



College of Court Reporting

Academic Integrity and Conduct/Professionalism

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Academic Integrity and Conduct/Professionalism

It is assumed that adults who enter a profession subscribe to a high moral and ethical code. Students are expected to conduct themselves in a manner compatible with the standards of the profession that they are entering. A conduct policy has been adopted by the college. Any student with behavioral problems will be admonished and advised whenever necessary. If such problems continue to exist, the student may be dismissed.

1. A student who is disruptive in class or whose attitude is so lax and/or inattentive as to deter the morale and/or cause dissension among class members will be subject to probation or dismissal.
2. Any student who is insubordinate, uses obscene language, or whose conduct is abusive to instructors or other students will be terminated.
3. Cheating or plagiarizing on a test, assignment, or other work is a serious offense and grounds for immediate dismissal. A student who performs any school-related work, assignment, quiz, test, evaluation, etc., must be the same person who enrolled at CCR and the results reflect that student's own knowledge and competence.
4. Any student whose conduct interferes with the learning of another student will be cautioned. If such conduct continues, that student will be terminated.

All students are reminded that they are preparing for professional fields that will not tolerate unprofessional behavior. Students are also admonished to refrain from unprofessional language, comments, and discussions online in the live virtual classroom, discussion board, or in other online forums. Students are expected to be of a professional demeanor and will be expected to refrain from making comments that are abusive to an instructor or other students. If a student is having a problem in a class, disagrees with the teacher, or is upset, there are a number of professionally accepted ways to deal with the situation. Personal grievances should be handled in private where other students do not have access (email, telephone call, letter to the attention of the instructor or president).

In recognition of the fact that people are fallible, this policy is announced for the purpose of resolving any grievance a student might have while attending the CCR. By definition, a grievance is a circumstance or condition thought to be unjust and the basis for complaint or resentment.

CCR will not knowingly tolerate the unjust treatment of any student. With this in mind, any student having a grievance should promptly bring the matter to a faculty member, if appropriate, so the grievance might be resolved.

In conclusion, CCR will handle any disruptive student in the following way:



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1. All unprofessional behavior and unreasonable conduct will be addressed once it is reported to an administrator.
2. The administrator will talk to the student and/or instructor.
3. If the complaint of unprofessional conduct is substantiated, the student's behavior will be documented, and such documentation will be placed in the student's academic file.
4. The student will be placed on probation with a warning about the behavioral problem.
5. A second demonstration of unprofessional conduct will result in termination from the school.

Biennial Review by CCR of its Drug-Free Workplace/Drug-Free School Policy Compliance

CCR administrators will review, on a biennial basis, the effectiveness of the programs stated in its Drug-Free Workplace/Drug-Free Schools Policy Statement and will implement changes to the programs, if they are needed, in accordance with the Drug-Free Schools and Communities Act amendments of 1989 (Public law 101-226). This review will also be conducted to ensure that the disciplinary sanctions stated in the CCR Policy Statement are consistently enforced.

Drug-Free Workplace/Drug-Free Schools Policy Statement

This is a statement of the standards of conduct and disciplinary sanctions to be imposed for the unlawful possession, use, or distribution of illicit drugs and alcohol by CCR students and employees on CCR property or as part of any of its activities.

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or the unlawful possession and use of alcohol is wrong, harmful, and prohibited in and on CCR property or as part of any of its activities. Any CCR employee or student determined to have violated this policy shall be subject to disciplinary action for misconduct, which action may include termination/expulsion and referral for prosecution. No employee/student is to report to work/class or any CCR activity while under the influence of alcohol or illegal drugs. Violation of these policies by an employee/student will be reason for evaluation/treatment for drug/alcohol use disorder and/or for disciplinary action up to and including termination/expulsion and/or referral for prosecution consistent with local, state, and federal law.

Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol

Drugs cause physical and emotional dependence. Users may develop a craving for specific drugs, and their bodies may respond to the presence of drugs in ways that lead to increased drug use.

