



OKLAHOMA CITY  
COMMUNITY COLLEGE

**Adult Student Conduct Form**  
**Adult Education and Literacy Classes**

The Oklahoma City Community College Adult Learning Center (ALC) endorses and encourages the development of adult learning opportunities available in the Adult Basic Education Classes. Our goals for the program are: (1) to provide quality education, and (2) to provide an environment conducive to learning. To be able to meet these goals, certain expectations are required of all adult students, including those who are under 18 years of age and who have been approved to attend ABE classes.

The following guidelines and rules of conduct, both for the classroom and the building premises, are simple, commonly accepted, and above all, designed to create the best possible learning atmosphere for you, the student.

**Unacceptable conduct includes (but is not limited to) the following:**

- Cheating or plagiarism.
- Excessive loud talking or other disturbing behavior which, in the opinion of the teacher, is a problem for other students.
- Theft.
- Fighting.
- Arguing with the teacher or other class members.
- Making a social hour out of class time to the point of distracting others who want to study.
- Disrespect for a teacher or other class members.
- Obscene language or gestures.
- Bringing any weapon, alcohol, or drugs onto the building premises.
- Arriving at class with obvious display of intoxication (alcohol or drugs).
- Smoking in places other than the designated smoking areas.
- Racial insults, slurs, or insinuations toward students, teachers, or ALC staff.
- Inappropriate attire.
- Falsification of information on the enrollment form, sign-in sheet, and/or DHS time sheets.
- Any other behavior which the instructor or administration deems unacceptable to a learning environment.

A student's class membership may be terminated after one infraction notice (verbal or written), indicating violation of one of the above-stated guidelines, or any other conduct detrimental to a positive learning environment. Such notice will constitute a one-time-only warning.

**I, THE STUDENT, AGREE TO ABIDE BY THE ABOVE-STATED POLICIES:**

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Print Name**

**Date** \_\_\_\_\_