

STUDENT CODE OF CONDUCT PROCEDURE - ACADEMIC

Student Code of Conduct Procedure - Academic

This procedure supports the Student Code of Conduct and outlines the procedure for academic issues.

Due Process:

In all cases involving student sanctions, the student will be given:

- Notice in writing of violation of student code of conduct
- Opportunity for a meeting to review facts related to the incident and determination of informal resolution or disciplinary sanctions
- Right to appeal the decision/sanction

Student Grievances:

A grievance is a written claim raised by a student alleging improper, unfair, arbitrary, or discriminatory action by an employee involving application of a specific provision of MPTC's academic policies and procedures. An academic grievance is a dispute related to an academic matter within a learning activity, class, or program of study.

This grievance procedure pertains to both credit and non-credit classes and programs. In the following procedures, standard business days are understood to follow a Monday through Friday sequence, not counting days when the College is closed. The relevant Associate Dean has the authority to extend the reporting times for good cause.

The grievance procedure is based on the proposition that informal resolution initiated by the student is the preferred outcome. If such resolution cannot be attained or if the student feels that an initial informal meeting with the affected party is not possible due to the nature of the concern, then the grievance procedure will begin as outlined below. Failure to comply with any of the deadlines below will forfeit a student's right to appeal.

Please note: Programmatic accreditation may impact and add additional steps to this process. Please see the appropriate program handbook for additional information.

Informal Resolution:

The goal of this procedure is to achieve resolution acceptable to the parties at the lowest possible administrative stage. The student must contact the instructor with whom they have the grievance and request a face-to-face meeting or phone conference to discuss the concern within five (5) standard business days of the date on which the alleged issue occurred or was brought to the student's attention by the instructor.

The instructor must hold the meeting or phone conference with the student within five (5) standard business days of the receipt of the student's request. The instructor will listen to the entirety of the student's concern and consider if a change of decision is warranted.

Within five (5) standard business days of reaching a decision, the instructor will communicate the decision to the student in writing (college e-mail or letter) and provide a copy to the Associate Dean of the

instructor's instructional area. If there is no resolution of the grievance with the instructor, the student may initiate a Formal Appeal.

Formal Resolution:

Step 1: Request for Appeal to the Associate Dean

If the issue was not resolved during the informal resolution process, the student may appeal the sanction using the following procedures.

The student must submit a written appeal request to the Associate Dean within five (5) standard business days of the date on which the student learned of the instructor's decision. The written appeal request document (or e-mail) must clearly address:

- The student's specific concerns.
- The date on which the student met with the instructor to seek resolution of the issue (if the student did not meet with the instructor, the student must explain why).
- The result of the discussion with the instructor.
- The outcome the student seeks.

The Associate Dean will contact the student to establish a meeting. At this meeting, the Associate Dean will discuss with the student the concerns related to the issue. After the meeting, the Associate Dean will communicate a decision to the student, in writing. A copy of the communication will be provided to the instructor (as applicable).

Step 2: Request for Appeal to the Dean

The student may appeal to the appropriate Dean. The student must make this request to the Dean within five (5) standard business days of the date on which the student learned of the Associate Dean's decision.

The Dean will contact the student to establish a meeting if necessary. The Dean will have access to all information involved in the prior steps of the procedure and may invite other persons as necessary to make a decision.

The Dean will communicate a decision to the student, in writing. A copy of the communication will be provided to the instructor (as applicable) and the Associate Dean.

Step 3: Request for Appeal to the Vice President of Academic Affairs

The student may appeal to the Vice President of Academic Affairs, or the Vice President's designee. The student must make this request within five (5) standard business days of the date on which the student learned of the Dean's decision.

The Vice President of Academic Affairs, or the Vice President's designee, will contact the student to establish a meeting if necessary. The Vice President will have access to all information involved in the prior steps of the procedure and may invite other persons as necessary to make a decision.

The Vice President, or the Vice President's designee, will communicate a decision to the student in writing. A copy of the communication will be provided to the instructor, the Associate Dean, and the Dean, as applicable. The decision of the Vice President, or the Vice President's designee is final.