DUE PROCESS WITH REGARD TO DISCIPLINE OTHER THAN ACADEMIC

PREAMBLE

The intent of this document is to retain the legal responsibility of the Board of Trustees as it is delegated through the President to the Vice President of Student and Information Services, or his or her designee, for the health and welfare of the student body. The steps outlined in this Procedure will be used when a student's conduct is considered unsatisfactory according to College standards. Unsatisfactory conduct may include, but is not limited to: disruptive/inappropriate behavior anywhere on campus and destruction, theft, or mutilation of College property. Criminal activities will be referred to local legal authorities in addition to any disciplinary sanctions the College decides to impose.

DISCIPLINARY PROCEDURE

Action by the Vice President of Student and Information Services may be initiated upon his/her knowledge of any student conduct considered to be unsatisfactory. Action will also be initiated upon the receipt of a written statement from any Monroe County Community College employee who reports that a student’s conduct has been unsatisfactory. The Vice President of Student and Information Services will then:

1. Notify the student in writing within five (5) working days of the complaint filed against him/her, and/or arrange for a conference with said student.

2. Meet with the student whose conduct has been accused of being unsatisfactory.

3. Make a decision of what disciplinary status to impose upon the student based upon the severity of the problem:
   a. Warn the student that past conduct or behavior has not been satisfactory and/or
   b. Curtail specified privileges for a designated period of time and/or
   c. Have the student make financial restitution to the College and/or
   d. Dismiss or suspend the student from the College.

4. Send a certified letter within five (5) working days to let the student know what disciplinary action will be taken and that he/she can appeal the decision.

5. The Vice President of Student and Information Services will notify all parties they can appeal the decision directly to the President of the College whose decision is then final and binding. This appeal must be initiated within five (5) working days of the receipt of the Vice President’s decision.

6. Procedural timelines may be waived by the Vice President in the interest of facilitating due process and fairness.