



## Academic Disciplinary Procedures

**Alleged Violations:** An alleged violation of the Student Code of Conduct shall be forwarded in writing to the Academic Disciplinary Committee representative. All alleged violations shall be subject to a fair and impartial process in determining whether or not a violation has occurred. An alleged violation of the Student Code of Conduct may result in a warning or it may be subject to review by the Academic Disciplinary Committee as described below.

**Investigation:** Alleged violations of the Student Code of Conduct shall be investigated in a prompt and reasonable manner. The investigation shall gather relevant evidence, including, but not limited to, pertinent documents and statement from witnesses. While an alleged violation of the Student Code of Conduct is being investigated a student may be removed from class at the discretion of the Vice President of Academic Affairs.

**Notification:** A student who is charged with a violation of the Student Code of Conduct shall be notified of the specific charge(s) in writing by a Charging Letter sent and shall be given ten (10) days to submit a written response. Failure of a student to respond to the Charging Letter shall result in the allegations being entered as fact. In those instances where the College determines the conduct does not warrant a Charging Letter, it may choose to issue a Warning Letter and/or provide counseling to the student.

**Academic Disciplinary Committee:** After the investigation is completed and the student has responded to the Charging Letter, an Academic Disciplinary Committee shall be convened to review the file and make findings and recommendations to the Vice President of Academic Affairs. The Academic Disciplinary Committee composition shall be at least three (3) impartial individuals who have no prior involvement with the incident or the investigation.

**Committee Process:** Students shall be afforded the opportunity to address the Committee to make a statement in their defense. This may be done via teleconference. The amount of time to be afforded to the student may be reasonably limited by the Committee. Students are not entitled representation by an attorney or any other third party at any point in the process. Tape, digital, or other electronic recording of the Committee Meeting is not permitted.

**Decision:** The Committee delivers a summary report, generally containing Findings of Fact, Conclusions, and Recommendations to the Vice President of Academic Affairs. The decision shall be communicated to the student in writing, generally within two weeks.

**Sanctions:** If a violation is found, disciplinary sanctions shall be based on the seriousness of the situation and may include, but are not limited to; documented counseling by a College staff members, loss of academic credit, exam or course grade being entered as F, additional proctoring or alternated assignment requirements, suspension or dismissal from the course, program or the College in general.

**Appeals:** Students found to be in violation of the Student Code of Conduct, may appeal the decision to the President of the College within ten (10) days of receiving the Disciplinary Committee's decision. The decision of the President is final and shall be communicated directly to the student.