

# STUDENT CODE OF CONDUCT PROCEDURE NON ACADEMIC

This procedure supports the Student Code of Conduct and outlines the procedure for non-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

## Procedure

The intention is to achieve resolution with parties involved at the lowest administrative stage without the need for further sanction or escalation. Students who are subject to disciplinary sanctions will be notified of specific infractions of the College conduct code and have the opportunity to meet with the Director of Student Development to seek resolution.

The goal of this meeting is to find a mutually agreed-upon resolution if possible or for the student to accept the original sanction imposed. Students who are subject to probation as their disciplinary sanction may appeal to the Vice President of Student Services. A student will be accorded five (5) standard business days, following receipt of the written notification of loss of privilege/probation, to contact the Vice President of Student Services in writing to request a meeting. As part of the written request, the student must include the following:

- The student's specific concerns and circumstances related to the incident.
- Why the sanction of privilege/probation is unreasonable, unfair, excessive, or not in keeping with the sanctions prescribed in the Student Code of Conduct.
- The outcome that the student seeks.
- Any other relevant documents that are to be considered in the appeal process.

Students who are subject to suspension or expulsion as their disciplinary sanction may request a meeting before the Student Conduct Committee. A student will be accorded five (5) standard business days, following receipt of the written notification of suspension or expulsion, to contact the Vice President of Student Services in writing to request a meeting before the Student Conduct As part of the written request to the Vice President of Student Services, the student must include the following:

- The student's specific concerns and circumstances related to the incident.
- Why the sanction of suspension or expulsion is unreasonable, unfair, excessive, or not in keeping with the sanctions prescribed in the Student Code of Conduct.
- The outcome that the student seeks.
- Any other relevant documents that are to be considered in the appeal process.

If the written request does not include all of the information listed above, the appeal may be denied.

## Student Conduct Committee

If a student requests a meeting before the Student Conduct Committee, the Director of Student Development will forward all information to the Academic Dean who will schedule a meeting before a Student Conduct Committee to be held within thirty (30) standard business days of the date the student's request is received, or at a mutually agreed upon and convenient time. Should the Vice President of Student Services need to extend the investigation beyond the thirty (30) day time period, the student will be notified in writing.

The Student Conduct Committee members shall be selected by the Academic Deans Office from a pool of staff and students and will be trained in College student conduct procedures. Members of the committee will elect a chair. Membership for a Student Conduct Committee includes:

- Three staff members, of which two must be teaching faculty and from outside the student's program area of study.
- Two students, from outside the student's program area of study.
- A nonvoting recorder.

The Director of Student Development will provide procedure and process support to the committee and is a nonvoting member.

## Meeting Procedures

The meeting shall be informal and closed to the public. The committee is not bound by common law or statutory rules of evidence and may consider evidence deemed reliable.

The Committee members, recorder, Academic Dean, faculty member, student and respective support person (optional) shall remain in the room. All other parties called will only remain in the room during their testimony or as required by the committee. The student may have one person of their choosing present during the meeting(s) for support. This support person will not be permitted to speak, or otherwise act, as an advocate for the student or instructor.

If the accused student fails to appear for the informal meeting, the Director of Student Development or designee may proceed to review and act upon the complaint in his/her absence and shall notify the student in writing of the action taken.

At the conclusion of the hearing, the Student Conduct Committee will deliberate and/or discuss, in private, and may request that the Director of Student Development remain in the room to address procedure and/or process questions.

The committee will prepare written findings of fact and a written statement of the decision. The decision will be forwarded by the Director of Student Development to complete and send by certified receipt-requested mail to the student within fourteen (14) standard business days of the meeting.

The committee may impose a disciplinary sanction that differs from the recommendation of the Director of Student Development.

## Request for Appeal

Students may appeal the decision of the Student Conduct Committee to the Vice President of Student Services within ten (10) standard business days of service of a decision. The appeal will consist of written exceptions to the findings of fact, decision or disciplinary sanction.

The Vice President of Student Services will schedule an individual meeting within fourteen (14) standard business days of receipt of the

student's request. At the meeting, the student will have an opportunity to file additional documentation and present oral arguments.

Within fourteen (14) standard business days of the meeting, the Vice President of Student Services will approve, reverse or modify the decision; however, the Vice President of Student Services shall not impose a sanction more severe than that imposed by the Student Conduct Committee. The decision of the Vice President of Student Services will be final and the matter will be closed.

#### Right to Petition for Readmission

A student who has been suspended or expelled may petition for readmission. The petition must be in writing and directed to the Director of Student Development. The petition may not be filed prior to the expiration of one-half of the suspension period, or three (3) years (six semesters) from the date of final determination in expulsion cases.

The Director of Student Development will determine whether such petitions will be granted or denied.