STUDENT CONDUCT AND DISCIPLINE

Monroe County Community College recognizes that the purposes of the educational process (to question, experiment, test and confirm results) are shared by faculty, administration, students and community and that these crucial objectives carry with them mutual obligations.

DUE PROCESS WITH REGARD TO DISCIPLINE OTHER THAN ACADEMIC

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 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 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 that 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 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.

Guidelines For Classroom Discipline

If a student behaves in a disruptive or unsafe manner, the instructor in charge may dismiss the student responsible from the class. The instructor should review the student’s behavior with the student prior to the next class meeting to determine cause for further action. The instructor may permit the student to return to class after satisfying himself or herself of the student’s desire to refrain from the behavior that led to his/her suspension. The instructor may decide to disallow the student’s continuation in the class. It is the duty of the instructor in charge, however, to inform the student that he/she may appeal the dismissal to the instructor’s division dean. If the student is not readmitted to class, it is also the duty of the instructor to notify his/her division dean of the student’s dismissal.

Should the student appeal his/her dismissal to the instructor's division dean, it will be the responsibility of the instructor and the division dean to come to an agreement as to whether the student should be allowed to return to the instructor's class. This agreement must be reached as soon as possible, but should not exceed 48 hours from the time the student is dismissed from class.

If the division dean, the instructor and the student cannot reach an agreement allowing a student to return to class, a committee will be established and called into session within an additional 48 hours to hear the facts from all parties involved. This committee will be formed as follows: Student Government shall appoint two students with no vested interest to the appeal committee; the Chair of the Academic Review Committee will appoint two non-vested faculty members to the committee; and the Vice President of Student and Information Services will appoint one administrator not directly related to the problem. This committee will make its recommendation to the Vice President of Instruction. The decision of the Vice President of Instruction is final and binding.