Regular users of drugs develop tolerance, a need to take larger doses to get the same initial effect. They may respond by combining drugs, frequently with devastating results. Certain drugs, such as opiates, barbiturates, alcohol, and nicotine, create physical dependence. With prolonged use, these drugs become part of the body chemistry. When a regular user stops taking the drug, the body experiences the physiological trauma known as withdrawal. The withdrawal trauma includes (depending on the type of the drug): loss of appetite, irritability, tremors, panic, cramps, nausea, chills, sweating, anxiety, insomnia, delirium, convulsions, depression, and disorientation among other discomforts. Psychological dependence occurs when taking drugs becomes the center of the user's life.

Psychological dependence on drugs can destroy ties to family and friends, as well as cause the user to abandon outside interests, values, and goals. The user goes from taking drugs to feeling good, to taking them to keep from feeling bad. Over time, drug use itself heightens the bad feelings and can leave the user suicidal. Drugs can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition. Such accumulations of drugs and their



slow release over time may have effects on the mind and body weeks or even months after drug use has stopped.

Drugs can interfere with memory, sensation, and perception. They distort experiences and cause a loss of self-control that can lead users to harm themselves and others. Drugs interfere with the brain's ability to take in, sort, and synthesize information. As a result, sensory information runs together, providing new sensations while blocking normal ability to understand the information received. Drugs can have an insidious effect on perception; for example, cocaine and amphetamines often give users a false sense of functioning at their best while on the drug. Research shows that drugs erode self-discipline and motivation necessary for learning that causes decline in academic and work performance as well.

The marijuana produced today is five to 20 times stronger than that available as recently as 10 years ago. Its regular use has been associated with a "motivational syndrome," characterized by apathy and loss of goals. Research has shown that severe psychological damage, including paranoia and psychosis, can occur when marijuana contains two percent THC, its major psychoactive ingredient. Since the early 1980s, most marijuana has contained from four to six percent THC - two or three times the amount capable of causing serious damage.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in high mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effect just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs, such as the brain and the liver.

Far more addictive than heroin, barbiturates, or other illicit drugs is crack, a cheap but potent form of cocaine. It is extremely addictive; repeated use can lead to addiction within a few days. Crack leads to crime and severe psychological disorders. Many addicted users have turned to stealing, prostitution, and drug dealing in order to support their habit. Continued use can produce violent behavior and psychotic states similar to schizophrenia. Crack/cocaine as well as many other illicit drugs (for example, narcotics, depressants, stimulants and hallucinogens) produce a wide gamut of withdrawal syndromes. These drugs can also cause sudden death from cardiac arrest or respiratory failure.

Sources of Text: What works: Schools Without Drugs, United States Department of Education, 1989 revised edition.

Legal Sanctions

In the 1989 edition of the U.S. Department of Justice, Drug Enforcement and Administration publication "Drugs and Abuse," the following statement is provided regarding applicable legal sanctions under federal law for the unlawful possession or distribution of illicit drugs.



The foundation of the federal fight against drugs is Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970, commonly known as the Controlled Substance Act (CSA). The basic provisions of that law were strengthened by the Congress in 1984 and again with the Anti-Drug Abuse Act of 1986. The CSA provides penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. The penalties are basically determined by the schedule of the drug or other substance, and sometimes are specified by drug name, as in the case of marijuana. As the statute has been amended since its initial passage in 1970, the penalties have been altered by Congress.

Indiana's laws (directed to discourage persons from driving under the influence of drugs or alcohol) have severe penalties including mandatory minimum incarceration sentences. Other sanctions include:

- Suspension or revocation of driver's license;
- Suspension of vehicle registration and return of license plates, in the case of multiple offenses;
- Mandatory blood testing to determine alcohol or drug levels; and
- Ban on open alcoholic beverage containers in vehicles operating on public highways. See Appendix A for a statement you must sign.

Campus Alcoholic Beverages Policy

The serving, possession, and consumption of alcoholic beverages on CCR property, or as any part of its activities, shall comply with state and federal laws and city/county ordinances. Students are required to review and abide by the provisions set forth in the Drug-Free Workplace/Drug-Free Policy. Topics include:

- Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol; and
- Applicable Legal Sanctions Under Federal, State and Local Law for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol.

