

## **503-02 STUDENT DISCIPLINE—PROCEDURE**

### **1. PURPOSE**

As members of the campus community, students are expected to be responsible for themselves, to assist others in accepting their responsibilities, and to help make the College community a better place. These procedures outline the rights and responsibilities of the student and the College in the student discipline process.

### **2. PROCEDURE**

1. Disciplinary authority: Pursuant to authority granted by Arizona state law, the College has established policies and procedures for student conduct and student discipline. The College President has designated the Director of Student Services to serve as the College's Disciplinary Hearing Officer and have primary authority and responsibility for the administration of student discipline. Further delegation of this authority may be made by the President or Director of Student Services.
2. Any student may be referred to civil authorities for alleged conduct on campus. Disciplinary action by the College is not subject to challenge or postponement on the grounds that criminal charges or civil litigation involving the same incident has been dismissed, reduced, or is pending in court.
3. The student disciplinary process will provide due process to the individuals involved.
4. Procedural guidelines including the student disciplinary procedure are published in the College's Student Handbook.
5. A disciplinary investigation may be initiated by any member of the college community by submitting a written referral to the Director of Student Services. The Director of Student Services may also initiate an investigation based on other reliable information.
6. The Director of Student Services may designate a complaint for resolution by a student disciplinary hearing or an alternative adjudication process including mediation, facilitated dialogue, informal disciplinary hearing, or restorative justice meeting.
7. Incidents of academic dishonesty are addressed by the instructor of record per the instructor's course syllabus and Procedure 303-11. Incidents of academic dishonesty are to be reported to the Director of Student Services. Repeated incidents will result in a referral to the student disciplinary process.

8. Instructors may remove a student from the current class session as a result of significant disruption in the classroom or online course which creates an environment of disruption based upon the “reasonable standard of society.”
9. Persistent disorderly behavior and other violations of the Student Code of Conduct may be referred to the Director of Student Services.
10. Removal from a current class due to an alleged violation of the Student Code of Conduct.
  - a. In such cases, the Director of Student Services and Campus Security must be notified with an Information Report within twenty-four (24) hours. The instructor’s direct supervisor and Dean must also be notified.
  - b. If the removal is due to perceived threatening behavior, faculty should notify security immediately.
  - c. A faculty member may choose to address this situation informally as addressed in the faculty handbook.
  - d. If an instructor wishes to remove a student from class for more than one day or exclude a student from participation in an online course, the instructor *will* notify the supervisor, Dean or Director of actions taken and recommendations. In addition the specific reasons for removal will be on a written report.
  - e. The student may be permitted to attend class pending the outcome of the student disciplinary process unless it is deemed unsafe to the student population and employees to CCC.
  - f. If resolution of the problem is not reached, the student may be removed pursuant to due process as outlined in this procedure.
11. A student may take responsibility for their actions and waive their right to a disciplinary hearing process. A student in this situation may receive sanctions or an alternative adjudication process as determined by the hearing officer.
12. A student may be subject to interim action prior to the resolution of a disciplinary proceeding if the Hearing Officer believes the information regarding the allegation of misconduct to be reliable and the continued presence of the student on College premises or facilities poses a threat to any individual, property, or College function. Actions may include immediate exclusion from one or more classes, campus locations or College activities.
13. At the completion of the investigative process the Hearing Officer may impose one or more of the following sanctions when it is determined that violation of the Code of Conduct has occurred:
  - a. \*Expulsion
  - b. \*Suspension
  - c. \*Withdrawal of a student from a class
  - d. Removal from a College program
  - e. Probation

- f. Reprimand
- g. Student organizational sanctions
- h. \*Degree revocation

\*These sanctions require approval of the College President. Students who are expelled, suspended or withdrawn for disciplinary reasons are not eligible for a refund (Procedure 208-01).

14. The Hearing Officer may impose one or more of the following stipulations as a condition for resuming or continuing studies at the College.
  - a. Restitution
  - b. Access restrictions
  - c. Service and educational response
  - d. Behavior education
  - e. Preparation of an agreed-upon Behavioral Contract
  - f. Administrative hold
  - g. Referral to Behavior Assessment Team
15. A student who fails to participate in the student disciplinary process will forfeit the right to respond regarding the alleged violation. If the student fails to attend the meeting, the Hearing Officer may proceed in the disciplinary process without further information from the student.
16. Right to restrict non-members of the College community: The College reserves the right to restrict or prohibit the presence of a person who is not a member of the College community from being on College property or attending College events whenever that individual's presence is considered detrimental to the welfare of the College community.
17. A student may appeal student disciplinary sanctions of suspension, expulsion, removal from a College program or revocation of a degree per the Procedural Guidelines outlined in the Student Handbook. Other sanctions are not subject to appeal.
18. Administration of Conduct Records: College expulsion, degree revocation and suspension shall be made part of the student's academic record. All other disciplinary sanctions shall become part of the student's confidential disciplinary record.
  - a. Student disciplinary records for students who have been expelled and/or suspended shall be retained permanently.
  - b. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged, at the student's request, from the student's confidential record seven years after final disposition of the case.
  - c. In accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, statistical information and required supporting documentation will be maintained both electronically

and in hard copy for seven years from the date of the annual report in which the Information was used.

- d. Student conduct records may be retained for a longer period, or permanently, if so specified in the sanctions. Records pertaining to ongoing or pending audits, lawsuits (or even reasonably anticipated lawsuits), or public disclosure proceedings will not be destroyed, damaged, or altered until the issue is resolved.

### **3. BACKGROUND**

1. References: ARS 15-1444, derived from former Procedure 503.1
2. Revision history: 05/09/2012 (new)
3. Legal review: none
4. Sponsor: Student Services

Adopted by College Council: 05/09/2012

**COCONINO COMMUNITY COLLEGE**