it escalates to the level of a Code of Conduct charge
- Serve as evidence that may be considered when a student is charged with a Code of Conduct violation

Procedure for use of SVCS form:

- Document all actions, including a verbal warning
- Include faculty and student signatures
- Provide copies to student, Department Chairperson/Program Coordinator, and campus Judicial Affairs Advocate (for tracking purposes)

Note: Potentially violent or threatening behavior should be reported immediately to Public Safety.

Contact Information:		
BC Police Department:	911	
Public Safety	Weekdays	Weekends/Evenings
Catonsville	(443) 840-4455	(443) 840-4958
Dundalk	(443) 840-3200	(443) 840-3189
Essex	(443) 840-2300	(443) 840-1893
Off Campus Sites	911	911
Judicial Affairs Advocates:		
Catonsville/Hunt Valley/Owings Mills: Charolene Oliver	(443) 840-4130	
Dundalk : Patricia Quintero-Hall	(443) 840-3206	
Essex/Community Centers: Eric Washington	(443) 840-2108	
Campus Coordinators for Evening and Weekend		
Catonsville: Cindy Durham		(443) 840-4103
Dundalk: Lori Meehan		(443) 840-3782
Essex: Megan Manley		(443) 840-1611



STUDENT VIOLATION OF CLASSROOM STANDARDS (SVCS)

<http://ccbcmd.edu/catalog/codeofconduct.html>

Faculty Member: _____ Date of Incident: _____

Course: _____ Course ID (CRN): _____

Student's Name: _____ Student ID: _____

Campus: _____ Term: _____

- ____ 1. Commit an apparent act of academic dishonesty.
- ____ 2. Interrupt the academic process, e.g. persistently speaking inappropriately or talking to other students.
- ____ 3. Lack civility in the learning environment, e.g. by sleeping in class or through loud, profane, combative, or other inappropriate classroom behavior.
- ____ 4. Interfere with the freedom of expression of others.
- ____ 5. Fail to comply with directions of the instructor, e.g. refusing to be seated, intentionally delaying or interrupting the progress of the class, or leaving and entering the learning environment without authorization.
- ____ 6. Disregard the proper and safe use of classroom/college property and/or equipment.
- ____ 7. Disrupt the class by using electronic or other devices not approved by the instructor, such as cell phones, etc.
- ____ 8. Engage in other actions disruptive to the learning environment, as specified here:

Description of Incident:

Actions Taken:

- ____ 1. Date of Verbal Warning: _____
- ____ 2. Date of Written Warning: _____
- ____ 3. Academic sanction imposed per course syllabus and/or Code of Conduct:

- ____ 4. Referred to: _____ Date: _____
- ____ 5. Public Safety was called.

Comments:

Student Signature: _____ Date _____

(My signature confirms that I have read this form and is not an admission of guilt.)

Faculty Signature: _____ Date _____